Fire Risk Assessment

University of BRISTOL

General Information	
Address of premises:	**8-10 Berkeley Square, Berkeley Square, Clifton**
Assessor / job title:	**Lloyd Kembrey / Facilities Manager**
Date of fire risk assessment:	**1st December 2023**
Date of previous fire risk assessment:	**14th March 2023**
Suggested date of next review: (based on risk level indicator)	**May 2025**
Building risk profile (A, B, Ci, Cii)	**A2**

Risk Level Indicator							Total points score
	0-99	100 – 399	400 – 699	700 – 999	1000+		
(a) Hazard(s) total =	Trivial	Tolerable	1	Moderate	1	Substantial	Intolerable	**65**
(b) Points award	1 point	5 points		20 points		50 points	100 points	
Points total (a x b)		10		60				

Systems	Last Test Date	Systems	Last Test Date	Systems	Last Test Date
5 year electrical	24/11/2023	Fire alarm system	30/11/2023	Fire damper	26/06/2023
Dry risers	NA	Fixed appliance testing	26/09/2023		
Emergency lighting	27/02/2023	PAT testing	04/04/2023		
Fire drill	Termly	Gas service visit	14/09/2023		
Fire fighting equipment	06/01/2023	Refuge System	27/10/2023		

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	Berkeley Square was laid out around 1790 in a Georgian style with a central grass area behind railings, and no's 8-10 were originally constructed as three domestic dwellings. The individual properties are separated by party walls, through which doorways have been knocked through to link the properties. At some stage in its history, an extension has been to the rear of the property. The building underwent an extensive refurbishment during 2016 and reopened January 2017. The building is solely occupied by the School of Law for academic, research and administration staff, and there are central teaching spaces on the lower ground and first floors. The focal point of the building is a Moot (mock) Courtroom on the ground floor used by students to argue imaginary cases for practice. There is also a legal advice clinic on the ground floor, where students offer free legal advice and support to members of the public by appointment only. The lower ground floor comprises 3 tutorial rooms, hot desking space, male/female and accessible toilets as well as a server room and access to the plant room which contains 2 nr gas fired boilers for the building. The ground floor contains academic and admin offices, two kitchen/tea point areas, a small area for IT to building pc's, a legal advice clinic for members of the public and the moot court (a mock courtroom) used by practicing students. The first floor contains 2 x seminar rooms for central teaching and academic offices. The second floor contains academic offices, WC's and a small tea point. The third floor has a staff common room, WC's and post graduate research rooms There are 4 main staircases in the building with two smaller stairs on ground and 1st floors that lead to mezzanine levels. All staircases in the original section of the building are timber, with the staircase in the extension of the building formed from cast concrete. Staff and student access to the building is via the main entrance off Berkeley Square, which is controlled by the University Ucard system. Public and disabled staff/visitors can access the building via the disabled ramp to the rear. Hours of operation are Mon-Fri approx. 07:00 – 20:00, though some out of hours working is expected to take place.
Materials used	Original buildings (no's 8-10) traditionally built from stone and brick with some masonry and studwork internal walls and timber floors. The extension to the rear of the property is thought to be constructed from reinforced concrete or concrete encased steel beams, with concrete slab floors.
Roof construction	Original three buildings (no's 8-10) is timber frame with slate tile covering and pitched mansard roofs over the front and rear rooms. Extended section of the building is concrete slab with asphalt covering.
Cladding (ACM, HPL?) Detail location and type	None.
Lifts	1 x passenger lift that serves lower ground, ground, first and third floors only – no lift access to second floor.
Number of floors	5
Number of basements	0
Total floor area	2569m2
Number of staircases	4 main staircases with 2 leading solely to the lower ground floor, plus 1 external metal fire escape.
Number / location of any lightning control devices	NA

