Fire Risk Assessment

General Information	
Address of premises:	**8 Osborne Villas, Bristol, BS2 8BP**
Assessor / job title:	**Tony Cowley; Facilities Manager**
Date of fire risk assessment:	**November 2023**
Date of previous fire risk assessment:	**November 2019**
Suggested date of next review: (Based on risk level indicator)	**November 2025**
Building risk profile (A, B, C, D)	**A**

Risk Level Indicator	(0-100)		(100 – 400)		(400 – 700)		(700 – 1000)		(1000+)		**Total points score and overall risk level**
(a) Hazard(s) total =	**Trivial**	**1**	**Tolerable**	**5**	**Moderate**	**2**	**Substantial**	**2**	**Intolerable**	**0**	**145**
(b) Points award	**0**		**1**		**20**		**50**		**100**		
Points total (a x b)	**0**		**5**		**40**		**100**		**0**		

Systems	Test Date	Systems	Test Date	Systems	Test Date
5 year fixed wiring electrical test	27 Jan 2022	Firefighting equipment annual service visit	23/12/24 (extended	PAT testing	
Emergency lighting (annual 3 hour test)	13 Oct 2025	Fixed appliance testing			
Fire drill	N/A	Lightning conductors annual service visit	N/A	Gas annual service visit	8th July 25
Fire Detection Annual Service Visit	6 June 2025				

Introduction

The Regulatory Reform (Fire Safety) Order 2005 (RRO) replaces previous fire safety legislation and represents a significant shift of emphasis of the law towards risk assessment. Article 9 of the 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.

Review

The risk assessment should be reviewed according to the overall Risk Level.

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: 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.

Scope and Limitations:

This assessment is a comprehensive **non-intrusive** fire risk assessment concerned with the communal areas of a building including but not limited to; bin stores, electrical inlet/supply cupboards, electric and gas meter rooms, service riser shafts or service cupboards, storage cupboards and plant rooms, where they are accessible and where access is deemed safe, including the completion of an asbestos survey where necessary. This assessment does not consider any aspect of any void spaces accessed above suspended or false ceilings and has not included various riser spaces where asbestos is known to be present.

The non-intrusive nature of this fire risk assessment means that this risk assessment does not provide a full inspection of the compartmentation and fire stopping works within the premises. Any and all comments relating to compartmentation and fire stopping are based on a visual inspection of accessed areas only and should not be assumed to identify all areas where fire stopping or compartmentation is insufficient or unsuitable.

This assessment provides a visual examination of the apparent external wall system present including a brief overview of the assumed construction of the building. This assessment does not constitute a full external wall survey and does not include an intrusive survey into the construction of the external wall. Any and all comments relating to the external wall system and/or the construction of the building are based on information available to the assessor at the time of the assessment and the observations made by the assessor at the time of the assessment.

As a result of this Fire Risk Assessment, there may be remedial actions required to address various faults, issues or concerns related to fire safety within the building. The Risk Assessor (UoB FM Team) is required to report these actions on to the relevant Campus Division teams with the relevant skills and responsibilities to address such matters. In practice, this means raising tasks/jobs for either Building Services (Reactive Maintenance or Compliance Team) or Asset Maintenance Team, depending on the extent of the works required.

The Risk Assessor is also the Facilities Manager for the same building, so will take responsibility for raising these issues for the relevant teams to action. It is important to note that requests sent to Asset Maintenance enter into a project referral process that is managed by other teams within Campus Division. All project requests (including fire safety related requests) are assessed, prioritised and managed by Asset Maintenance.

