

A&E Fire Equipment Ltd

*'The Regulatory Reform
(Fire Safety) Order 2005'*



Fire Risk Assessment Review: *44 Blackjack Street*



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A&E Fire Equipment Ltd
Fire Risk Assessment
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FIRE RISK ASSESSMENT REVIEW STATEMENT

This document is a review of the Full Fire Risk Assessment carried out by A & E Fire Equipment Ltd. This document is designed to be read in conjunction with the full assessment and not intended to be a standalone document. A review can only be carried out if a full fire risk assessment has been carried out within the last 3 years.

SCOPE OF THE REVIEW

The fire risk assessment review is not a full fire risk assessment and not all aspects of the fire safety management will be assessed. The review will look at the previous action plan to assess compliance or progress with the highlighted deficiencies. A visual inspection of the premises will take place which will identify any issues with the physical fire safety measures provided.

This fire risk assessment review is based up on a non-invasive, non-destructive survey. The survey was carried out from floor height using no step ladders, platforms or other access equipment.

Unless certification or identifying markers are provided, all doors in this fire risk assessment referred to as fire doors are assumed to be nominal fire doors. A&E Fire Equipment do not guarantee that these doors are certificated fire doors or that they have test evidence to prove their fire resistance. Any upgrades or repairs to these doors in this report are to improve on the current situation and do not guarantee full compliance with the current standards.

If we are informed of any changes to the premises or processes carried out within the premises then these changes will be assessed as part of this review. If major changes have been made then a full fire risk assessment may be required.

NOT COVERED BY THE REVIEW

This fire risk assessment review will not look at the managerial procedures such as company policies, contractor's information, staff training or any fire strategies. All managerial fire safety policies and procedures will have been assessed during the full fire risk assessment and our findings are assumed to still be current. Comments and assessment of any managerial fire safety policies or procedures will only be assessed if specifically requested to be so by the person commissioning this review.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

PREMISES: Area(s) to which assessment relates. **44 Blackjack Street
Cirencester
Gloucestershire
GL7 2AA**

RESPONSIBLE PERSON: **Cotswold District Council – Landlords for the communal areas.
Tenants responsible for carrying out fire risk assessments for the areas they occupy**

DATE OF ASSESSMENT REVIEW: **15th August 2016**

ASSESSMENT CARRIED OUT BY: [Name(s) and Organisation] **Tom Stallard
A&E Fire Equipment Ltd**

DATE OF PREVIOUS ASSESSMENT (where applicable): **6th January 2014
19th July 2012**

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

The Submission of this report constitutes neither a warranty of future findings by A & E Fire Equipment Ltd nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation, and is based in part on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

For and on behalf of A & E Fire Equipment Ltd

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GENERAL INFORMATION

THE BUILDING

Number of floors: 3 Floors

Brief details of construction: Brick, block, ceramic tiles, timber, glass with a plaster finish.

Use of building: Commercial Offices

THE OCCUPANTS

Approximate maximum number:

Approx. 20 tenants

This number is not the total safe occupancy figure for the building

OCCUPANTS AT SPECIAL RISK

Sleeping occupants:

No

Disabled occupants:

No

Occupants in remote areas:

No

Under 18's (Employed):

No

Under 18's risk assessment carried out:

N/A

Others:

Visitors and Contactors

FIRE RISK ASSESSMENTS AND LICENCES

Has the property had a full Fire Risk Assessment in the last 3 years?

Yes

No

Does the building hold a Premises Licence?

N/A

Yes

No

Does the building hold any other relevant licences,
e.g. Theatres Act, Cinematographic Act, pyrotechnics?

N/A

Yes

No

Where applicable, are all conditions of certificates/licences relating
to fire safety complied with?

N/A

Yes

No

COMMENTS:

This fire risk assessment is based up on a non-invasive, non-destructive survey. The survey was carried out from floor height using no step ladders, platforms or other access equipment.

