Safety Services

Fire Risk Assessment

Premises: Livingston Tower, 26-30 Richmond Street, Glasgow G1 1XH

Assessor: R. McCheyne

Completed on: 14th February 2011

Safety Services
Room 8.20
Graham Hills Building
50 George Street
Glasgow
G1 1QE
0141 548 2726
safety@strath.ac.uk

University of Strathclyde Glasgow

Introduction

This Fire Risk Assessment report has been produced following an inspection of the above premises, and is intended to satisfy the requirements of The Fire (Scotland) Act 2005.

This fire risk assessment supersedes all previously issued fire safety reports, certificates and any fire risk assessment issued prior to the date of this document.

The premises have been visited and discussions have taken place with those persons having control over the premises.
This risk assessment must be kept under regular review, actions taken as identified within the assessment and reviewed where changes to operational procedures, events, or material alterations to the building arise then this risk assessment will require reviewing and updating before, during, and after such occasions to ensure that all the fire precautions in your premises remain current and adequate. It should be reviewed at least annually.

A copy of this risk assessment must be held on the premises for auditing, review and inspection by the appropriate local authority fire & rescue service enforcement office.
Further information relating to the fire safety requirements specific to these premises can be obtained from The Fire (Scotland) Act 2005, the supporting Fire Safety (Scotland) Regulations 2006 and from http://www.infoscotland.com/firelaw

NAME AND ADDRESS OF PREMISES	**Livingston Tower, 26-30 Richmond Street, Glasgow G1 1XH**
BUILDING / DEPARTMENT	**Various Occupiers @ January 2011 (See List)**

THE OVERALL FIRE RISK RELATING TO THE PREMISES IS	**MODERATE RISK**

USE OF PREMISES (Place X in boxes as applicable)

Conference rooms	Offices	Storerooms	Plant rooms	Educational	Teaching facilities	Computer Facilities
X	X	X	x	X	X	X

DETAILED DISCRIPTION OF THE PREMISES

Type of construction, number of buildings, number of storeys, location etc.

This is a fifteen storey building (with plant room above on flat roof) originally designed, engineered and purpose built as a hotel and offices circa early 1960's. It comprises of a reinforced concrete framed building with exterior metal framed glazed infill panels and glazed metal window openings which provide natural light to the interior of the building. There is a central core area of the building housing passenger lifts and 2 stairways serving all upper floors. The main entrance is off Richmond St and is above an open sided car park and retail units fronting George Street of this steep sloping site; (See photo below). The topmost roof level is of a flat construction having limited access to plant and lift motor room. An additional storey has been added to the topmost roof level. It has approximately 12600m² of internal floor area. Constructed to comply with The Building (Scotland) Act 1959 and subsequent amendments to the building Regulations.

An external view of the building from Rottenrow Gardens & George Street.

It is noted that the building sits above a partially enclosed two storey car park and a row of retail units fronting George Street. Although these form an integral part of the building, they are physically separated by substantial fire resisting floors and columns between the topmost car park and floors above. However, the East means of escape stairway enclosure does pass above the upper underlying car park; egressing down and into the adjoining North Portland Street. This lower level route also serves the car park. The lowest level car park and the shops do not form part of this Fire Risk Assessment, as these are operated and managed by independent operators. The car park accessed from

Richmond Street is part owned and operated by the University. However the area directly underneath the Tower is currently not in use and is fenced off. The building has undergone several alterations to the internal layout since its initial construction. Teaching facilities and departmental offices are located throughout all levels of the building. The campus security control room and office facilities are located at the Richmond Street entrance of the building.
Internally, reinforced concrete, steel, light weight block-work, timber, metal stud partition, plasterboard, plaster finished surfaces and vermiculite ceiling tiles are used. The outer walls have a large percentage of glazing to all sides of the building. The roof is of flat construction with a bitumen outer skin. Separating floors are of re-enforced concrete slab construction.
The building stands on a steep sloping site and there are two principal exit stairs serving the upper levels to allow egress from the building. Both stairs exit at the main entrance / street level allowing egress onto Richmond Street & North Portland Street.
Access to plant & machinery, part located on the roof and throughout the building within plant rooms, service risers and corridors; is limited to estates services staff and plant engineers on an issued “permit to work”.
Overall there are two main escape stairs serving all the upper levels, both exiting onto Richmond Street & North Portland Street.
Push button key-code operated door locking devices are in operation throughout various departments and areas of the building, however where these form part of the means of escape, these appear to release either on the actuation of the fire alarm and detection system or have a manual lever on the exit route side (way out) to override the lock.
The fire alarm and automatic fire detection system installed within the building has been modified, upgraded and altered to suite the occupancy group at the time. The minimum category installed appears to conform to a minimum L4 type; (escape routes). Although limited coverage was found in some adjoining rooms and specific areas.
However, it is not possible to say with any degree of certainty what overall category of Fire Alarm & Automatic Detection is installed within all parts of this building. However, I am confident that the minimum level of Fire Alarm and Automatic Fire Detection installed is adequate for the risk within each area of the building. However, it is recommended in this Fire Risk Assessment that the Fire Alarm & Automatic Detection System be examined to ensure overall compliance with current BS 5839: Part 1: 2002 + A2 2008. Visual warning fire alarm devices are incorporated into a small number of the audible devices installed within a few areas of the building; (refurbished areas). The installed fire alarm & detection system is monitored by onsite 24hrs security provided by Estates Security Services.
Water supplies for fire fighting operations are taken from local authority ground hydrants installed under the public pavements; opposite the Grahams Hill Building, Richmond Street and Rottenrow. Hydrant indicator marker plates are required; (Local authority).
The principal entrance is served by 2 x 2 double leaf glazed and metal framed double swing opening doors. These are available to a person in the event of escaping from a fire. Most of the building occupants’ access and egress the building using the final fire escape doors adjacent to the security supervisors’ office. The North Portland Street exit is served by a single leaf outward opening final exit door; this door is fitted with a panic bar across its width and is not in general access use. The two central stairs both exit into separate ground level exit routes. The eastern ground floor lobby, comprises a lift lobby and exits past the security services office and fire panel onto Richmond Street.
A Dry Riser fire fighting installation is installed in the building serving the central stair enclosure. The outlet housings were non-conformant. However, these were generally suitably marked and were easily identifiable. The original hose reel installation has been removed. Although some signage for apparatus was still evident. Many of the original fire resisting door-sets were in a very poor state of repair.
It is anticipated that a major refurbishment will be carried out by Estates Services following an on-going feasibility study to alleviate many fire safety issues, some outlined above and within the Fire Risk Assessment and these form part of on-going discussions.

AVERAGE NUMBER OF STAFF ON PREMISES					AVERAGE NUMBER OF OTHERS ON PREMISES e.g. members of public, residents, service users, students, contractors		
Estimated number of employees at Work	**Day**	**Night**	* Includes Security and Cleaners.		**Those at risk of Fire; Estimated number of persons**	**Day**	**Night**
	500	< 20				1500	< 20

Daytime Average for premises	2000	**Night time average for premises**	< 20
Others (Non-employees)	Variable	**Consideration s**	Lone & late working policies in force.

Occupancy Density (24 hours)	**00:00-06:00**	**06:00-12:00**	**12:00-18:00**	**18:00:00:00**	**Remarks**
Sunday	< 20	< 20	< 20	< 20	
Monday	< 20	2000	2000	< 150	
Tuesday	< 20	2000	2000	< 150	
Wednesday	< 20	2000	2000	< 150	
Thursday	< 20	2000	2000	< 150	
Friday	< 20	2000	2000	< 150	
Staurday	< 20	< 20	< 20	< 20	
Bank Holidays	< 20	< 20	< 20	< 20	Premises made lockfast at approximately 18.30 hrs each weekday.

DEPENDENCY CLASSIFICATION OF THOSE WITHIN PREMISES *(State number of individuals for each classification)*

HIGH: Individuals who are totally dependent on staff and may require the assistance of 2 or more staff members in a fire emergency.	**MEDIUM:** Individuals who: ▪ will require assistance or guidance from a staff member to respond appropriately in a fire emergency; or ▪ can, unaided, exit the premise but will take a longer time to do so.	**LOW:** Individuals who have the physical and mental capability to respond to a fire emergency and exit the premise unaided.
N/A	Numbers Variable / PEEP procedure applicable	X

PERSONS /OCCUPIERS RESPONSIBLE FOR FIRE SAFETY PROVISIONS AND IN CONTROL OF PREMISES:~

Occupiers:

@ January 2011:~

Catering Services
Central Teaching Pool
Estates Services
Security Services
Students Union
UCU
Unison
English Studies
Modern languages
Mathematics & Statistics
Hunter Centre for Entrepreneurship
Careers Service
IT Services
Learning Services
Music
Safety Services (Occupational Health)
Student health service
Occupational Health
Celtic Music Radio Ltd
Faculty of Humanities & Social Sciences
Computer & Information Sciences

DATE OF ASSESSMENT	25th Jan -11th February 2011	**DATE OF ASSESSMENT REVIEW** (on a yearly basis or in the light of change)	Circa Feb. 2012
DATE OF ISSUE	14th February 2011		

PART A – PROCEDURAL AND OPERATIONAL

All responses in Part A must be evidenced by supporting records, procedures or other relevant documentation.

MEANS OF ESCAPE		YES	NO	N/A
1	Are all internal and external escape routes and stairs maintained in a safe condition?		X	
2	Are floor surfaces on escape routes kept free of slipping and tripping hazards?		X	
3	Are all internal and external escape routes checked regularly to ensure they are kept clear of obstructions and storage?		X	
4	Are regular checks made of the fabric condition of escape routes and passageways?		X	
5	Are all escape routes well lit during the operational hours of the premises?		X	
6	Are all routes serviced by emergency escape route lighting?		X	
7	Is the emergency escape route lighting system tested and maintained?	X		
8	Are doors on escape routes and final exits in good condition and operating freely, closing without obstruction?		X	
9	Do doors within internal escape routes open in the direction of travel?		X	
10	Are doors on escape routes and final exits operational without the use of a key, swipe card or key pad?		X	
11	Are fire doors within escape routes and those from rooms onto protected escape routes fitted with suitable self-closing devices?	X		
12	Are self-closing devices on doors maintained in good working order?		X	
13	Are automatic door release mechanisms on doors maintained in good working order?	X		
14	Are external routes and stairs at a suitable safe distance clear of glazed areas / windows?		X	
15	Do final exits lead to a place of safety?	X		
15a	Is the place of safety clear of the building and away from traffic?		X	
16	Is the assembly point(s) clearly identified, marked and away from the building.		X	
16a	Is the assembly point clear of emergency vehicle access?		X	
17	Are all doors, escape routes, exits and the direction of escape appropriately marked using clear legible signs with pictogram and supporting text?		X	
18	Are records of all the necessary checks, tests and maintenance detailed in this section available or held with the Estates Services Department?	X		
FIRE EVACUATION PROCEDURES		**YES**	**NO**	**N/A**
19	Is there a written, premises specific Emergency Fire Action Plan in place outlining the procedures to be followed?	X		
20	Do these procedures take account of specific arrangements for individuals with mobility impairment or additional support needs?	X		
20a	Is an evacuation lift installed and available for use?	X		
20b	Is there an disabled evacuation communications system installed?	X		

Where high or medium dependency has been identified for individuals (see front page of assessment), what risk assessment and subsequent arrangements have been established for evacuation?

1. **Health & Safety Policy of the University of Strathclyde**
2. **Practical Fire Safety Guidance for the evacuation of disabled persons from buildings**
3. **Practical Fire Safety Guidance for educational and day care for children premises**
4. **Practical Fire Safety Guidance for offices, shops and similar premises**
5. **BS 9999: Code of Practice for fire safety in the design, management and use of buildings.**

21	Is a fire evacuation procedures/action notice (including simplified plan where appropriate) displayed at entrances and receptions?	X		
22	Is a fire evacuation procedures/action notice (including simplified plan where appropriate) displayed at stairwells on each floor of the premises?	X		
23	Is a fire evacuation action notice (incl. simplified plan as necessary) displayed in rooms within sleeping accommodation?			X
24	Are fire evacuation procedures/action notices (including simplified plan where appropriate) displayed appropriately in other areas e.g. within staff rooms and adjacent to manual fire alarm break glass call points?		X	
25	Are there sufficient numbers of designated members of staff (e.g. Fire Safety Co-ordinators and Fire Assistants) throughout the premises and during all operational times to assist and manage evacuation?	X		
26	Are fire evacuation drills carried out at least twice yearly?	X		
26a	Are records kept of all drills carried out?	X		
27	Has a specific person been assigned to liaise with the attending Fire and Rescue Officer in the event of a fire?	X		
28	Is there clear (and where appropriate delineated) access for Fire and Rescue and other Emergency Services vehicles?	X		

29	In addition to any established assembly / muster point(s) are there arrangements for short term shelter and secondary assembly / muster points where necessary?	X		
30	In the case of multiple assembly / muster points at the same premises, is there a suitable means of communication between each and the main point?	X		
FIRE ALARM AND AUTOMATIC DETECTION SYSTEMS		**YES**	**NO**	**N/A**
31	Has a fire alarm system been installed?	X		
32	Does the system include heat or smoke detection?	X		
33	Are all vulnerable areas within the premises covered by the detection system?		X	
34	Are all “break glass” points clearly visible, accessible and where necessary signed?	X		
35	Is the fire alarm system audible in all parts of the building?	X		
36	Is the audible alarm system supplemented by visual indication in noisy locations where the alarm cannot be heard?	X		
37	Are there provisions for individuals who, due to impairment or additional support need, cannot hear (or interpret) the alarm?		X	
38	Is the system suitable for the type of premises in identifying specific rooms or zones on activation?	X		
39	Is the main fire alarm control panel (and any mimic panels) accessible and controls / read outs easily understood?		X	
40	Is the fire alarm control/indicator panel checked on a daily basis?		X	
41	Is the fire alarm tested for function and audibility on a weekly basis during operational times / hours? (09.40hrs – Friday))	X		
42	Is the fire alarm system serviced and maintained monthly, quarterly and yearly as required?	X		
43	Are records of all the necessary checks, testing and maintenance detailed in this section available or held with the Estates Services Department?	X		
PORTABLE FIRE EXTINGUISHERS AND FIXED SUPPRESSION SYSTEMS (e.g. sprinklers)		**YES**	**NO**	**N/A**
44	Are suitable portable extinguishers provided (includes fire blankets), within the premises?	X		
45	Are portable extinguishers suitably positioned as to be readily available, accessible, and conspicuous and where necessary signed?		X	
46	Are portable extinguishers suitably installed, either wall mounted or on a floor stand?	X		
47	Are extinguishers checked at least monthly, to establish that they are in position and have not been tampered with or discharged?		X	
48	Are portable fire extinguishers maintained on a yearly basis and labelled as such?	X		
49	Where installed, are “deluge” systems (e.g. inert gas) in computer suites, are there specific operational arrangements for evacuation?			X
50	Where installed, are suppression systems (e.g. sprinklers) checked and maintained on a, weekly/monthly/quarterly/yearly basis as required?			X
51	Are records of all the necessary checks, testing and maintenance detailed in this section available or held with the Estates Services Department?	X		
FIRE SAFETY TRAINING		**YES**	**NO**	**N/A**
52	Do all new staff (including those changing work location) receive fire safety awareness training including local procedures as part of their induction?	X		
53	Do all staff receive refresher information and instruction specifically for fire safety?		X	
54	Are Fire Safety Co-ordinators and others who have responsibility to assist and manage evacuation) trained in accordance with the Occupational Health & Safety Policy incorporating Fire Safety?	X		
55	Have all Fire Safety Co-ordinators & Fire Assistants attended training within the last two years? (S17)		X	
56	Are records of all information, instruction and training available within the Premises? (S17)		X	
GENERAL FIRE PRECAUTIONS		**YES**	**NO**	**N/A**
57	Is a Fire Precautions Log Book provided for these premises?		X	
58	Are individuals with responsibility for completing checks readily identified?	X		
59	Are all relevant sections of the Fire Precautions Log Book being completed accordingly?		X	
60	Is the University Policy on Smoking in and around University buildings enforced?		X	
60a	Are “NO SMOKING” signs displayed?		X	
61	Where smoking is permitted in designated areas within residential premises, are there suitable formal arrangements and facilities in place?			X
62	Is the workplace regularly inspected to ensure that it is in good order and free of accumulated rubbish?		X	
63	Are metal bins (without plastic bin liners) provided in areas with open public access?		X	
64	Are all rooms/areas with open public access inspected at the end of each working day?		X	
65	Are quantities of combustible material on notice boards, displays etc managed to minimise the risk fire and spread?		X	
66	Are flammable and highly flammable substances (incl. petrol) stored or used within the premises in a safe and proper manner?			X