Background	
Provide a description of the building, its location and use:	Built at the end of the 19th Century, 8 Osborne Villas is a conventional period residential property in the middle of sixteen such properties. This building is now used by the UoB Staff Counselling Service for counselling services. It is a residential property that is used and converted to accommodate offices for a discreet counselling service. It has a split-level layout with a rear kitchen, seating area and WC to the rear that has a lower elevation to the front of the building. From the rear seating area, a small basement is accessible, where the gas meter is located. From the front entrance, you enter through a vestibule door into a narrow corridor, which has 2 offices off the left-hand side and a single accommodation staircase up to the first floor. When ascending the staircase, there is a half landing that leads to a single office room over the back of the property. The first floor comprises of 2 further offices and a small WC. To the rear is a self-contained small courtyard garden with no rear access or egress – it backs onto another University owned boundary wall with Unit 1 Highbury Villas, which is to a lower elevation again.
Materials used in the construction of the building	The building is built of stone and brick with wooden joists supporting wooden floors. No cladding to the exterior.
Roof construction	The building has a pitched tile covered roof.
Number of lifts	No lifts are installed in 8 Osborne Villas
Number of floors	There are three levels in 8 Osborne Villas; The Basement, Ground Floor and First Floor.
Number of basements	There is one small basement that is used as the cleaning store
Total floor area	GIA of 130.6 m2 and NIA of 102.5 m2
Number of staircases	There is one central staircase which serves the first floor. Steps are used to access the basement from the kitchen at the rear of the building.
Number / location of any lightning control devices	No lightning control is fitted at 8 Osborne Villas

Occupancy (staff/visitors)	There is a mix of offices and consulting rooms. There may be up to 5 members of staff and there may be up to 5 visitors at any one time.
Fire history	**No incidents**
Update Record	November 2023 – FRA Review 19/01/2024 – Update to Action list. 16th May 2025 – Update to actions and therefore the score 31st Oct 2025 – FRA Review

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 including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory?
Items to consider: Structural provisions and standards they have been installed to meet. Fire-resisting compartmentation, fire doors, wall and ceiling linings, roof spaces and ducts through fire-resisting partitions.	The property is a mid-terraced period dwelling, originally constructed in solid masonry (traditional brickwork) with timber roof and floor structures. The property has been extended to the rear by a later single storey extension. The original building likely has solid (non-cavity) external and party walls and suspended timber intermediate floors. The extension is likely constructed with modern masonry or lightweight blockwork/timber-frame tied into the original structure. Structural openings created for the extension or for enlarged rear openings are typically formed with steel lintels/RSJs or reinforced concrete lintels and have been tied into the original masonry. Connections between original building and extension are varied; where the extension abuts the original party wall the continuity of masonry and any required fire-stopping should be inspected. On the basis of visual inspection, the building is effectively one compartment, however, internal doors throughout the premises appear to be of relatively modern construction (post-1985) but are not certified fire-resisting doorsets. The doors appear to be of solid or semi-solid timber core construction and fitted within standard timber frames. They do not display any manufacturer's certification markings or signage to confirm fire performance. While most doors are provided with larger door stops which may offer some limited resistance to the passage of smoke, they lack key components normally associated with compliant FD30S fire-resisting doors, such as self-closing devices, intumescent edge seals, and cold smoke seals. As installed, the doors are therefore unlikely to achieve a full 30-minute fire-resistance rating and should not be relied upon to provide effective fire or smoke separation in their current condition. These doors *appear* to be of substantial construction and *may* provide limited resistance, but **has**	Physical works to the building fabric are closely controlled by the University Estates team and no drilling or penetration of compartment walls is allowed without the areas being adequately fire-stopped after work is complete. Any works that may pass through compartment walls are inspected as part of the sign-off process for project works. The building is minimally occupied on any given day, and occupants will be able to exit the premise within a prompt manner, owing to the limited size of the building. This is a low risk building – very low risk activities take place and housekeeping is generally good. The building benefits from smoke detection in higher risk areas (kitchen) the GF offices and corridors on the escape route.	Yes 1

A1 **GENERAL FIRE PRECAUTIONS**			
	not been proven or assumed to meet any recognised fire-resistance period. We should assume they would provide a max of 20 minutes fire resistance and consider them to be nominal fire doors.		

