

PUBLICA

Fire Risk Assessment Cotswold District Council Abberley House

REGULATORY REFORM (FIRE SAFETY) ORDER 2005
Building Regulations 2000, Approved document B

PREMISES: Abberley House, Park Street, Cirencester, GL7 2BX

Area(s) to which assessment relates: This Risk Assessment covers the communal area only

RESPONSIBLE PERSON: Nigel Adams, Head of Paid Services

DATE OF ASSESSMENT: 22nd February 2018

ASSESSMENT CARRIED OUT BY: Katrin Richardson

DATE OF PREVIOUS ASSESSMENT: 6th January 2014
(Where applicable):

LATEST DATE BY WHICH
ASSESSMENT SHOULD BE REVIEWED: Annually or when there are significant material alterations
to the building or change of use

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For and on behalf of PUBLICA



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David Padfield

The purpose of a Fire Risk assessment is to identify:

- Hazards which pose a risk of fire within the workplace
- Features of the workplace which could place employees at risk in the event of a fire
- Measures which can be put in place to reduce or eliminate those risks

THE BUILDING

Number of Floors: 3

Brief details of construction: Brick, block (with plaster finish), ceramic tiles, timber, glass

Use of Building: Commercial Offices

OCCUPANTS

Approximate maximum number: Approx. 20 tenants

OCCUPANTS AT SPECIAL RISK

Sleeping occupants: 0

Disabled occupants: 0

Occupants in remote area: 0

Others: Visitors and Contractors

FIRE RISK ASSESSMENTS AND LICENCES

- Has the property had a full Fire Risk Assessment in the last 3 years? Yes
- Does the building hold a premises licence? No
- Does the building hold any other relevant licences e.g. Theatres Act, Cinematographic Act, pyrotechnics? No
- Where applicable, are all conditions of certificates/licences relating to fire safety complied with? N/A

Hazard	Yes/No	Risk Level	Recommendations/comments	Date done	Managers Signature
I. IGNITION SOURCES					
Is smoking prohibited in the building?	Yes	Low			
Smoking prohibited in appropriate areas?	Yes	Low			
Suitable arrangements for those who wish to smoke?	Yes	Low			
Any evidence of breaches of smoking policy?	No	Low			
Is a source of heat used in work e.g. cooking	N/A		Tenants responsible for preventing cooking fires		
Are reasonable measures taken to prevent fires as a result of cooking?	N/A				
Are light bulbs or fittings next to combustible materials	No	Low			
Is electrical equipment in good condition, maintained and	Yes	Low	Based on visual inspection of readily		

used correctly			accessible areas		
Is portable appliance testing carried out in accordance with company policy?	N/A				
Are heating systems in good condition and maintained	Yes	Low	Based on visual inspection of readily accessible areas		
Are portable or radiant heaters used?	N/A				
If portable heaters are used, are suitable measures taken to minimize the hazard of ignition of combustible materials?	N/A				
Does the building have a lightning protection system?	No	Low	A risk assessment should be carried out in accordance with BS EN 62305:2006 Part 2 to determine if this is acceptable		
Any other ignition sources	No	Low			
2. ARSON MANAGEMENT					
Is there a potential for arson?	No	Low			
Basic security against arson by outsiders appears reasonable?	Yes	Low	Door entry system		
3. INTRODUCTION OF EXTERNAL HAZARDS					
Is there a Hot Works Permit in place covering any activity which will produce sparks, heat or flames?	Yes	Low			
Is the Hot Works Permit system communicated to all contractors as required?	Yes	Low			
Is the Hot Works Permit system reviewed on a regular basis?	Yes	Low			
4. COMBUSTIBLE MATERIALS					
Are combustible materials stored in a safe location	N/A	Low			
Combustible materials appear to be separated from ignition sources	Yes	Low			
Avoidance of unnecessary accumulation of combustible materials or waste	Yes	Low			
Do walls / ceilings have combustible coverings	No	Med			
Are there other combustible items that pose a significant risk	No	Low			
Are flammable substances used or stored in the	N/A				

workplace					
Appropriate storage of hazardous/flammable materials?	N/A				
Is combustible waste correctly managed	N/A				
5. PEOPLE AT RISK					
Do employees work in high areas of risk	N/A				
Can all employees react quickly to a fire or an alarm	Yes	Low			
Do employees work alone or in remote areas	N/A				
Are all persons made aware of the emergency procedures e.g. visitors	N/A		Tenants responsibility		
Can large numbers of people who are unfamiliar with the premises be present	N/A				
Are any employees particularly at risk from the task they carry out	N/A				
Are any persons with special needs at risk	N/A				
6. ADVERSE STRUCTURAL FEATURES					
Does the area include any features that could promote: <ul style="list-style-type: none"> ▪ Rapid fire spread ▪ Heat Spread ▪ Smoke Spread Which may affect escape routes	No	Low			
Are procedures in place to control any changes or the introduction of additional hazards into the workplace	Yes	Low			
7. FIRE DETECTION AND WARNING					
Are arrangements in place for detecting a fire	Yes	Low	Automatic fire detection provided within corridors		
Are arrangements in place for giving warning in case of fire	Yes	Low			
Will the detection give sufficiently early warning for people to escape	Yes	Low			
Is automatic fire detection provided where fires may develop unnoticed	Yes	Low			
8. MEANS OF ESCAPE IN CASE OF FIRE					
Can everybody turn away from a fire and escape	Yes	Low			

