



## Fire Risk Assessment Regulatory Reform (Fire Safety) Order 2005

---

### Office Property

**LB Barnet Offices,  
2 Bristol Avenue,  
Colindale,  
NW9 4EW**

**Client: London Borough Barnet**



Membership 300139



Membership 00029854

**CAPITA  
Managing Agents  
65 Gresham Street  
London EC2V 7NQ**

## General Details

Report Date

09 April 2019

Prepared By:

**Gordon Rolfe**

Competent Person



### Technical Qualifications:

Fellow of Institution of Fire Engineers.

Member of the Institute of Fire Safety Managers

FRACS Certification Number: FRA 44

Mobile: 07837 692245

Email: [gordon.rolfe@capita.co.uk](mailto:gordon.rolfe@capita.co.uk)

A handwritten signature in black ink, appearing to read 'G. Rolfe'.

Signature

Date of assessment

03 April 2019

Date assessment Issued

09 April 2019

Date assessment should be reviewed by

03 April 2020

Report peer reviewed by:

**ROGER WILSON**

Competent Person



### Technical Qualifications:

Graduate of the Institution of Fire Engineers

Member of the Institute of Fire Safety Managers

Mobile: 07854 113637

Email: [roger.wilson@capita.co.uk](mailto:roger.wilson@capita.co.uk)

A handwritten signature in black ink, appearing to read 'R. Wilson'.

Signature

Date of peer review

09 April 2019

## Contents

### **1.0 Property Details**

### **2.0 Hazard Summary**

### **3.0 Scope of Report / General Disclaimer**

### **4.0 Assessment of Fire Risk**

### **5.0 Risks & Hazards Considered During Inspection**

### **6.0 Action Plan**

### **A. Appendix A – Risk Assessment Methodology**

### **B. Appendix B – Fire Safety**

### **C. Appendix C – Legislation & Standards**

### **D. Appendix D – Examples of Routine Fire Safety Checks**

---

# 1

## Section 1 – Property Details

---

## Section 1 – Property Details

Definitions	
<b>Competent Person</b>	A person with specific training, Knowledge and experience to enable him or her to carry out a Fire Risk Assessment in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.
<b>Responsible Person</b>	The person who has control of the premises or is responsible for the management of the premises or the person responsible for a tenants demised area.
<b>Client</b>	London Borough Barnet
<b>Address of Property</b>	LB Barnet Offices, 2 Bristol Avenue, Colindale, NW9 4EW
<b>Building Manager (Responsible Person)</b>	Name: Sean Patten Contact Telephone Number: 020 8359 7269 Contact Email: <a href="mailto:Sean.Patten@Barnet.gov.uk">Sean.Patten@Barnet.gov.uk</a>
<b>Facilities Manager (Responsible Person)</b>	Name: Jamie Bargginton Contact Email: <a href="mailto:5amie.bargginton@barnet.gov.uk">5amie.bargginton@barnet.gov.uk</a>
<b>Risk Category (refer to Section 4 of this report)</b>	Medium

Additional Information	
Item	Comments
Brief Description of property	<p>The new headquarter offices of the London Borough of Barnet is a new nine storey (excl. basement) building on Bristol Avenue, London. The development consist of Basement, Ground, and First to Eighth Floors, with the Eighth Floor located 30.15m high from the Fire Service access level.</p> <p>First to Third Floor are served by two stairs (one escape stair and one fire-fighting stair), whilst the Basement and the upper five floors are provided with a single fire-fighting stair only. The main 'tower' is fitted with a single stairway. To compensate for this the building has additional fire engineering features;- sprinklers, phased fire evacuation, BS5839 pt1 L2 fire detection, firefighting shaft, dry riser, pressurised stairway.</p> <p>The design of this building does not follow AD-B2 or BS9999, but it relies on principles of fire engineering.</p>
Number of floors	Basement, ground and eight upper floor and roof plant rooms.
Approximate total floor area of building in square metres	9280m <sup>2</sup>
Wall Construction	Brick, block
Floor construction	Concrete
Roof construction	Flat
Activities carried out in the building	Offices
Nature of the occupants (e.g. young or old, infirm or able-bodied )	Mixed aged mixed ability
Total number of employees in building	Expect occupancy is 1568, maximum occupancy is 1814
Total number of additional persons likely to be in the building	100
Occupancy of the building	Monday to Friday 0700-1900 (office staff), public access Monday to Saturday 0900-1700, security is on site 24/7/375

Additional Information	
Item	Comments
Description of means of escape	<p>The means of escape from the upper floors is via a single escape stair to serve Fourth to Eighth Floor, all of which are over 11m high from Ground. This is recommended against in BS 9999; however the following measures are installed to reduce the impact of a single escape stair on the upper levels:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Phased evacuation is provided to reduce the risk of queuing into the single stair.</li> <li><input type="checkbox"/> An Evacuation Lift is provided to assist in disabled evacuation from the main core.</li> <li><input type="checkbox"/> The elements of structure have been increased from the base requirement of 75 minutes up to 90 minutes, to provide further protection to the escaping occupants.</li> <li><input type="checkbox"/> An upgraded standard of fire alarm system is provided to an L2 category, which will provide early warning of a fire to the occupants, who are then afforded additional time to evacuate via the single escape route.</li> <li><input type="checkbox"/> The stair is protected by a pressurisation system to reduce the risk of smoke from flowing into the stair lobby during means of escape and fire-fighting operations</li> <li><input type="checkbox"/> The single stair serving the upper levels is the fire-fighting stair, which is located in a fully protected a fire-fighting shaft.</li> <li><input type="checkbox"/> The building is provided with sprinkler protection and extensive compartmentation (floors and to the fire-fighting shaft) and there the risk of a fire spreading from the room/area of origin and effecting other evacuating occupants is very low.</li> <li><input type="checkbox"/> The occupancy on the upper floors is restricted to 60 people (on each wing) where there is only a single direction of escape.</li> </ul> <p>From the third floor there is a stairway protected by single fire doors, leading to a protected internal corridor on the ground floor and a final exit door.</p>

Additional Information	
Item	Comments
Number of escape staircases	Three stairways are provided; basement to roof, third floor to ground floor and an open stairway from ground to first floor
Means of Escape Staircase have a surrounding structure which is fire rated to current required standards	The stairways from, basement to roof, third floor to ground floor are in protected enclosures.
Type of fire alarm, automatic fire detection system and emergency lighting	The building is provided with a category L2 fire detection and alarm system in accordance with BS 5839-1. Manual call points are also provided and comply with BS 5839-1 or Type A of BS EN 54-11. Manual call points are located on escape routes at all means of escape exits. The fire detection and alarm system are linked to the fire curtain/fire shutter at Ground Floor to create the fire-fighting lobby. The building is fitted with emergency lighting.
Fire fighting equipment	An automatic sprinkler system is installed throughout the building, in accordance with BS EN 12845, fire extinguishers are to be fitted.
Emergency plan & training arrangements	The EPP is to be drafted as part of this audit. Fire drills will occur when the building is occupied.