This Fire Risk Assessment review should be read in conjunction with the Fire Risk Assessment carried out on 6th January 2014 and 19th July 2012

Unless certification or identifying markers are provided, all doors in this fire risk assessment referred to as fire doors are assumed to be nominal fire doors. A&E Fire Equipment do not guarantee that these doors are certificated fire doors or that they have test evidence to prove their fire resistance. Any upgrades or repairs to these doors in this report are to improve on the current situation and do not guarantee full compliance with the current standards.

FIRE LOSS EXPERIENCE

Unknown

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

ELECTRICAL SOURCES OF IGNITION

Reasonable measures taken to prevent fires of electrical origin?

Yes No

More specifically:

Fixed electrical installation periodically inspected and tested in accordance with Company policy?

Yes No

Portable appliance testing carried out in accordance with Company policy?

N/A Yes No

Suitable limitation of trailing leads and adapters?

Yes No

HAZARDS OBSERVED/COMMENTS:

Fixed

The Fixed electrical system should be tested, inspected and certificated by a NICEIC approved electrical contractor at no greater than 5-yearly intervals. Your risk assessment may deem this inspection to be necessary on a more frequent basis.

Your certificate was presented for inspection at the time of our visit and shown to be current and compliant.

PAT

Portable appliance testing is the responsibility of individual tenants

SMOKING

Is there any evidence of non-compliance with the company smoke policy?

Yes No

HAZARDS OBSERVED/COMMENTS:

As from the 1st of July 2007, smoking is no longer permitted in any enclosed or substantially enclosed premises or vehicles that are available to the public. This typically includes pubs, restaurants, retail outlets and all places of work.

There should be legally compliant signs, in prominent positions, visible to all confirming this.

The responsible person should ensure these signs are correctly fitted and maintained, as well as being clear and visible at all times. They should also ensure the smoking policy is enforced at all time.

ARSON

Basic security against arson by outsiders appears reasonable?

Yes No

Absence of unnecessary fire load in close proximity to building and/or available for ignition by outsiders?

Yes No

HAZARDS OBSERVED/COMMENTS:

There is basic security against arson by outsiders due to the location of the premises and a door entry system.

PORTABLE HEATERS

Is the use of portable heaters avoided as far as practicable?

Yes No

If portable heaters are used, is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided?

N/A Yes No

If portable heaters are used, are suitable measures taken to minimize the hazard of ignition of combustible materials?

N/A Yes No

HAZARDS OBSERVED/COMMENTS:

There is no evidence of the use of portable heaters.

COOKING

Reasonable measures taken to prevent fires as a result of cooking?

N/A Yes No

More specifically:

Filters changed and ductwork cleaned regularly?

N/A Yes No

Suitable extinguishing appliances available?

N/A Yes No

Cooking equipment serviced regularly by competent contractor?

N/A Yes No

Where applicable, does servicing include examination and testing of thermostats?

N/A Yes No

HAZARDS OBSERVED/COMMENTS:

Tenants are responsible for preventing cooking fires

GAS APPLIANCES

Annual testing and maintenance carried out in accordance with the Gas Safety (Installation and Use) Regulations 1998?

N/A Yes No

Evidence of gas operatives/contractors competencies available?

Yes No

COMMENTS:

Ensure gas appliances are serviced by a Gas Safe registered contractor and certification is available for inspection.

LIGHTNING

Does the building have a lightning protection system?

Yes

No

COMMENTS:

There is no lightning protection system fitted to this building. A risk assessment, in accordance with BS EN 62305-1:2011 should be carried out to determine if this is acceptable.

OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION

Ignition sources:

None

HAZARDS OBSERVED/COMMENTS:

HOUSEKEEPING

Is the standard of housekeeping adequate?

Yes No

More specifically:

Combustible materials appear to be separated from ignition sources?

Yes No

Avoidance of unnecessary accumulation of combustible materials or waste?

Yes No

Appropriate storage of hazardous/flammable materials?

N/A Yes No

Avoidance of inappropriate storage of combustible materials?

Yes No

HAZARDS OBSERVED/COMMENTS:

Combustible waste and material should be suitably stored or removed from the premises.

