Version 5 – January 2020

Fire Risk Assessment

University of BRISTOL

General Information		
Address of premises:	**7 Priory Road, Clifton, Bristol, BS8 1TZ**	
Assessor / job title:	**Lloyd Kembrey, Facilities Manager (Zone 4.2)**	
Date of fire risk assessment:	**11th December 2024**	
Date of previous fire risk assessment:	**9th January 2023**	
Suggested date of next review: (based on risk level indicator)	**November 2026**	
Building risk profile (A, B, Ci, Cii)	**A**	
Risk Level Indicator		**Total points score**

	0-99	100 – 399	400 – 699	700 – 999	1000+	
(a) Hazard(s) total =	**Trivial** **1**	**Tolerable** **2**	**Moderate** **5**	**Substantial**	**Intolerable**	**111**
(b) Points award	**1 point**	**5 points**	**20 points**	**50 points**	**100 points**	
Points total (a x b)	**1**	**10**	**100**			

Systems	Last Test Date	Systems	Last Test Date	Systems	Last Test Date
5 year electrical	14/10/2025	Fire alarm system	05/11/2024		
Dry risers	None	Fixed appliance testing	12/10/2023		
Emergency lighting	24/2/2024	Lightning conductors	None		
Fire drill	15/01/2025	PAT testing	March 2023		
Fire fighting equipment	16/04/2024	Gas service visit	20/03/2024		

Guidance notes on completing the template

Article 9 of The Regulatory Reform (Fire Safety) Order 2005 (RRO) requires the responsible person to make a suitable and sufficient assessment of the risks to which relevant persons are exposed. This document should be used in conjunction with the relevant building regulations and associated guidance.

- The **building risk profile** is established from the guidance in BS9999. A = Occupants who are awake and familiar with the building; B = Occupants who are awake and unfamiliar with the building; Ci = long-term individual occupancy (individual flats without 24 h maintenance and management control on site) and Cii = long-term managed occupancy (serviced flats, halls of residence, sleeping areas or boarding schools). Combine this with a fire growth rate of 1) slow 2) medium 3) fast 4) ultra-fast to create the profile e.g. A2 (occupants awake but unfamiliar with a medium fire growth rate)

- The '**total points score**' box on page 1 should be 'filled' with the appropriate colour indicating the level of risk. In the example below, 500 points = Moderate (400-699) which is orange.

- The '**Total Points Score**' is calculated from the hazards identified in the action register at the end of the document. Total up the number of hazards assessed as 'trivial', 'tolerable', 'moderate' etc and insert into the table (below, for example, there are 10 actions recorded as tolerable, 15 as moderate and 3 as substantial). This enables you to produce a point score for each range which, totalled, is the 'Total Points Score'.

Risk Level Indicator										Total points score
	0-99		100 – 399		400 – 699		700 – 999		1000+	
(a) Hazard(s) total =	Trivial		Tolerable	10	Moderate	15	Substantial	3	Intolerable	500
(b) Points award	1 point		5 points		20 points		50 points		100 points	
Points total (a x b)			50		300		150			

- The '**Suggested date of next review'** is based on the risk level indicator. In the example above, a score of 500 means the risk is 'Moderate' requiring a review every six months.

Trivial (1)	Every two years or when there is a significant change affecting fire precautions
Tolerable (2)	Every two years or when there is a significant change affecting fire precautions
Moderate (3)	Every six months until the risk reduces to tolerable (or when there is a significant change affecting fire precautions)
Substantial (4)	Every month until the risk reduces to moderate (or when there is a significant change affecting fire precautions)
Intolerable (5)	Every week until the risk reduces to substantial (or when there is a significant change affecting fire precautions)

In addition, you should continually review the action log in order to see that the fire risk is being progressively reduced.

