

SECTION TWO

4. RISK ASSESSMENT RATINGS:

Risk Rating	Priority of Risk	Definition of Priority
URGENT	Immediate Action	Immediate actions required or if it is not feasibly practical to immediately resolve the issue, it is strongly recommended that a written program be put in place for resolving the issue and remedial measures put in place to control the risk in the meantime. Considerable resources should be provided to resolve this.
HIGH	Should be addressed within 3 months MAXIMUM	Item deemed to be a substantial risk and a threat to the safety of persons within the premises and/or current precautionary measures.
MODERATE	Should be addressed within 6 months MAXIMUM	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within the defined time-period.
LOW	Should be addressed within 12 months MAXIMUM	No major additional controls required. However, there may be a need for minor works or consideration of improvements
GENERAL	On-going Management	No material changes required. There is just the need for improvement and on-going management controls.
CONSIDERATION	Fire Safety Consideration	An area of possible concern which should be considered by the Responsible Person, a decision/solution agreed, and any actions deemed necessary to be implemented
INFORMATION	For Information/Guidance	No material changes required. Note is for information and/or fire safety guidance purposes only

The above table relates to the risk to allow the responsible person a guide to determine which risks should be addressed first and the best allocation of resources. Regardless of the severity of the rating, easy actions to resolve, should be addressed as soon as practically possible. More difficult actions to resolve that may result in alteration to building fabric etc., should be programmed in depending on their severity and their difficulty to resolve. The amount of resources allocated to an action is dependent on risk. The responsible persons may decide that the consequence, resources required and the practicality of resolving the risk, may be too high compared to their perception of the risk. These observations should be recorded, it is obviously strongly recommended that the higher risk recommendations are resolved and not just justified.

This fire risk assessment has been carried out for, and on behalf of the responsible person, with any information contained in this report for their consideration to adopt or not. The recommendations are not mandatory or compulsory, but advice for the responsible person to consider.

FINDINGS OF THE FIRE RISK ASSESSMENT INSPECTION SURVEY

5. ACTION PLAN:

The following action plan is for compliance with the Regulatory Reform (Fire Safety) Order 2005. It is considered that the following actions should be implemented in order to reduce any potential fire risk, or to reduce it at a tolerable level:

Action Plan	Priority
<p>5.1 GENERAL GUIDANCE:</p> <ol style="list-style-type: none"> 1. Operate a safe smoking policy in designated outside smoking areas, ensuring sufficient ashtrays or metal receptacles are provided and cleaned appropriately and prohibit smoking elsewhere. 2. Ensure any electrical equipment that is installed, is used maintained and protected in accordance with the manufacturer’s instruction. 3. Any alterations, modifications or extensions to the electrical installation should be carried out by a competent electrician strictly in accordance with I.E.E. Regulations. Wiring should be examined regularly to ensure that the relevant standards are maintained. 4. The electrical installation should be checked annually and certified safe by a qualified Contractor every 5 years. 5. It is the law that all landlords and owners of commercial property have their gas appliances inspected and certified annually to ensure they are safe and working properly. 6. Ensure all windows and doors are closed at the end of each working day. 7. Ensure all non-essential electrical/gas items are switched off at the end of each working day. 8. Ensure there are no overflows of rubbish in and around the external bins, all bin lids are down (ideally locked) and all bins are safely secured away from the building. 9. Ensure that sources of heat are kept away from flammable materials. Particular attentions should be paid to the following: - <ul style="list-style-type: none"> • Materials on or near heaters. • Paper or stationery near electrical wires and sockets. • Paper storage and plastics next to electric intake. • Storage of paper or combustibles on or near electrical equipment. • Use of naked flames. 10. Never leave portable heaters unattended, never leave them on overnight, ensure that they are positioned well away from anything which could knock them over, ensure they are at least a metre away from any combustible materials, never buy second hand halogen heaters, never power a halogen heater from an extension lead – these can easily be overloaded and cause fires and regularly inspect your heater for any damage. If a heater is damaged DO NOT USE IT 	<p>GENERAL</p>