Additional Information	
Item	Comments
Fire Evacuation policy/strategy	<p>The building was designed with a single stair for the upper levels of the building, the evacuation strategy is a be phased evacuation with all occupants within a phase evacuating on the sound of the fire alarm and the remaining phases being evacuated thereafter. The Phased Evacuation Plan is as follows, which will need to be developed by the end-user, based on the following high level Plan:</p> <ol style="list-style-type: none"> <li>1. In the event of a fire being detected on a floor, the First Phase will be alerted to evacuate to the nearest available exit. <ol style="list-style-type: none"> <li>a. The First Phase will consist of the fire-affected floor and the floor above (e.g. if the fire is on the Fourth floor, the First Phase will consist of the Fourth and Fifth Floors).</li> <li>b. The floors above the First Phase will be paired to form subsequent phases (following the example above, the Second Phase will consist of the Sixth and Seventh Floors).</li> </ol> </li> <li>2. 2.5 minutes (the standard time for evacuation) after the beginning of the evacuation of the First Phase, the Second Phase will then be alerted and evacuated.</li> <li>3. The subsequent phases above the First Phase will be evacuated in 2.5 minute intervals thereafter.</li> <li>4. The phases below the First Phase will then be alerted/ evacuated 2.5 minutes after the last upper level Phase is completed.</li> <li>5. Allowance in the Plan will need to be made to cater for the scenarios below, under management and Fire Service control: <ol style="list-style-type: none"> <li>a. The evacuation of the remaining phases in a single event, in the case of a very severe incident.</li> <li>b. The stopping of the evacuation sequence if the fire incident is resolved and deemed safe.</li> </ol> </li> </ol>

Additional Information	
Item	Comments
Maintenance & testing of fire safety equipment	The building was still being commissioned at the time of the audit
History of fires in the building	None recorded
Fire Safety features of the building	1 firefighting stairway/ escape route (basement to eighth & roof), one single door protected stairway (3 <sup>rd</sup> to ground floor), sprinkler system, enhanced AFD (L2 fire alarm) phased evacuation, dry riser, pressurised stairway (basement to eighth), fire evacuation lift, refuge alarms, fire control room and emergency lighting.
Access to building for fire appliances	Access to the building for fire appliances is on three sided. The dry riser inlet is to the rear on Percival Avenue, The fire control room is off the main reception area.
Water supplies for fire-fighting purposes	Fire hydrants are located in the local streets
Internal access to the building for fire-fighting purposes	Ground floor entrance/exit doorway off Bristol Avenue and the internal stairway
Building has a full time site manager	Sean Pattern
Building managers phone number	020 8359 7269
General Fire Safety within the building is managed to the required standards	See action plan
This fire risk assessment has been prepared from the observations of the audit carried out 03 April 2019 and the Fire Strategy Report prepared by Bureau Veritas Reference S16026750 issue #08.	

---

# 2

## Section 2 – Hazard Summary

---

## Section 2- Hazard Summary

Total Number of Hazards Identified at LB Barnet Offices, 2 Bristol Avenue, Colindale, NW9 4EW			
Priority Rating	Occupied Areas	Action Requirement	Signature/Date by Joint Parties confirming compliance with Timescales
1	0	Action immediately and completed within 5 days	
2	39	Action within 2 weeks, completed within 3 months	09-04-19
3	0	Action within 4 weeks, completed within 6 months	
4	0	To be implemented in a reasonable timescale where deemed 'reasonably practicable'	

---

# 3

## Section 3 – Scope of Report

---

## Section 3 – Scope of Report

Capita Real Estate Consultancy have been instructed to undertake a **Fire Risk Assessment** of the facilities and activities at **LB Barnet Offices, 2 Bristol Avenue, Colindale, NW9 4EW**.

The Regulatory Reform (Fire Safety) Order 2005, imposes a statutory duty on employers to provide reasonable fire safety for all personnel who work within the building or have reason to be within the building, for example contractors, visitors and members of the public.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

Regardless of whether the assessment is carried out by, for example, staff of an organisation, or by a third-part fire risk assessor, the ultimate responsibility for the adequacy of the assessment rests with the duty holder, namely the person defined as the “Responsible Person” who will be responsible for ensuring that the assessment is carried out, that the fire precautions are adequate and that any recommendations as a result are actioned in the prescribed timescales.

The assessment will prioritise any preventative and protective measures that are deemed necessary to ensure that all fire hazards are reduced to an acceptable level. It will also ensure that the emergency egress from the building is appropriate and available and will make the necessary recommendations to ensure means of escape routes meet the required standards.

The assessment and its periodic review, is a form of underpinning for continued adequacy of fire precautions on an ongoing basis, after compliance with Building Regulations. It is, therefore, essential that assessments are only carried out by a “Competent Person”.

Legal liability may arise on the part of the “Responsible Person” and the fire risk assessor if an assessment is not suitable and sufficient. Large buildings or complex premises will require the assessor to have a high level of knowledge and experience to undertake the assessment and evidence of specialist training and experience, or membership of a professional body, can enable competence to be demonstrated.

The responsible person will ensure that the preventative and protective measures with which the premises is provided are maintained, and that staff are given suitable and sufficient information, instruction and training regarding the hazards identified in their workplace.

The assessment must consider potential fire risks, fire detection, means of escape, fire-fighting equipment, emergency procedures, staff training, the maintenance of fire safety measures and equipment and the risks to people in and around the premises.

This specific duty builds on the general requirements of the Health & Safety at Work Act 1974 to reduce all risks to a reasonably practical level and not unduly expose persons to hazards.

This report seeks to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005, in that the risks to health & safety generated by fire have now been assessed.

Contained in Section 5 are detailed recommendations and implementation periods for items identified as presenting a risk to health & safety from fire.

The recommendations are intended to provide safety from fire by promoting safe aspects of design, construction and management in the following areas:

- Planning and protection of escape routes from any area that may be threatened by fire
- Construction and finishing with suitable materials and embodying fire resistance in the structure
- Segregation of high fire risk/hazard areas
- Fire warning systems and, where appropriate, systems for the automatic detection of fire
- Automatic fire extinguishing systems to limit the growth of fire
- Smoke control measures to maintain the effectiveness of escape routes and to assist fire fighters
- The provision of fire - fighting equipment, whether for use by staff in containing fire in its early stages, or by way of assistance to the fire service
- The provision of reasonable access to the building for the fire service, including facilities for the safe and rapid extinction of fire by the fire service
- Effective management control systems
- The identification of people at risk from fire in or around the premises

It is not possible to make comprehensive recommendations capable of covering every possible risk and an intelligent appreciation of the principles and application of the recommendations of this report is therefore essential.

The fire hazard of a particular type of building and its contents, and the kinds of occupants together with their likely state of awareness and/or distraction, will have a significant bearing on the effectiveness of any fire safety recommendations.

In undertaking this assessment and the recommendations contained within it, we have considered and made reference to the requirements of the statutes, codes of practice, British and European Standards that are listed in Appendix "C".

The assessment, observations and recommendations are pertinent to the conditions observed at the time of the inspection.

This assessment should be periodically reviewed by a "Competent Person" to ensure that it is suitable and sufficient and reflects the current fire safety status of the property.

An additional review of this assessment should also be conducted if any of the following occur within the annual review period:

- Alterations are made to the building, including its internal layout
- There are substantial changes made to furniture & fittings, as these may affect escape routes and travel distances
- There are changes to work processes or the way that you organise them, including the introduction of new equipment
- A failure occurs in the fire precautions or fire systems, e.g. fire alarm, detection or sprinklers
- A significant increase in numbers within the building
- The employment of people with some form of disability

The primary aim of the Regulatory Reform (Fire Safety) Order 2005 is to ensure that the "Responsible Person" i.e. owner, occupier, manager or employer adopt a risk assessment approach to Fire Safety.