67	Is external storage of combustible materials or highly flammable substances secure, safe with regard to wilful fire raising and at a safe distance from the premises?		X	
68	Are stock levels of consumables (combustible, flammable, highly flammable and oxidising materials) kept to a minimum?	X		
69	Are the fire resistance Standards (BSEN) of all furnishings and fittings etc appropriate to the type and use of the premises and are they labelled accordingly?		X	
70	Are the fire safety Standards (BSEN) considered when ordering replacements for furnishings, furniture or equipment?	X		
71	Where additional heaters are put into use, are they suitably secure and positioned as to minimise the hazard of ignition of combustible materials?		X	
72	Where vented tumble dryers are in use, are the lint filters cleaned after every operation?			X
72a	Are air vents and extractors examined and regularly cleaned to ensure there is no build-up of combustible dirt deposits?		X	
73	Within kitchens, are fat deposits removed regularly from ovens, ranges, fume hood extractors and ducts and suitable records kept?	X		
ELECTRICAL EQUIPMENT AND SYSTEMS		**YES**	**NO**	**N/A**
74	Is electrical equipment regarded as “portable appliances” subject to “PAT” testing and labelled showing the test (or test due) date. (circa Mar 2009 of items sampled)		X	
75	Are fixed electrical systems and installations within the premises examined and where necessary tested at specified appropriate intervals?	X		
76	Are electrical cables sited where damage will be minimised?		X	
77	Is non-essential electrical equipment switched off when not in use and at the end of each working day?			X
78	Is there a suitable written procedure in place to prevent faulty equipment being used whilst awaiting repair e.g. labelled, quarantined, removal of plug etc?		X	
79	Are electrical cupboards and switch rooms suitably identified and secured with restricted access to authorised persons only?		X	
80	Where storage of certain specified materials is permitted within switch rooms, are they stored at least 1 metre away from switchgear, with clear access?	X		
81	Where storage of certain specified materials is permitted in switch rooms within residential premises, are distribution boards enclosed by a fire rated partition with clear access?			X
ACTIVITIES OR PROCESSES		**YES**	**NO**	**N/A**
82	As far as could be ascertained have all activities or processes, which may present a fire hazard, been Risk Assessed (under Health & Safety legislation)?			X
83	As far as could be ascertained. Where activities or processes generate levels of flammable or explosive gas, liquid, fume, vapour or dust, are suitable control measures in place to reduce the fire hazard?			X
84	As far as could be ascertained. Are there monitoring or detection systems installed in the event of any failure, release or spillage?			X
85	As far as could be ascertained. Are physical controls, including isolation in place for containment in the event of any release or spillage?			X
86	Have written emergency procedures been established in the event of any failure, release or spillage?			X
87	Are LPG or other gas cylinders used or stored in a safe and proper manner?			X
88	Where processes involve the use of oxidising substances are they stored or used in a safe and proper manner?			X
MANAGEMENT OF CONTRACTORS		**YES**	**NO**	**N/A**
89	Are Contractors formally advised of the fire precautions and evacuation procedures for the premises prior to starting work?	X		
90	During the course of the work, are work areas checked for obstructed exits, escape routes, call points, detectors and for fire extinguishers being moved and fire doors being held open?	X		
91	Is hot work (e.g. burning, welding, roof felting) controlled under a permit to work system with the contractor also providing appropriate fire extinguishers?	X		
92	Where work requires the temporary isolation of the fire/detection alarm system, are alternative formal arrangements put in place?	X		
93	Where work is liable to involve the removal of fire signs, notices etc, is the area checked to ensure they have been reinstated?		X	
94	Is the work area checked at the end of the working day and on completion of work, prior to the Contractors leaving site?	X		
SHARED PREMISES		**YES**	**NO**	**N/A**
95	If you have direct control of the premises have you made arrangements for co-operation amongst all occupiers and co-ordination of procedures and action?			X
96	If you do not have direct control of the premises, has the lead occupier sought your co-operation and provided you with information relating to fire safety matters?	X		
FIRE & RESCUE SERVICE FACILITIES		**YES**	**NO**	**N/A**
97	Is there a fire fighting lift installed?	X		
98	Is there a fire fighting stair installed?	X		
98a	Is the fire fighting stair adjacent an outside wall?		X	

98b	Is there a smoke clearance system installed?		X	
99	Is there a fire fighting Dry Riser installed?	X		
100	Is there a fire fighting Wet Riser installed?			X
101	Is there a fire fighting lobby installed?	X		
102	Is there a fire fighting communications system installed?		X	
103	Is there a designated fire fighting vehicle appliance parking area?		X	
104	Is there plans and/or drawings available for fire & rescue service use?	X		
105	Is there a Fire Control room available for fire & rescue service use?		X	
106	Is there a sufficient supply of water for use by fire-fighters?	X		

ADDITIONAL EXPLANATORY NOTES

Reference to fire hazard or management action in relation to the operation of the premises.

A.1	General storage, lockers and office furniture stored within the corridors & means of escape stairways. (See photos 19-20a).
A.2	General storage and office furniture stored within the corridors & means of escape may cause trip or fall hazard. (See photos 26 & 27).
A.3	It was noted Security Services will report any serious obstructions and /or refuse accumulations. However it was noted that corridors are used for staff & student lockers, siting of office files and the storage of general items of furniture and discarded items. (See Photos 5, 20 & 24-27).
A.4	The condition of escape routes varied from floor to floor. it was noted that older and original fire doorsets were in a poor state of repair with excessive wall surface linings (Notice boards) that did not meet benchmark standards. (See photos 34-35 & 21-25).
A.5-6	External lighting required around the rear of the Collins building to adequately illuminate escape route.
A.8	Original fire doors were in a poor state of repair. Many had excessive gaps between frame / leaves. Many had been wedged open or obstructed by occupants. (See Photo 34-35).
A.9	Only where necessary, doors, due to occupant / storey capacities will doors be required open in the direction of travel. However, inward opening doors found serving the large teaching room on the 14th level; which had a potential seated occupant capacity in excess of 60 persons.
A.10	Some internal doors fitted with electronic securing devices will fail to the safe position on the operation of the fire warning system. Mechanical securing devices release on lever actuation. It was noted that some doors did not appear to comply with BS 7273:part 4: 2007, Part 4: "Actuation of release mechanisms for doors."
A.12	Several self-closing devices required to be adjusted to ensure door leafs close over onto the rebates from all angles of swing. This was particularly evident on older style fire doors.
A.14	No fire resisting glazing separating Security Control offices from main escape route.
A.15	All escape routes ultimately lead to a Place of Safety out-with the building.
A.15a	As there is no clearly designated and marked Assembly Points, many occupants tend to congregate adjacent to the entrance and exits of the building. Causing possible pedestrian /vehicle accidents and obstruction to fire-fighters accessing facilities.
A.16	Therefore:~ 1. A "Fire Assembly Point" sign is required to be positioned at the designated area, which is located within Rottenrow Gardens opposite the main building entrance.(see Photo main picture above). 2. All signage is to be affixed in a conspicuous location and to suitable vertical surface, approximately 1.75m from ground level. The sign should bear the words "Fire Assembly Point" or as in accordance with the signage proposals outlined by Estates Services. The sign should be in white lettering approximately 75mm in height on a light green background.
A.17	Additional escape signage to clearly indicate the external route to be followed to the assembly point around the rear of the Collins building is required. Obsolete signs in use throughout the building are to be removed and replaced with current compliant signage.(See Photo 8 & 32-24)
A.19	An Emergency Fire Action Plan (EFAP) has been compiled for the building. All staff are to be made aware of the contents. The EFAP will be issued to all Fire Safety Co-ordinators (FSC's).
A.20-20b	An evacuation lift for the disabled has been installed. (No:107) (See photo 10) This also acts as a fire fighting lift for fire-fighters. An "EVAC"comms sytem is in place for disabled evacuation. Evacuation chairs provided currently for specific areas of need identified in PEEP.
A.21,22 &	Partial compliance here: Fire Action Notices are to be provided and displayed throughout the

24	building to clearly outline the procedure to be followed in the event of fire. Currently positioned haphazardly. These should be positioned in accordance with agreed Estates Services guidelines.
A.25	Fire Safety Coordinators & Fire Safety Assistants have been appointed. Additional personnel maybe required due to the relocation of some staff as a result of on-going departmental changes. Security services also in attendance.
A.26	Currently carried out 6 monthly. A new electronic Fire Log book is in the process of being compiled and maintained by Estates Services. Fire drill records currently kept by U.F.S.A.
A.27	Security Services, Fire Safety Coordinator & Assistants liaise with Local authority Fire Service.
A.28	Fire service vehicular access currently around approximately 50% of building. (Richmond & North Portland St's). Limited access to rear of main building due to restricted access from projecting shops on George Street and overall height of structure. Fire Service High reach Platform/Ladder access to approximately 8-9th floor level.
A.30	One assembly point. However, hand held radios in use by Security Services personnel, key personnel and Safety Services. Loudhailer also available.
A.31-43	A fire alarm and automatic fire detection system is installed within building. The fire alarm and automatic fire detection system has been modified, upgraded and altered to suite the occupancy group at the time. Fire detection within head of lift shaft enclosure. The detection is installed primarily within escape routes. Limited coverage within adjoining rooms. No visual inspection of panel carried out daily. All maintenance carried out by fire alarm engineers and onsite Estates Services. The main fire panel is located within the main lobby serving the Richmond Street entrance. No zone plan is available adjacent the main fire alarm panel. Limited visual warning devices incorporated into alarm devices. Tested on Friday at 09.40hrs.
A.44-48 & 51	All portable equipment provided and serviced by Chubb. Some localised general storage was found to be blocking immediate access to fire fighting equipment. There is no current programme for monthly checking as recommended in BS 5306: part 3: 2000. It is recommended that a survey be carried out to ensure that the type, number and suitable location complies with the minimum standard of portable fire fighting equipment required as per BS 5306: Part 8: 2000. University online induction training carried out as new staff, arrive on site.
A.52 & A.53	There is no formal annual training regime for staff. Five year refresher required as per Occ. H & S Policy. It is recommended that all staff is given an annual; minimum 30 minute refresher by FSC. A record of those receiving tuition is to be kept by the department for inspection at any time when requested by an enforcing authority. FSC's & Assistants undergo fire safety training. Safety Services offer in house training.
A54-55 A.56	Departmental fire training records were not universally available. Some departments were very proactive.
A.57-59	No building Fire Precautions Log Book is available. Currently all records are kept by Estates Services. An electronic Fire Precautions Log book is currently being compiled by Estates Services.
A.60a	"No Smoking signs" with details of designated smoking areas and policy to be followed are to be provided internally within staff and common rooms. Externally a sign should be displayed at exits, indicating that No Smoking is allowed adjacent to the building entrance within a prescribed distance. No regular inspection regime in place (See Photos 24-27).
A.62&64	Cardboard boxes with bin liners in place and in use within building.
A.63 A.65	Several means of escape corridor wall surfaces had significant areas of potential combustible linings in the form of display and poster materials. (See Photos 21-26).
A.67	Unsecured and haphazard storage of refuse & discarded furniture adjacent to lower escape route exit outside the Collins building. External bin storage within the adjacent lane or loading bay was apparent. No management of wheelie bins was evident. Any storage container is to be kept lock fast, except for access. Arrangements to be made to ensure swift and immediate uplift in order to safeguard escape route from act of wilful fire-raising. (See Photos 41, 42 & 44). No labelling available or apparent on sampled items of furniture.
A.69 A.71	Free standing floor mounted convection heaters were in use within isolated rooms of the building, mainly in office environments. Those identified were located in areas clear of adjacent combustibles. Ventilation grills within lift lobbies were in a poor state of cleanliness. (See Photo 13).
A.72a A.74	The vast majority of portable electrical equipment sampled at the time of this assessment was found to have been "PAT" tested. (Mar'09). Extension leads were found hanging and passing through smoke door partition within 14th level

A.76	corridor. (See Photo 9).
A.78 A.79	No written procedure apparent in place for the reporting of defective or obsolete equipment. All electrical switch rooms and plant rooms were identified. However these require to be kept locked shut except for access. (See Photo14, 32 & 47). Arrangements to be made to ensure fire signage replaced.
A.93 A.97	A fire-fighting lift (No 107) is installed within central core. Structural fire protection was found to be compromised due to forced air system feeding all levels within lift lobby. (See Photos 13 & 17).
A.98-98a	A fire-fighting stair has been provided for this building. However this is not against outer wall. (See Photos 15-16).
A.98b	No smoke clearance / ventilation system has been installed either at the top of the stair well or by any means for open-able windows to allow limited ventilation of the stairway if deemed necessary.
A.99	Dry Riser outlets have been installed within main central lift lobby/landings serving all levels. (See photos 17, 18 & 18a). Fire fighting lobbies serving lift and stair enclosures are installed.
A.101	No dedicated communications system installed for use by fire-fighting teams.
A.102 A.103	No dedicated vehicle access. However, vehicle access and parking is provided by the adjoining public highways of Richmond Street and North Portland Street. Limited high reach access to the building is provided via George Street, North Portland Street and Richmond Street..
A.104	Detailed plans are available in electronic format from Estates Services (These are currently being revised with regards to level of detail for specific trades including fire related issues).
A.106	Water supplies are taken from the local town mains via ground hydrants under adjoining public pavements. Nearest available: Richmond Street, Montrose Street, George Street and North Portland Street.