<p>5.2</p>	<p>FIRE ALARM SYSTEMS: BS5839-1 or 6:2017</p> <p><i>BS 5839-1:2017 Fire detection and fire alarm systems for buildings - Part 1: Code of practice for the design, installation, commissioning and maintenance of systems in non-domestic premises.</i></p> <p>The primary purpose of an automatic fire detection and warning system is to alert people as early as possible in the event of a fire, by doing so this will enable them to move to a place of total safety (for example to the designated fire assembly point), whilst the escape routes are still clear of smoke.</p> <p>The fire alarm system should conform fully to - BS 5839-1:2017 - Category L3 System as a minimum.</p> <p>Category L3 Explained Automatic Detection - An L3 fire alarm system includes automatic fire detection in all escape routes and any rooms/areas that lead on to an escape route. All void areas over 800mm high should be fitted with smoke detection.</p> <p>Manual Call Points - to be installed adjacent to all doors leading to fresh air, at the top of each stair level and where there would be a need for someone to travel over 45m to operate a call point.</p> <p>Fire Alarm Sounders - to be positioned to achieve a minimum of 65dB (A) in all areas/rooms throughout the building(s) with all doors shut. The sound pressure level can be reduced to 60dB in enclosed spaces such as small cellular offices and in stairways. In any areas of high ambient noise, the fire alarm sound levels should be 5dB (A) above the normal noise level although not exceeding 120dB (A).</p> <p>The use of a greater number of quieter sounders is always preferable to using fewer very loud sounders as this can cause disorientation or even damage to hearing.</p> <p>Continued below</p>	<p>HIGH</p>
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5.2 Cont'd	<table border="1"><thead><tr><th data-bbox="206 266 1888 304">RISK/COMMENT</th></tr></thead><tbody><tr><td data-bbox="206 304 1888 916"><p>1.The existing fire alarm panel is located in the WC corridor at the rear of the main hall, it would be advisable to install a repeater panel at the bottom of the external stairway to speed up the out of hours response to the panel, and to save the duty member having to fully enter the building and into what could be an actual fire scenario, to ascertain which detector has gone into alarm.</p><p>2.There is NO fire alarm manual call point installed on the communal stairwell outside the architect’s Office</p><p>3. It would be advisable to install a fire alarm call point and fire alarm sounder within the clock tower</p><p>4. The void area above the electrical cupboard in the Gym corridor has no smoke detection installed</p><p>5. It appears from the fire panel that the beam detection within the gym has been silenced – this issue should be investigated and the beam detection back working as soon as possible.</p><p>6. It would be advisable to have a fire alarm sound level check completed in all areas/rooms throughout the entire building to ensure adequate fire alarm sound levels are being achieved with all doors closed. From a visual observation it would appear there would be areas where 65dB(A) would not be achieved.</p></td></tr></tbody></table>	RISK/COMMENT	<p>1.The existing fire alarm panel is located in the WC corridor at the rear of the main hall, it would be advisable to install a repeater panel at the bottom of the external stairway to speed up the out of hours response to the panel, and to save the duty member having to fully enter the building and into what could be an actual fire scenario, to ascertain which detector has gone into alarm.</p> <p>2.There is NO fire alarm manual call point installed on the communal stairwell outside the architect’s Office</p> <p>3. It would be advisable to install a fire alarm call point and fire alarm sounder within the clock tower</p> <p>4. The void area above the electrical cupboard in the Gym corridor has no smoke detection installed</p> <p>5. It appears from the fire panel that the beam detection within the gym has been silenced – this issue should be investigated and the beam detection back working as soon as possible.</p> <p>6. It would be advisable to have a fire alarm sound level check completed in all areas/rooms throughout the entire building to ensure adequate fire alarm sound levels are being achieved with all doors closed. From a visual observation it would appear there would be areas where 65dB(A) would not be achieved.</p>	
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5.3 **FIRE ALARM ZONE PLAN:**

MODERATE

BS5839-1:2013 states that fire alarm zone plans are required on every fire alarm system irrelevant of system size.

If the fire brigade attends a fire alarm activation, they will expect to see a zone plan adjacent to the fire alarm panel, to assist them in locating the source of the alarm/fire.

1. The zone plan must be a geographical representation of the building clearly showing the division into fire alarm zones.
2. The drawing of the building layout should clearly show final exits, common escape routes, circulation areas and stairs.
3. A 'block' diagram which does not show this information is not acceptable.
4. You must indicate a 'You Are Here' point on your zone plan, so the user can locate where they are in relation to the zone in alarm.
5. Fire alarm zone plans should be mounted by each fire alarm control panel(s) and any repeater panel(s).

RISK/COMMENT

There is NO Fire alarm zone plan on display adjacent to the fire alarm control panel, a plan as described above needs to be produced and mounted adjacent to the fire alarm panel and the repeater panel if one is installed as recommended in section 5.2 above.