The Risk Assessment should be proactive and address the following main areas:

- a) **Identify hazards and assess risks** - The inspection carried out on 03 April 2019, and the contents of this report mean that you have now complied with this requirement.
- b) **Formulate and implement control measures to minimise risks** - Procedures covering the areas detailed within this report, e.g. Emergency procedures must be set down as part of the safety procedures for the premises.
- c) **Inform, instruct and train personnel** - All staff must be trained in how to apply the emergency procedures.
- d) **Monitor conditions to ensure that the fire safety measures are being correctly implemented and maintained** - Having implemented the recommendations contained within this report a system of in house regular reassessment should be established in order to ensure continuing compliance. In addition the Risk Assessment should be reviewed annually.
- e) **Notification of changes** - Owners, occupiers, managers or employers should commission a reassessment immediately if there is a significant change which could affect the fire safety precautions as detailed in the original Fire Risk Assessment.

Section 5 of this report details the hazards, which were identified during the inspection along with the recommendations to reduce the probability, severity and resulting harm of a fire.



## General Disclaimer

This report has been prepared by Capita Property and Infrastructure Limited (Capita) in favour of LB Barnet ("the Client") and is for the sole use and benefit of the Client in accordance with the agreement between the Client and Capita dated 01 April 2019 under which Capita's services were performed. Capita accepts no liability to any other party in respect of the contents of this report. This report is confidential and may not be disclosed by the Client or relied on by any other party without the express prior written consent of Capita.

Whilst care has been taken in the construction of this report, the conclusions and recommendations which it contains are based upon information provided by third parties ("Third Party Information"). Capita has for the purposes of this report relied upon and assumed that the Third Party Information is accurate and complete and has not independently verified such information for the purposes of this report. Capita makes no representation, warranty or undertaking (express or implied) in the context of the Third Party Information and no responsibility is taken or accepted by Capita for the adequacy, completeness or accuracy of the report in the context of the Third Party Information on which it is based.

## Freedom of Information

Capita understands and acknowledges the Authority's legal obligations and responsibilities under the Freedom of Information Act 2000 (the "Act") and fully appreciates that the Authority may be required under the terms of the Act to disclose any information which it holds. Capita maintains that the report contains commercially sensitive information that could be prejudicial to the commercial interests of the parties. On this basis Capita believes that the report should attract exemption from disclosure, at least in the first instance, under Sections 41 and/or 43 of the Act. Capita accepts that the damage which it would suffer in the event of disclosure of certain of the confidential information would, to some extent, reduce with the passage of time and therefore proposes that any disclosure (pursuant to the Act) of the confidential information contained in the report should be restricted until after the expiry of 24 months from the date of the report.

---

# 4

## Section 4 – Assessment of Fire Risk

---



## Section 4 – Assessment of Fire Risk

As part of the overall risk assessment of the building it should be given a fire risk category, i.e. High, Medium or Low Risk premises. The category of fire risk for any building is determined by the combination of the likelihood of fire and the likely consequences of fire, using a matrix:

Likelihood of Fire Due to Ignition Sources	Potential Consequences		
	Slight Harm <sup>4</sup>	Moderate Harm <sup>5</sup>	Extreme Harm <sup>6</sup>
Negligible <sup>1</sup>	Low	Low	Medium
Possible <sup>2</sup>	Low	Medium	High
Possible & a lack of adequate controls <sup>3</sup>	Medium	High	High

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

Negligible		Possible	✓	Possible/lack of adequate controls	
------------	--	----------	---	------------------------------------	--

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

**<sup>1</sup>Negligible:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.

**<sup>2</sup>Possible:** normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

**<sup>3</sup>Possible & a lack of adequate controls:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

Slight Harm		Moderate Harm	✓	Extreme Harm	
-------------	--	---------------	---	--------------	--

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

**<sup>4</sup>Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

**<sup>5</sup>Moderate harm:** Outbreak of fire could foreseeable result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

**<sup>6</sup>Extreme harm:** Significant potential for serious injury or death of one or more occupants.

## Section 4 – Assessment of Fire Risk

The risk assessment of the property revealed that the likelihood of a fire due to ignition sources in the building was **possible** and that the potential consequences could cause **moderate harm** to the occupants, therefore taking into account the fire safety features observed at the time of the assessment Inspection, and using the above criteria's the property has been given the following Risk Category:

Low <sup>7</sup>		Medium <sup>8</sup>	✓	High <sup>9</sup>	
------------------	--	---------------------	---	-------------------	--

### <sup>7</sup>Low Risk

- Where there is minimal risk to people's lives and where the risk of fire occurring is low or the potential for fire, heat and smoke spreading is negligible.

### <sup>8</sup>Medium Risk

- Where the outbreak of fire is likely to remain confined or only spread slowly, allowing people to escape to a place of safety.
- Where the number of people present is small and the layout of the workplace means they are likely to be able to escape to a place of safety without assistance.
- Where the workplace has an effective automatic warning system, or an effective automatic fire extinguishing, suppression or containment system, which may reduce the risk classification from high.

### <sup>9</sup>High Risk

- Where highly flammable or explosive materials are stored or used (other than in small quantities).
- Where unsatisfactory structural features are present.
- Where permanent or temporary work activities are carried out which have the potential for fires to start and spread.
- Where there is significant risk to life in case of fire.

---

# 5

## Section 5 – Risks & Hazards

---

## Section 5 – Risks & Hazards

Fire Protection Measures			
Identified Hazard	Yes	No	Comments
Construction materials identified on the exterior of the building which is considered to be worthy of further investigation.		✓	This is a new building clad in bricks with glass curtain walls set in anodized aluminium frames.

Fire Safety Management			
Identified Hazard	Yes	No	Comments
Permit to work system to control hot processes, i.e. Welding & Grinding	✓		Building works are controlled by LB Barnet
Confirm that there are no hazardous processes carried out in the premises	✓		
Fire evacuation drills carried out a minimum of once in every 12 month period		✓	This is a new build and staff have not moved onto site. Drills will take place during the phased relocation of staff.
All staff aware of emergency fire procedures		✓	This is a new build and staff have not moved into the building at time of audit. Staff procedures are being completed as part of the audit documentation. Staff will be informed of the procedures during the phased relocation.
Designated assembly point	✓		There are two fire assembly points, the carpark in Hazel Close (to the north of site) and at Platt Hall car park (to the south of the site).
Special arrangements and responsibilities for high-risk personnel e.g. Disabled employees, contractors, visitors, lone workers etc (PEEPS)		✓	No staff on site at time of audit. PEEPs will need to be put in place, when staff with high risk needs start to move into the site.
EVAC Chairs provided?		✓	The provision of EVAC chairs will need to reflect the requirements of the staff. Consideration should be made for members of the public who have access to the first floor area.
Procedure in place to ensure that outside contractors and maintenance workers receive the necessary fire safety information		✓	It is understood that contractors will be signed in at reception and escorted while on the premises. Documentation needs to be prepared.