Fire Risk Level Indicator

Likelihood of fire	Classification of fire risk		
	Likely consequences of fire: Slight harm	Moderate harm	Extreme harm
Low	Trivial risk (1)	Tolerable risk (2)	Moderate risk (3)
Medium	Tolerable risk (2)	Moderate risk (3)	Substantial risk (4)
High	Moderate risk (3)	Substantial risk (4)	Intolerable risk (5)

In the process of every fire risk assessment, an assessment should be made of the fire risk in the building. It is usual and acceptable for the fire risk to be expressed in terms of one of a number of predetermined categories of risk (e.g. “trivial”, “tolerable”, “moderate”, “substantial” or “intolerable”).

Definitions

Risk level	Action and timescale
Trivial (1)	No action is required and no detailed records need be kept.
Tolerable (2)	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate (3)	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial (4)	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable (5)	Building (or relevant area) should not be occupied until the risk is reduced.

Background	
Provide an outline of the building, its location and its use	7 Priory Road is occupied by SPS (the School of Policy Studies) and houses a mixture of academic and administration offices along with a teaching room. **Basement:** Two teaching rooms with a maximum capacity of 20 each (B2, B3), (not currently in use) one storeroom. **Ground Floor:** Two offices with a maximum capacity of two individuals each, a cupboard off the hallway containing the IT Server and cleaner's supplies. A photocopier is in the hallway. One teaching room with a maximum capacity of 48-60 (G1). One disabled lift which allows access from the ground floor to the basement floor. One fire exit is located at the far end of the hallway but is not suitable as an exit any an individual with mobility restriction and safe exit will be hampered by several steps leading the forecourt. The second fire exit leads to the garden at the rear of the buildings and is suitable for use by a wheelchair**.** **1st Floor**: Ladies toilets, six single occupancy rooms, one office occupied by two individuals. **2nd Floor**: Two offices with a max capacity of four each, one single occupancy office, one office occupied to two individuals. Kitchen area containing a kettle, microwave, occupancy offices, two offices occupied by two individuals each and a male toilet. The main entrance is at the rear of the building which is accessible from the front walkways to the rear of the villas along Priory Road. (pic.1) The door is secured by the UCard system. (pic.2) Basement - does not have an external entrance. Teaching and departmental support activities during workings hours with some limited teaching in room 7G1, 7B2 and 7B3 into the early evening. Such social events are always hosted by members of the school. Offices may be occupied by staff late into the evening and before working hours.
Materials used	The building was constructed in the 1890s external walls stone/brick, inner walls brick with some walls constructed from studwork, floors concrete/timber, tiled roof (not listed)
Roof construction	Tiles
Cladding (ACM, HPL?) Detail location and type	No cladding turn of the century building
Lifts	1 disabled access lift from ground floor to basement
Number of floors	4 including the basement
Number of basements	1
Total floor area	382 sq. metres
Number of staircases	1 main staircase and a staircase to the basement

Number / location of any lightning control devices	None
Occupancy (staff/visitors)	Maximum occupancy during the day is 55 (this assumes all rooms including the teaching rooms are used), limited use in the evenings (up to 10) and weekends, nothing overnight.
Fire history	None known
Assessment Review history (include details/dates of previous reviews)	FRAs available 2006, 2009, 2013, 2014, 2016, 2018, 2021, 2023