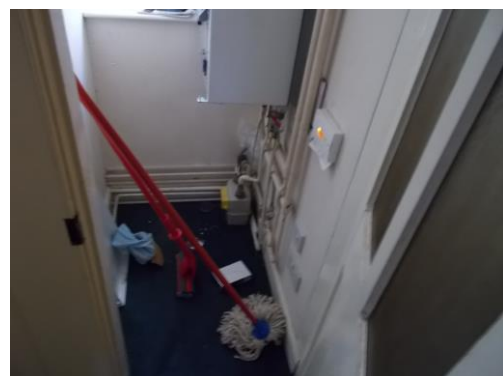
Failure to do so can impair occupants escape in the event of fire. In extreme situations this can provide sufficient additional fuel to increase the spread and ferocity of a fire preventing escape and resulting in potential death.

Combustible materials should be removed from the following locations:

- 1st floor corridor (see picture 1)
- Boiler room (see picture 2)



Picture 1



Picture 2

FIRE PROTECTION MEASURES

MEANS OF ESCAPE

Is it considered that the premises are provided with reasonable means of escape in case of fire?

Yes No

More specifically:

Adequate provision of exits?

Yes No

Exits easily and immediately operable where necessary?

Yes No

Fire exits open in direction of escape where necessary?

Yes No

Avoidance of sliding or revolving doors as fire exits where necessary?

Yes No

Satisfactory means for securing exits?

Yes No

Reasonable distances of travel?

Yes No

Suitable protection of escape routes?

Yes No

Suitable fire precautions for all inner rooms?

N/A Yes No

Escape routes unobstructed?

Yes No

Is it considered that the premises are provided with reasonable arrangements for means of escape for disabled people?

N/A Yes No

HAZARDS OBSERVED/COMMENTS:

For premises to have reasonable means of escape in a fire, other considerations must be taken into account besides distance of travel. Automatic fire detection and protection of escape routes can reduce the risk of travel distances, however it is imperative that there is reasonable distance of travel to fire exits and that escape routes are kept clear at all times.

In the event of a fire people need to reach a place of total safety, away from the premises, where there is no immediate danger from the effects of fire. To do this they need to be alerted to a fire as early as possible and make a safe evacuation in the quickest time possible.

Upgrading the fire compartmentation will suitably protect the escape route.

MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

Is it considered that there is:

compartmentation of a reasonable standard? 1

Yes No

reasonable limitation of linings that may promote fire spread?

Yes No

HAZARDS OBSERVED/COMMENTS:

To prevent total involvement of smoke and fire spread over the entire premises, buildings should be divided up into fire compartments from floor level up to the underside of the roof. The compartment walls should be constructed of fire-resisting materials to ensure effective protection against fire and smoke. Walls and floors providing fire separation must form a complete barrier, with an equivalent level of fire resistance provided to any openings such as doors, ventilation ducts, pipe and cable passages. This will also protect the escape routes.

All fire doors leading onto escape routes require upgrading to or conforming to present standards, to restrict the spread of smoke and fire throughout the premises in the event of fire. The upgrades will provide occupants of the premises more time to evacuate to an ultimate place of safety.

The following doors require upgrading to or confirming as being 30-minute fire resistant and fitting with intumescent strips and smoke seals to meet current standards.

- First floor office door, number 1
- First floor office door, number 2
- Second floor office door, number 3
- All the left hand side second floor office doors, with the exception of door 6
- The door to the first floor kitchen, number 13
- The entrance door from the Corinium museum

The boiler cupboard door and walls require upgrading to, or confirming as being, 30 minutes' fire and smoke resistant.

All loft hatches require confirming as being 30 minutes' fire resistant as well as securing.

On the date of assessment, the following doors were found wedged open. If fire doors are to be held open, they will require a suitable method of retaining the door that complies to the requirements of British Standard 7273:4 2007:

- 1st floor landing door (see picture 3)
- 2nd floor landing door (see picture 4)



Picture 3



Picture 4

ESCAPE LIGHTING

Reasonable standard of escape lighting system provided? 2

Yes No

Subjective test carried out?