If not can they get past it	N/A				
Do escape routes lead to a place of safety	Yes	Low			
Are escape routes free of combustibile materials and obstructions	Yes	Low			
Taking into account reaction time, can all people get to a place of safety in under three minutes	Yes	Low			
Taking into account reaction time, can all people in high risk areas or with only one escape route reach a place of safety or a point where more than one route is available in about one minute	N/A				
Are corridors / staircases protected where necessary	No	Low			
Are escape routes of adequate width	Yes	Low			
Where necessary do doors open in the direction of escape	No	Low	final exit opens inward however due to the numbers required to use it, it is satisfactory		
Are door fastenings simple to open without the need for a key	Yes	Low			
Where necessary do fire doors self-close	No	Med	No visual evidence of a self-closing system		
Are escape routes adequately signed using pictograms	No	High	No exit signs denoting the location of the closest emergency exit in case of fire		
Signage complies with Health & Safety (Safety Signs and Signals) Regulations 1996?	Yes	Low			
Are escape routes normally adequately lit	Yes	Low			
Where necessary is escape/emergency lighting sufficient	Yes	Low	Reasonable provisions of emergency lighting in stairway (based on visual inspection)		
Subjective tests carried out?	Yes	Low			
Are adequate escape provisions made for people with special needs (e.g. PEEP's, EVAC chairs)	No	Med	No evidence of escape provisions for people with special needs		
9. PROVISION OF FIRE FIGHTING EQUIPMENT					
Is suitable and sufficient fire fighting equipment provided	Yes	Low			
Reasonable provision of	Yes	Med	Dry powder extinguisher		

portable fire extinguishers?			on ground and 2nd floor - Needs replacing to water or co2 extinguisher		
Hose reels provided?	N/A				
Fire blankets provided in catering areas?	N/A				
Is firefighting equipment on exit routes or adjacent to exits	Yes	Low			
Are sufficient numbers of employees competent in the use of firefighting equipment	N/A		Tenants to make own arrangements		
Is fire fighting equipment clearly visible or signed	Yes	Low			
Relevant automatic fire extinguishing systems? (e.g. sprinkler systems, fat fryer extinguishing system)	N/A				
Other relevant fixed systems?	N/A				
10. FIRE EMERGENCY PLAN & TRAINING					
Does the fire emergency plan include: <ul style="list-style-type: none"> ▪ Action to be taken by staff in the event of fire ▪ Evacuation procedures ▪ Arrangements for calling the fire service ▪ Arrangement to liaise with emergency services when an incident occurs 	N/A	Med	CDC Information folder in stairway needs to include emergency procedures.		
Has information been provided to the emergency services regarding rescue & fire fighting in respect of special risks	Yes	Low			
Is training carried out regarding the Fire emergency plan	N/A		Tenants to make own arrangements		
Do all staff receive induction training regarding the fire emergency plan	N/A		Tenants to make own arrangements		
Are staff given periodic 'refresher training' at suitable intervals?	N/A		Tenants to make own arrangements		
Are staff with special responsibilities given additional training?	N/A				
Persons nominated to respond to fire?	N/A				

Persons nominated to assist with evacuation?	N/A		Tenants to make own arrangements		
Appropriate liaison with fire service?	N/A				
II. MAINTENANCE & TESTING					
Has all fire safety equipment been regularly checked and maintained in accordance with manufacturer's recommendations	Yes	Low			
Routine in-house inspections of fire precautions?	Yes	Low			
Routine checks of escape routes, final exit doors etc?	Yes	Low			
Are fire drills carried out at appropriate intervals?	Yes	Low			
Do any of the drills involve the public/customers?	N/A				
Weekly testing and quarterly servicing of fire detection and alarm systems?	Yes	Low			
Monthly, six monthly and annual testing routines for emergency lighting?	Yes	Low			
Weekly testing and periodic inspection of sprinkler installations?	N/A				
Appropriate records of: - Fire drills - Fire training - Fire alarm tests - Emergency escape lighting test - Fire extinguisher maintenance - Maintenance and testing of other fire protection systems - Lightning protection inspections and tests?	Yes	Low			

EXECUTIVE SUMMARY

FIRE RISK ASSESSMENT

The following risk level estimator is based on a health and safety risk level estimator contained in BS8800

Potential consequences of fire → Fire Hazard ↓	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate Risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

Low <input checked="" type="checkbox"/>	Medium <input type="checkbox"/>	High <input type="checkbox"/>
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Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm <input type="checkbox"/>	Moderate harm <input checked="" type="checkbox"/>	Extreme harm <input type="checkbox"/>
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In this context, a definition of the above terms is as follows:

- Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which a fire occurs).
- Moderate harm: Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities
- Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from a fire at this building is:

Trivial <input type="checkbox"/>	Tolerable <input checked="" type="checkbox"/>	Moderate <input type="checkbox"/>	Substantial <input type="checkbox"/>	Intolerable <input type="checkbox"/>
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FIRE RISK ASSESSMENT FINDINGS

Significant Findings	Proposed Actions	Responsible person	By date
No exit signs denoting the location of the closest emergency exit in case of fire	Exit signs required on each floor	Property Services	May 2018
Ground floor electrical cupboard door on escape route not fire-resistant	door requires upgrading to a 30-minute fire and smoke resistant door	Property Services	June 2018
No evidence of self-closing fire doors	Self-closing system recommended	Property Services	June 2018
Dry powder extinguisher on ground and 2nd floor	Extinguishers not suitable for untrained people. Should be replaced with co2 extinguisher (ground) and water extinguisher (2 nd floor)	Property Services	June 2018
CDC Information folder in stairway does not include emergency procedures	Folder to include emergency procedures	Property Services	June 2018