A1 **GENERAL FIRE PRECAUTIONS**			
LIMITATION OF FIRE SPREAD	**COMMENTARY** Provide an outline of the building's structural provisions ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing these structural provisions. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Structural provisions and standards they have been installed to meet. *Is the integrity of fire-resisting compartmentation maintained (wall and ceiling linings, roof spaces and ducts through fire-resisting partitions)?* *Are all exits and staircases protected from ingress of smoke and fire?* *Are escape routes protected for a minimum of 30 minutes?* *Are fire doors in good condition, functioning correctly and not wedged open?* *Are lifts in protected shafts?* *Higher risk areas sufficiently separated with fire-resistant construction?* *What about separation between adjacent buildings?* *Look at any cladding on the building, its composition and potential to spread fire externally.*	Inner walls of the building are constructed of a mixture of brick, partition and concrete, with fire doors providing fire resisting compartments Walls and ceilings are painted in a water-based emulsion. Fire doors exist at the top of the basement staircase, a further glass door at the top of the main stairs (however this is not fire rated and nor are the glass panels). Action - In the Ground floor lobby area, there is an uncapped pipe that allows smoke and fire to transfer through different compartment zones. Action - Possibility of stained-glass window shattering on a walkway outside in the event of a fire	Physical works to the fabric of the building are closely controlled by the University Campus Division team and no drilling or penetration of compartment walls is allowed without the areas being adequately fire-stopped after work is complete. The building itself was refurbished in the summer 2014. Any works that may pass through compartment walls are inspected as part of the sign off process for project works. The only work that does not pass through the Campus Division team is that carried out by the telephone services team. For the most part this relationship is well managed, and work is highlighted in advance so control measures can be implemented. Fire doors are inspected every 6 months by the onsite Campus Division Estates Assistants (EAs). These are recorded and remedial actions sent to the Campus Division Maintenance team to action. Action - A maintenance request has been made to have this pipe appropriately capped off in a fire secure manner. This is due to be complete by 16/01/12024. Action - Review the external walkway passing the stained-glass window by the copier/printer staff should use alternative routes away from the building as a fire is likely to break out of this window quickly if the printer is the source of fire. There is also a request for the printer to be moved separate to this risk.	Yes

A2 **OCCUPANTS AT RISK**	**COMMENTARY** Provide an outline of the people who use the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: All people who use the building, paying particular attention to people who may be especially at risk. Is there a risk for people in the vicinity of the building? These could be sleeping persons, disabled persons, lone workers, non-English speaking persons, contractors or visitors.	The building is used predominantly by academics/admin for office use and 3 teaching rooms. There are no sleeping facilities within the building and little evening activity although lone working can and does take place. Outside of normal working hours there is limited coverage by fire wardens. Other than the above, there may be visitors or contractors usually present during the day and these would not normally number more than 5-10. Generally speaking, UoB staff and students should be able to speak and understand basic English and there are generally not non-English speaking persons. The ground floor offices can be accessed by wheelchair users there is only access via the rear entrance door. The building is not fully DDA compliant some final exits maybe difficult to open without a 'buddy system' especially the basement entrance. There are currently no people with PEEPs using the building. The School of Policy Studies have a lone working policy in place, all staff working in the building have been made aware of this guidance. There are up to 17 members of staff working within the building the responsibility for the safe evacuation of occupants falls with the Fire Wardens allocated members and specifically nominated Fire Wardens.	All staff and students are provided with a building induction upon or shortly after arrival. This induction includes elements related to fire safety. In addition, as part of the annual staff review a fire warden induction is also a mandatory online learning element. Contractors are usually more tightly controlled with inductions taking place for routine or project work Fire safety information is on the school intranet. There is a PEEP system in place for disabled staff and students and this is generally well-managed although it does not preclude unexpected visits.	Yes

A3 EMERGENCY PLAN AND PROCEDURES	
Outline your emergency plan and evacuation drills. State the person nominated to implement those drills	The fire alarm system is single stage. On activation, the building is fully evacuated, and users congregate within the car park of 6 Priory Road. The secondary assembly point should the fire be genuine or a prolonged alarm is the café in the Priory Rd Complex. Fire Wardens are in place to sweep the floors and report to a Fire Marshal (usually the first fire warden to take control at the front of the building Upon activation of the alarm, there is a trained fire investigation team who will investigate the activation and confirm if it is fire or false alarm. Evacuation drills should be held each term, and these are organised by the Senior Executive Assistant and the Facilities Manager. Drills are usually planned to take place when the building has full occupancy. These drills usually see the building evacuated in less than 3 minutes.