PART B – STRUCTURAL AND TECHNICAL

All responses in Part B must be evidenced by supporting records, procedures or other relevant documentation.

INFORMATION WHICH MAY ASSIST THE ASSESSMENT PROCESS e.g. plans schematic etc		YES	NO	N/A
1	Has a previous Fire Risk Assessment been carried out for the premises?	X		
2	Is there any information on any major adaptations or alterations that been carried out since the issue of the previous FRA?	X		
3	Is there any information on any construction, cabling work etc that has been carried out which may have compromised the validity of the previous FRA?	X		
4	Is there up-to-date plans / schematics for the premises showing exit routes, fire doors, alarm call points, extinguishers, etc.? *(general floorplans attached to the Assessment)*		X	
5	Is there a Health and Safety File (under the Construction, Design and Management Regulations) available for the premises?		X	
MANAGEMENT OF CONTRACTORS		**YES**	**NO**	**N/A**
6	Are Contractors appropriately vetted, as per the policy for the University, prior to being appointed?	X		
7	Do Contractors make Method Statements and Risk Assessments available?	X		
8	Where work is liable to breach partition walls or other compartmentation, is specific reference to "making good" using appropriate fire stopping methods, within work order/specification?	X		
9	Where work is liable to breach partition walls or other compartmentation, is the area checked to ensure it has been reinstated or made good using appropriate fire stopping methods?		X	
BUILDING FABRIC		**YES**	**NO**	**N/A**
10	As far as could be ascertained is the general condition of the building fabric such that the required standard of fire resistance is maintained?		X	
11	As far as could be ascertained the fire resistance of wall and partition materials / coverings are to the required standard?		X	
12	As far as could be ascertained the compartment/fire separation walls are in good condition and intact?		X	
13	As far as could be ascertained the floor materials / coverings are intact and have a fire resistance to the required standard?	X		
14	As far as could be ascertained the ceiling materials / coverings are intact and have a fire resistance to the required standard?	X		
15	As far as could be ascertained the openings made between floors and rooms during the installation of service cables and pipe work are protected to the required standard in order to restrict the spread of fire / smoke?		X	
16	As far as could be ascertained all structural voids (floor, ceiling, roof) are protected to the required standard in order to restrict the spread of fire / smoke?		X	
17	As far as could be ascertained all lift shafts are protected to the required standard to restrict the spread of fire / smoke?	X		
18	As far as could be ascertained all ventilation ducts and openings are protected to the required standard of damping/sealing to restrict the spread of fire/smoke?		X	
19	Where any building features such as atriums etc. may contribute to the spread of fire, are there suitable fire safety engineering control measures in place?		X*	
STRUCTURAL MEANS OF ESCAPE		**YES**	**NO**	**N/A**
20	Are there sufficient exits for the maximum number of people likely to be on the premises and the relative travel distances?		X	
21	Are the maximum travel distances on routes to a protected zone / place of safety within the required criteria in relation to the type of premises and directions of travel?	X		
22	Are enclosed corridors, stairwells etc forming the exit routes constructed to have a fire resistance of at least half an hour; (short duration)?		X	
23	Do exposed surfaces or coverings within escape routes meet the standard for the surface spread of flame (performance Class 0)?		X	
24	Are all escape routes wide enough to allow safe and quick evacuation of occupant, including those using wheelchairs?	X		

FIRE DOORS ***Note: A door assembly consists of door frame; door leaves; glazing; ironmongery; and seals.***

To which Standard (BS EN) are door assemblies constructed?	Pre BS & BS1634-1:2008	To which Standard (BS EN) are door assemblies installed?	Pre BS & BS1634-1:2008

		YES	NO	N/A
25	Is the fit of fire door leaves onto rebates and gaps such that fire / smoke resistance is maintained when closed?		X	
26	Is the installation and function of intumescent strips, brushes or blades such that fire / smoke resistance is maintained?		X	
27	Is the installation and function of door furniture and vents such that fire / smoke resistance is maintained?		X	
28	Where door assemblies have been structurally altered or upgraded since initial installation, is the required standard of protection against fire/smoke spread being met?		X	

FIRE ALARM AND AUTOMATIC DETECTION SYSTEMS

To which Standard (BS EN) is the Alarm system installed?	**Pre BS 5839 & BS 5839:pt 1**	**To which Standard (BS EN) is the Alarm system serviced and maintained?**	**BS 5839:pt 1 :2002**
To which Standard (BS EN) is the Detection system installed?	**Pre BS 5839 & BS 5839:pt 1**	**To which Standard (BS EN) is the Detection system serviced and maintained?**	**BS 5839:pt 1 :2002**

		YES	NO	N/A
29	Are installation and commissioning certificates available for the Alarm and Detection systems?	X		
30	Are the detectors of the right type and appropriate to their locations e.g. kitchens, teaching rooms, laboratories, offices, research areas and workshops?		X	
31	If the fire-detection and warning system is electrically powered, does it have a back-up power supply?	X		

PORTABLE FIRE EXTINGUISHERS, FIXED FIRE FIGHTING AND FIXED SUPPRESSION SYSTEMS

To which Standard (BS EN) are the Extinguishers installed?	**BS 5306:pt8**	**To which Standard (BS EN) are the Extinguishers serviced and maintained/**	**BS 5306:pt3**
To which Standard (BS EN) is the Fixed System installed?	**N/A**	**To which Standard (BS EN) is the Fixed System serviced and maintained?**	**N/A**

		YES	NO	N/A
32	Are the number of extinguishers adequate in relation to the size of floor areas and travel distances?	X		
32a	Are the location of extinguishers suitable in relation to the size of floor areas and travel distances?		X	
33	Are the types of chosen extinguishers suitable in relation to the nature of the fire hazards within the premises?	X		
33a	Has the building been fitted with a Sprinkler system(s)?			X
33b	Is the sprinkler system been fitted as a life safety system?			X

EMERGENCY LIGHTING

To which Standard (BS EN) is the lighting installed?	**BS 5266:pt1:**	**To which Standard (BS EN) is the lighting serviced and maintained/**	**BS 5266:pt1: 2005**

		YES	NO	N/A
34	Is appropriate emergency lighting installed within all relevant areas in relation to the type and use of the premises?		X	
35	Where emergency lighting is provided, are Completion Certificates available which includes a suitable Declaration of Conformity?	X		
36	Where emergency lighting is provided for use when the normal lighting fails is there an independent power source to that supplying the normal lighting?	X		
37	Is the power supply system provided, maintained to the necessary standard?	X		

ADDITIONAL EXPLANATORY NOTES

Reference to fire hazard or management action in relation to the fabric and structure of the premises.

B.1	Previous FRA carried out on the 28th April 2006.
B.2	Continual upgrades and modifications to internal layout & structure. Change of occupiers due to University Faculty review. Records held by Estates services.
B.3	Previous FRA out of date due to significant changes regarding alterations and occupiers.
B.4	Floor-plans are available as to electrical, fire and fabric matters. These are held by Estates Services. (General floor plans attached for reference only - plans currently being updated).
B.5	Information available in Estates archives.
B.6-9	Vetting programme in place and contractors are monitored by Estates Services project Managers.
B.10	The formation of vertical ventilation shafts within stairs serving the upper levels have the potential to cause severe smoke-logging of the corridors and means of escape serving these areas from a relatively small fire on a lower level. The topmost openings have been capped over. The shaft openings /grills require to be in-filled with imperforate fire resisting panels. Made and maintained close fitting to the existing surrounds. (See photos 13,14,15 &16). (See also comment on Fire-fighting ventilation A.98b)
B.11	Poor and extensive surface spread of flame characteristics of wall notice boards and other combustible paper flyers / posters. (See Photos 21-26).
B.12, 15 &	Poor separation between vertical service risers within electrical cupboards and the adjacent

16	corridors/ levels. (See Photos 14, 18 & 18a).
B.18	The ventilation system appeared to be in a poor state of repair. No evidence of fire dampers was evident. A check is to be made to ensure that fire dampers are installed at locations where vents pass through fire resisting walls, floors and ceilings. (See 13 & 14).
B.19	The vertical shafts/ grills within both stairs appear to serve no design purpose. (See comment for A.98a & B.10). Therefore the openings should be separated, if deemed unnecessary from the escape stairs by fire resisting construction of short duration.
B.20-21	Some lecture and computer rooms require 2 independent escape routes due to numbers. Remedial work is on-going for the building to ease occupant density on existing stairs and to reduce congestion due to the internal configuration and M of E layout.
B.22	Existing stair enclosures; including fire resisting doorsets, have insufficient fire resistance duration to meet at least 30 mins; (short duration) to ensure safe evacuation. This is due to poor fire stopping and excessive door gaps onto rebates / leafs. Particularly on un-refurbished levels. (See Photos 34 & 35).
B.23	Plaster wall finishes found throughout. However, large areas of combustible wall hangings / posters in situ. (See photos 21 – 24).
B.24	The existing stair widths serving all levels on the upper levels are sufficient and reasonable for the maximum number of occupants imposed by the University at any one time. Congestion has been reported from 9th level. Internal corridors of sufficient width for wheelchair users. Disabled persons require assisted evacuation; via use of evacuation chair to safely negotiate stairs. (See Photos 10, 10a & 52).
B.25-28	New fire doors were found to be in good order and fitted with intumescent strips and brushes. The general standard of all other fire doors was poor. It was noted that there is poor fire / non-existent smoke seal separation between the leaves of the double swing older style fire doors; (See Photo 34 & 35).
B.29	Estates Services hold all documentation in archives pertaining to all installations and commissioning certificates.
B.30	The fire detection system and the devices installed within the building were found to be appropriate for their respective locations and were of a minimum L4 type (escape routes). Although some devices are installed within adjoining areas as a result of subsequent refurbishment. It is recommended that the Automatic Fire Detection & Fire Alarm be examined to ensure compliance with BS 5839: Part 1: 2002 +A2 2008.
B.32,32a & 33	Adequate portable fire fighting equipment is provided within the building. However it is not sited uniformly throughout the building. Some local signage is required. The type, number and location of portable fire fighting extinguishers should be made to comply with the recommendations of BS 5306:Part 8: 2000. (See Photo 8, 22, 23 & 50).
B.33a	No sprinkler system is installed within building. There is no requirement under current building standards or codes of practise. (Feasibility study as to need for sprinkler within the lower car parking areas of the building is to be carried out by Estates).
B.34	Emergency lighting is installed within the building. It should be extended to adequately illuminate the external escape route around the Collins building. It is recommended that the Emergency lighting be examined to ensure compliance with BS 5266: Part 1:2005.
B.35	Estates Services hold all documentation in archives pertaining to all installations and commissioning certificates.
B.36 & 37	Emergency Lighting supplied from central battery system. Servicing carried out by service contractors and Estates Services personnel.

FIRE RISK RATING	
LIKELIHOOD OF FIRE OCCURRING	
HIGHLY UNLIKELY	**Low likelihood of fire as a result of negligible potential sources of ignition within the premises.**

UNLIKELY	**Normal fire hazard (e.g. potential ignition sources) for this type of premises and occupancy, with fire hazards generally subject to proper and adequate control.**
LIKELY	**Lack of adequate control applied to one or more significant fire hazard and as such would significantly increase the likelihood of fire to certain or near certain.**

Taking into account the foregoing information and findings at the time of assessment, it is considered that the likelihood of fire is:

HIGHLY UNLIKELY		UNLIKELY	X	LIKELY	

POTENTIAL CONSEQUENCES OF FIRE	
SLIGHT HARM	**Outbreak of fire is unlikely to result in injury of any occupant of the premises.**
MODERATE HARM	**Outbreak of fire could result in injury or significant property damage.**
EXTREME HARM	**Outbreak of fire could result in serious injury or death of one or more occupants of the premises.**

Taking into account the foregoing information and findings at the time of assessment, it is considered that the potential consequences of fire could result in:

SLIGHT HARM		MODERATE HARM	X	EXTREME HARM	

	POTENTIAL CONSEQUENCES OF FIRE		
LIKELIHOOD OF FIRE	SLIGHT HARM	MODERATE HARM	EXTREME HARM
HIGHLY UNLIKELY	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
UNLIKELY	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
LIKELY	MODERATE RISK	SUBSTANTIAL RISK	I INTOLERABLE RISK

Applying the above risk rating matrix, the risk of life from fire within the named premises is:

TRIVIAL		TOLERABLE		MODERATE	X	SUBSTANTIAL		INTOLERABLE	

BASIS OF ACTION TO BE TAKEN	
TRIVIAL	No action required
TOLERABLE	No major additional controls required other than maintaining existing control measures. However, there may be a need for improvements which involve minor or limited resource.
MODERATE	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 extreme harm, further assessment should be carried out to establish precisely the likelihood of harm as a basis of determining the priority for improved control measures.
SUBSTANTIAL	Considerable resources may have to be allocated to reduce the risk.
INTOLERABLE	Premises (or specifically identified area of building) should be vacated or not occupied until the risk is reduced.

FIRE SAFETY ACTION PLAN

Copy to be forwarded to the designated person responsible for the implementation of Action Plan(s)

ACTION PLAN PRIORITY LISTING

FAP 1	Immediate corrective action must be taken by the Manager in charge of the premises to be completed before the end of **the day of the assessment visit**.
FAP 2	Where corrective action is out-with the authority or control of the Head of Department or Manager in charge of the premises. The designated named person within the University who is responsible for progressing the Fire Safety Action Plan must take the necessary corrective action either immediately or within the specified time outlined as part of the assessment report, as a target date for completion. Progress towards that date should be monitored. Where action cannot be completed within the prescribed period, a formal schedule of work including time scales must be established. The Head of Department or Manager in charge of the premises must however take short term preventative measures in lieu of the completed corrective action.
FAP 3	Where corrective action can be taken in due course because of the comparatively low contributory risk presented. However, where action can be taken which involves simple measures or minimal resources then the appropriate action should be taken by either the Head of Department or Manager in charge of the premises.