Yes No

HAZARDS OBSERVED/COMMENTS:

Emergency lighting is required to provide occupants of the premises sufficient visibility in the escape routes in case of a mains power failure.

There is a reasonable provision of emergency lighting within the building, in accordance with British Standard 5266:1 2016

1 Based on visual inspection of readily accessible areas.

2 Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standard carried out.

FIRE SAFETY SIGNS AND NOTICES

Reasonable standard of fire safety signs and notices? 1 2

Yes No

Signage complies with Health and Safety (Safety Signs and Signals) Regulations 1996?

Yes No

HAZARDS OBSERVED/COMMENTS:

Fire and safety notices are required to identify escape routes and the fire safety equipment.

“Fire Action Notices” are required adjacent to all the Fire Alarm Manual Call Points.

“Directional Fire Exit” signs and “Final Fire Exit” signs are required throughout the building.

The boiler room requires a “Gas Hazard” Warning sign and a “Gas Main Isolation Point” sign

1 Based on visual inspection of readily accessible areas.

2 Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standard carried.

MEANS OF GIVING WARNING IN CASE OF FIRE

Reasonable manually operated electrical fire alarm system provided? ³

Yes No

Automatic fire detection provided?
(Provide details below.)

Yes (throughout premises to the full category requirements)
Yes (but not to the full category requirements)
No

What is the Fire Alarm System?

Conventional Addressable

Remote transmission of alarm signals?

Yes No

HAZARDS OBSERVED/COMMENTS:

In most premises, installation of an automatic fire alarm system can significantly increase the level of safety by automatically giving an early warning of fire. A fire alarm system is required to be designed and installed to meet current British Standards to allow occupants sufficient time in the event of a fire to evacuate the premises.

If a fire should originate in a room (without detection) it would develop to a high intensity prior to breaching the 30 minute fire door for the room. If detection was only provided within corridors it would be at this point that the alarm would sound. At this stage the fire could be so intense as to prevent the safe evacuation of all occupants.

Utilising sensors within all rooms, the fire is detected at the earliest possible stage allowing safe, controlled evacuation for all occupants. The additional safety provided by this level of system is likely to be the difference between life and death in this situation.

An additional smoke detector is required at the bottom of the stairs to Blackjack Street, to comply with British Standard 5839:1 2013.

³ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

MANUAL FIRE EXTINGUISHING APPLIANCES

Reasonable provision of portable fire extinguishers? Yes No

Hose reels provided? N/A Yes No

Fire blankets provided in catering areas? N/A Yes No

HAZARDS OBSERVED/COMMENTS:

The Regulatory Reform (Fire Safety) Order 2005, Part 2, Section 13, states that the Responsible Person must ensure that the premises are, to an extent that is appropriate, equipped with appropriate fire fighting equipment.

RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

(e.g. Sprinkler systems, fat fryer extinguishing systems)

N/A

OTHER RELEVANT FIXED SYSTEMS

N/A

DRILLS

Are fire drills carried out at appropriate intervals?

Yes No

COMMENTS:

If practicable a fire evacuation drill should be carried out at least once a year, preferably twice, and documented.

Do any of the fire drills involve the public/customers?

N/A Yes No

COMMENTS:

TESTING AND MAINTENANCE

Adequate maintenance of workplace?

Yes No

COMMENTS:

All fire safety equipment is maintained in accordance with British Standards.

Weekly testing and servicing of fire detection and alarm system?

N/A Yes No

COMMENTS:

A&E Fire Equipment Ltd carry out six monthly maintenance of the Fire Alarm System in accordance with the requirements of British Standards 5839, Part 1, 2013, Section 6 (44, 45).

A&E Fire Equipment Ltd carry out weekly tests of the Fire Alarm System in accordance with the requirements of British Standards 5839, Part 1, 2013, Section 6 (44, 45).

Monthly testing and annual inspection routines for emergency lighting?