A4 **COMPETENT PERSONS**	
Identify any person who is responsible for the day to-day fire management of the premises and any levels of competency they may hold	The University has a fire safety policy which outlines the responsibilities of those responsible for day-to-day fire management. The policy is available online but is paraphrased below. *The Chief Property Officer will, so far as is reasonably practicable, ensure that a fire risk assessment is undertaken, and appropriate control measures are put in place.* In practice this means the fire risk assessment is undertaken by the zonal Facilities Manager. The Facilities Manager will have passed the NEBOSH General Certificate and attended additional fire risk assessment training. Management of active and passive fire safety measures come under the remit of the larger Campus Division team and are primarily managed by the Hard Facilities Management team. Day to day monitoring of the fire panel, emergency lighting central battery and weekly routine testing comes under the remit of the Estates Assistants for Zone 4 lead by Estates Assistants Supervisor Paul Hardiman.
Identify any person who is responsible (at area or regional level) to assist the local manager and any levels of competency they may hold in that area	The University has a Senior Health and Safety Advisor who specialises in fire safety and who provides fire safety training (training for fire wardens, fire safety awareness, fire alarm investigation, safe use of fire extinguishers, operation of evacuation chairs, operation of evacuation lifts), information, advice or help for Facilities Managers carrying out fire risk assessments and general advice on fire safety to staff, students or anyone requesting the information. The University has a Fire Safety Adviser who specialises in fire safety and will provide fire safety training on request for (fire wardens, fire safety awareness, fire alarm investigation, safe use of fire extinguishers, operation of evacuation chairs, operation of evacuation lifts), information, advice or help for Facilities Managers carrying out fire risk assessments and general advice on fire safety to staff, students or anyone requesting the information. The Fire Safety Adviser is a qualified fire risk assessor, who has received training and qualified for a Level 4 Diploma from the Fire Service College with 25 years of practical experience in firefighting and fire safety.
Identify where fire marshals or wardens are provided, the level of training received and specific roles	Members of staff were trained as Fire Wardens in by Kevin McSweeney HSO, these members of staff are. All staff are provided with a written brief which they must sign and return, those who have also attended training from the fire safety advisor will also receive a certificate of attendance.
Identify any other person (including anyone who provides training or advice) with their relevant level of competency	As above, the University has a Senior Health and Safety Advisor who specialises in fire safety and who provides training for fire wardens and information for Facilities Managers carrying out fire risk assessments.

A4 **COMPETENT PERSONS**	
Outline the procedures you have in place for working with others who have responsibilities for coordinating fire safety measures for the building.	Generally, fire-related matters tend to go through the Facilities Manager who acts as the focal point for these issues. It is usual practice that fire safety matters are addressed by the Facilities Manager, Technical Manager and School Safety Manager or School Safety Advisor when urgent. There are clear lines of demarcation, and it is understood that passive and active firefighting systems are managed by the Campus Division team (for which the Facilities Manager acts as point of contact/co-ordinator) and that issues or hazards arising from the activities of the school are managed by the Technical Manager, School Safety Manager or School Safety Advisor under authority of the Head of School. Routine maintenance and checks are carried out by a combination of Estates Assistants, in-house maintenance staff and contractors. These activities are co-ordinated between the Site Services department, Compliance team, Maintenance team and Facilities Manager who liaise with the occupier to ensure that testing and maintenance does not impact negatively on teaching and research. Where the wider Campus Division team carry out activities (generally refurbishments) within the building these are managed by a university surveyor or contract manager and work is carried out to meet modern building regulations. Planning and co-ordination meetings are held between the Campus Division and occupier for all project work and these meetings cover all aspects of health and safety, not just fire safety.

A5 **MANAGEMENT OF DANGEROUS SUBSTANCES / PROCESSES**	
Outline the procedures and policies in place to: a) Manage dangerous substances or processes b) Deal with incidents involving dangerous substances or processes. Remember to provide details of training and information given. Remember to spot check that policies / procedures are being followed in labs, offices etc.	Occupants of 7 Priory Road do not use or manage any dangerous substances, the only chemicals used are cleaning fluids which are kept in a secured locations (cleaners' cupboards at different locations within the building) and are not flammable.