FIRE SAFETY ACTION PLAN

Copy to be forwarded to the designated person responsible for the implementation of Action Plan(s)

Question No.	Action Required	Action Plan Priority Listing	To Be Actioned By	Target Date For Completion
A.1-2	All combustible refuse materials, office furniture and storage are to be removed from all means of escape corridors and other protected routes. Thereafter all such areas are to be kept clear and free of storage in order to prevent injury to persons escaping from fire.(See Photos24-27,41-44)	FAP 2	Estates Services & Department Heads	1st July 2011
A.3	Regular checks are to be made to ensure that all escape routes and corridors are inspected and kept free and clear of obstructions and combustible storage.	FAP 2	Estates Services & Department Heads	1st July 2011
A.4	Escape routes are to be checked on a regular basis to ensure all benchmark standards are met.	FAP 2	Estates Services	1st July 2011
A.5	The emergency lighting should be examined to ensure that it covers all internal and external escape routes from the building.	FAP 2	Estates Services	1st July 2011
A.8	The original fire door sets serving stair enclosures were found to be in poor condition. All such doors require to be made to have a fire resistance of at least 60 mins. and be maintained self-closing and close fitting onto the rebates. Intumescent seals and cold smoke brushes are to be fitted and thereafter maintained in good order.(Photos 34 & 35).	FAP 2	Estates Services	1st July 2011
A.9	Exit doors serving lecture and computer rooms having an occupant capacity of more than 60 should be made to open in the direction of travel.	FAP 2	Estates Services	Ongoing programme

Question No.	Action Required	Action Plan Priority Listing	To Be Actioned By	Target Date For Completion

A.10	All doors fitted with security devices, electro-magnetic or mechanical devices. Should be made to unlock on the actuation of a panic bar or on the fire and detection system. (See Photo 11 & 12).	FAP 2	Estates Services	Ongoing programme
A.12	Self-closing devices, particularly on older doors, require to be adjusted to ensure that door will close over from all angles of swing.	FAP 2	Estates Services	Ongoing programme
A.15, 15a & 16	The Fire Assembly points at all stipulated locations are to be clearly marked with a sign that is conspicuous and legible to all persons leaving the building. The sign should bear the words “Fire Assembly Point” or as in accordance with the signage proposals outlined by Estates Services. The sign should be in white lettering approximately 75mm in height on a light green background. The sign maybe building specific. All signage is to be affixed in a conspicuous location and to suitable vertical surface, approximately 1.75m from ground level. Additional escape signage is required to clearly indicate the external escape route to be followed in the event of fire to the place of safety from the Richmond Street exit.	FAP 2	Estates Services	Ongoing programme
A.17	“Push Bar to Open” signs required on all doors fitted with a push bar mechanism. Obsolete fire signage to be removed. (Photos 8, 28-31 & 34). Overall signage is currently being reviewed by Estates Services.	FAP 2	Estates Services	Ongoing programme
A.19	All staff are to be made aware of the contents of the Emergency Fire Action Plan (EFAP) for the building. A copy will be issued to all Fire safety Co-ordinators.	FAP 2	Estates Services & Department Heads	1st July 2011
A.21,22 & 24	Fire Action Notices are displayed within the building to clearly outline the procedure to follow in the event of fire. However, these are to be positioned in accordance with the agreed Estates Service guidelines.	FAP 2	Estates Services	Ongoing programme
A.25	Heads of Departments and line managers should consider that additional Fire Safety Co-ordinators & Fire Safety Assistants may require to be appointed and trained due to the relocation of staff as a result of on-going departmental changes within the University.	FAP 2	Department Heads	1st July 2011
A.31-40 & B.30	The fire alarm & automatic fire detection system installed throughout the building should be examined to ensure compliance with BS 5839: Pt 1:2002;+A2 2008 and if necessary the automatic detection should be extended to cover all areas as per the recommendations of BS 5839:Pt 1.	FAP 2	Estates Services	1st July 2011
A.45	The illuminated warning sign “DO NOT ENTER-FIRE ALARM” should be removed from the music directors’ office. To avoid confusion to the occupants of the building. Any storage found to be blocking immediate access to fire fighting equipment on any of the escape routes, is to be removed to allow un-hindered access to all Extinguishing equipment.	FAP 2	Estates Services	1st July 2011

Question No.	Action Required	Action Plan Priority Listing	To Be Actioned By	Target Date For Completion
A.47	All portable FFE is to be checked monthly as recommended in BS 5306: part 3: 2000. Therefore a programme of inspection is to be drawn up to ensure compliance.	FAP 2	Estates Services	1st July 2011
A.52 & 53	After initial Induction training the ongoing training is carried out by The Dept. Safety Convenor and/or Fire Safety Co-ordinator.	FAP 2	Estates Services	1st July 2011
A.54 – 56	All training to be reviewed and if deemed necessary selected personnel will be required to attend a FSC or Practical Fire Fighting course to ensure an adequate number of staff on duty.	FAP 2	Estates Services & Department Heads	1st July 2011
A.57 & 59	Estates hold records of maintenance etc. Means of accessing records by all under discussion.	FAP 2	Estates Services	1st July 2011
A.60-60a	"No Smoking Signs" are to be provided and positioned within the loading bay / service yard and externally at all exits.(See Photos 40 & 43). The sign should have a red background and bear the words "No Smoking", in white lettering and be of a height of minimum 25mm.	FAP 2	Estates Services	1st July 2011
A.62-63	Cardboard bins should not be used within the University. All waste receptacles are to be of metal construction. Care required with regards to siting and location.	FAP 2	Estates Services	1st July 2011
A.64	No formal inspection regime in place.	FAP 2	Estates Services	1st July 2011
A.65	Excessive use of noticeboards on majority of corridors serving the means of escape. (See Photos 21-24).	FAP 2	Estates Services	1st July 2011
A.67	All external refuse containers and areas where there is storage of combustible materials are to be secured against casual entry to avoid the possibility of wilful fire-raising. (Adjacent Collins)(Photos 41-44).	FAP 2 FAP 2	Estates Services Estates Services	1st July 2011 1st July 2011
A.68	Storage of stationery within escape routes	FAP 2	Department Heads	1st July 2011
A.69	No evidence was found of compliance or labelling on furniture sampled.	FAP 2	Estates Services	1st July 2011
A.71	All portable heaters are to be located away from combustible materials and secured against a wall to prevent obstruction.	FAP 2	Department Heads	1st July 2011
A.72a	The ventilation ducts and grills are to be examined and thereafter maintained to prevent rapid fire spread.	FAP 2	Estates Services	1st July 2011
A.74	All portable electrical apparatus is to be tested as and when required under current Regulations.	FAP 2	Estates Services	For discussion
A.76	All extension leads are to be used in in accordance with manufacturers' instructions. The cabling passing through he smoke corridor wall is to be removed.	FAP 2	Estates Services	1st July 2011
A.78	No apparent procedure. Depends on degree of control by local management.	FAP 2	Estates Services	1st July 2011
A.79	All Electrical switch-rooms are to be kept locked shut except for access.(Photo 14 & 47)	FAP 2	Estates Services	1st July 2011
A98b	A smoke ventilation facility or opening vent at the head of the stair should be provided for use by fire-fighters. (Utilisation of vertical shafts maybe feasible with opening at upper levels)	FAP 2	Estates Services & Department Heads	For discussion

Question No.	Action Required	Action Plan Priority Listing	To Be Actioned By	Target Date For Completion
A.99	The existing DR is to be examined to ensure that it complies with BS 5306:Part 1.	FAP 2	Estates Services	1st July 2011
A.102	Due to the complexity and overall floor area of the building, a communications system	FAP 2	Estates Services	For discussion

	for use by fire-fighters should be considered.			
A.104	Up to date floor-plans are available from Estates. However, a copy should be kept within the office adjacent to the fire panel for use by fire service in the event of an emergency.	FAP 2	Estates Services	For discussion
A.105	A fire control room is not required for this type of occupancy. However, this building contains all security cameras, fire alarm links, communications and ancillary equipment for the whole of the campus and beyond within the designated Control Room facilities, which is located on the ground floor. The present facilities are extremely vulnerable to fire and arson from even a small outbreak. To ensure business continuity during a fire situation. The control room should be enclosed within a fire resisting enclosure of at least 2hr and meet the recommendations of BS 9999.	FAP 3	Estates Services	For Discussion
A.106	All external Fire Hydrants are to be suitably marked with an indicator plate.	FAP 2	Estates Services/ local authority	For discussion
B.9	Follow up checks to be made to ensure the satisfactory infilling of openings made for services, in fire rated walls partitions. (See Photos 14 & 51).	FAP 2	Estates Services	1st July 2011
B.10-12 & 15- 16	A small fire could cause severe smoke logging within stairs and corridors. See B.9 above & (See Photos 14 & 51).All service risers, ducts and cabling routes passing through fire rated walls and partitions require to be suitably fire stopped to prevent the passage of heat and smoke in the event of a fire.	FAP 2	Estates Services	1st July 2011
B.19	The vertical shafts within both stair enclosures are to be fully enclosed and made imperforate to the stair enclosure in order to prevent the rapid spread of smoke and flame within the stairs.(See 98b above)	FAP 2	Estates Services	For discussion
B.22	The existing original fire resisting doorsets found throughout the building should be upgraded or replaced with fire resisting doorsets meeting the criteria of BS 1634-1:2008. Corridors within the building require to be sub-divided within their middle third where corridor exceeds 12 metres in length. As for Non Domestic buildings of the Technical Handbooks).	FAP 2	Estates Services	For discussion
B.23	Large areas of display material should be managed and controlled to prevent a rapid development of surface fire spread within means of escape routes.	FAP 2	Estates Services	For discussion
Question No.	**Action Required**	**Action Plan Priority Listing**	**To Be Actioned By**	**Target Date For Completion**

B.25-28	Existing single / double leaf fire doors are to be fitted (where feasible) with intumescent strips and brushes in order to reduce the possibility of cold smoke and fire passing around and through the door frame and to be made and maintained self-closing and close fitting onto their frame / rebates. (See Photo 35).	FAP 2	Estates Services	1st July 2011
B.30	Fire alarm & detection to be examined to ensure that it complies with BS 5839:Pt1 2002.	FAP 3	Estates Services	For discussion
B.32	It is recommended that a survey be carried out to ensure that the type, number and suitable location complies with the minimum standard of portable fire fighting equipment required as per BS 5306: Part 8: 2000.	FAP 2	Estates Services	For discussion
B.34	The existing Emergency Lighting should be examined and if necessary be extended to adequately illuminate all stairs and passageways both internally and externally in the event of fire.	FAP 2	Estates Services	1st July 2011

Appendix A: Supporting Photographs:~ (N.C. Non-Compliant) (D. Description only).

1  2  3  4 

(D).The rear escape route serving the 3 levels down to & around the Collins Building.

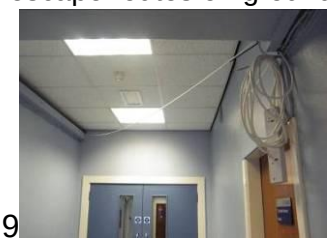
(D).The escape /Link bridge serving the south stair from all levels.

5  6  7  8 

(D) (5-6).Surface Linings & Storage within escape routes on ground level.

(N.C.) Security office has poor fire separation onto escape route.

(N.C.) Obsolete H/R signage

9  10  10a 

11 

(N.C.)In-appropriate use of electrical extension leads.

(D) Evacuation chair & evacuation lift facilities

(D) Evacuation Communications.

(D)Electronic Door entry / exit facilities in use.

12  13  14  15  16 

(N.C.) Key on main entrance door for escape use.

(N.C.)(13-14)Poor fire stopping of services. Within service cupboards and corridor risers.

(D)2 x Vertical air vents/ shafts 1 x within each main stair.

17  18  18a  19  20  20a 

N.C.)Dry Riser outlet boxes non –compliant.

(N.C)(18-18a) Poor fire stopping to adjoining voids & floors.

(N.C.)Escape routes and corridors used as an extension of workrooms. To be found on most levels.

21  22  23  23a 

(N.C.)(21-23a) Poor surface spread of flame properties found on a large proportion of escape routes. Due mainly to poor management of noticeboards and all vertical surfaces, including doors.

24  25  26  27 

(N.C.)(24-27)Poor housekeeping was found in escape routes. Discarded office items and refuse were found during several visits on different dates to the building.

28 

29 

30 

31 

(N.C.)(28-31& 34) Obsolete fire signage was evident and in use throughout the building on most levels.

32 

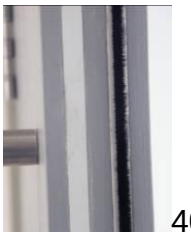
33 

34 

35 

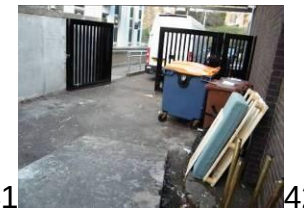
(N.C.)(32-33) Obsolete reference made to the location of the fire alarm panel.

(N.C.)(34-35 Excessive gaps on Fire doors. –old type.

37  38  39  40 

(D)(37-39) New style fire door sets within refurbished areas.

(D) Final exit and control facilities

41  42  43  44 

(N.C.) External open bin storage on escape routes from building and adjoining building. Poor signage.

45 

46  47  48 

(D) External Dry riser inlet on Fire Exit ramp.

(D) Fire Panel & Evac Control systems.

(D) plant room

(N.C.) Poorly maintained Fire door self closers.