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?
Items to consider: All people who use the building paying particular attention to people who may be especially at risk. These could be sleeping persons, disabled persons, lone workers, non-English speaking persons, contractors or visitors.	Up to 5 staff work in 8 Osborne Villas. There are no sleeping facilities within the building and no overnight activity is undertaken in the building. Lone working does take place. Clients visit the Counselling Services by appointment. Up to 5 clients could be visiting the Counselling Services at any one time. Contractor's visits are arranged in advance and notified to the building occupiers and nearly always happen on days when the building is unoccupied (Mon & Fri). UoB staff do speak and understand basic English. It is unusual for non-English speaking persons to be found in the building. This building is unsuitable for persons with limited mobility and therefore not deemed accessible for wheelchair users. Staff will make arrangements to meet anyone with accessibility concerns off site or online. Staff who will act as fire wardens are present during core hours for Staff Counselling Services. Outside of normal working hours there is limited coverage by fire wardens with limited numbers of staff in attendance. All staff are very familiar with the building layout and would know the most direct route outside.	All Counselling Services staff are provided with a building induction upon or shortly after arrival. This induction includes elements related to fire safety and lone working. Visitors report to reception and are then hosted by the counsellor who would manage and guide the visitor in the event of a fire evacuation out to the assembly point. One or two staff arrive soon after 8.00am and most staff have left the building by 6.00pm. A lone working policy is in place. Contractors book in and are inducted in the contractors' office at 1 - 9 Old Park Hill. Other than for routine maintenance, a local induction is also carried out with the contractors prior to undertaking project work. There are no PEEPs' in place as the building is not suited to persons with limited mobility issue. These persons would be seen away from the building at a different location.	Yes Trivial

A3 **EMERGENCY PLAN AND PROCEDURES**	
Outline the emergency plan and evacuation drills. State the person nominated to implement those drills	The Counselling Services have an emergency plan which is summarised below. In the event of a fire alarm activation **all** staff and visitors immediately evacuate the building via the front exit. The assembly point is on the street outside on Osborne Villas. Staff acting as Fire Wardens will sweep the floor and report at the assembly point to the nominated person, who will liaise with Security Services and the Fire and Rescue Services. Evac drills are planned and carried out by the Facilities Manager.

A4 **COMPETENT PERSONS**	
Identify the person or persons who are responsible for the day to-day fire management of the premises and the level of competency they 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 and 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 Zone 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 Estates team and are managed by the Hard FM Compliance team. Day to day monitoring of the fire panel and the weekly fire alarm test is carried out by the occupier. The monthly emergency lighting test is undertaken by the occupier. *Deans, Directors, Heads of School and Service will, so far as is reasonably practicable, ensure that all activities and processes falling under their control that present a fire safety risk are risk-assessed under the MHSW Regulations and brought to the attention of the Facilities Manager for inclusion in the fire risk assessment where appropriate.*
Identify the person or persons who are responsible (at area or regional level) to assist the local manager and the level of competency they hold.	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 fire wardens are provided, the level of training received and specific roles.	Staff within Counselling Services have volunteered to act as fire wardens and due to the small size and occupancy level of this building, they will know who is on site and can evacuate quickly. Training is provided by the Senior Health and Safety Advisor prior to taking on the role. The staff have no formal Fire warden training. This has been deemed acceptable due to very small number of people in the building at any one time. At the assembly point the senior person present takes the lead to confirm the building is clear.
Identify any other person (including anyone who provides training or advice) with their relevant level of competency	The University has a Senior Health and Safety Advisor who works within the Safety and Health Services and specialises in fire safety, provides training for fire wardens and information for Facilities Managers carrying out fire risk assessments.

A4 **COMPETENT PERSONS**	
Outline the procedures that are in place for working with others who have responsibilities for coordinating fire safety measures in the building.	The Departmental Safety Advisor is responsible for all aspect of Health and Safety within the department including fire safety. The DSA will bring to the Facilities Manager's attention any concerns about fire safety. There are clear lines of demarcation and it is understood that passive and active firefighting systems are managed by the Campus Division (for which the Facilities Manager acts as point of contact/co-ordinator) and that issues/hazards arising from the activities within the Counselling Services are managed by the Department Safety Manager. Routine checks and maintenance are carried out by a combination of occupier staff, in-house maintenance staff and contractors. These activities are co-ordinated between the Hard FM Compliance team and Maintenance team and the Facilities Manager who liaises with the occupier to ensure that testing and maintenance does not impact negatively on activities on the Counselling Service. Where the wider Campus Division 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.	There are no dangerous substances or process that are undertaken within 8 Osborne Villas