Example of a simple fire alarm zone plan

<p>5.4</p>	<p>FIRE DOORS – COMPARTMENTATION:</p> <p>Fire compartmentation is vitally important, it is designed to prevent a fire from spreading rapidly and causing a danger to personnel within the building. This is achieved by subdividing buildings into manageable areas of risk to provide adequate Means of Escape. Good compartmentation reduces the danger to occupants, fire and rescue services and people in the vicinity of the building. A fire door is one of the most important fire safety products on your premises. It will prevent the smoke/heat or fire from spreading across the building and will keep the fire contained to a particular compartment or room, giving occupants longer to escape and the fire service longer to rescue anyone who is trapped within the building and provide them valuable time to put out the fire. They will also prevent more of your building and property from being lost to the fire than necessary.</p> <p>The fire door can only be effective if it is installed correctly to the relevant fire door standards. Although fire doors should always be closed, sometimes this can be inconvenient or difficult to manage. Wedging or holding a door open with a chair or fire extinguisher for example, is extremely unsafe and illegal. If there is a genuine need to hold a fire door open, always consider installing a fully compliant fire door retainer, which is designed to hold the door open legally and also to release the fire door in the event of the fire alarm sounding. Ensuring maximum access and safety at the same time.</p> <p>Smoke seals must be fitted to all fire doors. Smoke seals are important to enable occupiers to escape down the protected route without being subjected to smoke which can be toxic, impede breathing and affect vision. Cool smoke, often given off by smouldering furnishings and electrical equipment, is exceptionally toxic and tends not to rise, therefore smoke seals on fire doors are essential. Nylon brush or neoprene smoke seals (draught proofing kits) are acceptable. Smoke seals can be fitted into the door itself or, a better option is to apply to the door stop so that the fire door closes onto the seals.</p> <p>Intumescent strips are materials which, when subjected to heat, swell up and close the gaps between door and frame. In the event of a fire, the intumescent strips ensure a fire door retains fire resisting properties and holds back the blaze while occupiers' escape. Fire door performance and integrity depends on the installation of such strips which can be fixed into a channel in the door or fitted to the frame. New doors and frames may come with these already factory fitted, it is useful to choose this option as it saves work on site and ensures the doors/frames perform to the British Standard. In this case smoke seals must be fitted independently as detailed above. When existing doors are not fitted with intumescent strips but do have 25mm door stops the requirement is only for smoke seals to be fitted.</p> <p>Important Note: If in the event of a fire, if any fire doors were found to have been either wedged or propped open or not self-closing, it is judged that this action has put someone's life at risk and you could suffer penalties, including a fine or even a prison sentence. The only safe way for fire doors to be held open is with special devices that release them to close automatically when the fire alarm is activated.</p> <p>Continued below;</p>	<p>MODERATE</p>
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<p>5.4 Cont'd</p>	<div style="background-color: red; color: white; text-align: center; padding: 2px;">RISK/ADVICE</div> <ol style="list-style-type: none"> 1. There has been several new fire doors installed all of which should display a mandatory 'Fire door keep shut' sign on both sides of the door. 2. The new 60-minute fire door leading to/from back of the shops from the main entrance, should be fitted with a door closer, which automatically pulls the door fully against the rebate. 3. The new 60-minute fire door leading to/from the Guildhall stairwell from the main entrance, should be fitted with a door closer, which automatically pulls the door fully against the rebate. 4. The fire door at the rear of the Greengrocers shop was found to be being used to hang coats over which would prevent the door from closing in the event of a fire. This door without the coats does not auto-close fully against the rebate and appears to need attention as it does not fit into the frame correctly. 5. The Cold Store fire door does not auto-close fully against the rebate 6. The intumescent strip and the cold smoke seal on the hinge edge of the fire door between the stairwell and the Gym corridor have been painted over and need to be replaced. The door does not auto-close fully against the rebate and has no 'Fire door keep shut' mandatory sign displayed on the gym side of the door. 7. The various doors of the electrical cupboard have all been lined with fire resistant material apart from the very small one in the top left corner. 8. The double fire doors leading to/from the external stairway have gaps over 10mm between the bottom of the doors and the finished threshold. 9. The fire door at the top of the stairway down to the basement gym does not auto-close fully against the rebate 10. The fire door to the basement Gym was found to be wedged open (See important Note above) 	
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5.5	<p>PASSIVE FIRE PROTECTION:</p> <p>Passive fire protection (PFP) is an integral component of the three components of structural fire protection and fire safety in a building. PFP attempts to contain fires or slow the spread, through use of fire-resistant walls, floors, and doors (amongst other examples). Passive fire protection is intended to preserve life and property. Effective fire-stopping in fire resisting separating elements plays a critical role in containing a fire at its source. The degree of spread is controlled by creating fire-resisting compartments which subdivide the building.</p> <p>However, a major threat from fire in most building structures occur where concealed cavities between fire separating walls and floors are interlinked. It is therefore essential that all openings and gaps are fire-stopped to restrict lateral and vertical fire spread and to achieve the required degree of containment. Failure to do so may cause fire to spread uninterrupted in cavities and penetrations in a building.</p> <p>The fire protection of concealed spaces is of prime importance because any deficiencies in installation and materials are not readily apparent and may quickly be covered over. Any shortfalls in such fire protection cannot be observed by the building users and, unlike other engineering provisions within the building, will not be directly apparent by its impact on every-day life. Any inadequacies in the fire protection of concealed spaces will only become apparent during the very time that their effectiveness is required – <u>during a fire</u>.</p> <p>Mechanical and electrical services by necessity, breach compartment walls and floors allowing failure of integrity and insulation to occur where gaps around services have not been adequately fire-stopped.</p> <p>Fire-stopping products must be able to provide sufficient insulation to the penetrating services, in order to reduce the temperature, rise along conductive materials, in accordance with the required insulation criteria of the fire separating element. The movement of smoke is also often an under-rated feature of fires and needs to be carefully considered when specifying fire-stopping constructions. Compartmentation in roof voids is a particular issue with respect to hidden fire spread.</p> <p>Continued Below;</p>	HIGH
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<p>5.5 Cont'd</p>	<p style="text-align: center;">RISK/ADVISE</p> <ol style="list-style-type: none"> 1. There are holes breaching the compartment wall above the fire door at the rear of the Greengrocers shop which need to be adequately fire stopped. 2. There are holes breaching the compartment wall adjacent to the fire door leading to/from the Fish Shop which need to be adequately fire stopped. 3. The small section of wall adjacent to the new 60-minute fire door where the fire alarm call point is located leading to/from the rear of the shops, needs to be proven as being able to also provide 60-minutes of fire resistance. If this is not the case or can not be proven, material should be added to this section to ensure 60-minutes of fire resistance is achieved. 4. In the MMA Gym behind the temporary boundary wall in front of the windows, the floor area is missing and should be reinstated to provide adequate compartmentation between the MMA Gym and the room/area below. <p>When contractors or in-house staff are employed to carry out works that breach compartment walls, floors or ceilings, it is essential that all these openings and gaps are adequately fire-stopped immediately afterwards to restrict lateral and vertical fire spread and to achieve the required degree of containment. This important part of structural fire protection should be agreed with the contractor prior to the works being started and should be completed by a competent person when works have been finished.</p> <p>Fire stopping should be completed by a competent third-party accredited service provider.</p>	
	<p>FACT: If a square room measuring 6m x 6m x 3m has a hole the size of the thickness of a pencil between compartments and a fire breaks out in one of the rooms. It could take less than 4 minutes for the adjacent room to fill with smoke to such a thickness that you would not be able to see your hand half a meter away from your face. If this concentration of smoke compromised an escape route, it could;</p> <ol style="list-style-type: none"> 1. prevent occupants from utilising a vitally important escape route 2. cause death to anybody forced to breath in the smoke as it only takes 2-3 breaths of toxic smoke to kill a person. <p>Continued below</p>	