B1 **PRINCIPLES OF PREVENTION**			
IGNITION SOURCES (a) **Smoking**	**COMMENTARY** Explain how smoking is managed ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing smoking If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Is smoking restricted to safe locations? Is there good housekeeping in these areas? Is there a no smoking policy?	UoB has a smoking policy, and no smoking is allowed in the building.	Signage is present by the main rear door stating that no smoking is allowed.	Yes
IGNITION SOURCES (b) **Arson**	**COMMENTARY** Explore areas vulnerable to arson ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Building security Proximity of waste receptacles Accumulation of waste materials Awareness of anti-arson precautions	The building is surrounded by landscaping and is very visible to passers-by. There is a garden to the rear of the building which could be accessed by rough sleepers. However, the external areas of the building afford good protection from arson by the lack of combustible materials present and near the building.	Bins are stored at the front garden of 7 Priory Road property close to the path.	Yes

IGNITION SOURCES (c) **Hot processes and naked flames**	**COMMENTARY** Provide an outline of the hot processes within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Used by authorised and competent persons Is equipment clean? Are thermostats and flame failure devices regularly tested and working? Are combustible materials kept away from ignition sources? Is equipment used in correct locations?	The only hot processes taking place by occupants are in the top floor kitchen use of a microwave, toaster and kettle, on inspection the items had been PAT tested. Estates oversee hot processes utilised by contractors. The gas boiler is housed in the small plant room on the ground floor near to the rear entrance (X1 Strebel).	Staff using the kitchen to keep combustibles away from the cooking facilities. Contractor hot processes are managed by a Permit to Work system by the central Estates team. It is not known whether gas services are automatically isolated in the event of a fire alarm activation.	Yes
IGNITION SOURCES (d) **Electrical**	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Is wiring in good condition? Is there evidence of overloading including use of multi-block adapters? Trailing leads Are electrical intake areas clear of combustible materials? To what standard was the electrical system installed Is PAT testing up to date? Is equipment used in correct locations Are equipment and cables visually in sound condition?	PAT testing last undertaken in Mar 2024, The fixed wire testing was last carried out in Oct 2020 along with the fixed appliance testing, PAT testing should be carried out annually. No evidence of overloading, trailing leads etc at time of inspection The Estates Assistants conduct emergency light testing and maintenance repair any faults, statutory maintenance is carried out by estates, records kept at 1-9 OPH.	The existing control measures for fixed wire and fixed appliance testing are adequate.	Yes

IGNITION SOURCES (e) **Heating**	**COMMENTARY** Provide an outline of the heating system within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Give a description of the system installed Is it correctly ventilated? Is it physically guarded? Is appliance clear of combustibles? Are boiler rooms locked? Is appliance or system properly installed and serviced to required standards? Is appliance secured in position? What are the arrangements for fuel storage? What are the arrangements for changing gas cylinders? What are the arrangements for refuelling portable heaters?	The boilers and gas supply for 7 PR is contained in the boiler room, located at the ground floor locked plant room. A small number of staff still use portable heaters as supplementary heating, but this is discouraged by the school. Users are advised not to leave heaters unattended, and heaters are PAT tested annually.	Regular maintenance to the boilers is carried out.	Yes

B2 **PRINCIPLES OF PREVENTION**			
COMBUSTIBLES	**COMMENTARY** Look at housekeeping, particularly areas of storage and on escape routes ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing housekeeping and storage If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Storage, trip hazards	Housekeeping is generally well managed in the building. Action - In the hallway on the ground floor there are bins, and a printer stored here. This space is the only way to exit the building in an emergency, therefore should these bins or the printer be the source of the fire it would not be possible to exit the building. Action - In the Ground floor corridor, there are objects stored on and behind the cabinet that are flammable and could be a source of fuel in a fire in this location. Action - In the basement stairwell by the basement final exit route the school have stored equipment. This could block exit paths both via the lower ground and ground floor levels.	Formal property inspections are carried out at least annually by the Facilities Manager and informally at least termly. Any housekeeping issues in corridors are recorded and requests made for these to be addressed, but this is rarely done in SPS as space is well managed. The school carries out frequent checks of escape routes to ensure they are clear and carries out annual office inspections, which should also address housekeeping. Where spaces are particularly cluttered and untidy these should be addressed by School management. Action - The Facilities Management team will work with Sustainability and request the school removes these items and explain why they must not sore other items here. Action - The Facilities Management team will request the school removes these items and explain why they must not sore other items here. Action - The Facilities Management team will request the school removes these items and explain why they must not sore other items here.	Yes
DANGEROUS SUBSTANCES	**COMMENTARY** Explain what dangerous substances are present and in what quantities ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**