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?
Items to consider: Is smoking restricted to safe locations? Is there good housekeeping in these areas? Is there a no smoking policy?	The UoB Smoking Policy complies with the No Smoking legislation in England. No smoking is allowed in the building. Currently no one in the department smokes. Visitors may smoke before entering the building. There are no housekeeping issues in the immediate external areas of the building.	Smoking bins should be considered as a way of preventing discarded butts from providing a potential ignition source particularly as litter picking does not take place frequently outside the building.	Trivial 1

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?
Items to consider: Building security Proximity of waste receptacles Accumulation of waste materials Awareness of anti-arson precautions	 The building is surrounded by a mix of soft and hard landscaping. The waste bin compound is situated across the road from 8 Osborne Villas in front of 3-4 Osborne Villas. The compound serves all the properties in Osborne Villas. The external areas of the building afford good protection from arson by the lack of combustible materials in the vicinity of the building.	 The waste bin compound is managed by Sustainability, who can be contacted on 0117 928 9100, (internal 89100)	 Trivial 1

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?
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?	Estates oversee hot processes utilised by contractors. There are no hot processes taking place at 8 OV.	Contractor hot processes are managed by a Permit to Work system by the central Estates team.	Trivial 1

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?
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	The electrical installation was tested in January 2021. The meters and distribution boards are situated in the entrance corridor at high level. No evidence of overloading or poor cable management was found. **The electrical intake and meters are all on the wall of the single means of escape next to the final exit. This presents a hazard to the single means of escape and although there is early warning through the fire alarm system, this risk should be either boxed in completely removed from the hallway.** 	Occupiers are responsible for arranging PAT testing and should arrange re-visits according to the risks and amount of use electrical items get. Visual inspection of appliances at time of FRA does not raise any concerns, but PAT test would need to be arranged for certainty. Smoke detection in areas of greatest risk (kitchen, hallway) offers early detection and evacuation. Very low occupancy numbers with only GF and 1st floor rooms occupied. All occupiers will know the escape route and any visitors will be directed to the single means of escape. All areas are within required travel distances to the final exit.	Moderate 20

Is PAT testing up to date? Is equipment used in correct locations Are equipment and cables visually in sound condition?	Latest PAT testing was carried out in January 2020, however items were found with no PAT testing or older than 2020. Yes. Cables used by occupiers in good order.		

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?
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?	 The whole building is heated by a gas fired boiler heating a wet radiator system. The boiler is located in the kitchen area. It is a conventional domestic boiler. No Yes N/A Yes – assumption that all appliances will have been installed to correct standards, as per UoB specifications and use of competent installers. Yes N/A A small number of staff use portable electric heaters as supplementary heating – these are now limited to oil filled heaters only.	 Responsibility of the maintenance of the boilers is with UoB Hard FM Compliance team and latest gas service was carried out n July 2023. Any issues with heating are attended to by qualified engineers via the reactive maintenance team. The small number in use are situated away from combustibles and unplugged overnight. All portable heaters in site are newly procured.	 Tolerable 5

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?
Items to consider: Storage, trip hazards	Housekeeping is good. Corridors and escape routes are kept clear. Cleaning materials and equipment is stored in the basement.	Property inspections are carried out every term by the Facilities Manager and housekeeping issues are recorded and requests made for these to be addressed. Staff Counselling Services should carry out an annual inspection which should also address housekeeping.	Trivial 1

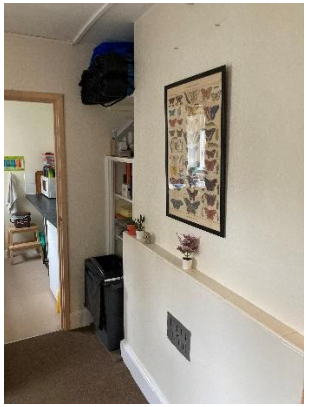
DANGEROUS SUBSTANCES	COMMENTARY Explain what dangerous substances are present and in what quantities ensuring you identify potential fire hazards and risk areas within the premises	EXISTING CONTROL MEASURES Record systems and procedures in place including training and information given. If action is needed record this in the action log.	FIRE RISK Control/condition satisfactory?
Items to consider: Gases, chemicals, radioactive substances, lasers, bio-hazards, sources of fuel that would assist fire growth	There are no dangerous substances within 8 Osborne Villas.	N/A	N/A