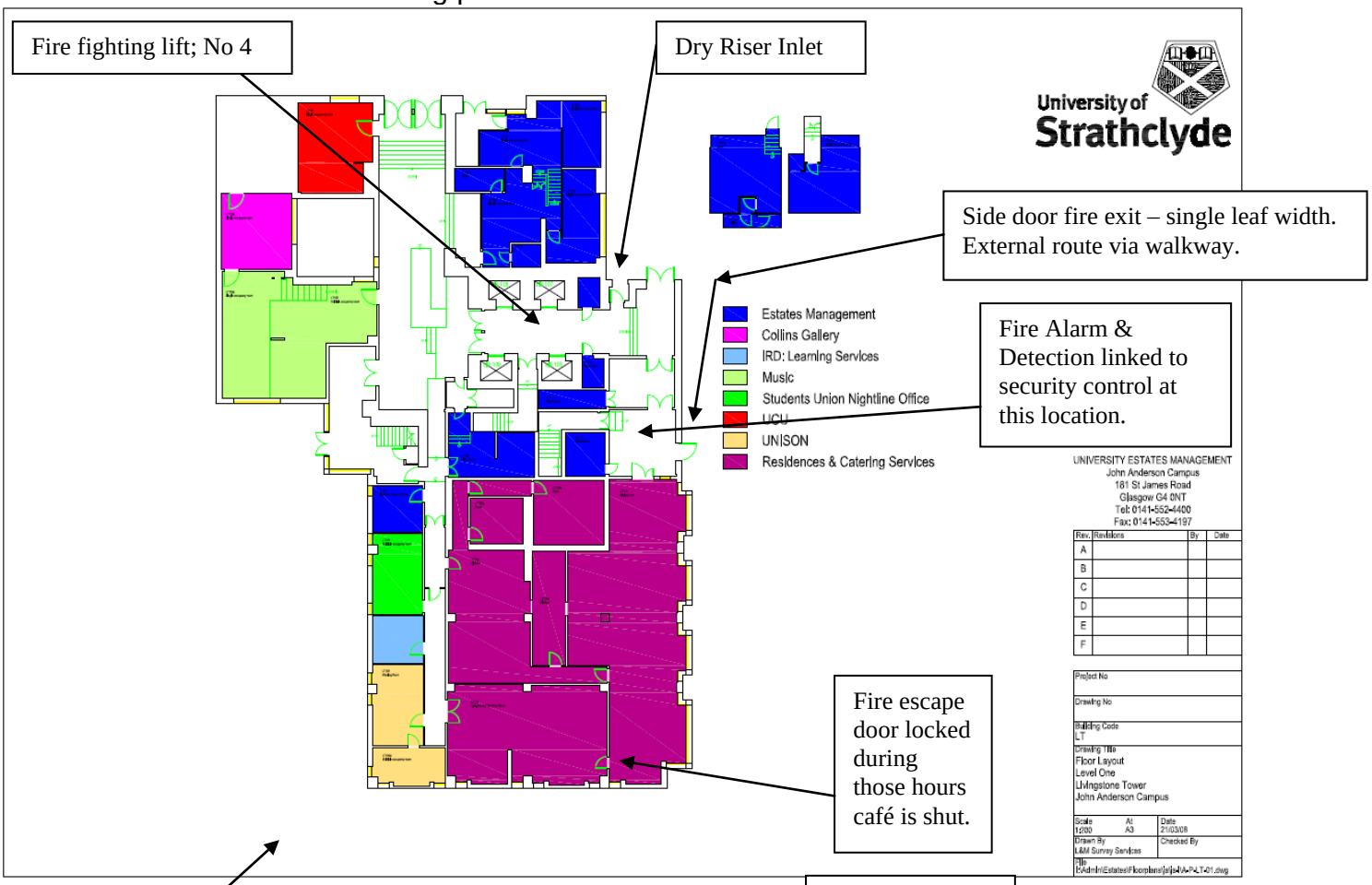
49  50  51  52 

(N.C.)(49-50) Evidence of Door wedging throughout.

(N.C.) Poor / damaged fire stopping.

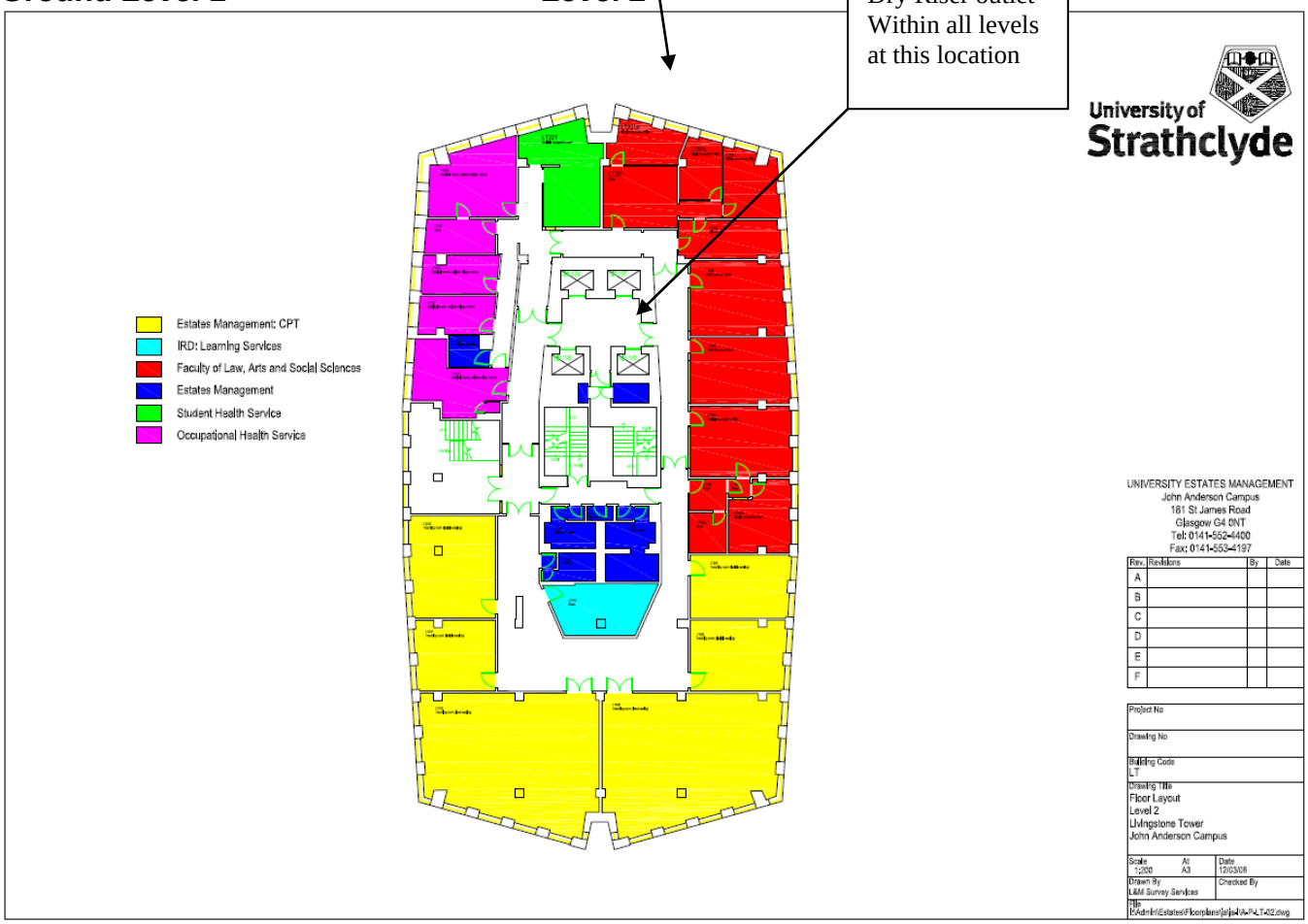
(D) Evacuation chairs available for use.

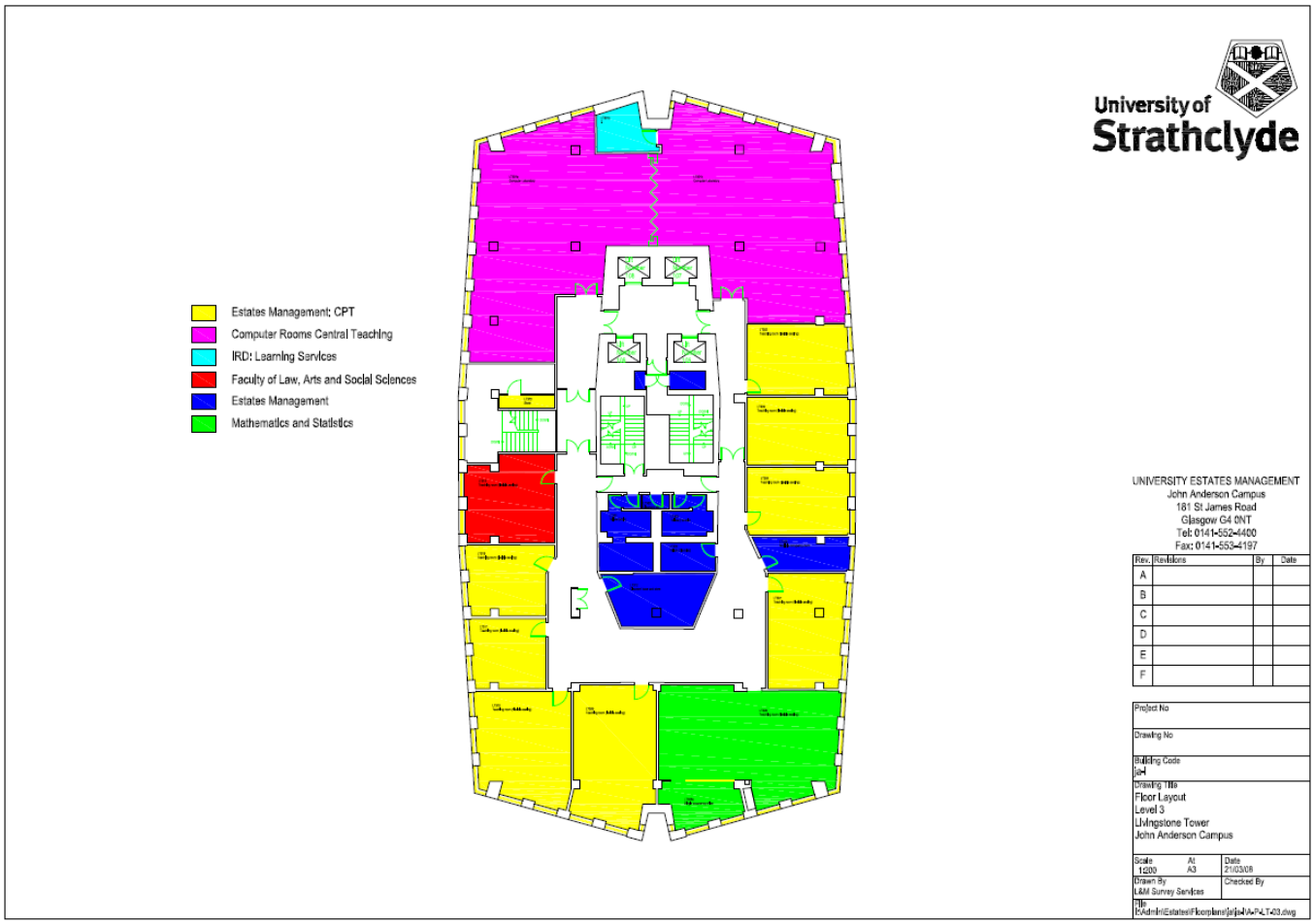
Appendix B: Floorplans for general reference are only to illustrate main internal layout and features:
Not to scale in relation to following plans.