N/A Yes No

COMMENTS:

A&E Fire Equipment Ltd carry out annual maintenance of the Emergency Lighting System in accordance with the requirements of British Standards 5266, Part 1, 2016.

A&E Fire Equipment Ltd carry out monthly testing of the Emergency Lighting System in accordance with the requirements of British Standards 5266, Part 1, 2016.

Annual maintenance of fire extinguishing appliances?

N/A Yes No

COMMENTS:

A&E Fire Equipment Ltd carry out annual inspections and maintenance to British Standard 5306-3:2009.

Six monthly inspection and annual testing of rising mains?

N/A Yes No

COMMENTS:

Weekly testing and periodic inspection of sprinkler installations?

N/A Yes No

COMMENTS:

Routine checks of escape routes, final exit doors etc?

N/A Yes No

COMMENTS:

It is a requirement that regular checks of the escape routes and final fire exit doors are made to ensure that they are clear of obstructions. These findings should be recorded.

Annual inspection and test of lightning protection system?

N/A Yes No

COMMENTS:

Other relevant inspections or tests:

COMMENTS:

RECORDS

Appropriate records of:

Fire drills? N/A Yes No

Fire training? N/A Yes No

Fire alarm tests? N/A Yes No

Emergency escape lighting tests? N/A Yes No

Fire extinguisher maintenance? N/A Yes No

Maintenance and testing of other fire protection systems? N/A Yes No

Lightning protection inspections and test? N/A Yes No

COMMENTS:

A Fire Log Book is required to record all tests and inspections of fire equipment.

The Fire Log Book is held in the Corinium Museum

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800. 5

Potential consequences of fire ⇒ Fire hazard ↓	Slightly harmful	Harmful	Extremely harmful
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 review, it is considered that the hazard from fire (probability of ignition) at these premises is:

Low
 Medium
 High

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment review, it is considered that the consequences for life safety in the event of fire would be:

Slightly harmful
 Harmful
 Extremely harmful

In this context, our definition of the above terms is as follows:

Slightly harmful: Outbreak of fire very unlikely to result in serious injury or death of any occupant.

Harmful: Outbreak of fire could result in harm to one or more occupants, but it is unlikely to result in serious injury or death of any occupant; any such injury or death is unlikely to involve multiples of people.

Extremely harmful: Potential for serious injury or death of one or more occupants.

5 BS 8800: 1996. Guide to occupational health and safety management systems.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No additional controls required. Consideration may be given to improvements that impose no significant cost burden.
Moderate	Efforts should be made to reduce the risk at limited cost. Risk reduction measures should be implemented within a defined time period.
Substantial	Considerable resources may 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	Building (or relevant area) should not be occupied until the risk is reduced.

Fire Risk Assessment Review Action Plan

Action to be taken:	Timescale for completion	Comments	Completed and Signed by:
Improve housekeeping	1 month		
Improve fire compartmentation	3 months		
Install additional fire safety signs	1 month		
Install additional smoke detector	3 months		
Carry out and document a fire drill	1 month		

A&E Fire Equipment Ltd recommends in accordance with Article 9, Part 2 of the 'Regulatory Reform (Fire Safety) Order 2005' that the fire risk assessment is reviewed on an annual basis and a full risk assessment every four years. The Fire Risk Assessment may need reviewing sooner if there is significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions or conversions.

(NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THE COMMENTS SECTIONS OF THIS REPORT SHOULD BE ADDRESSED AS APPROPRIATE. THE RISK ASSESSMENT SHOULD BE REPEATED PERIODICALLY.)

1. Based on visual inspection of readily accessible areas.
2. Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standard carried out.
3. Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.
4. This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.
5. BS 8800: 1996. Guide to occupational health and safety management systems.

Our Risk Assessment covers a general overview of site conditions, equipment, procedures etc. We are unable to comment on the effects of specific processes, materials or operations which may impact on the fire safety. It is your responsibility to address any specific issues arising from such instances. We would remain available to discuss and comment based upon your specific technical/risk input arising from such circumstances.