Occupancy (staff/visitors)	Assuming all teaching rooms, meeting rooms and offices are in use simultaneously and at capacity, there could be up to 280 people in the building. The maximum occupancy for the MOOT COURT is 60 people, due to the inward opening of the door, however in very rare occasions if there is an event the school should communicate this to the facilities manager and the estate assistant if there's a need to increase the number of participants up to 80-90, in this case, additional measures should be in places, such as the kitchen to be out of use during the event and the inward door to be left open during the event to allow participants to evacuate safely in case of emergency, however, this should be strictly monitored by responsible persons assigned during the event. After the event, the door cannot be left propped open.
Fire history	There is no known history of fire during the University tenure.
Assessment Review history (include details/dates of previous reviews)	14/03/2023, 14/05/2021,24/03/2019, 27/02/2017, May 2015,

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.*	The long-term performance of passive fire protection is key to ensuring the structure and the compartmentation of a building is able to withstand the ravages of fire for the prescribed time to allow the occupants to escape. In addition, properly installed and maintained passive fire protection will reduce damage to the building in the event of a fire and could consequently reduce the monetary losses that occur as a result. Having been recently refurbished, compartmentation throughout the building is of a satisfactory standard. Where cables and services run through lines of compartmentation, the resulting gaps have been appropriately fire stopped using fire batts with intumescent sealant. Compartmentation between floors at the rear of the building is reasonable where the building is concrete framed with concrete floors. However, compartmentation is relatively poor at the front with floor-to-floor separation being comprised of lath and plaster ceilings. Fire compartments have been identified that allow for fire protected corridors to be formed. Where new doors have been installed within compartmentation lines as part of the refurbishment, these are dedicated fire door sets. Where existing heritage doors have had to be kept for conservation reasons, the fire resistance has been upgraded with an intumescent paint. Owing to the age of the building there are numerous uneven floors, and some fire doors therefore have large gaps present at the threshold. Where these exist, drop down threshold seals have been fitted in order to maintain the integrity of the fire doors.	Fire doors are inspected every 6 months by the on-site Estates Assistants. These are recorded, and remedial actions sent to the University maintenance team to action. 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.	Yes

A2 OCCUPANTS AT RISK	COMMENTARY	EXISTING CONTROL MEASURES	FIRE RISK
	Provide an outline of the people who use the building ensuring you identify potential fire hazards and risk areas within the premises	Record systems and procedures in place including training and information given.	Control/condition satisfactory? Yes/No
		If action is needed record this in the action log.	
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 predominantly used by Law School academic and administration staff, as well as postgraduate students. Although there are central teaching spaces, so students from other faculties within the University could be expected to be taught in the building. The ground floor of the building houses the Pro Bono (legal advice) clinic, where members of the public can make appointments to receive legal advice. There are no sleeping facilities within the building and little overnight activity, although lone working can and does take place. It is expected there will be a number of visitors and contractors present during the day, but these would not generally exceed 10, unless there was a special event taking place, such as a Law School event in the Moot Court which holds up to 119 people. Generally speaking, UoB staff and students should be able to speak and understand basic English and there are generally not non-English speaking persons. Outside of normal working hours there is limited coverage of fire wardens unless arranged by the event organiser.	All building based staff and students are provided with a building induction upon or shortly after arrival. This induction includes elements related to fire safety. Members of public visiting the Pro Bono Clinic will be accompanied at all times. Elsewhere, visitors are usually accompanied around the building due to the access restrictions. Fire safety information is located on fire action notices which are placed around the building. Contractors are usually more tightly controlled with inductions taking place for routine or project work. UoB has recently restricted access to contractors which means they now must go through the sign in at the contractor's office at 1-9 Old Park Hill, which also aids control. The University operates a PEEP system for assisting the evacuation of disabled staff, student and visitors to its buildings. Whilst no one currently based in the building has a requirement to have a PEEP, the circumstances may change in future and the school will need to review this accordingly. The lift has been converted to evacuation standard and has a secondary power supply from a battery source. In addition, the building has been provided with an evac chair that can be used in event of the evac lift being unable to be used. However, at the time of the assessment there are no trained members of staff to use this, and the Law School would need to put forward volunteers for training.	Yes