5.5
Cont'd



Item 1



Item 2



Item 3



Item 4



5.6	<p>EMERGENCY ESCAPE ROUTES:</p> <p>The Regulatory Reform (Fire Safety) Order 2005, charges the responsible person(s) in control of non-domestic premises with the safety of everyone, whether employed in or visiting the building.</p> <ol style="list-style-type: none"> 1. Under Article 14 of the RRFSO, this duty of care includes ensuring that “routes to emergency exits from premises and the exits themselves are kept clear at all times” (14: 1) and that these “emergency routes and exits must lead as directly as possible to a place of safety” (14: 2: a). In other words, the entire escape route up to and including the final exit from a building must remain unobstructed at all times, while the distance people have to go to escape (the travel distance) must be as short as possible. 2. In terms of fire safety, the final exits on an escape route in a public building are known as fire exits. They may or may not be located on the usual route of traffic when the premises are operating under normal circumstances. The final exit doors should open easily, immediately and, wherever practicable, “in the direction of escape”, i.e. outwards into a place of safety outside the building. Sliding or revolving doors must not be used for exits specifically intended as fire exits. The emergency routes and fire exits must be well lit and indicated by appropriate signs, e.g. ‘Fire Exit – Keep Clear’. In locations that require illumination, emergency lighting of adequate intensity must be provided in case the normal lighting fails, and illuminated signs used. 3. Only non-flammable items should ever be stored in any storage cupboards under escape stairways or adjacent to escape routes 4. Escape routes should be kept clear of all obstructions, including areas outside the premises that are included in the escape route. 5. Escape routes should generally be at least 1m wide and should lead to a place of safety, normally outside and away from the building. 6. Doors on escape routes must always be available for use without the use of a key, depending on the risk, push pads or panic bar devices should be used. 7. Security should never take precedence over safety. Where there are door bolts or other security devices fitted on an escape route door, these must be open when persons are on the premises. 8. Employees must be made aware of all possible escape routes and emergency drills should be used regularly to practice using them as part of emergency routines. 9. All premises should have an escape plan that clearly identifies the action that employees and others should take in the event of a fire. This may include duties for employees to check areas are clear, to close doors, assist others and the need to muster at the agreed fire assembly point. <p>Continued below;</p>	GENERAL
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5.6
Cont'd

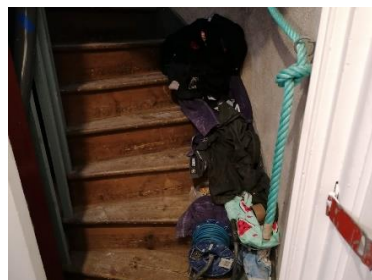
RISK/ADVISE

1. The concrete stairwell leading to/from the first-floor level off Fore Street is accessed via a set of metal gates. These gates were found to be securely chained and padlocked even though the Guildhall was in use. It is vitally important that these gates are unlocked whenever the building is occupied as this route is also an emergency escape route from the first floor and people evacuating via this route would find themselves trapped at the bottom of the stairway.
2. The stairway leading to/from the main hall balcony needs to be cleared and remain clear, the door at the top of the stairway should remain closed when the balcony is not in use.
3. The storage rack in the communal corridor outside the MMA Studio needs to be removed from the escape route
4. The escape route from the rear of the shops was found to be partially blocked, all escape routes should always remain clear of all obstacles to enable people to escape safely and to not hinder the fire and rescue service.

This is not necessarily a comprehensive list and therefore should be used as a guide only:



Item 1 above



Item 2 above



Item 3 above



Item 4 above

5.7	<p>EMERGENCY LIGHTING SYSTEM: BS 5266</p> <p>Emergency lighting is lighting for an emergency situation when the main power supply is cut and any normal illumination fails. The loss of mains electricity could be the result of a fire or a power cut and the normal lighting supplies fail. This may lead to sudden darkness and a possible danger to the occupants, either through physical danger or panic.</p> <p>Emergency lighting is normally required to operate fully automatically and give illumination of a sufficiently high level to enable all occupants to evacuate the premises safely.</p> <p>Lighting units and signs should be sited so as to clearly show the exit routes leading to the final exits from the premises. Where the exit route or final exit is not readily identifiable, a sign should be utilised rather than a lighting unit. Particular attention should be paid to individual stairways, changes in floor level, corridor intersections, changes in direction, the outside of each final exit, control / plant rooms, lifts, toilet areas over 8m². Access to fire alarm call points and fire-fighting equipment should be clearly illuminated.</p> <p>It is not always necessary to provide individual lights (luminaires) for each item above, but there should be a sufficient overall level of light to allow them to be visible and usable.</p> <p>In general, if careful consideration is given to siting the luminaires and signs to cover these areas, the completed scheme will meet most requirements. The British Standard BS 5266-1:2011 (Code of practice for the emergency lighting of premises) provides clear guidelines regarding lighting and necessary servicing requirements.</p> <div style="background-color: #008000; color: white; text-align: center; padding: 2px;">ADVISE/COMMENT</div> <p>Although there appears to be sufficient emergency lighting throughout the premises, without a full site test I.e. turning the mains power supply off and doing a physical check of all areas, it is impossible to ascertain if there would be adequate illumination from the emergency lighting system, to provide enough light to illuminate emergency equipment and all escape routes to aid egress from all areas of the building. It is therefore, recommended that the emergency lighting system is tested during the hours of darkness to ensure the levels of illumination are adequate to enable all staff and visitors to evacuate safely in an emergency situation.</p> <div style="background-color: #ff0000; color: white; text-align: center; padding: 2px;">RISK/COMMENT</div> <p>1. In the MMA Gym there is an emergency light above a door that leads into/from the Architects room which is not a fire escape route. This emergency light should be re-located to a new position above the door that leads out onto the gym Corridor (escape route).</p> <p>2. It would be advisable to install emergency lighting throughout the clock tower stairway, to enable safe evacuation should power be lost and a staff member was winding the clock or carrying out maintenance work.</p> <p>Continued below</p>	MODERATE
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5.7
Cont'd