## Section 5 – Risks & Hazards

Fire Safety Management			
Identified Hazard	Yes	No	Comments
Procedure in place to ensure that visitors receive the necessary fire safety information	✓		It is understood that visitors will be signed in at reception and escorted while on the premises. Documentation needs to be prepared.
Procedures in place to reduce the likelihood of fire or arson		✓	Routine procedures will need to be developed by the Building Manager/ Facilities Manager.
Routine in-house inspections of fire safety features i.e. weekly checks of fire doors & fire extinguishers		✓	Routine procedures will need to be developed by the Building Manager/ Facilities Manager.
Suitable arrangements for summoning the local fire authority	✓		
Fire Alarm tested weekly		✓	The fire alarm is to be tested on Tuesdays at 1730. No records in place at time of audit as the building was in the process of being handed over from the contractors.
Emergency lighting tested		✓	The emergency lighting is on a self-monitoring system (part of the BMS), It is understood that roof plant rooms require key testing (key test boxes present). No records in place at time of audit as the building was in the process of being handed over from the contractors.
Automatic Fire Detection System tested		✓	No records in place at time of audit as the building was in the process of being handed over from the contractors.
Records maintained of fire alarm tests & maintenance		✓	No records in place at time of audit as the building was in the process of being handed over from the contractors.
Records maintained of emergency lighting tests and maintenance		✓	No records in place at time of audit as the building was in the process of being handed over from the contractors.
Records maintained of automatic fire detection tests and maintenance		✓	No records in place at time of audit as the building was in the process of being handed over from the contractors.
Portable Fire Extinguishers tested		✓	Non fitted, see recommendations in <b>Means of Firefighting</b> later in the report
Hose Reels tested	N/A	N/A	
Dry Riser Tested		✓	No records in place at time of audit as the building was in the process of being handed over from the contractors.

## Section 5 – Risks & Hazards

Fire Safety Management			
Identified Hazard	Yes	No	Comments
Sprinkler system tested		✓	An automatic sprinkler system is installed throughout the building, in accordance with BS EN 12845. No records in place at time of audit as the building was in the process of being handed over from the contractors.
Records maintained of all fixed installation tests e.g. ANSUL/Computer Rooms		✓	First floor Comms Suite, no records in place at time of audit as the building was in the process of being handed over from the contractors.
Periodic Inspections of external fire escape staircases	N/A	N/A	
Records maintained of testing/maintenance of fire-fighting lifts		✓	No records in place at time of audit as the building was in the process of being handed over from the contractors.
Records maintained of testing/maintenance of automatic fire-curtains/shutters		✓	No records in place at time of audit as the building was in the process of being handed over from the contractors. The fire detection and alarm system are linked to the fire curtain/fire shutter at Ground Floor to create the fire-fighting lobby
Records maintained of testing/maintenance of automatic smoke vents		✓	Located at the head of the 8 <sup>th</sup> floor stairway, no records in place at time of audit as the building was in the process of being handed over from the contractors.
Records maintained of testing/maintenance of pressurisation systems		✓	The main (Basement to 8th floor stairway and firefighting lobby is fitted with a positive pressure system that is activated on the initiation of the fire alarm. No records in place at time of audit as the building was in the process of being handed over from the contractors.
Records maintained of testing/maintenance of refuge telephones		✓	Refuge telephones are fitted in the main stairway (Basement to 8 <sup>th</sup> floor) and the second stairway, ground to 3 <sup>rd</sup> floor. No records in place at time of audit as the building was in the process of being handed over from the contractors.
Written fire strategy for the building	✓		Fire Safety Strategy prepared by Bureau Veritas reference S16026750 issue 08.
Records maintained of testing/maintenance of fire dampers in ductwork		✓	Mechanical dampers were observed at compartment wall boundaries (from riser to floor area). No records in place at time of audit as the building was in the process of being handed over from the contractors.



## Section 5 – Risks & Hazards

Fire Safety Management			
Identified Hazard	Yes	No	Comments
Records maintained of testing/maintenance of the lightning protection (11 monthly)		✓	No records in place at time of audit as the building was in the process of being handed over from the contractors.
Is there an adequate and clear route for residents/tenants to express their fire safety concerns	✓		The occupants will be able to raise fire safety concerns through the BM/FM, line manager or representative bodies
Tenant has copy of the Landlords Fire Risk Assessment	N/A	N/A	

## Section 5 – Risks & Hazards

Sources of Ignition			
Identified Hazard	Yes	No	Comments
Portable heating appliances fixed in position at a safe distance from any combustible materials & suitably guarded	N/A	N/A	
Cables correctly protected if under floor coverings or across floor surfaces	✓		
Smoking prohibited in the building	✓		
Smoking prohibited in areas adjacent to exterior of the building		✓	
Suitable arrangements for personnel who smoke		✓	
Buildings smoking policy appeared to be observed at the time of the inspection	✓		
Confirm that Multi-plug adaptors are not in use within the tenants areas	✓		None seen
Mains electric power & lighting installations periodically inspected & tested in accordance with current regulations and recommendations	✓		The initial test was 03/2019
Electrical fuse box in common areas is metal (compliant with 18 <sup>th</sup> edition of the IEE Regulations) or enclosed in half hour fire rated material.	✓		
Meter cupboards in common areas are locked shut	✓		
Portable Electrical Equipment periodically inspected & tested in accordance with current regulation & recommendations	N/A	N/A	No office equipment installed at the time of the audit

## Section 5 – Risks & Hazards

Sources of Fuel			
Identified Hazard	Yes	No	Comments
Flammable substances stored safely	N/A	N/A	
Requirement for a Dangerous Substances and Explosive Atmospheres Regulations (DSEAR ) Risk Assessment	N/A	N/A	
Gas cylinders correctly maintained and stored.	N/A	N/A	
Furniture upholstery complies with current fire regulations	N/A	N/A	No office equipment installed at the time of the audit
Workplace free of combustible storage	✓		
Waste Disposal Bins stored away from the building	✓		The secure internal bin store is located to the rear off Percival Avenue. The area is covered with AFD and sprinklers.
External areas of the building free of risk from potential fire spread from adjacent buildings/hazards	✓		
External areas of the building free from any potential arson risks	✓		
Duct cupboards free of storage	✓		
Plant rooms free of storage	✓		
Cleaning materials – polish and chemicals kept clear of combustible materials	N/A	N/A	None on the premises at the time of the audit
Reasonable measures taken to prevent fires as a result of cooking	✓		No cooking facilities, it is understood there will be a café serving hot beverages and oven warmed floor in the ground floor main entrance.
Filters changed to ductwork regularly	N/A	N/A	
Ductwork regularly maintained & cleaned (cooking)	N/A	N/A	

## Section 5 – Risks & Hazards

Means Of Escape			
Identified Hazard	Yes	No	Comments
Sufficient exits for the people within the building	✓		
Fire Exits lead to a place of safety	✓		
Means of escape routes kept clear	✓		
Fire doors indicated with required “Fire Door Keep Shut” signs	✓		
“Do not use in a fire” signs adjacent to all lifts		✓	The building has an evacuation lift/ firefighting lift, this is denoted by an intercom adjacent to the lift. In an event of a fire this lift should only be used for the evacuation of persons who have a disability. The other lifts should have notices ‘Do not use in a fire’.
Correct directional “Fire Exit” signs		✓	Signage required the roof terrace
Correct “Fire Exit” Signs		✓	Signage required above the door to the lift lobby from the roof terrace.
Fire action signs adjacent to all fire alarm call points		✓	Fire Action Notices are required by all fire alarm call points. The notice must explain the phased fire evacuation procedure.
Refuge areas have correct signage		✓	Missing signage 8 <sup>th</sup> floor, 3 <sup>rd</sup> floor, 2 <sup>nd</sup> & 1 <sup>st</sup> floor (second stairway);
Cupboards/ ducts fitted with fire doors have the required “Fire Door Keep Locked” signs	✓		
Cupboards/ ducts fitted with fire doors are locked shut	✓		
Doors fitted with push-bar-to-open devices have the required signs		✓	Signs required on roof plant room doors fitted with push bars.
“Fire Escape Keep Clear” signs on outer faces of fire exit doors		✓	Signage required on or adjacent to the ground floor exit doors
Means of escape routes clearly defined	✓		
Fire exit doors open in the direction of escape	✓		
Fire exits can be easily and immediately opened in the event of a fire		✓	Ground floor IT Office, final exit door can only be operated by a key in lock, a simple thumb turn is required
Floor surfaces of means of escape routes free from trip and slip hazards	✓		