B2 **PRINCIPLES OF PREVENTION**			
Items to consider: Gases, chemicals, radioactive substances, lasers, bio-hazards, sources of fuel that would assist fire growth	Not in use at this location,		N/A

C1 **FIRE FIGHTING AND DETECTION SYSTEMS**			
DETECTION SYSTEMS and firefighting equipment	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Type and category of detection External assistance Unwanted fire signals Portable firefighting equipment (also CF with E1)	L2 detection - smoke detectors, with MCPs on escape routes. Sounders are prevalent throughout the building. Portable firefighting equipment is located on escape routes and near final exits. The fire panel is linked to Security via the BOLD/Gemini systems. Action - Foyer entrance on the ground floor does not have fire detection. Should a fire break out in this area, the protected stairwell would be compromised before alarms detect the fire.	Weekly fire alarm tests are carried out by the Estates Assistants. Fire system maintenance is carried out at specified intervals, portable fire-fighting equipment is serviced annually next due in Oct 2021. Control measures surrounding building work (bagging detectors) and hot processes are controlled by the Estates team. Action - A fire detector for this area will be requested.	Yes
MANAGEMENT PROCESSES	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Give a basic statement of system configuration *i.e. conventional or addressable? Cause and effect? No. of zones? Location of panel / MCP's etc?* If the system is installed to different standards in parts of the building state what these are and location. Is firefighting equipment suitable for the risk? Who is authorised to use the equipment?	L2 single-stage detection system with smoke detectors, MCPs located on exit routes and firefighting equipment as above. Fire wardens and Estates Assistants can use firefighting equipment if they feel confident in doing so, but the priority is to evacuate the building. The panel is in the main entrance to the building. A signal is also sent to the 24/7 security monitoring station. If confirmation of fire cannot be confirmed after a short period of time, Security Services will call the emergency services.	Existing control measures have been tested during drills and have been demonstrated to be reliable.	Yes

C1 **FIRE FIGHTING AND DETECTION SYSTEMS**			
Have you taken steps to prevent misuse? Do you have a testing regime in place?	The main fire panel is located by the front door (facing Priory Rd).		

D1 EMERGENCY ROUTES AND EXITS			
Size, number and distribution of exit routes	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Sufficient escape routes with capacity for the maximum number of people likely to be present? Note any external escape routes. Are you displaying the correct signage? Is it consistent? Do escape routes lead to a place of ultimate safety? Are external escape stairs safe?	There are 3 final exits and suitable exit routes/widths as reviewed and tested during evacuations. All escape routes lead to a place of ultimate safety, the main entrance. Directional signage is correct Action - The rear final exit fire door opens internally; regulations state that fire escape door should open in the direction of travel.	Existing exit routes and stairs are more than sufficient for the number of people likely to be in the building. Correct signage is displayed in the correct locations and all escape routes lead to a place of ultimate safety away from the building. Action - The Facilities Manager will ask the University's Fire Safety Advisor whether this door unit requires changing.	Yes
Stair sizes and protection	**COMMENTARY**	**EXISTING CONTROL MEASURES** Record systems and procedures in place If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Are there sufficient numbers of staircases? Are all staircases protected from the ingress of smoke and fire? Is the capacity of staircases adequate for people to escape?	Door at the top of the staircase at the top of the basement provides compartmentation and allow an alternative means of escape to be used. There are three main stairs, from ground floor to 1st floor 1100 mm wide, 850 to the 2nd floor and 1000 to the lower ground floor. These widths meet the requirements for occupancy levels in the building. 2nd Floor capacity – 5 1st Floor capacity – 9 Ground Floor capacity – 23 (including G1) Lower Ground Floor capacity – 18 (B2 B3 teaching room). Action- The stairwell leading from the 2nd floor to the 1st floor is particularly narrow and may result in a bottleneck during an evacuation.	Escape routes and stairs are largely kept free from obstruction. These are monitored formally in the Facilities Manager property inspections and on an ad hoc basis between inspections by users / Estates Assistants / FM. Action - As there is a maximum of 5 people based on this floor at any one time, this is an acceptable level of users, but it must be monitored to ensure the occupancy number does not grow to a risk level.	Yes