C1 FIRE FIGHTING AND DETECTION			
DETECTION 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?
Items to consider: Types of detection External assistance Unwanted fire signals Portable firefighting equipment	L3 detection system - using optical smoke detectors in all corridors (GF and 1F), all rooms except the GF rear WC, the 1F WC and the 2 consultation rooms on 1F. There is a heat detector in the kitchen area. All detectors connected to the main alarm panel. Sounders are located throughout 8 Osborne Villas. **The level of risk in the1st floor is low, but added detection to the 2 offices and door closers would greatly improve the current conditions.** In the current condition, it is assumed that the lack of cold smoke seals and intumescent strips would allow for smoke to pass through the top of the door leaf to activate the landing detector. The fire alarm panel is connected to the UoB Security Lodge BOLD system. An activation within 8 Osborne Villas will alert UoB security, who will respond. Very few from this location, but all fire alarm activations will elicit a Security response and a report produced that the FM will investigate further if required.	The maintenance of the fire detection and alarm system is carried out at specified intervals, as per standard requirements of compliance. There is no detection in the basement storage area. **There is only one detector on the first floor at the top of the stairwell, which could be improved by adding smoke detection to the 2 office rooms.** Control measures surrounding building work (bagging detectors) and hot processes are controlled by the Estates team. Portable fire-fighting at all levels and near to exits – this equipment is serviced annually.	Tolerable 5

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?
Items to consider: Give a basic statement of system configuration What procedures are in place to call the emergency services? Do you have a testing regime in place?	The fire alarm panel is located on the right-hand wall in the entry corridor inside the main entrance door. It is a L3 detection system, using optical smoke detectors with a heat detector in the kitchen area, with additional standalone type detectors linked to the main system. Sounders are located throughout the building. The fire alarm panel is connected to the UoB Security Lodge BOLD system, who will investigate the initial alarm activation and will call 999 upon finding smoke/fire in the building. If staff are on site and can confirm a fire, they will call 999 and then Security. The maintenance of the fire detection and alarm system is carried out annually and organised by the Compliance team.	Daily fire alarm panel checks and weekly sounder tests are carried out by the occupiers and recorded in the fire logs. Any failures will be reported asap to maintenance helpdesk.	Trivial 1

D1 **EMERGENCY ROUTES AND EXITS**			
Size, number and location 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?
Items to consider: Are there sufficient exit routes with the capacity for the maximum number of people likely to be present? Are there sufficient numbers of staircases? Are you displaying the correct signage? Do all escape routes lead to a place of ultimate safety?	The one and only exit from the building is the front entrance to the street. The ground floor corridor and the stairwell from the first floor lead to the front door. This is sufficient for the small number of persons likely to be in the building at any one time. One accommodation stairwell – suitable. The assembly point is the street outside of the front of the building. Yes. Yes – to the front only.	Existing exit routes are sufficient for the number of people likely to be in the building.	Tolerable 5

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?
Items to consider: Are all staircases protected from the ingress of smoke and fire? Is the capacity of staircases adequate for people to escape?	There is a single internal accommodation staircase. The staircase leads to the front door and is sufficient for the low number of persons that are likely to be in the building at any one time to leave safely and promptly. The building is treated as a single compartment.	The front door is the only means of escape away from the building. There is a door at the rear of the building leading to an enclosed garden. All escape distances are within 18m to the final exit. Very low occupancy in building with staff who are very familiar with building.	Trivial 1

EMERGENCY ROUTES AND EXITS			
Dead end corridors	**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?
Items to consider: Are they covered by automatic detection or fire resisting construction and fire doors?	The building is essentially a residential property, now adapted for office use. The building remains in a residential layout with rear extension housing a small kitchen and dining area that has been adapted as a seating area for waiting clients. There are no hobs within the kitchen – only electrical appliances. The rear GF extension creates a situation where three small rooms adjoin one another with a very short set of stairs to the main corridor that leads towards the exit. To escape from the rear room (a WC), evacuation can only be achieved in one direction. There is a door that leads to the rear garden, but offers no means of escape to an ultimate place of safety, despite having EML outside of the bolted door. There is what appears to be 'nominal fire door' between the GF entrance corridor and the 3 rear rooms on the GF (kitchen area and bathroom), however, the building is treated as one compartment.  	Smoke / Heat detection within the 2 access rooms (kitchen and small waiting area). No SD in WC where risk is lowest. Occupancy is very low – max of around 10/11 people, (but usually lower) might be in the building at one time, if each counsellor were to have a client on site. EML on the escape route. Occupiers are familiar with building layout, and will direct clients to the front exit. Building is only generally occupied 3 days a week. Although the kitchen and waiting area are technical separate rooms on plans, they are treated as one space and due to close proximity, smoke or flame would be quickly identified if in either space if in the area. Very low risk building activities.	Moderate 20