Re-locate emergency light

<p>5.8</p>	<p>FIRE SAFETY SIGNAGE: BS5499</p> <p><i>Fire signage should be sighted conspicuously within the normal field of vision; Signs should be correctly located and mounted securely in position, to prevent them from falling or being removed. Correctly located and accurate signage can and does save lives and to avoid confusion, all escape and mandatory signs within buildings, should be of similar style, design, size and format, in compliance with the Code of Practice for escape route signage BS5499-4:2013</i></p> <p>Direction Signage: Fire exit signs are provided to guide people from wherever they are in a building, via a place of relative safety (the escape route) to the place of ultimate safety (the assembly area). They need to be positioned to demonstrate the route you want people in your building to take in the event of a fire, effectively being the shortest route to safety. Fire escape signs are not needed on the main route into or out of a building (the one used by people for normal arrival and exit), but alternative escape routes and complicated escape routes do need to be signed. It must not be assumed that everyone will know all safe routes through the building. Similarly, it must not be assumed that, once outside the building via a final exit, people will know how to get to the assembly area, so signs directing to the assembly area will be needed as well.</p> <p>Mandatory - Fire door keep shut/locked & Fire escape keep clear Signs: Mandatory signs are usually blue and white, which symbolises a specific behaviour or action that is required by the reader. All fire doors should be marked with the appropriate fire safety sign complying with BS5499-5:2002 erratum BS5499-10:2014 according to whether the fire door is to;</p> <ul style="list-style-type: none"> a. to be kept closed when not in use (Fire door keep shut) - Conventional fire doors should be marked on both sides b. to be kept locked when not in use (Fire door keep locked shut) or; c. held open by automatic release mechanism or free swing mechanism (Automatic fire door keep clear) <p>Fire Action sign: Fire Action Signs/Notices are designed to clearly convey what action must be taken in the event of a fire or emergency. There are various types of Fire Action Signs available including some with spaces to fill in information such as "where the nearest assembly point is located", "telephone numbers to call the fire brigade" etc. All commercial premises must display a Fire Action Sign - with best practice guidelines recommending you should display one next to every Fire Alarm call-point, and also adjacent to all final Fire Exit Doors where they are most likely to be seen in the event of fire. an emergency. It is a requirement to display a 'Fire exit keep clear' sign on both sides of all fire/final exit doors as a reminder that the area needs to remain clear at all times.</p> <p>Continued below;</p>	<p>MODERATE</p>
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5.8
Cont'd

ADVICE/COMMENT

Correct fire safety signage is a vitally important to guide people safely out of the building, It is not only important for those who maybe unfamiliar with the environment, but in the event of an emergency, those who are normally familiar with their environment may suddenly become disorientated and confused due to the sudden influx of toxic smoke.

It is important that staff are aware of and understand the meaning of safety signs and signals either seen or heard during their work, including providing training where necessary. Although most safety signs are self-explanatory, employees (particularly if they are new, young or inexperienced) may be unfamiliar with the meaning of some of the less commonly used signs.

It is therefore important that the meaning of any sign is clearly explained, and that employees are aware of the consequences of not following the warning or instruction given by the sign.

I would recommend the following signage be installed (ignore the different shades of Green)



1



2



3



4



5

1. Mounted above the door in the Gym corridor leading to the stairway
2. Mounted at top of the basement gym stairway
3. Mounted on the external stairway
4. On the door at the top of the basement gym stairway leading out on to the enclosed roof area
5. Relevant fire door mandatory sign to be mounted on both sides of all fire doors