A3 EMERGENCY PLAN AND PROCEDURES	
Outline your emergency plan and evacuation drills. State the person nominated to implement those drills	8-10 Berkeley Square has a detailed emergency plan which is summarised below. The building operates a single stage evacuation. The building fire alarm system covers all rooms and passageways and will activate on detecting the heat and/or smoke from a fire or if someone were to activate a manual call point. This will result in the continuous sounding of the fire alarm. Location of the fire will be indicated on the fire alarm system control panel located in the main entrance by the Estates Assistants lodge. The alarm signals automatically to University Security. During working hours the Estates Assistant, if present and on duty, will telephone Security Services as soon as it is known there is a genuine fire, or to stand them down if the signal is a false alarm. In event of a fire alarm actiation, all staff, students, visitors and contractors must evacuate the building by the nearest fire exit and assemble at the muster point outside of number 1 Berkeley Square. 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) that their areas is clear. Fire wardens should direct people to the muster point and prevent re-entry to the building. Out of hours Security will send a team to search for signs of fire if they receive an alert or receive a report. They will call the Brigade if they either cannot reach the building within 5 minutes, there is a secondary activation or they find evidence of a fire. Fire action notices are in place at red manual call points and at various other locations around the building, including kitchens and meetings rooms so the information is available to visitors using these areas who may not have received a building induction. Evacuation drills are held each term and these are organised by the Facilities Manager in conjunction with the School Management Team. Drills are usually planned to take place when the building has full occupancy with teaching and seminar rooms in use. These drills usually see the building evacuated in less than 5 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 Director of Estates 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 Estates team and are primarily managed by the Hard FM maintenance and compliances teams. Daily checks of the fire alarm panel and weekly testing is carried out by the duty Estates Assistant. *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 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 Senior Health and Safety Advisor is a qualified fire risk assessor, who has received training at the Fire Service College in Moreton-in Marsh (basic and advanced fire safety engineering, fire-fighting with fire extinguishers, fire rescue technique) with 20 years practical experience in fire safety advice, guidance, training and risk assessment.
Identify where fire marshals or wardens are provided, the level of training received and specific roles	Departmental staff throughout the building have been trained to undertake the role of fire wardens. Training is provided in-house by the University Fire Safety Officer located with the Safety and Health Services team. Refresher training is also provided and the Safety and Health office records dates of training and reminds fire wardens to book refresher training 3 months prior to their expiry date.
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.	As above, the University has a Senior Health and Safety Advisor (Richard Norris) who specialises in fire safety and provides training for fire wardens and information for Facilities Managers carrying out fire risk assessments.

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.	No dangerous substances held on site nor dangerous processes carried out. Cleaning materials and chemicals are stored securely, and all cleaning staff have been trained on how to manage and use any hazardous or flammable substances. Training records are held by the Site Services team administrators.

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?	Housekeeping is acceptable in these areas although smoking bins are not provided so there is potential for a littering issue from discarded butts. This is not presently an issue but should be monitored. There is a small internal courtyard area that neighbours the adjacent domestic property. Access to this area is currently kept secure. Should the future use of this external space change, this should be monitored to ensure that illicit smoking does not take place.	The University has a smoking policy, and no smoking is allowed in any University building. Smoking could take place outside the building and would be restricted to safe locations out of the way of bin stores and flammable materials.	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 a hard landscaping and main roads to front and rear of site. There are two main points of access into the building, via the main entrance off Berkeley Square, or via the disabled access ramp at the rear of the building. Both entrances are controlled by Ucard 24/7.	A waste compound was created during the refurbishment at the rear of the building and was used to house wheelie bins. However, owing to waste vehicle access on Upper Byron Place, the waste strategy for the building was revised, and waste is store in the garage at the rear of 13 Berkely Square. There is CCTV at the front of the building, and the rear of the building also has CCTV overlooking the car park and bike shed area. No history of Arson in the area both UoB and neighbouring buildings. Waste is removed from the building daily.	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?	No hot processes are carried out by the building occupiers. Kitchens are limited to tea points with hot water boilers, microwaves, coffee machines and dishwashers.	Where carried out, contractor hot works are managed by the university Permit to Work system and overseen by the central Estates team.	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?	The refurbishment of the building included replacing distribution boards and wiring, which does not need to be tested for 5 years after handback. There are sufficient numbers of electrical sockets in each room as this was planned during appropriately during the refurbishment project. All portable IT equipment was brand new supplied upon occupation of the building in 2017 and will fall into the PAT regime carried out by the Law School. Electrical risers are free from accumulated waste and access is restricted to Estates staff.	There was some evidence of PAT testing but there were a few items of portable equipment that didn't appear to have been tested. The school will contact all users and ensure they bring in all portable equipment when PAT testing is booked in.	No