EMERGENCY ROUTES AND EXITS			
	Further measures should be sought to reduce the risk to occupiers using the WC that would need to escape through the kitchen to a place of safety.		
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?
Items to consider: Are all escape routes covered by acceptable emergency lighting? Do you have a testing regime?	All escape routes are covered by emergency lighting. Yes	Monthly testing is carried out by the occupier and recorded in the Fire Log book. Annual testing is carried out by Reactive Maintenance and recorded in the Fire Log book.	Trivial 1

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?
Items to consider: Identify figures and floor space factors	8 Osborne Villas is occupied by Staff Counselling Services and is a mix of staff offices and consulting/counselling rooms. Up to 5 members of staff and up to 5 visitors maybe in the building. Floor space factors are well within tolerances.	All Counselling Services staff are provided with a building induction upon or shortly after arrival. This induction includes elements related to fire safety. Counselling staff are very familiar with the building and know the most direct way out of the building.	Trivial 1

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?
Items to consider: How does it work in line with evacuation procedures?	8 Osborne Villas is a self-contained property with its own fire exit. The neighbouring buildings do not have a linked alarm, but are adjoined. Party walls are assumed to be solid masonry construction that would provide adequate protection between properties. NB: This FRA is non-intrusive, so cannot confirm level of fire protection between properties, especially at roof level. There is a roof hatch that could not be inspected, and therefore would need to be inspected to confirm there is adequate separation between properties and there are no penetrations	Security Services respond to all fire alarm activations and would assume a safety role to effect the evacuation of neighbouring properties or any other properties that could be affected.	Tolerable 5
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?
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?	The final exit door was usable and available. This door opens inwards, but occupancy is much lower than 60 people, so is tolerable. Staff are shown escape during the induction process. All routes were clear and available. All routes are adequately lit.		Trivial 1

EMERGENCY ROUTES AND EXITS			
Compartments and fire resisting partitions	**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?
Items to consider: Are all exits and staircases protected from ingress of smoke and fire? Is escape route protected for a minimum of 30 minutes? Is the integrity of fire resisting compartments maintained? Are fire doors in good condition, functioning correctly and not wedged open? Do you have a testing regime for approved hold open devices on fire doors?	The exit routes from the GF and 1F are offered a degree of protection from ingress of smoke and fire by nominal fire doors only. Doors onto the GF corridor appear to have qualities of a fire doors, such as Georgian Glass, at least 44mm thick, and some are fitted with door closers. It is assumed that these doors are nominal fire doors, but will not be certified fire doors to today's standards.  The 1st floor rooms (x2) do not have door closers, but should be added to improve the conditions and ability to reduce/limit fire and smoke spread. The construction of the walls cannot be assumed to be fire resisting materials due to the age of the building and lack of information to indicate otherwise. The extent of this non-intrusive FRA has not extended into voids or cavities that are not easily accessible.	There are no certified fire doors in the building. The doors to all the rooms are generally kept closed and at the end of the day all doors are shut. Doors onto the escape routes appear to be nominal fire doors, which are generally over 44mm thick, appear to be of solid construction, have door closers and Georgian glass (not all)…but they cannot be considered fully functional fire doors to today's standards. The building is treated as a single compartment, however, the corridors appear to be offered a degree of protection by virtue of the doors being notional fire doors. In this small building, this would be sufficient to enable staff to evacuate in good time. Detection covers all rooms and corridor, except the two WCs and the 2 1F offices. Door closers should be added to improve the function of these doors when limiting smoke/fire spread. General activity in this building is very low risk.	Tolerable 5

EMERGENCY ROUTES AND EXITS			
	 To improve the safety of the escape route, consideration should be given to replace all doors to the escape route with modern, certified fire doors, or if this is financially prohibitive, modifications by a suitably qualified person to install necessary fire rated door furniture and intumescent strips and smoke seals and door closers to improve their ability to maintain a full 30 minutes of protection to teh escape routes.		