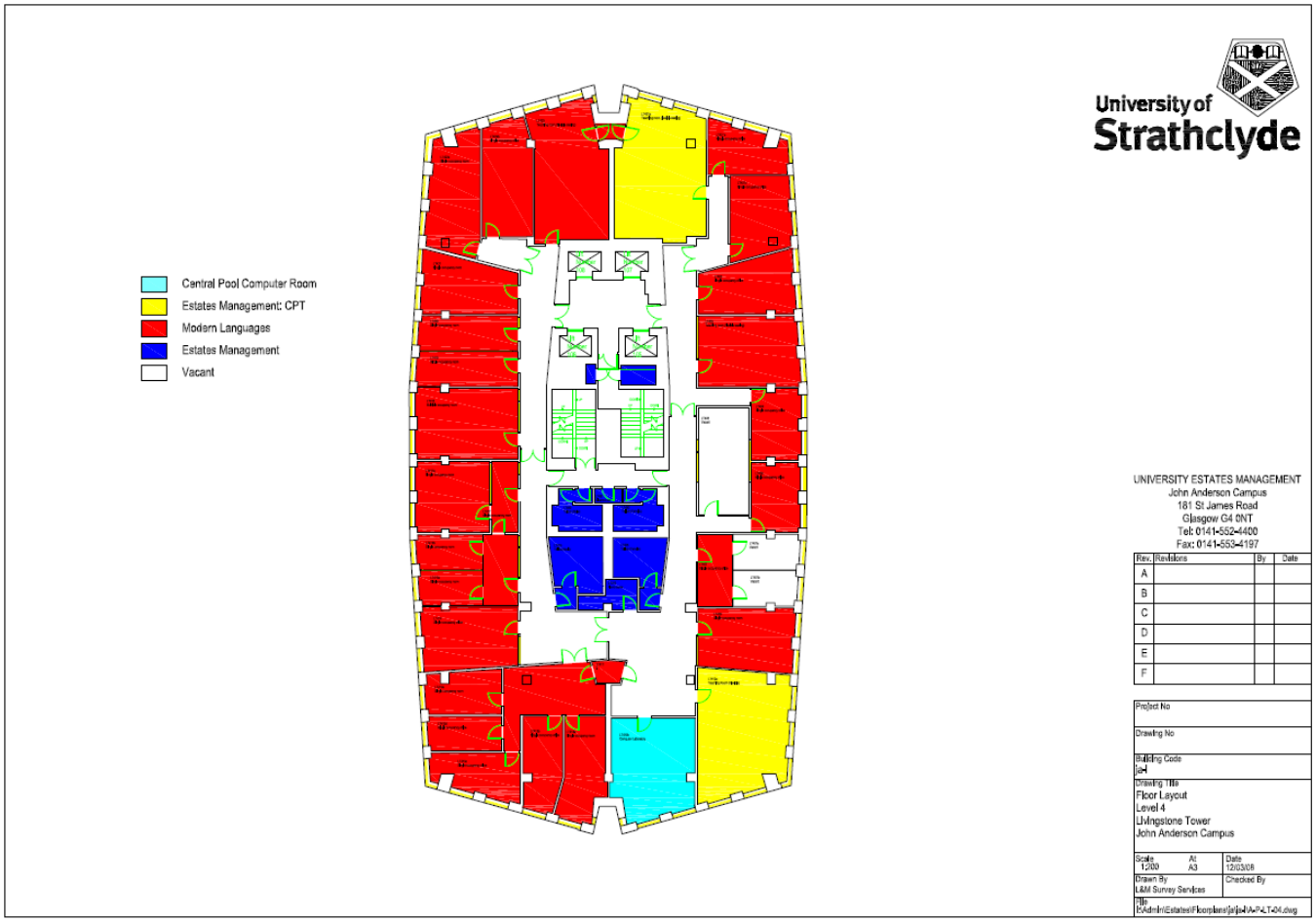
Ground Level 1

Level 2

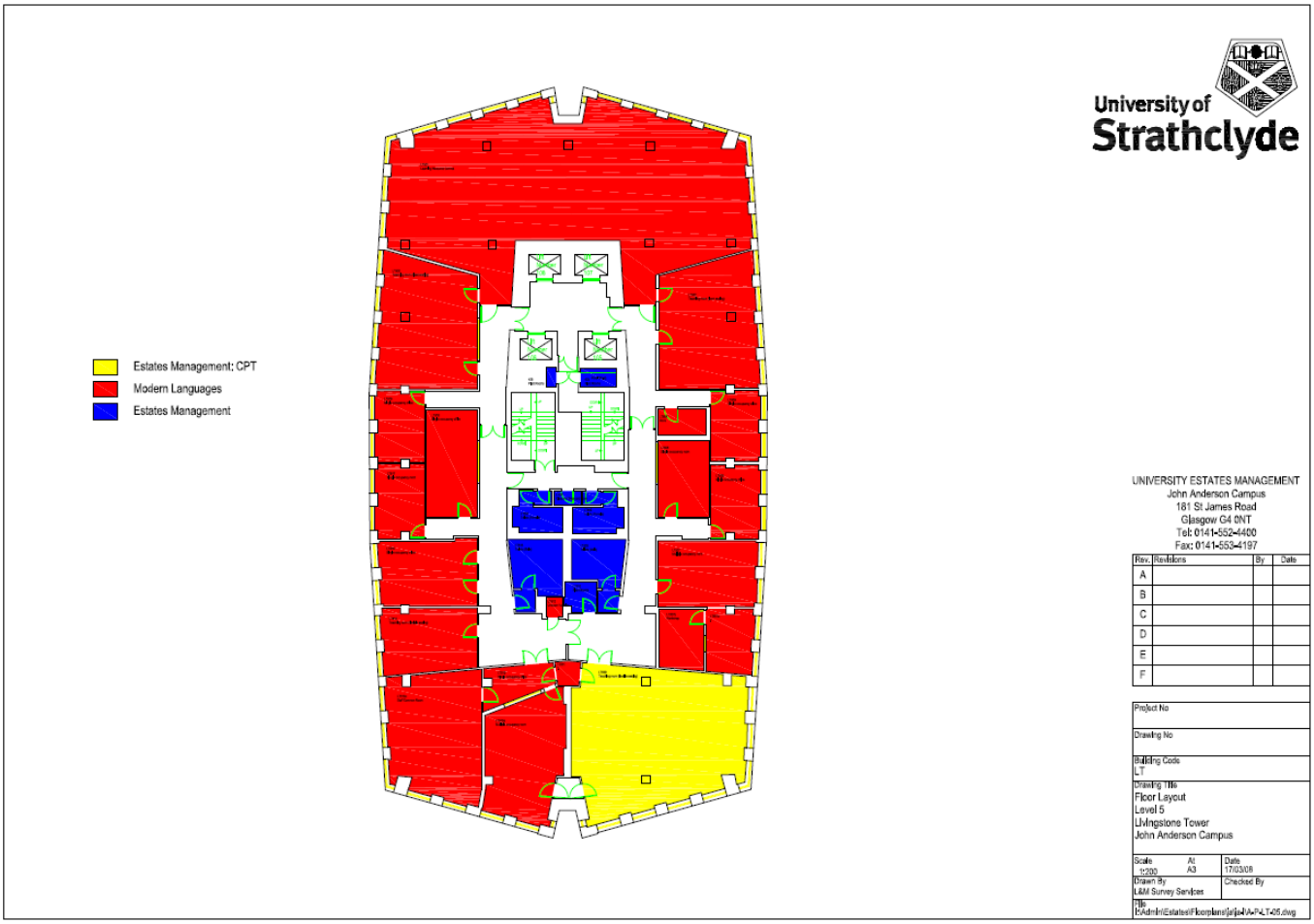




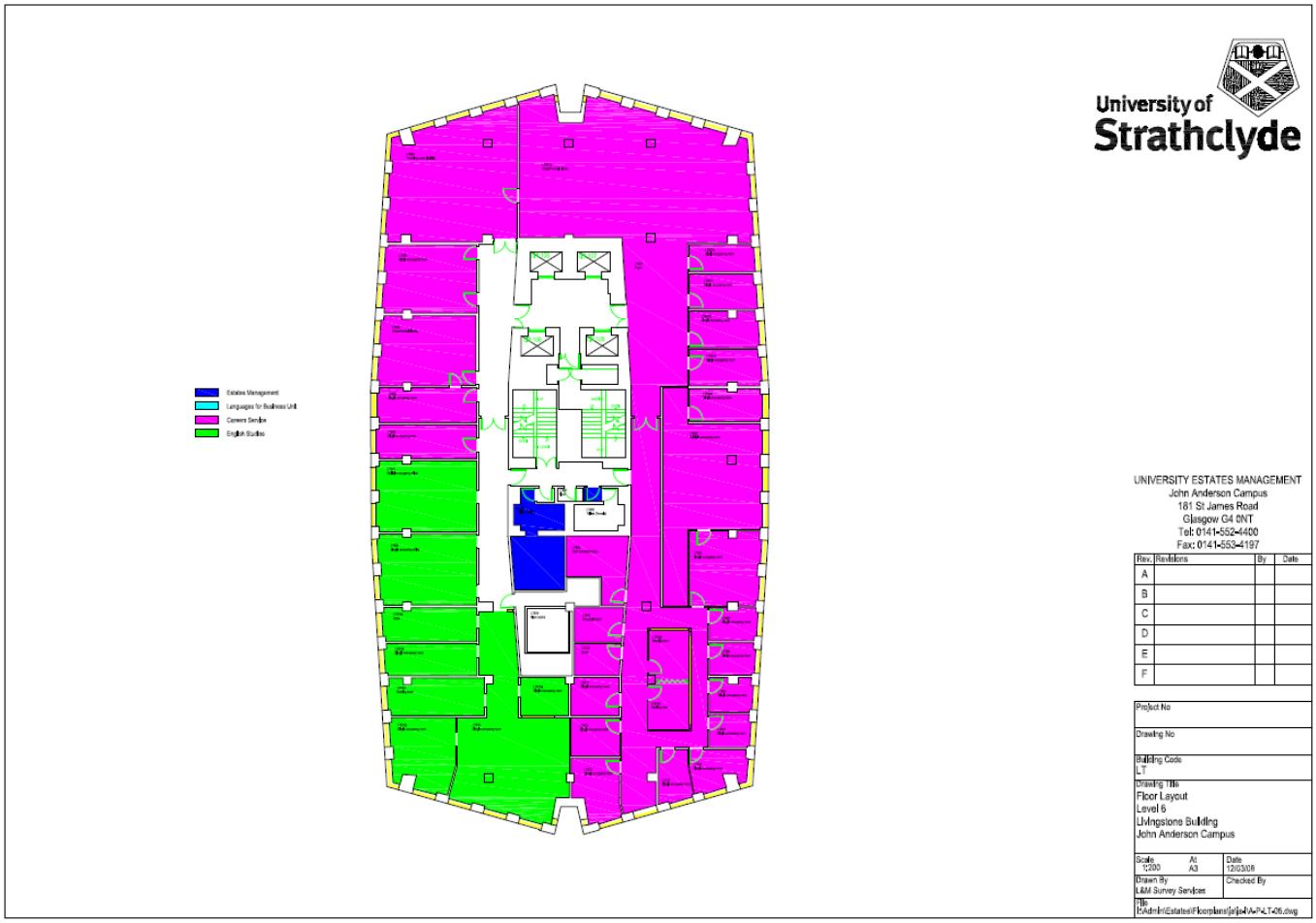
Level 3



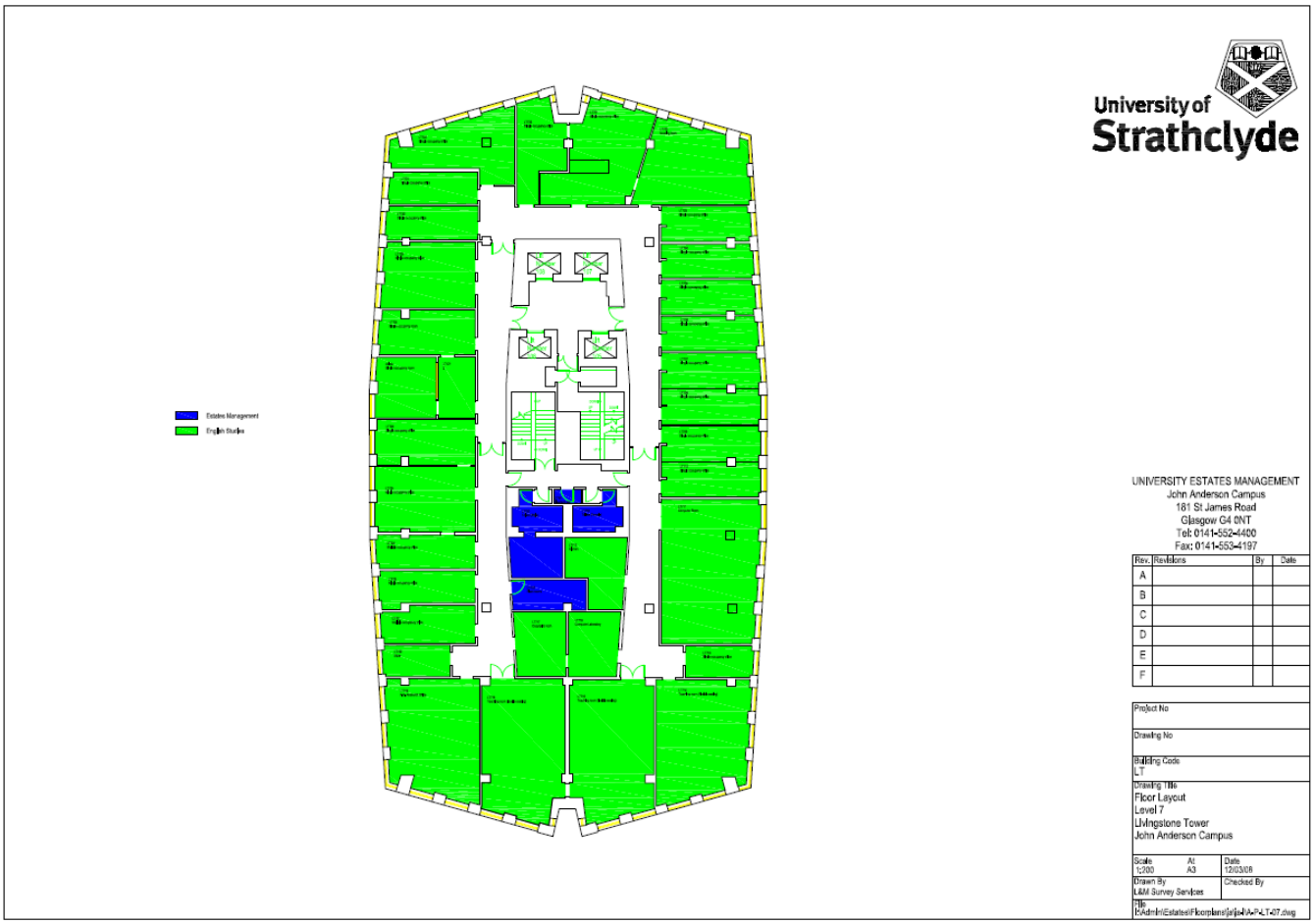
Level 4



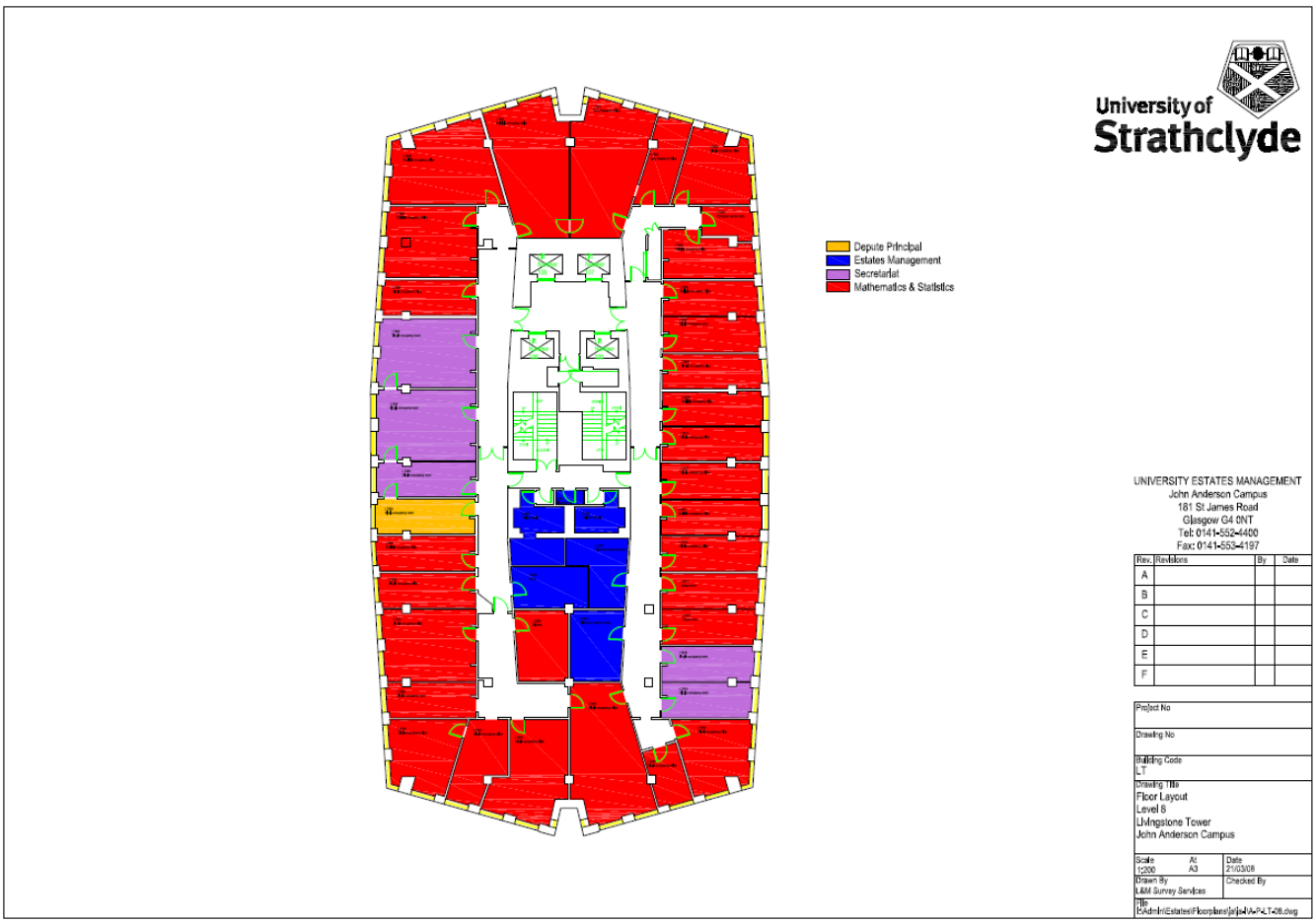