<p>5.9</p>	<p>EMERGENCY EVACUATION PLANS:</p> <p>Fire Emergency Evacuation Plan – (FEPP) The Regulatory Reform (Fire Safety) Order 2005 stipulates that it is no longer the duty of the Fire Service to make sure your premises are safe. The duty now lies solely with the Responsible Person, to ensure there is a suitable procedure in place to evacuate everyone staff, tenants, and visitors, safely and within a reasonable time. The Responsible Person must nominate enough competent persons to implement procedures in the event of an emergency evacuation from the premises. This calls for an emergency evacuation plan to be in place.</p> <p>Personal Emergency Evacuation Plan – (PEEP’s) As part of the Disability Discrimination Act, it’s a legal requirement to make the proper arrangements to ensure those who suffer from a physical disability are safe at all times within the premises. Fire safety measures include formulating an emergency fire action plan with evacuation arrangements for all people likely to be in the premises, including disabled people; To ensure escape routes remain clear and available for use at all times and providing appropriate signage and adequate illumination. Duty holders are responsible for implementing the emergency fire action plan and for nominating people to assist with implementing the plan, including the evacuation of people from the premises. The Personal Emergency Evacuation Plan must take account of the following general features:</p> <ul style="list-style-type: none"> • Ability to hear or see an evacuation alarm, • Ability to follow evacuation routes, • Ability to negotiate obstacles such as stairs, • Availability of appropriate assistance during and outside normal working hours. <p>Further information about the Fire Safety Law for the evacuation of Disabled People from buildings, the scope of the fire safety legislation and the type of premises covered is available at www.nifrs.org/firesafe</p> <div style="background-color: red; color: white; text-align: center; padding: 5px;">RISK/ADVICE</div> <ol style="list-style-type: none"> 1. As there are different organisations using the Guildhall, it is vitally important that each group fully understand what they should do in the event of a fire emergency. A Responsible Person for each organisation must be identified and fully aware of the fire procedures in place and the various escape routes, and that they relay this information to all club/business attendees. 2. Staff members should be trained in their responsibilities and actions in the event of a fire situation. Any staff member should be fully trained before being asked/expected to use a fire extinguisher to tackle/respond to a fire. 	<p>GENERAL</p>
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<p>5.10</p>	<p>FIRE EXTINGUISHERS & FIRE BLANKETS:</p> <p>All workplaces in the UK are legally required to provide and have fully serviced fire extinguishers available for use at all times. If a fire should break out at your place of business, the importance of a fully functional fire extinguisher cannot be overestimated. Such fires can be caused by a myriad of things, and with the amount of paper, cardboard, and other flammable items in most workspaces, which can allow a fire to spread at an alarming pace. No matter what type of fire extinguishers are installed within your business, you are legally obligated to have them regularly checked and periodically serviced (typically annually) by a competent service provider.</p> <p>UK fire extinguisher regulations recommend;</p> <ul style="list-style-type: none"> * Extinguishers should be replaced or given an extended service/overhaul every 5 years * No extinguisher must ever be more than 20 years old. * Portable fire extinguishers must conform to BS EN3 Standard, which specifies that their body is coloured red. A small coloured band indicates the type of fire extinguisher – red for water, white and red for water mist, cream for foam, blue for dry powder, yellow for wet chemical, green for clean agent and black for CO2 extinguishers. * It is also a legal requirement to keep a permanent record of all servicing, maintenance and inspections of fire extinguishers. <div style="background-color: #008000; color: white; text-align: center; padding: 2px;">ADVICE/COMMENT</div> <p>Firefighting equipment available is considered to be satisfactory for the risk and occupancy of the building</p> <div style="background-color: #ff0000; color: white; text-align: center; padding: 2px;">RISK/ADVICE</div> <p>1.The Fire Extinguishers in the lobby area at the rear of the shops was being hidden by a sign, all fire extinguishers should always be accessible. (See photo below)</p> <p>2. The MMA Gym has 3 fire extinguishers 1 x CO2 & 2 x Foam and in the toilet corridor there is also a CO2 extinguisher, it would be far better if these four extinguishers were to be re-locate to the following positions.</p> <ul style="list-style-type: none"> * Toilet corridor adjacent to the double fire doors - 1 x CO2 & 1 x Foam * Gym corridor adjacent to door leading out into Guildhall stairwell – 1 x CO2 & 1 x Foam <p>Continued below</p>	<p style="background-color: #cccccc; padding: 5px;">GENERAL</p>
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<p>5.11</p>	<p>LIGHTENING PROTECTION SYSTEMS: IEC / BS EN 62305</p> <p>Section 5 of the Electricity at Work Act 1989 states; “that all lightning protection systems are maintained and tested at regular intervals, preferably not exceeding 12 months”</p> <p>It is highly recommended that this interval should be slightly shorter than one year in order to vary the season in which testing takes place over time. Therefore, countering the effect of ambient temperature and other seasonal factors on readings from the installation.</p> <p>Lightning Protection Testing and Maintenance – Each individual earth grounding point and its conductors should be electronically tested for resistance to ground; if this reads below an overall maximum of 10 Ohms a Certificate of Compliance should be issued.</p> <p>The lightning Protection System Service should include;</p> <ol style="list-style-type: none"> 1. Verifying that the lightning rod or rods and other equipment are free of damage or excessive corrosion. 2. Checking for loose connections that could compromise your protection level. 3. Looking for new roof installations such as satellite dishes, HVAC equipment or other projections. 4. Confirming that down conductors create a continuous path from the lightning rod or rods on the roof to the grounding electrode system. 5. Conducting a visual examination for damage to lightning surge protector devices. <p>Supplying a written report that includes a scope of work and estimate for bringing the system up to current codes.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; background-color: red; color: white; margin: 0;">RISK/COMMENT</p> <p style="color: red; margin: 5px 0;">It is vitally important that lightning protection systems are tested as least annually and ideally should be under a maintenance/service contract with a competent service provider</p> </div>	<p>GENERAL</p>
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<p>5.12</p>	<p>ELECTRICAL EXTENSIONS & CABLES:</p> <p>General - Beware of electric cable dangers:</p> <ul style="list-style-type: none"> * Cables become damaged, due to leads being walked over, having items of furniture placed on them, cables continually bent at the same point, or stored badly. * Over taut / over-stretched cables. * Overuse of multi-way adapters or adapter blocks, which increases the risk of fire. <p>When the use of an extension cable is unavoidable – follow these simple suggestions:</p> <ul style="list-style-type: none"> * Extension leads should only be used when it is not possible to reach a wall socket with the equipment cable. * Only use an extension lead which was bought ready-assembled. * It is recommend that no extension lead be more than 15 metres long. * Only use extension leads fitted with suitably insulated connectors and plugs. * Position an extension lead carefully to prevent any risk of damage. * If the cable has to cross a pathway, cover it with a rubber protector strip. * Always check that leads, plugs and sockets are undamaged. * Always check the extension lead plug contains the correctly rated fuse for the equipment being used. * If using a cable drum extension lead, it should be completely unwound to avoid overheating. * For general use, 2-core extension leads should not be used. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; background-color: red; color: white; margin: 0;">RISK/ADVICE</p> <p style="color: red; margin: 5px 0;">Check the current rating of all extension leads before plugging appliances into them. Most extension leads are rated at 13 A, but some are rated at only 10 A, or less - the rating should be clearly marked on the back or underside of the extension lead. If not, refer to the manufacturer’s instructions. Never overload an extension lead by plugging in appliances that together will exceed the maximum current rating stated for the extension lead, as this could cause the plug in the wall socket to overheat and possibly cause a fire. Cable drum extension leads should be completely unwound before being used to prevent overheating. The more wall sockets you have the less you will need to use an extension cable or an adapter block.</p> </div>	<p>GENERAL</p>
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5.13	<p>FIRE SAFETY TRAINING:</p> <p>Did you know? Employers are legally required by law (RRFSO) to provide information, instruction, and training to employees about fire precautions in the workplace. All staff should know what to do in the event of fire and all new employees must be shown what to do when they start employment and on-going training for all personnel, should be provided throughout their employment. The adopted Fire Action Plan, which forms part of your fire risk assessment, is the principle document and should be fully understood by all your employees.</p> <p>All Staff should be aware of:</p> <p>Discovering a fire – Personnel should be made aware of the method of raising the fire alarm in a premise, this should include the position of manual fire alarm call points and their method of operation.</p> <p>Hearing the fire alarm – Personnel should be made aware of the evacuation procedures in their premises. They should be shown escape routes and final exit doors, they should also be made aware of fire doors and their purpose in protecting escape routes.</p> <p>Assembly points – Personnel should be shown their ‘Fire Assembly Point’ and made aware of the need to ensure everybody have been accounted for.</p> <p>Calling the Fire and Rescue Service – Personnel should be made aware of the method of calling the fire service, the location of telephones and the full postal address of the business premises.</p> <p>A basic knowledge of the theory of fire – The fire triangle</p> <p>Use of fire extinguishers – Ideally all staff members should be trained in the safe use of fire extinguishers. It is not acceptable to say, “employees are not expected to use an extinguisher and therefore they don’t need to know”.</p> <p>UK fire safety legislation requires the following with regards to fire safety training:</p> <ul style="list-style-type: none"> • Refresher training should be delivered regularly, typically this is annually • Fire safety training updates are needed if there are any changes such as building alterations • You must carry out regular fire drills • You must appoint people, often known as Fire Marshalls or Wardens, to do the below in case of a fire alarm <ol style="list-style-type: none"> 1. Use extinguishers where appropriate 2. Contact the emergency services 3. Assist with the evacuation 4. If possible close windows and doors 5. Take control of roll call at the fire assembly/muster point 6. Report to the fire service on their arrival 	GENERAL
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5.14