D1 EMERGENCY ROUTES AND EXITS			
Consideration of emergency routes/exits/lifts for the safe evacuation of disabled persons	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Consider refuge areas, evac lifts, strobes/sounders, steps etc	Any disabled persons using the building such as those in a wheelchair would need to use the rear entrance as an exit, as the front door has a series of steps an evac chair would need to be positioned. The lower ground floor can be accessed by wheelchair however, an evac chair would be needed to assist escape. There are no refuge stations communications systems in place in this building and any person requiring a PEEP using the building would need to be advised.	There are no person needing a PEEP that use the building, the lower ground floor teaching room is not accessible.	Yes

EMERGENCY ROUTES AND EXITS			
Dead end corridors and basements	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Are they covered by automatic detection or fire resisting construction and fire doors? No. of stairways serving the basement, whether the stairway also serves upper floors, how it is separated from the other escape routes?	There are no dead-end corridors within the building, all routes lead out by either fire exit or alternative door.		Yes
Emergency lighting	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Do you have a testing regime? Is there compliance to BS5266 (i.e. lighting sufficient at each exit door, final exits, changes in floor level, equipment which may need shutting down, windowless rooms and toilets exceeding 8m2 etc	All escape routes are covered by acceptable emergency lighting and are regularly tested by the Estates Assistants.		Yes
Final exits	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Consider size, number, where do final exits lead? Door fastenings – are they quickly openable and sufficient in relation to the no. of people using them	All final exits lead to a place of safety outside of the building, all release methods are safe.		Yes

EMERGENCY ROUTES AND EXITS			
Occupancy	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify likely occupancy figures, whether staff, students or visitors and floor space factors Is the building multi-occupancy?	The building is predominantly used by staff (up to 17) during weekdays, the normal UCard access levels are 08:00 to 18:00 Monday to Friday however, some teaching may go on to 20:00. Floor space factors indicate that occupancy levels are acceptable for the building though this needs to be proved by calculations. Outside of normal working hours there is limited coverage by fire wardens.	All School staff and students are provided with a building induction upon or shortly after arrival. This induction includes elements related to fire safety. Fire safety information is on the school intranet. There is a book that staff are asked to sign in / out when working out of hours and staff are told to vacate the building immediately upon hearing an alarm and to call Security. There is a PEEP system in place for disabled staff and students and this is generally well-managed although it does not preclude unexpected visits.	Yes
Adjoining premises link	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: How does it work in line with evacuation procedures? Are there shared escape routes?	7 Priory Rd stills detached from 6 and 8 Priory Rd, these buildings do not go into alarm and are not connected in any way.		Yes

EMERGENCY ROUTES AND EXITS			
Management	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Are means of escape useable and available? Are routes covered in staff training? Are routes kept clear and hazard free? Are routes adequately lit?	All fire routes kept clear and are well lit and signed, only main cause for concern is the narrow stairway to the lower ground floor.		Yes

EMERGENCY ROUTES AND EXITS			
Travel distances	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Do travel distances to a final exit meet the guidelines? Do inner rooms or rooms with initial travel on one direction meet guidance?	All fire routes kept clear and are well lit and signed, only main cause for concern is the narrow stairway to the lower ground floor. The escape for any disabled occupants from the lower ground floor.		Yes

E1 MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS			
Wet/dry risers	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Do you have a testing regime? Is correct signage in place?	None		
Suppression systems	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Give a brief description of the system Identify location Do you have a testing regime? Is correct signage in place?	None		
Firefighting shafts	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Is correct signage in place?	None		

MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS			
Automatic opening vents	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Do you have a testing regime? Is correct signage in place?	None		
Fire-fighting / evacuation lifts	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Give a brief description of the system Identify location Do you have a testing regime? Is correct signage in place?	None		
Fire Hydrants and general access	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. **If action is needed record this in the action log.**	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Is correct signage in place? Can fire tenders reach the hydrant and external envelope of the building – are there any restrictions			