## Section 5 – Risks & Hazards

Means of Escape			
Identified Hazard	Yes	No	Comments
Fire doors are to the required level of fire resistance	✓		
Fire doors are to the required level of fire resistance (letter boxes)	N/A	N/A	
Fire doors are to the required level of fire resistance, replace the missing screws to the hinges		✓	8 <sup>th</sup> floor electrical riser 1 screw; 5 <sup>th</sup> floor South corner room cupboard 5 screws; 2 <sup>nd</sup> floor Sluice room 1 screw; 2 <sup>nd</sup> floor sprinkler riser 1 screw; 2 <sup>nd</sup> floor Comms riser 1 screw; 1 <sup>st</sup> floor South riser cupboards in public toilet area 4 screws (disabled toilet) and 1 screw;
Walls, doors, ceilings, floors, glazing etc. to required level of fire resistance	✓		
Fire doors in the closed position & not wedged open	✓		
Double fire resistant doors fitted with self – closers have selector device	N/A	N/A	
Fire doors fitted with Intumescent strips & smoke seals. Smoke seals and intumescent strips may not be required if the door stops are 25mmx 25mm, glued and screwed at 225mm		✓	Damaged strips and seals; 6 <sup>th</sup> floor South Aircon riser x3 (smoke seals damaged); 5 <sup>th</sup> floor North Aircon riser smoke seal damaged; 4 <sup>th</sup> floor Electrical riser damaged smoke seal; 3 <sup>rd</sup> floor door to second stairway damaged smoke seal; 1 <sup>st</sup> floor Atrium doors to rooms with black door frames intumescent strips starting to peel off at top and bottom of doors (both sets of doors); Ground floor corridor door to North office (site office) lower smoke seal missing;
Change of level outside fire exit doors compensated with landing projecting beyond the leading edge of the door	✓		
Glazing adjacent to external fire escape staircases complies with the current regulations	N/A	N/A	
Gaps between or around fire doors to recommended standards	✓		
Electronic locks fitted to doors have adjacent to them a release button or break glass emergency button and are fitted with a fail-safe device which will deactivate the lock if there is a failure of the mains electric supply	✓		

## Section 5 – Risks & Hazards

Means of Escape					
Identified Hazard	Yes	No	Comments		
Where there are inner rooms they have vision panels provided to the required standards or detection to the outer area	✓		AFD fitted in access rooms		
Travel distances to fire exits comply with current regulations & recommendations	✓		<b>Risk Profile</b>	<b>One-Way Travel</b>	<b>Two-Way Travel</b>
			A1 (layout known)	29.9m	74.75m
			A1 (layout unknown – 2/3rd)	19.93m direct	49.83m direct
			A2 (layout known)	24m	63.25m
			A2 (layout unknown – 2/3rd)	16m direct	42.16m direct
			B1 (layout known)	27.6m	69m
			B1 (layout unknown – 2/3rd)	18.4m direct	46m direct
			Reference BS9999.		
Exit routes are to the required widths	✓				
Automatic Fire Doors have the correct signage	✓				
Fire Escape walkways clearly marked	✓				
Well defined walkways across flat roof areas used for means of escape	✓				
Staircases and steps forming part of the means of escape routes are non-slippery and have even surfaces	✓				
All fire exits open correctly		✓	Basement stair door to lift lobby self-closer disconnected; All doors from fire lobbies to floor areas, double doors not closing tight when doors with shoot bolts are let go second;		
All fire resistant and self-closing doors open and close correctly		✓			
Front doors (fire doors) to residential flats off a common area are fitted with a self-closer.	N/A	N/A			

## Section 5 – Risks & Hazards

Means of Escape			
Identified Hazard	Yes	No	Comments
Conformation required that all residential tenant's internal flat doors are fire doors (except bathrooms and toilets).	N/A	N/A	
Floor areas, exit widths & staircase widths appear to be sufficient in relation to the number of people within the building using the criteria of floor area in square metres divided by 6 square metres represents occupancy levels per floor. Guidance on permitted numbers in relation to exit widths & staircase widths is contained in Part 'B' of the Building Regulations 2006 edition	✓		
Adequate compartmentation to limit fire spread within the building	✓		
Basement stairway is separated from the main staircase serving the upper floors by fire resistant construction or doors to the required level of fire resistance.		✓	The main stairway extends down to the basement without interruption. The stairway is fitted with a pressurisation system linked to the fire alarm.
Wall linings of a type which restricts the spread of fire including notice boards	✓		
Electrical and signal cable located at high level in the means of escape is fixed with fire rated fastenings.		✓	The electrical cable in the risers was not held by metal clips. The fire alarm cables were held at approx. 1m distances by metal clips.
Gas pipes installed in protected routes should be in steel pipe with welded or screwed joints. Copper pipe with soldered joints must be enclosed in fire resisting material	✓		Steel welded piping

## Section 5 – Risks & Hazards

Fire Detection & Warning			
Identified Hazard	Yes	No	Comments
Tenants/Common areas fitted with fire alarm system, which appears to conform to the recommended standards	✓		
Common areas fitted with automatic fire detection system, which appears to conform to the recommended standards		✓	The building is fitted with a BS5839 pt1 L2 automatic fire detection system.  Remove dust caps from various AFD heads throughout site (placed on while contractors are finishing off details)
Building has a fire alarm panel	✓		Main panel is located in the FM office behind the main reception, repeater panels at various locations.
The fire alarm panel is zoned	✓		
The fire alarm panel zones are identified in relation to their location within the building	✓		
The buildings fire alarm system is interlinked with all tenants' fire alarms	N/A	N/A	
The audibility of the fire alarm is to the required standards	✓		Sirens and voice command
All manual call points should be fitted with a protective cover, which is moved to gain access to the frangible element		✓	The fire alarm call points in the main ground floor lobby should be fitted with protective covers.
Residential flats fitted with automatic (domestic) fire detection.	N/A	N/A	
Rented residential accommodation that has solid fuel heating/ cooking must have a Carbon Monoxide (CO) detectors fitted. Requirement from 10/2015	N/A	N/A	



## Section 5 – Risks & Hazards

Emergency Lighting			
Identified Hazard	Yes	No	Comments
Common areas fitted with emergency lighting system, which appears to conform to the recommended standards	✓		
No emergency lighting system but sufficient borrowed light to be acceptable as an alternative to an emergency lighting system	N/A	N/A	

Hazards Introduced by Contractors			
Identified Hazard	Yes	No	Comments
Fire stopping to required standards		✓	8 <sup>th</sup> floor South Comms cupboard, fire stopping above doors; 6 <sup>th</sup> floor North, air con riser above doors; 5 <sup>th</sup> floor electrical riser hole in wall (low down towards lift side); 3 <sup>rd</sup> floor North, Comms riser, mastic slumped from sprinkler pipe hole; 3 <sup>rd</sup> floor electrical riser hole in wall (low down towards lift side); 2 <sup>nd</sup> floor North gas pipe riser hole around flexi pipe; 2 <sup>nd</sup> floor North, Comms riser, mastic slumped from sprinkler pipe hole; Ground floor Comms room, hole around data cable above door; Seal puncture hole in duct, ground floor escape corridor from secondary stairway
Integrity of fire compartments maintained		✓	