ROUTINE & FIXED ELECTRICAL TESTING:

INFORMATION

Regular testing of a building’s wiring structure and maintenance is mandatory by law under The Electricity at Work Regulations 1989 and IET Wiring Regulations BS7671:2008.

The IET Wiring Regulations provide guidance on the maximum interval between fixed wire tests, based on all types of premise

TYPE OF INSTALLATION	ROUTINE ELECTRICAL TEST PERIOD	FIXED WIRING – MAXIMUM INTERVAL
Commercial	Annually	5 Yearly

Routine Electrical Checks involve a visual inspection and checking the operation of the equipment and switchgear to identify potential issues such as wear & tear, general deterioration and loose or missing parts. Electrical installations naturally deteriorate with age and use; therefore, regular testing and inspections will identify potential or existing electrical faults or hazards to be remedied. Fixed Wiring Testing involves testing and inspecting the electrical systems and installations within a building by a fully qualified individual (usually an electrician). Following testing, you will be issued with an EICR, certifying the condition of the entire electrical system within your premises, including electrical wiring, circuits, accessories and connections.

Fixed wiring testing is also usually a mandatory requirement for Insurance purposes.

A satisfactory EICR issued by a competent and qualified individual confirms compliance with the Health and Safety at Work Act 1974 and the Electricity at Work Regulations 1989.

COMMENT/ADVICE

Although NO EICR was available the electrician test labels clearly stated that a fixed wiring test was completed on the 29/05/19 the next 5-year test will be due prior to the 29/05/24

Fixed wire testing is a legal requirement for any organisation to ensure the buildings electrical system is safe, maintained and tested by competent, qualified individuals. In doing so, you are ensuring the provision of a safe and hazard-free environment for employees, visitors and the public at large. It is vitally important that electrical tests both routine and fixed are carried-out and recorded/certificated.

<p>5.15</p>	<p>FILM BASE PHOTOGRAPHIC MATERIALS:</p> <p>There are three broad types of film-based photographic materials: cellulose nitrate, cellulose acetates, and polyester. These materials have been used as a support for negatives, positive transparencies, motion pictures, microfilm, and other photographic products. Unfortunately, cellulose nitrate and cellulose acetates are unstable. The products of their degradation can severely harm and even destroy photographic collections, in addition to posing serious safety hazards.</p> <p>Nitrate film remained in production in various formats until the early 1950s.</p> <p>As a photographic support, nitrate film had some serious disadvantages. The film was, and is, highly flammable, and it releases hazardous gases as it deteriorates. Large quantities of nitrate film have caused several disastrous fires. Due to the inherent instability of cellulose nitrate.</p> <p>A photographic collection that contains any flexible, transparent film negatives from the time period of 1890-1950 is very likely to contain at least some nitrate film. Since these negatives need special attention, they should immediately be separated from other negatives. Deteriorated nitrate negatives are easy to identify, but nitrate negatives in good condition are almost visually indistinguishable from other types of transparent films. There are four ways to identify nitrate negatives.</p> <p>Because of their extreme flammability, institutions should isolate and properly store cellulose nitrate materials—especially when those materials are in a deteriorated condition. They should be stored in a controlled environment of relatively low humidity, or ideally, in cold storage.</p> <p>Storage Because they present a great potential hazard to other materials due to their flammability and the strong acid formed from gases that the negatives release, cellulose nitrate negatives should always be stored separately from other negatives in a collection.</p> <p>Three layers of protection are recommended for the storage of film base photographic materials. Negatives should be placed in sleeves, the sleeves placed in a box or drawer, and these boxes or drawers on shelves or in a cabinet. Motion picture film and microfilm should be stored in unsealed containers in cabinets or on shelves. All enclosures should pass the Photograph Activity Test (PAT) as described in ISO Standard 18916:2007</p> <p>Continued below;</p>	<p>URGENT</p>
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RISK/COMMENT

The Museum storeroom is being used to store a large amount of old photographic materials.

It is important to appreciate and understand that a photographic collection that contains any flexible, transparent film negatives from the time-period of 1890-1950 is very likely to contain at least some nitrate film which is HIGHLY-FLAMMABLE. Cellulose nitrate film is extremely dangerous. It catches fire very easily and once alight is difficult to put out. Fires involving cellulose nitrate burn extremely quickly with a hot, intense flame and the smoke is particularly toxic, containing large quantities of poisonous gases.

This large collection of old photographic material within this storeroom, is not stored in a way which demonstrates any form of organised separation. Any negatives within this collection that contain cellulose nitrate require special attention and should immediately be separated from other negatives.



Note: The significant findings are considered to be the whole of this fire risk assessment, including all commentary made in the respective sections of the document. Those items that have been identified as requiring remedial action in order to reduce the risk to life or serious injury to as low as reasonably practicable, within and around the building, will be listed in the action plan above.