F1 **OTHER FIRE HAZARDS OR AREAS REQUIRING SPECIAL CONSIDERATION**			
AREA	**COMMENTARY**	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing this area. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
	Possibility of stained-glass window shattering on a walkway outside in the event of a fire. Fire wardens – This is reviewed daily as many staff are working from home. The senior person in charge of an area of teaching students will take ownership of their area and evacuate people safely away from the building or staff member on site will take this action.	Review the external walkway passing the stained-glass window by the copier/printer staff should use alternative routes away from the building as a fire is likely to break out of this window quickly of the copier catches fire. (or look for alternative location).	Yes

G1
EVALUATION OF A FIRE OCCURRING AND POTENTIAL IMPACTS

The overall fire risk level indicator for the building is tolerable. The likelihood of a fire occurring is low.

Fire spread affecting life safety is likely to be reasonably contained with existing fire systems in place. It is essential that these measures remain in place and that there is no degradation which could compromise fire compartmentation or detection systems.

The only heat generating processes involve using the microwave, toaster and kettle in the top floor kitchenette. Along with the equipment within these areas the most likely cause of fire would be an electrical fire caused by faulty equipment in offices or potentially caused by a boiler malfunction.

FIRE RISK ASSESSMENT ACTION PLAN

Where similar issues present (such as faults with multiple fire doors or breaches of compartmentalisation), these should be listed as one action but with all locations identified. Note that whilst individual issues may be low risk (e.g. simple fault with a single fire door), if accumulated (simple faults with multiple fire doors) it may be appropriate to raise the risk level. Equally, a low level risk may escalate if left unattended from one review to the next.

Issue	Risk Level	Issue description and location	Proposed solution	Person responsible	Job reference number	Expected completion (date)	Checked as complete (names & date)
1	Moderate	Possibility of stained-glass window shattering on a walkway outside in the event of a fire	Review the external walkway passing the stained-glass window by the copier/printer staff should use alternative routes away from the building as a fire is likely to break out of this window quickly if the printer is the source of fire. There is also a request for the printer to be moved separate to this risk.	Facilities Management			
2	Moderate	7 pr	The Facilities Management team will request the school removes these items and explain why they must not sore other items here.	School Admin team		16/01/2024	School emailed on 8/01/25
3	Moderate	The rear final exit fire door opens internally, regulations state that the fire escape door should open in the direction of travel.	The Facilities Manager will ask the University's Fire Safety Advisor whether this door unit requires changing.	Fire Safety Advisor		16/01/2024	
3	Tolerable	In the hallway on the ground floor there are bins, and a printer stored here. This space is the only way to exit the building in an emergency, therefore should these bins or the printer be the source of the fire it would not be possible to exit the building.	The Facilities Management team will work with Sustainability and request the school removes these items and explain why they must not sore other items here.	Facilities Management		16/01/2024	

4	Moderate	Foyer entrance on the ground floor does not have fire detection. Should a fire break out in this area, the protected stairwell would be compromised before alarms detect the fire.	A fire detector for this area will be requested.	Facilities Manager		Summer 2025	
5	Moderate	In the Ground floor lobby area, there is an uncapped pipe that allows smoke and fire to transfer through different compartment zones.	A maintenance request has been made to have this pipe appropriately capped off in a fire secure manner.	Reactive Maintenance	1290499.00	16/01/2024	
6	Tolerable	In the basement stairwell by the basement final exit route the school have stored equipment. This could block exit paths both via the lower ground and ground floor levels.7 priory	The Facilities Management team will request the school removes these items and explain why they must not sore other items here.	School Admin team		16/01/2024	School emailed on 8/01/25
7	Trivial	The stairwell leading from the 2nd floor to the 1st floor is particularly narrow and may result in a bottleneck during an evacuation.	As there is a maximum of 5 people based on this floor at any one time, this is an acceptable level of users, but it must be monitored to ensure the occupancy number does not grow to a risk level.	School Admin team		Ongoing	School emailed on 8/01/25