## Section 5 – Risks & Hazards

Means of Firefighting			
Identified Hazard	Yes	No	Comments
Suitable & sufficient fire fighting equipment		✓	BS5306 recommends 1 9lt water extinguisher for each 210m <sup>2</sup> . It is recommended that a set of fire extinguishers (1x 9lt water and 1x 2kg CO2) are placed on cradles near each story exit to stairways; First floor meeting room lobby (Atrium area) 2 sets of (1x 9lt water and 1x 2kg CO2); and one set in each of the ground floor areas (4 sets); 1 set in the basement lobby. All plant rooms (roof & basement and ground floor switch room require 1x 2kg CO2 extinguishers. The ground floor generator room requires 1x 2kg CO2 and 1x 9kg Dry Powder or 9x litre Foam.
Fire point & Instruction signs adjacent to all fire extinguishers		✓	
All fire extinguishers wall mounted		✓	
Hose Reels	N/A		
Fire Point & Instruction signs adjacent to all hose reels	N/A	N/A	
Sprinkler system	✓		Water tank in basement with 2 electric pumps. Fast response sprinkler bulbs set to operate at 68°
Sprinkler system		✓	2 <sup>nd</sup> floor South lobby to floor area, sprinkler yoke appears bent out of shape (lobby side)
Sprinkler heads left clear of storage	✓		
Dry Risers	✓		
Signs to Dry Risers		✓	Dry riser inlet missing signage; and outlet on the 8 <sup>th</sup> floor,
Fixed suppression system, HFC227ea, 1 <sup>st</sup> floor Comms Room South air leak around door seal		✓	1 <sup>st</sup> floor Comms Room South air leak around door seal, no evidence of integrity test.
Signage to indicate the location of the Fire Control Room		✓	Signage is required on the outside and inside of the building to indicate to the Fire Brigade the location of the Fire Control Room, (signage required as this is a 'fire engineered building'.

## Section 5 – Risks & Hazards

Emergency Planning & Training			
Identified Hazard	Yes	No	Comments
Emergency Procedures plan for the building, which includes specific responsibilities for the workplace & actions for nominated staff. (The plan complies with the recommendations contained within the Regulatory Reform (Fire Safety) Order 2005	✓		Plans are drafted as part of this audit
All building management staff receive fire safety training on a regular basis	✓		
All staff should receive fire safety training on a regular basis.	✓		Fire wardens from previous sites are due to transfer in with their working teams.
Appointed & trained fire wardens for tenanted area	✓		
Sufficient staff trained in the use of EVAC chairs (if provided)		✓	None fitted at time of the audit
Satisfactory control over works carried out in the building by in house maintenance personnel	✓		
Satisfactory control over works carried out in the building by outside contractors	✓		
Contractors are properly briefed and observe the fire safety precautions within & around the building	✓		
Contractor monitoring checks in place & action taken where problems are identified	✓		

---

# 6

## Section 6 – Action Plan

---



## Section 6 – Action Plan

<b>Category</b>	Fire Safety Management	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	Fire evacuation drills carried out a minimum of once in every 12 month period					
<b>Location</b>	A full fire evacuation drill should be carried out a minimum of once in every 12 month period, However as this is a new build with a Phased evacuation system these should be carried out every 2 months from the time of partial occupation for the first calendar year.					
<b>Control Action Recommended</b>	This is a new build and staff have not moved onto site. Drills will take place during the phased relocation of staff.					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						

## Section 6 – Action Plan

<b>Category</b>	Fire Safety Management	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	All staff aware of emergency fire procedures					
<b>Location</b>	All staff should be made aware of the emergency procedures plan for the building.					
<b>Control Action Recommended</b>	This is a new build and staff have not moved into the building at time of audit. Staff procedures are being completed as part of the audit documentation. Staff will be informed of the procedures during the phased relocation.					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						

## Section 6 – Action Plan

<b>Category</b>	Fire Safety Management	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	Special arrangements and responsibilities for high-risk personnel e.g. Disabled employees, contractors, visitors, lone workers etc					
<b>Location</b>	Fire procedures should be produced for high-risk personnel e.g. Disabled employees					
<b>Control Action Recommended</b>	No staff on site at time of audit. PEEPs will need to be put in place, when staff with high risk needs start to move into the site.					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						

## Section 6 – Action Plan

<b>Category</b>	Fire Safety Management	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	Procedure in place to ensure that outside contractors and maintenance workers receive the necessary fire safety information					
<b>Location</b>	Procedures should be put in place to ensure that outside contractors and maintenance workers receive the necessary fire safety information					
<b>Control Action Recommended</b>	It is understood that contractors will be signed in at reception and escorted while on the premises. Documentation needs to be prepared.					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						



## Section 6 – Action Plan

Category	Fire Safety Management				Priority	2
Identified Hazard	Procedure in place to ensure that visitors receive the necessary fire safety information					
Location	Procedures should be put in place to ensure that visitors receive the necessary fire safety information.					
Control Action Recommended	It is understood that visitors will be signed in at reception and escorted while on the premises. Documentation needs to be prepared.					
Pictures						
Actions taken						
Date						

## Section 6 – Action Plan

<b>Category</b>	Fire Safety Management	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	Procedures in place to reduce the likelihood of fire or arson					
<b>Location</b>	Procedures should be put in place to reduce the likelihood of arson in the following locations:					
<b>Control Action Recommended</b>	Routine procedures will need to be developed by the Building Manager/ Facilities Manager.					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						

## Section 6 – Action Plan

<b>Category</b>	Fire Safety Management				<b>Priority</b>	<b>2</b>
<b>Identified Hazard</b>	Routine in-house inspections of fire safety features i.e. weekly checks of fire doors & fire extinguishers					
<b>Location</b>	Routine Inspections should be carried out in accordance with the recommendations made in the current fire safety regulations & Appendix “A” of this report.					
<b>Control Action Recommended</b>	Routine procedures will need to be developed by the Building Manager/ Facilities Manager.					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						

## Section 6 – Action Plan

<b>Category</b>	Fire Safety Management	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	Fire Alarm tested weekly					
<b>Location</b>	The fire alarm should be tested weekly and at the determined intervals recommended in the current British Standard for fire alarm systems, and the results recorded in the site fire logbook.					
<b>Control Action Recommended</b>	The fire alarm is to be tested on Tuesdays at 1730. No records in place at time of audit as the building was in the process of being handed over from the contractors.					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						

## Section 6 – Action Plan

<b>Category</b>	Fire Safety Management	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	Emergency lighting tested					
<b>Location</b>	The emergency lighting system should be tested in accordance with the requirements of the current British Standard for Emergency Lighting tests and the recommendations contained in the Regulatory Reform (Fire Safety) 2005 guidance notes, and the results recorded in the site fire logbook.					
<b>Control Action Recommended</b>	The emergency lighting is on a self-monitoring system (part of the BMS), It is understood that roof plant rooms require key testing (key test boxes present). No records in place at time of audit as the building was in the process of being handed over from the contractors.					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						

## Section 6 – Action Plan

<b>Category</b>	Fire Safety Management	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	Automatic Fire Detection System tested					
<b>Location</b>	The automatic fire detection system should be tested in accordance with the requirements of the current British Standard for Automatic Fire Detection tests and the recommendations contained in the Regulatory Reform (Fire Safety) Order 2005 guidance notes, and the results recorded in the site fire logbook.					
<b>Control Action Recommended</b>	No records in place at time of audit as the building was in the process of being handed over from the contractors.					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						

## Section 6 – Action Plan

Category	Fire Safety Management				Priority	2
Identified Hazard	Dry Riser Tested					
Location	The dry riser should be tested in accordance current British Standards.					
Control Action Recommended	No records in place at time of audit as the building was in the process of being handed over from the contractors.					
Pictures						
Actions taken						
Date						