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 building is centrally heated by a wet radiator system served by a 2nr commercial gas boilers located within the lower ground floor plant room. Hot water is piped through and then distributed throughout the building via pump sets in the main plant room. The building was refurbished in 2016 and re-opened in Jan 2017 and has a new heating system and improved insulation, so there should be no need for any portable heating appliances. Some areas of the building have been provided with local extract ventilation, and where ductwork passes through lines of compartmentation, fire dampers have been installed.	The boilers are subjected to routine maintenance by a competent person on a regular basis. Access to both plant room areas is restricted to authorised personnel only and is controlled by means of an Estates master key.	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	At the time of inspection housekeeping was acceptable and corridors and escape routes were clear. Other than electrical items, such as distribution boards, there are not ignition sources or flammable items in these areas and the current level and segregation of storage is acceptable. Elsewhere, upholstered furniture is relatively new and appeared to be in good condition without splits, tears or holes in the covers.	Property inspections are carried out termly by the Facilities Manager and housekeeping issues in corridors are recorded and requests made for these to be addressed. Where offices are particularly cluttered and untidy these should be addressed by School management. Waste is removed from the site daily and stored in a bin compound located in the garage at the rear of 13 Berkely Square.	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**
Items to consider: Gases, chemicals, radioactive substances, lasers, bio-hazards, sources of fuel that would assist fire growth	There are no significant sources of fuel over and above that found in a typical office environment, such as paper, soft furnishings and portable electronic equipment.		Yes

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)	L1 category detection system, primarily optical smoke detectors with a small number of heat detectors in key areas and MCP's located on exit routes. The system will raise the alarm during the incipient stages of a fire, prompting an early evacuation of the premises by the occupants. Sounders are prevalent throughout the building with a number of beacons in stairwells where refuge communications could be affected. Portable firefighting equipment is located on escape routes and near final exits. Only staff who have received training in the use of portable fire extinguishers will, when it is safe to do so, use extinguishers and fight the fire. The remaining staff will evacuate the premises together with any visitors Some people find fire extinguishers heavy and awkward to carry and manipulate and it is necessary to consider the manual handling aspect when using and operating a fire extinguisher. Fire drills typically see the building evacuated in approximately 3 minutes.	Fire system maintenance is carried out at specified intervals. New portable fire-fighting equipment was provided as part of the refurbishment and is maintained annually by the incumbent contractor. Control measures surrounding building work (bagging detectors) and hot processes are controlled by the Estates team. Considering the scope of building and refurbishment work in the building the control measures are suitable. Failures in process are usually the fault of building contractors. University staff visit most parts of the premises regularly during the working day and it is anticipated that staff and or visitors would be able to detect a fire in the early stages. They would then raise the alarm by the operation of a fire alarm call point and follow the procedure detailed in the fire action notice.	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**