6. PEOPLE AT RISK:

	People at Risk	Observations & Findings	Recommendation & Action	Priority
6.1	Who are the people at risk?	Staff who work alone or in isolated areas, visitors who could be reliant on staff for assistance. New staff, contractors, people with language or hearing difficulties, young children, and other persons in the immediate vicinity of the premises	All risks should be minimised as much as is possible	INFORMATION

7. FIRE HAZARD IDENTIFICATION & CONTROL:

	Fire Hazard Identification & Control	Observation & Findings	Recommendation / Action	Priority
7.1	Are common areas free from any potential ignition sources?	YES	N/A	N/A
7.2	Are adequate control measures in place to prevent arson?	During my assessment there were no overflows of rubbish.	See Section 16 Measures to help reduce the risk of Arson	INFORMATION

8. BUILDING DESIGN & COMPARTMENTATION:

	Building Design & Compartmentation	Observations & Findings	Recommendation / Actions	Priority
8.1	Is the building purpose-built?	YES	N/A	N/A
8.2	Is it assumed that compartmentation was at an adequate standard at the time of construction and following conversion works?	YES	N/A	N/A
8.3	Do the elements of construction between rooms and the common areas i.e. walls, floors, landings, stairwells, and ceilings appear from a visual inspection to be in good condition?	YES	N/A	N/A
8.4	Do the fire doors appear to offer a nominal period of fire resistance?	YES	See Section 5.4	MODERATE
8.5	Are there limitations of linings that may promote fire spread?	NO	N/A	N/A

9. ESCAPE LIGHTING:

	Escape Lighting	Observations & Findings	Recommendation / Action	Priority
9.1	Is there adequate escape lighting present throughout the premises?	NO	See Section 5.7	MODERATE
9.2	Are the common areas/escape routes adequately lit by primary lighting?	YES	N/A	N/A
9.3	Is the primary lighting provided in the common areas in working order?	YES	N/A	N/A

10. MEANS OF ESCAPE:

	Means of Escape	Observations & Findings	Recommendations / Action	Priority
10.1	Are travel distances acceptable?	YES	N/A	N/A
10.2	Is there a 'Managed' or 'Zero Tolerance' policy on storage within the communal areas?	NO	See Section 5.6	GENERAL
10.3	Are the communal areas free from storage of combustible items or obstructions?	NO	See Section 5.6	GENERAL
10.4	Are escape routes free from storage of flammable liquids or gasses?	YES	N/A	N/A
10.5	Are the floor surfaces on escape routes free from tripping or slipping hazards?	NO	See Section 5.6	GENERAL

11. FIRE DETECTION & ALARM:

	Fire Detection & Alarm	Observations & Findings	Recommendation / Action	Priority
11.1	Is there a fire alarm system installed that meets the required level of detection?	NO	See Section 5.2	HIGH
11.2	Is the communal fire alarm system remotely monitored for fire brigade response?	YES	N/A	N/A

12. FIRE FIGHTING EQUIPMENT:

	Fire-Fighting Equipment	Observations & Findings	Recommendation / Action	Priority
12.1	Is there reasonable provision of portable fire extinguishers and are they suitable for the purpose? In accordance with BS5306-3)	YES	N/A	N/A
12.2	Are the fire extinguishers maintained by a BAFE (or equivalent) approved engineer? In accordance with BS5306-3?	YES	N/A	N/A
12.3	Are there any other fixed installation systems?	NO	N/A	N/A
12.4	Are there any areas of concern?	YES	See Section 5.10	GENERAL

13. RECORDS OF SERVICING & MAINTENANCE:

	Records of Servicing & Maintenance	Observations & Findings	Recommendations / Action	Priority
13.1	Has an electrical safety certificate been seen for fixed wiring within the common areas? Typically, 5-yearly.	Although NO EICR certificate was seen, electrician test labels indicate the last insulation test was completed on the 29/05/19	Next test due May 2024	INFORMATION
13.2	If a communal fire alarm system is installed; is it tested weekly	YES	N/A	N/A
13.3	Is the fire alarm system regularly serviced/ maintained by a competent person?	YES By Briggs Fire & Security	N/A	N/A
13.4	Is the emergency lighting system regularly tested and maintained by a competent person?	YES By Briggs Fire & Security	N/A	N/A
13.5	Is any portable firefighting equipment checked and maintained?	YES by Mike Westlake Fire Protection	N/A	N/A
13.6	Are portable appliances PAT tested – are records / labels present?	YES	N/A	N/A
13.7	Is the lightening protection system being regularly serviced?	NO	See Section 5.11	GENERAL

14. ACTION PLAN CHECK-OFF LIST:

YOUR PERSONAL CHECK-OFF LIST OF SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
Section No	Section Heading	Priority	Maximum Target Completion Date	Action by	Date Action Completed
5.1	General Guidance	GENERAL	On-Going Management		
5.2	Fire Alarm System	HIGH	December 2020		
5.3	Fire Alarm Zone Plan	MODERATE	March 2021		
5.4 & 8.4	Fire Doors - Compartmentation	MODERATE	March 2021		
5.5	Passive Fire Protection	HIGH	December 2020		
5.6, 10.2, 10.3 & 10.5	Emergency Escape Routes	GENERAL	On-Going Management		
5.7 & 9.1	Emergency Lighting System	MODERATE	March 2021		
5.8	Fire Safety Signage	MODERATE	March 2021		
5.9	Fire Emergency Evacuation Plan	GENERAL	On-Going Management		
5.10 & 12.4	Fire Extinguishers & Fire Blankets	GENERAL	On-Going Management		
5.11 & 13.7	Lightening Protection Systems	GENERAL	On-Going Management		
5.12	Electrical Extensions & Cables	GENERAL	On-Going Management		

YOUR PERSONAL CHECK-OFF LIST OF SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
Section No	Section Heading	Priority	Maximum Target Completion Date	Action by	Date Action Completed
5.13	Fire Safety Training	GENERAL	On-Going Management		
5.15	Film Base Photographic Materials	URGENT	ASAP		

RECORD BELOW THE ACTIONS TAKEN AS A RESULT OF THIS RISK ASSESSMENT:

Action Plan Check Off List	Date	Signature

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Fire safety doesn't happen by accident