## Section 6 – Action Plan

Category	Fire Safety Management	Priority				2
Identified Hazard	Sprinkler system tested					
Location	The sprinkler system should be tested in accordance current British Standards.					
Control Action Recommended	No records in place at time of audit as the building was in the process of being handed over from the contractors.					
Pictures						
Actions taken						
Date						



## Section 6 – Action Plan

<b>Category</b>	Fire Safety Management	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	Records maintained of all fixed installation tests					
<b>Location</b>	Records should be maintained of all fixed installations.					
<b>Control Action Recommended</b>	First floor Comms Suite, no records in place at time of audit as the building was in the process of being handed over from the contractors.					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						

## Section 6 – Action Plan

Category	Fire Safety Management				Priority	2
Identified Hazard	Records maintained of testing/maintenance of fire-fighting lifts					
Location	Records of the testing & maintenance of the fire-fighting lifts should be kept on the premises.					
Control Action Recommended	No records in place at time of audit as the building was in the process of being handed over from the contractors.					
Pictures						
Actions taken						
Date						

## Section 6 – Action Plan

Category	Fire Safety Management			Priority		2
Identified Hazard	Records maintained of testing/maintenance of automatic fire-curtains/ shutters					
Location	Records maintained of testing/maintenance of automatic fire-curtains/ shutters should be kept on the premises.					
Control Action Recommended	No records in place at time of audit as the building was in the process of being handed over from the contractors. The fire detection and alarm system are linked to the fire curtain/fire shutter at Ground Floor to create the fire-fighting lobby					
Pictures						
Actions taken						
Date						

## Section 6 – Action Plan

Category	Fire Safety Management			Priority		2
Identified Hazard	Records maintained of testing/maintenance of the automatic smoke vents					
Location	Records of the testing & maintenance of the automatic smoke vents should be kept on the premises.					
Control Action Recommended	Located at the head of the 8th floor stairway, no records in place at time of audit as the building was in the process of being handed over from the contractors.					
Pictures						
Actions taken						
Date						

## Section 6 – Action Plan

Category	Fire Safety Management				Priority	2
Identified Hazard	Records maintained of testing/maintenance of the automatic positive pressure system that is activated on the initiation of the fire alarm.					
Location	Records of the testing & maintenance of the automatic positive pressure system that is activated on the initiation of the fire alarm should be kept on the premises.					
Control Action Recommended	The main Basement to 8th floor stairway and firefighting lobby is fitted with a positive pressure system that is activated on the initiation of the fire alarm. No records in place at time of audit as the building was in the process of being handed over from the contractors.					
Pictures						
Actions taken						
Date						

## Section 6 – Action Plan

Category	Fire Safety Management				Priority	2
Identified Hazard	Records maintained of testing/maintenance of the refuge telephones					
Location	Records of the testing & maintenance of the refuge telephones should be kept on the premises.					
Control Action Recommended	Refuge telephones are fitted in the main stairway (Basement to 8 <sup>th</sup> floor) and the second stairway, ground to 3 <sup>rd</sup> floor. No records in place at time of audit as the building was in the process of being handed over from the contractors.					
Pictures						
Actions taken						
Date						

## Section 6 – Action Plan

<b>Category</b>	Fire Safety Management	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	Records maintained of testing/maintenance of fire dampers in ductwork					
<b>Location</b>	Records maintained of testing/maintenance of fire dampers in ductwork should be kept on the premises.					
<b>Control Action Recommended</b>	Mechanical dampers were observed at compartment wall boundaries (from riser to floor area). No records in place at time of audit as the building was in the process of being handed over from the contractors.					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						

## Section 6 – Action Plan

<b>Category</b>	Fire Safety Management	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	Records maintained of testing/maintenance of the lightning protection system					
<b>Location</b>	Records maintained of testing/maintenance of lightning protection system should be kept on the premises. <i>Note this is an 11 month test cycle.</i>					
<b>Control Action Recommended</b>	No records in place at time of audit as the building was in the process of being handed over from the contractors.					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						




## Section 6 – Action Plan

<b>Category</b>	Means of Escape	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	"Do not use in a fire" signs adjacent to all lifts					
<b>Location</b>	Provide a sign in accordance with the current regulations, to indicate that the lift should not be used in a fire situation and site adjacent to the specified lifts.					
<b>Control Action Recommended</b>	The building has an evacuation lift/ firefighting lift, this is denoted by an intercom adjacent to the lift. In an event of a fire this lift should only be used for the evacuation of persons who have a disability. The other lifts should have notices 'Do not use in a fire'.					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						

## Section 6 – Action Plan

<b>Category</b>	Means of Escape	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	Correct directional “Fire Exit” signs					
<b>Location</b>	Provide directional “Fire Exit” signs in accordance with the requirements of the Signs & Signals Regulations 1996 and site in the specified locations.					
<b>Control Action Recommended</b>	Signage required the roof terrace					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						


## Section 6 – Action Plan

Category	Means of Escape	Priority					2
Identified Hazard	Correct “Fire Exit” Signs						
Location	Provide “Fire Exit” signs in accordance with the requirements of the Signs & Signals Regulations 1996 and site in the specified locations.						
Control Action Recommended	Signage required above the door to the lift lobby from the roof terrace.						
Pictures							
Actions taken							
Date							

## Section 6 – Action Plan

Category	Means of Escape			Priority		2
Identified Hazard	Fire action signs adjacent to all fire alarm call points					
Location	Provide fire action signs in accordance with the requirements of British Standard 5499: Part 1: 1990, Specification for Fire Safety Signs and site in the specified locations.					
Control Action Recommended	Fire Action Notices are required by all fire alarm call points. The notice must explain the phased fire evacuation procedure.					
Pictures						
Actions taken						
Date						

## Section 6 – Action Plan

Category	Means of Escape	Priority				2
Identified Hazard	Fire Refuge signage must be placed in each refuge, detailing how to use the refuge phone, and identifying the floor and stairway					
Location	Provide a sign in accordance with the current regulations, to indicate how the refuge phone should be used in the event of a fire.					
Control Action Recommended	Missing signage 8 <sup>th</sup> floor, 3 <sup>rd</sup> floor, 2 <sup>nd</sup> & 1 <sup>st</sup> floor (second stairway);					
Pictures						
Actions taken						
Date						

## Section 6 – Action Plan

Category	Means of Escape			Priority		2
Identified Hazard	Doors fitted with push-bar-to-open devices have the required signs					
Location	Provide “Push-Bar-To-Open” sign in accordance with British Standard 5499: Part 1: 1990, Specification for Fire Safety Signs, and site immediately above the push-bar opening device on the specified doors.					
Control Action Recommended	Signs required on roof plant room doors fitted with push bars.					
Pictures						
Actions taken						
Date						

## Section 6 – Action Plan



<b>Category</b>	Means of Escape	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	“Fire Escape Keep Clear” signs on outer faces of fire exit doors					
<b>Location</b>	The specified doors should have sited on their outer face a “Fire Escape Keep Clear” sign in accordance with the Signs & Signals Regulations 1996.					
<b>Control Action Recommended</b>	Signage required on or adjacent to the ground floor exit doors					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						

## Section 6 – Action Plan




Category	Means of Escape			Priority		2
Identified Hazard	Fire exits can be easily and immediately opened in the event of a fire					
Location	All doors forming part of an emergency route must be easily opened and available at all times whilst the premises are occupied, the specified doors should be fitted with suitable hardware to allow easy egress without the use of a key.					
Control Action Recommended	Ground floor IT Office, final exit door can only be operated by a key in lock, a simple thumb turn is required					
Pictures						
Actions taken						
Date						