C1 **FIRE FIGHTING AND** **DETECTION SYSTEMS**			
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? Have you taken steps to prevent misuse? Do you have a testing regime in place?	The building has been fitted with a category L1 fire alarm system, comprised of optical smoke detectors, with a small number of heat detectors in kitchen areas and MCP's located on exit routes. The fire alarm panel is a Gent Vigilon fully addressable panel, which is in the main entrance hallway adjacent to the Estates Assistant lodge, which is staffed Mon – Fri from 08:30 – 11:30. In event of an activation, a signal is also sent to the university BOLD monitoring system to the 24/7 security control room. Security officers and Estates Assistants (if on site) have been trained to carry out an investigation. Security Services are also alerted and respond as a priority. If confirmation of fire cannot be confirmed after a short period of time, Security Services will call the emergency services.	Daily checks of the fire alarm panel and weekly testing of a different MCP is carried out by the Estates Assistants. The results of this are documented in the fire logbook. Routine maintenance of the fire alarm system is carried out by the university's incumbent maintenance contractor.	Yes

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?	The Moot Court is the largest assembly space within the building with a capacity of 119, and as such a secondary escape route from this room was formed during the building refurbishment. As there is a level change from the room to the final exit at the rear of the building, this is also a ramped exit to facilitate evacuation of wheelchair users from this room. 3 tutorial rooms are located on the lower ground floor, each with a capacity of 16. Initial travel from two of these rooms is in a single direction upstairs to the ground floor. From here there are two means of escape. The first floor has two seminar rooms, each with a capacity of 25. One of the rooms has fire exit leading to an external metal fire escape to the rear of the building. For the other room and academic offices on this floor, there are two alternative means of escape.	Existing exit routes and stairs are 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. However, there is scope for installing additional directional signage to the lower ground floor rooms to make escape routes obvious for those persons unfamiliar with the building layout.	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?	Being comprised of three residential buildings that have been altered to form one building, along with an extension to the rear, there are 3 main staircases that form part of the escape strategy. The stairs are protected from the ingress of smoke and fire by separating the landings from the corridors and offices with fire doors, and fire rated glazed screening. Where academic offices or rooms exit directly on to the stairs, these are protected by fire doors. To the rear of the building there is an external metal fire escape that affords a secondary means of escape from the		Yes

D1 **EMERGENCY ROUTES AND EXITS**			
	mezzanine, first and third floors. Where rooms are located alongside the external staircase, Georgian wired glazing has been installed to prevent a fire inside the building from compromising the external escape staircase.		
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	Refuges have been provided to all floors that are accessible by means of the passenger lift. Each refuge has a means of communication to the intercom unit located in the main entrance, adjacent to the fire alarm panel. The control panel incorporates a battery backup facility for use in the event of a mains power failure that is capable of supporting the system for a minimum of 24 hours quiescent operation, plus 30 minutes at full alarm condition.	Routine testing of the refuge communications is carried out by the Estates Assistants, the outcome of which is recorded in the fire safety log book.	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 is a dead end stub on 2nd floor. The corridor is 7m in length and travel distance from the furthest point is 13m. Doors to the academic offices along this stub are all fire doors fitted with closers, and detection is present in each office and the corridor itself to give early warning. The corridor itself is kept as a sterile area.	These doors come under the 6 monthly checks carried out by the Estates Assistants.	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	The building is covered by a newly installed emergency lighting system that covers all escape routes, toilets and large rooms. The system comprises standalone LED fittings powered from a central battery and the luminaires will activate upon mains power failure.	There is a display panel indicating the condition of the central battery supply, which is inspected for faults daily by the Estates Assistants and recorded in the fire safety log book. Annual testing is carried out by the in-house maintenance team.	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	There are 7 final exits, all of which lead to a place of ultimate safety. The doors are a combination of latch or push bar operation, except for the main entrance door that is secured via an electronic lock. There is a green break glass to release the door in even of an emergency.	The university has recently implemented a programme of routine testing of final exits. Door operation is checked, and the results are recording in the fire log book. Final exits are also used during termly fire evacuation drills.	Yes

EMERGENCY ROUTES AND EXITS			
		On the latest inspection, it was noted that the fire exit route from the lower ground rooms to the rear of the property had slippery steps that may cause an issue to users. This has been reported to the grounds team.	