Level 5



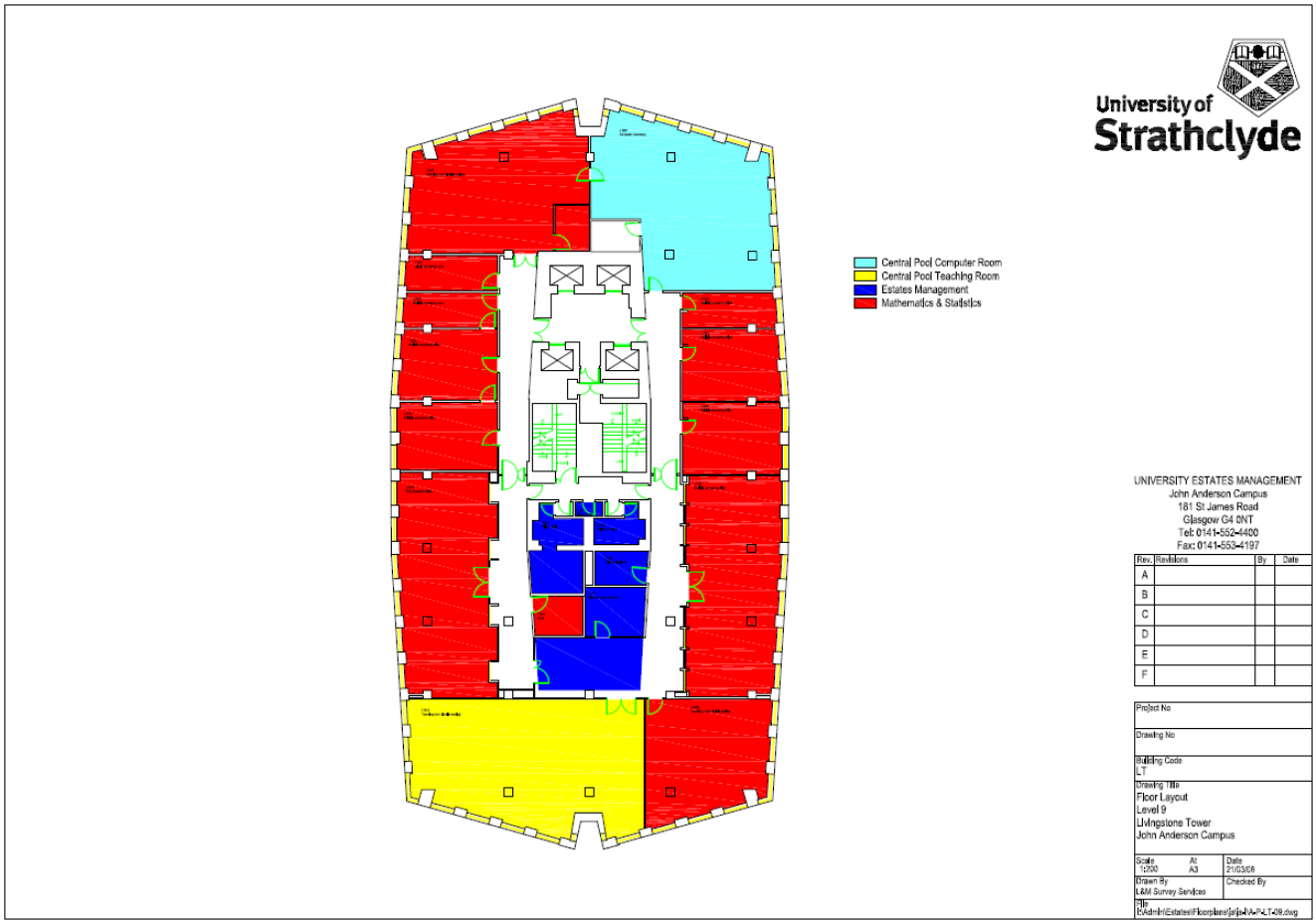
Level 6



Level 7



Level 8



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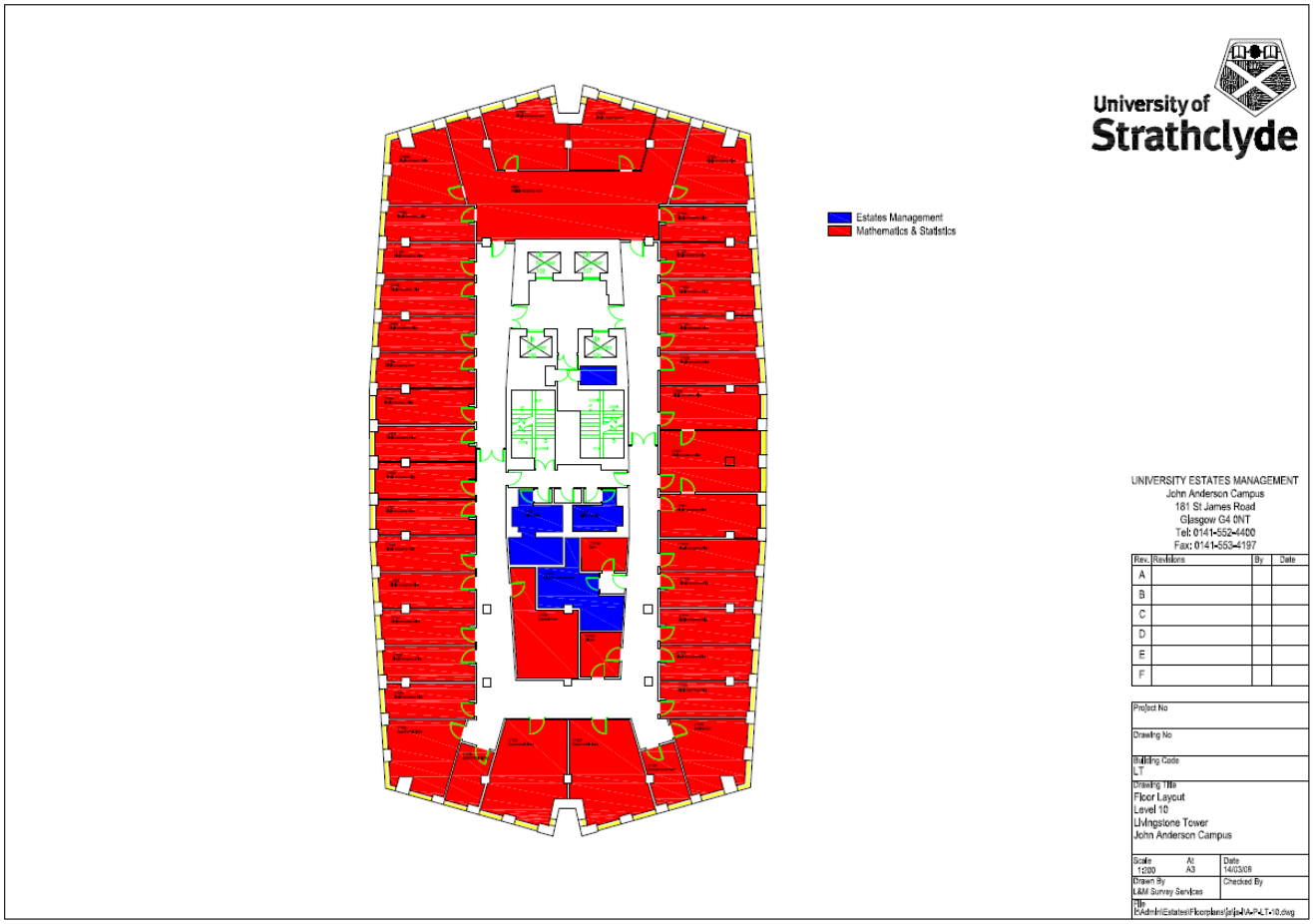
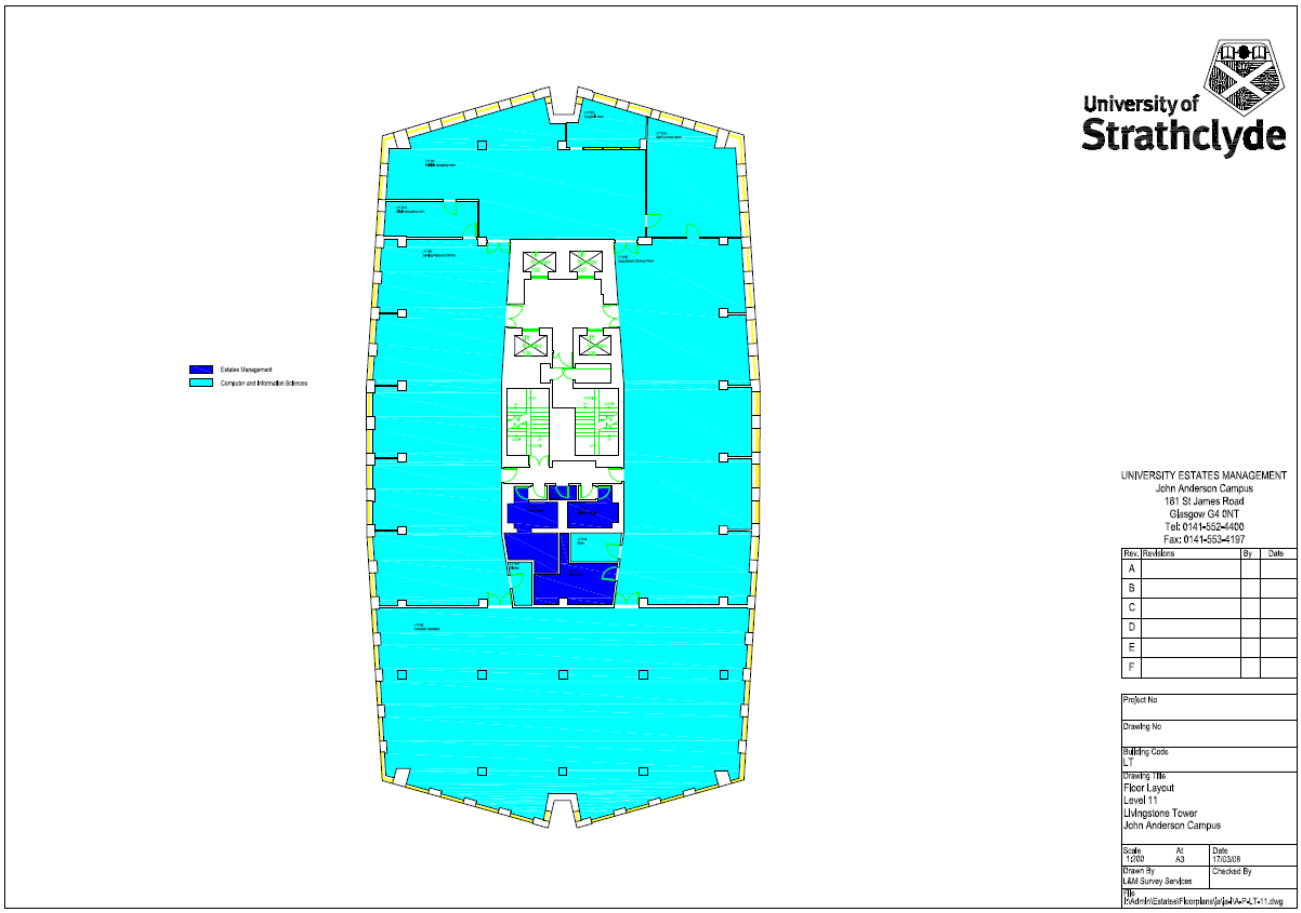
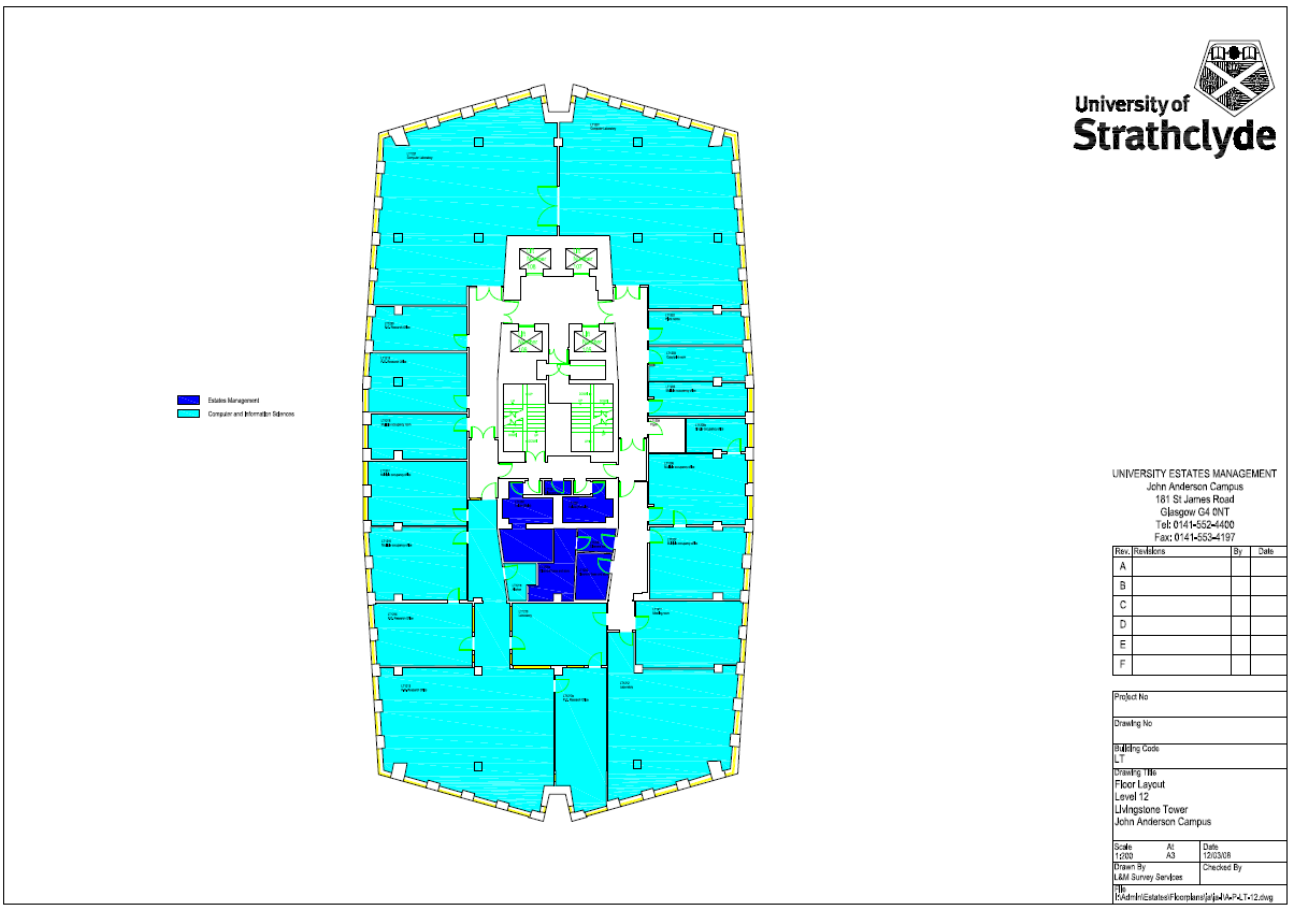