## Section 6 – Action Plan

Category	Means of Escape	Priority				2
Identified Hazard	Fire doors are to the required level of fire resistance, replace the missing screws to the hinges					
Location	Replace the missing hinge screws					
Control Action Recommended	8 <sup>th</sup> floor electrical riser 1 screw; 5 <sup>th</sup> floor South corner room cupboard 5 screws; 2 <sup>nd</sup> floor Sluice room 1 screw; 2 <sup>nd</sup> floor sprinkler riser 1 screw; 2 <sup>nd</sup> floor Comms riser 1 screw; 1 <sup>st</sup> floor South riser cupboards in public toilet area 4 screws (disabled toilet) and 1 screw;					
Pictures						
Actions taken						
Date						

## Section 6 – Action Plan

Category	Means of Escape	Priority				2
Identified Hazard	Fire doors fitted with Intumescent strips & smoke seals. Smoke seals and intumescent strips may not be required if the door stops are 25mmx 25mm, glued and screwed at 225mm					
Location	The specified doors should be fitted with intumescent strips and cold smoke seals, which may be fitted to the door or doorframe.					
Control Action Recommended	Damaged strips and seals; 6 <sup>th</sup> floor South Aircon riser x3 (smoke seals damaged); 5 <sup>th</sup> floor North Aircon riser smoke seal damaged; 4 <sup>th</sup> floor Electrical riser damaged smoke seal; 3rd floor door to second stairway damaged smoke seal; 1 <sup>st</sup> floor Atrium doors to rooms with black door frames intumescent strips starting to peel off at top and bottom of doors (both sets of doors); Ground floor corridor door to North office (site office) lower smoke seal missing;					
Pictures						
Actions taken						
Date						

## Section 6 – Action Plan

Category	Means of Escape	Priority				2
Identified Hazard	All fire resistant and self-closing doors open and close correctly					
Location	The specified doors are to receive attention to ensure that they open and close correctly. Positive self-closing devices should be fitted if required.					
Control Action Recommended	Basement stair door to lift lobby self-closer disconnected; All doors from fire lobbies to floor areas, double doors not closing tight when doors with shoot bolts are let go second;					
Pictures						
Actions taken						
Date						


## Section 6 – Action Plan

<b>Category</b>	Fire Detection & Warning	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	Common areas fitted with automatic fire detection system, which appears to conform to the recommended standards					
<b>Location</b>	Provide automatic fire detection to all common areas in accordance with the current British Standard for automatic fire detection systems.					
<b>Control Action Recommended</b>	Remove dust caps from various AFD heads throughout site (placed on while contractors are finishing off details)					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						

## Section 6 – Action Plan

<b>Category</b>	Fire Detection & Warning	<b>Priority</b>				<b>2</b>
<b>Identified Hazard</b>	All manual call points should be fitted with a protective cover, which is moved to gain access to the frangible element					
<b>Location</b>	In order to combat instances of false alarms the recommendation is not retrospective, in existing systems in which there are frequent unwanted operation of manual call points, protective covers should be fitted, BS 5839-1:2017					
<b>Control Action Recommended</b>	The fire alarm call points in the main ground floor lobby should be fitted with protective covers.					
<b>Pictures</b>						
<b>Actions taken</b>						
<b>Date</b>						


## Section 6 – Action Plan

Category	Hazards Introduced by Contractors	Priority	2
Identified Hazard	Fire stopping to required standards		
Location	The opening in the specified areas for the passage of the service pipes or cables must be adequately sealed with fire resisting material in order to minimize the danger of the spread of heat, smoke and fumes.		
Control Action Recommended	8 <sup>th</sup> floor South Comms cupboard, fire stopping above doors; 6 <sup>th</sup> floor North, air con riser above doors; 5 <sup>th</sup> floor electrical riser hole in wall (low down towards lift side); 3 <sup>rd</sup> floor North, Comms riser, mastic slumped from sprinkler pipe hole; 3 <sup>rd</sup> floor electrical riser hole in wall (low down towards lift side); 2 <sup>nd</sup> floor North gas pipe riser hole around flexi pipe; 2 <sup>nd</sup> floor North, Comms riser, mastic slumped from sprinkler pipe hole; Ground floor Comms room, hole around data cable above door; Seal puncture hole in duct, ground floor escape corridor from secondary stairway		
Pictures			
Actions taken			
Date			

## Section 6 – Action Plan



Category	Means of Fighting Fire	Priority	2
Identified Hazard	Suitable & sufficient fire fighting equipment		
Location	Provide the following Portable Fire Extinguishers:		
Control Action Recommended	<p>BS5306 recommends 1 9lt water extinguisher for each 210m<sup>2</sup>.  It is recommended that a set of fire extinguishers (1x 9lt water and 1x 2kg CO2) are placed on cradles near each story exit to stairways; First floor meeting room lobby (Atrium area) 2 sets of (1x 9lt water and 1x 2kg CO2); and one set in each of the ground floor areas (4 sets); 1 set in the basement lobby.  All plant rooms (roof &amp; basement and ground floor switch room require 1x 2kg CO2 extinguishers.  The ground floor generator room requires 1x 2kg CO2 and 1x 9kg Dry Powder or 9x litre Foam.</p>		
Pictures			
Actions taken			
Date			

## Section 6 – Action Plan

Category	Means of Fighting Fire	Priority				2
Identified Hazard	Sprinkler system					
Location	Consider the installation of a sprinkler system in accordance with the current British Standards.					
Control Action Recommended	2 <sup>nd</sup> floor South lobby to floor area, sprinkler yoke appears bent out of shape (lobby side)					
Pictures						
Actions taken						
Date						



## Section 6 – Action Plan

Category	Means of Fighting Fire	Priority				2
Identified Hazard	Signs to Dry Risers					
Location	Provide “Dry Riser” signs adjacent to each outlet.					
Control Action Recommended	Dry riser inlet missing signage; and outlet on the 8 <sup>th</sup> floor,					
Pictures						
Actions taken						
Date						

## Section 6 – Action Plan

Category	Means of Fighting Fire	Priority				2
Identified Hazard	Fixed suppression system, HFC227ea, 1 <sup>st</sup> floor Comms Room South air leak around door seal					
Location	Fixed suppression system, HFC227ea, 1 <sup>st</sup> floor Comms Room South air leak around door seal					
Control Action Recommended	1 <sup>st</sup> floor Comms Room South air leak around door seal, no evidence of integrity test.					
Pictures						
Actions taken						
Date						

## Section 6 – Action Plan

Category	Means of Fire Fighting					Priority	2
Identified Hazard	Signage to indicate the location of the Fire Control Room						
Location	Signage is required on the outside and inside of the building to indicate to the Fire Brigade the location of the Fire Control Room, (signage required as this is a ‘fire engineered building’						
Control Action Recommended	Signage is required on the outside and inside of the building to indicate to the Fire Brigade the location of the Fire Control Room, (signage required as this is a ‘fire engineered building’.						
Pictures	<div>FIRE CONTROL ROOM</div>						
Actions taken							
Date							

Section 6 – Action Plan

Action immediately and complete within 5 days	1	Action within 2 weeks, complete within 3 months	2	Action within 4 weeks, complete within 6 months	3	To be implemented in a reasonable timescale where deemed 'reasonably practicable'	4
---	---	---	---	---	---	---	---