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 used largely by Law Academic staff, with some areas used for delivering teaching and hosting meetings. If every room was in use simultaneously at full capacity, then there could be approximately 280 persons in the building at any one time. The majority of offices are single or shared occupancy, and larger areas comply with the floor space factors outlined in Approved Doc B.	With the building being solely used by the law school they would be aware of the maximum occupancy numbers and would make the Facilities Manager aware if these figures are likely to ever be close to this number.	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?	No direct link to adjoining premises, but the building is surrounded by private residential property to either side.	The neighbouring properties has contact details for University security contacts.	Yes
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?	Staff visit most parts of the premises regularly during the working day and it is anticipated that staff and or visitors would be able to detect a fire in the early stages. They would then raise the alarm by the operation of a fire alarm call point and follow the procedure detailed in the fire action notice.	Good housekeeping is an essential part of effective fire safety management in a premises. In addition to the wider business benefits, good housekeeping is vital in minimising the risk of a fire occurring and ensuring that in the event of a fire people are able to safely and quickly evacuate the building. Daily checks of the panels and means of escape from Estates and the occupier form part of the standard fire precautions management process	Yes

EMERGENCY ROUTES AND EXITS			
		Staff and students carry out induction training when they join the University. This is delivered by their relevant department.	

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?	The premises are considered as normal fire risk areas. Travel distances are those that are recommended for this type of premises within the MHCLG guidance for this type of occupancy use (18m and 45m where single direction and multi-directional travel respectively is available).		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?	There are no wet or dry risers in the building.	NA	NA
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?	There are no suppression systems within the building.	NA	NA
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?	There are no fire-fighting shafts within the building.	NA	NA

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?	There are not AOVs in the building	NA	NA
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?	The passenger lift has been converted to an evacuation lift during the refurbishment. It has a secondary power supply from a battery source located in a basement plant room. At the time of the assessment, there were no persons based in the building that would necessitate the use of the evac lift, but that is not to say this may change in future. As such, a formalised process to use the evac lift to include training and nominated trained users is recommended.	Maintenance and testing is carried out by the incumbent University contractor, Stannah.	Yes
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	The fire service has access to the exterior of the premises via Berkely Square. The road is sufficiently wide for fire appliances. However, access to the rear of the property is via Upper Byron Place, which is a single vehicle width across and would be restrictive for a rescue tender. There is a fire hydrant located in the public highway opposite the property at 7 Berkeley Square, approximately 20 m from the building.	Upper Byron place is a through road so should the fire service attend they would be able to exit the road from either end back on to Park Row via Berkeley Square.	yes

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**
NA	No areas of special consideration were identified.	NA	

G1
EVALUATION OF A FIRE OCCURRING AND POTENTIAL IMPACTS

The overall fire risk level indicator for the building is trivial and 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.

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		Some portable appliances were out of test date.	Confirm with the School that all portable electrical appliances are subject to a suitable testing regime	Law School	NA	Ongoing	
2		The building has a fire evacuation lift but there are no staff on site that have been trained in its use and operation.	Whilst at the time of inspection there were no requirements for PEEPs for any staff or student based in the building, these circumstances may change, and consideration should be given to training volunteers.	Senior Estate Assistant	NA	30/01/2023	
3		Add additional fire signage outside of G.01 and G.02 leading to the nearest fire exit route.	The Facilities Manager will apply the relevant signage	Facilities Manager	N/A	05/05/2023	
4		The exit route up the stairs outside of the lower ground floor teaching spaces are particularly slippery and this is a hazard for users.	The Facilities Manager has requested the grounds team clean the area.	Grounds team	1049960	04/01/2024	
5		On the lower ground floor level by the lift, there are a few instances where cabling has been fed through the walls into a storeroom but has not been adequately fire stopped.	The Facilities Manager has requested that the maintenance team attend site and fire stop the cabling correctly.	Maintenance		22/12/2023	