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?
Items to consider: Do travel distances to a final exit meet the guidelines?	Travel distances meet current building regulations. All within 18m to the final exit.		Trivial 1

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?
Items to consider: Identify location Do you have a testing regime? Is correct signage in place?	There are no wet/dry risers in 8 Osborne Villas.	N/A	N/A
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?
Items to consider: Give a brief description of the system Identify location Do you have a testing regime? Is correct signage in place?	There are no fire suppression systems in 8 Osborne Villas.	N/A	N/A

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?
Items to consider: Identify location Is correct signage in place?	There are no fire-fighting shafts within 8 Osborne Villas.	N/A	N/A

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?
Items to consider: Identify location Do you have a testing regime? Is correct signage in place?	There are no automatic opening vents within 8 Osborne Villas for fire-control purposes.	N/A	N/A
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?
Items to consider: Give a brief description of the system Identify location Do you have a testing regime? Is correct signage in place?	There are no fire Fighting/Evacuation lifts in 8 Osborne Villas.	N/A	N/A

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?

G1

EVALUATION OF A FIRE OCCURRING AND POTENTIAL IMPACTS

The overall fire risk level indicator for the building is Trivial, however, there are some actions required to improve the overall conditions of the building (as per below).

This is a small domestic type building with limited numbers of people in at any one time carrying out very low risk activities. Risk of a fire starting and spreading is low.

There are some passive fire safety measures that should be investigated to improve the dead-end / inner room conditions on the GF rear extension, as well as a more intrusive assessment of the building to establish where compartmentation is required – especially at roof level.

The electrical meters/intake within the GF corridor is a particular hazard that needs addressing to ensure the single means of escape is not compromised.

COMMENT:

27/5/2025: The fire actions relating to this building have been reviewed by Dean Finch from Asset Maintenance. Dean has provided a rough plan of action to address the hazards, however, is still required to prioritise the Residential Estate, so therefore these mitigation works are on hold until they have sufficient resources and funding to proceed.

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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.

Issue	Risk Level / location	Issue description	Proposed solution	Person responsible	Job reference number	Expected completion (date)	Checked as complete (names & date)
1	Moderate	Roof space	Suggest an intrusive fire strategy report is sought to ensure levels of protection between buildings are adequate.	FM (project request)	1073536	Jan 2024	
2	Substantial	Electrical intake/meters are mounted on the wall within the corridor. These meters are not boxed in and could render the single means of escape route unusable and trap people with no alternative route out.	Fire rated construction to box in the relevant meters etc, but the best option would be to completely remove this from the corridor and re-route it to the basement or within a room that is protected by a FD30s.	FM – Submitting a project request to Asset Maintenance under RRO works.	1073536	31 Jan 2024	
3	Substantial	All doors on corridors are not FD30s – Ther are notional fire doors. Additional smoke seal required to all doors to fill any small gaps. Both 1st floor rooms also have no door closers.	Add smoke seals and strips and any other fire rated door furniture as required uograd doors, or ideally replace with fire rated door sets to latest standards.	Asset Maintenance	1073536	TBC	
4	Tolerable	Door to kitchen (inner room condition) prevents visibility to adjoining room.	Remove internal door to create one space with clear visibility and access to the fire exit route. Inner room condition removed. Dead end condition will remain but with	FM – via Helpdesk request	1072143		
5	Moderate	Nil smoke detectors on 1st floor offices. Only one detector in the corridor. Not to L2 standard, so would benefit from	Add to project request for Asset Maintenance to assess for an	Asset Maintenance	1073536	TBC	

Issue	Risk Level / location	Issue description	Proposed solution	Person responsible	Job reference number	Expected completion (date)	Checked as complete (names & date)
		improving this where there is a single escape route.	upgrade to the fire alarm system.				
10							
11							
12							