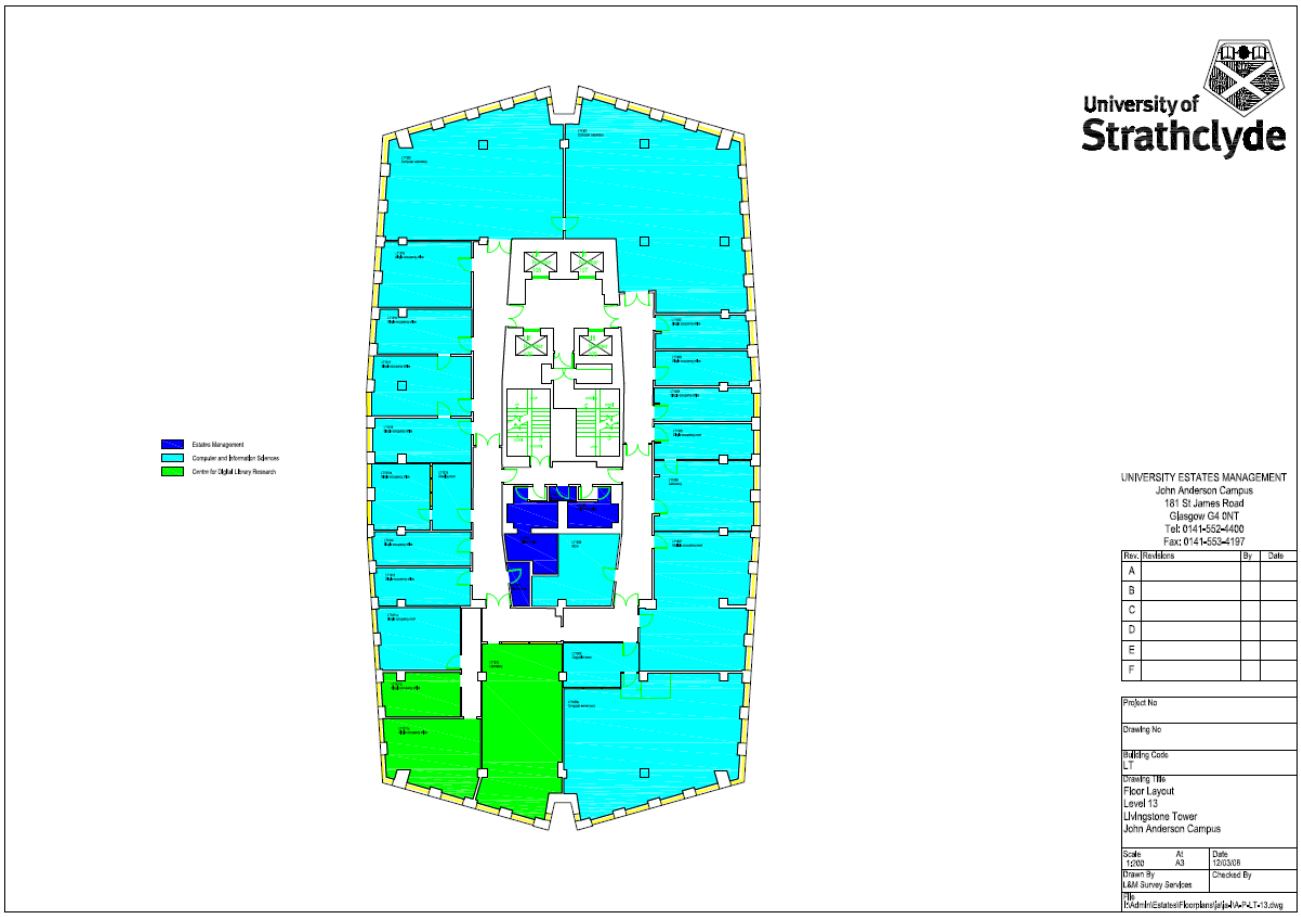
Level 10



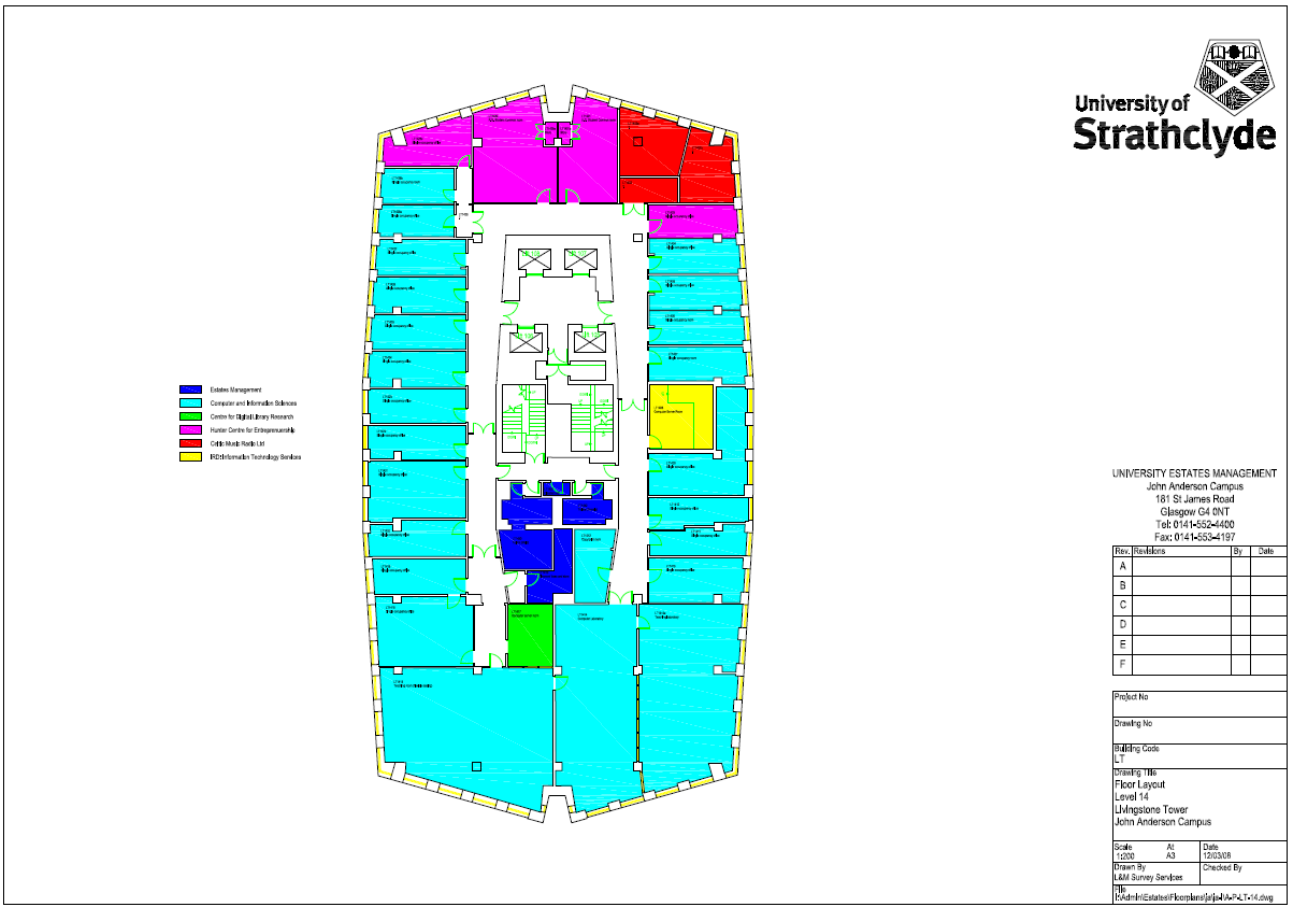
Level 11



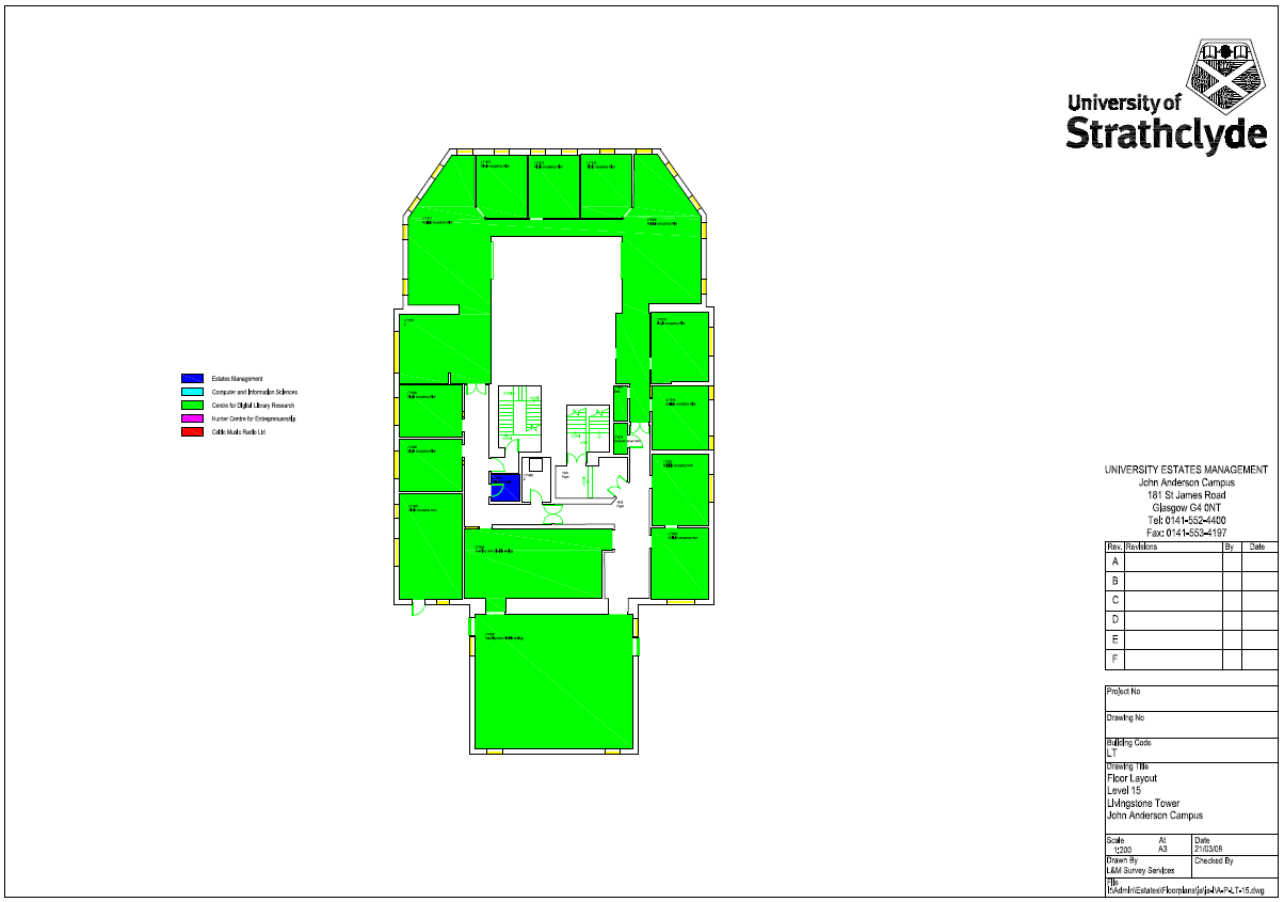
Level 12



Level 13

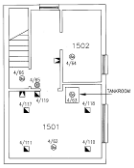


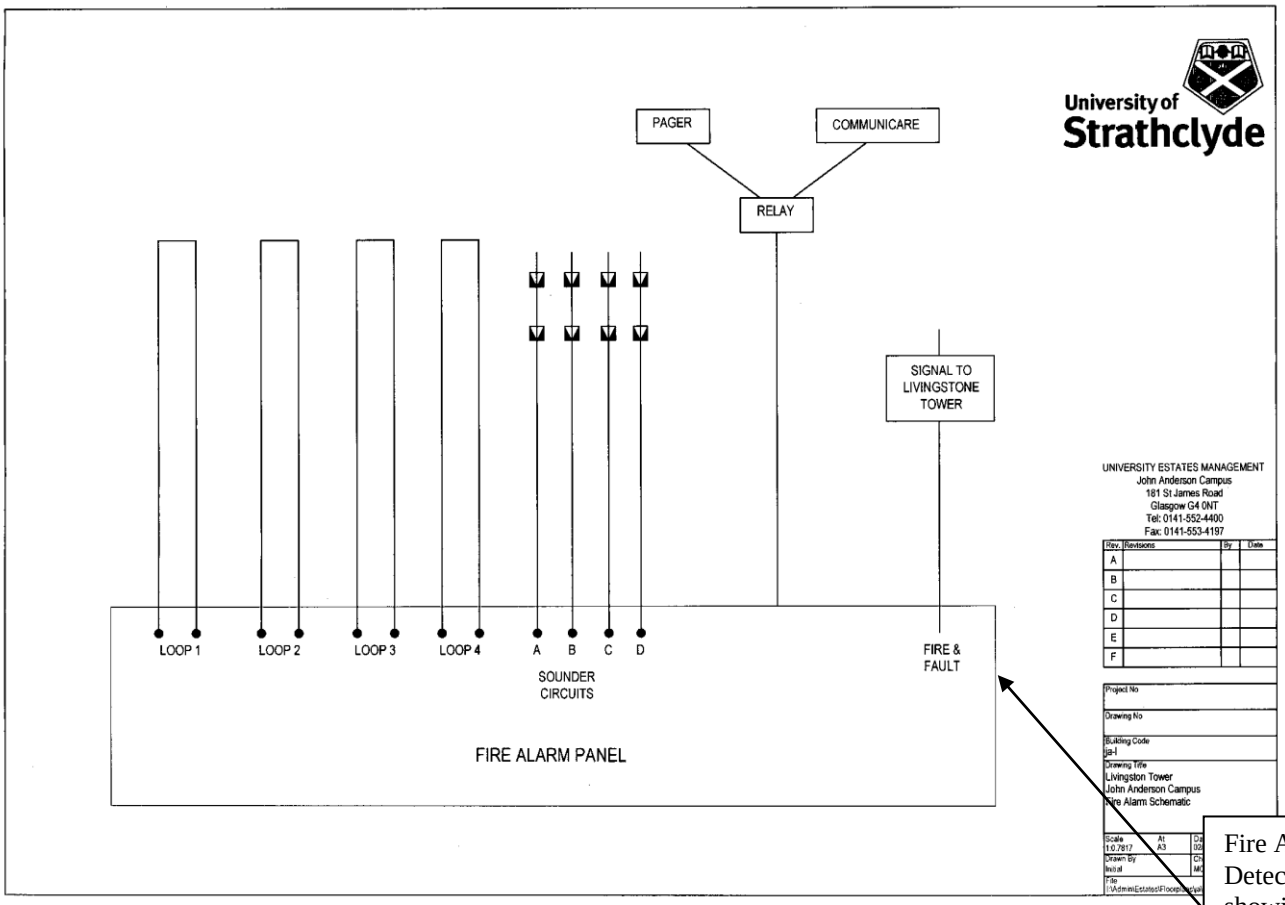
Level 14



Level 15

Plant Room





Fire Alarm & Detection Schematic showing link to security control