

2013

*Fire Risk
Assessment
Report*





The Black Cap
171 Camden High Street
Camden
London
NW1 7JY

Compiled by [Ian Waring](#) MIFSM GfireE DipCFPA(Eur)

On 15th April 2013

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Scope of Fire Risk Assessment

- 1) The Regulatory Reform (Fire Safety) Order 2005 (if the relevant premises are in England or Wales) or the Fire (Scotland) Act 2005 (if the relevant premises are in Scotland) requires the Employer or other responsible person to carry out a fire safety risk assessment of the premises.
- 2) This risk assessment carried out is made to enable the Employer or other responsible person to comply with the legal requirements summarised in the above paragraph.
- 3) This report is addressed to the Employer (or if applicable other responsible person in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company.
- 4) The risk assessment should be available for inspection by the enforcing authority at all times.
- 5) This fire risk assessment should be reviewed by the responsible person regularly so as to keep it up to date and, in any event by the date indicated in section B, Description of Building, of this report it should be reviewed when (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions. By way of example and without limiting the general statement made above, the assessment should be reviewed following:
 - a. Significant changes to work practices or procedures.
 - b. A significant change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability.
 - c. Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment.
 - d. Significant changes to furniture and fixings and/or to displays or quantities of stock.
 - e. The introduction or increase in the storage of hazardous substances.
 - f. Any change in the fire precautions in the premises.
 - g. Any near miss or fire incident.
 - h. In any event, at recommended intervals of no more than twelve months.
- 6) The hazards and/or risks identified (if any) in each section of this document increase the risk to life and/or property safety in and around the areas assessed.
- 7) The Employer, or other responsible person, should ensure that the additional fire safety controls, recommendations and actions set out in this document are effected to bring the assessed areas up to a standard that will ensure, so far as is reasonably practicable, the safety of any of his employees, any other person lawfully on the premises or any person in the immediate vicinity of the premises at risk from a fire on the premises.

Scope of Fire Risk Assessment – continued ...

- 8) The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, as applicable, impose various other obligations in relation to the fire safety on responsible persons. We would be pleased to provide further guidance on these obligations but would like to draw your particular attention to the following:

Responsible persons must, amongst other things, provide their employees with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger to them.

- 9) In this report:
- a) Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and/or responses provided by or on behalf of the Employer or other responsible person
 - b) We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
 - c) Unless otherwise stated, we have assumed that the premises (i) all fire safety equipment, including fire doors and fire resistant partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.
 - d) We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.
 - e) We have assumed that information and documentation supplied to us by or on behalf of the Employer or other responsible person who has a bearing on this fire risk assessment is current, true, accurate and not misleading.
 - f) The term 'responsible person' has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005.

Description of building:

The College Arms is a licensed public house occupying a 3 storey traditionally built mid terrace structure with basement. Staff accommodation and the kitchen are provided on the 2nd floor of the building. Beer cellars are located within the basement.

A bar area is provided on the 1st floor with an open beer garden to the rear of the building this area is provided with 3 exits; to the rear (west elevation) via a steel staircase leading to double exit doors opening onto a car park at ground floor level, on the south side of the building also via a steel staircase leading to street level on Camden High Street and via a protected internal stair case leading to the double main entrance doors situated on Camden High Street.

A cabaret bar is situated on the ground floor, within which a small stage and dressing room is provided. Two exits are provided from the bar via double exit doors to the rear of the bar leading to the double exit doors opening onto the car park, and towards the front of the building via double exit doors leading into the lobby of the protected stair case.

A single enclosed timber staircase serves the upper floor accessed from the 1st floor.

The organisation responsible for fire safety within the premises is the **Faucet Inn Limited**, who were represented at the time of the survey by the duty manager.

Suggested review date: **April 2014.**

Fire Hazards and Ignition Sources			Section C	
			Priority	Actioned by
C1	Are all electrical cables and equipment in good condition without signs of visible defects?	Yes		

C2	Are all electrical sockets used correctly and not overloaded, is the rule of one plug and one socket being applied?	Yes		
C3	Are portable electrical appliances PAT tested?	Yes		
C4	Has the main electrical system been tested within the last 5 years by a competent engineer?	N/K	3	
C5	Is there managerial control of personal electric items?	Yes		
C6	Is lightning protection provided for the building?	No	3	
C7	Is smoking restricted to the designated smoking areas, and are these areas properly managed to prevent unwanted fires in ashtrays or rubbish receptacles?	Yes		
C8	Are mains gas supplies connected?	Yes		
C9	Are fixed heating installations, gas appliances and boilers subject to regular maintenance by competent contractors?	Yes		
C10	Is the use of portable heaters avoided?	Yes		
C11	If not, are they kept away from draughts and flammable materials?	N/A		
C12	Are all cooking processes properly supervised, and are deep fat fryers, ovens and other catering equipment regularly checked for defects, are all cleaning routines followed?	Yes		
C13	Are emergency cut off facilities provided for cooking facilities?	Yes		
C14	Has arson been considered by the manager/owner?	Yes		
C15	Are there any measures provided to counter arson? (specify below) i.e. CCTV, security etc.	Yes		
C16	Is access to all plant rooms restricted to authorised persons only, and are all plant rooms free of storage?	Yes		
C17	Is external refuse managed correctly?	Yes		
C18	Do any potentially hazardous processes take place?	No		
C19	Are large/abnormal amounts of combustible storage kept in the premises?	No		
C20	Is there a large or excessive fire loading?	No		
C21	If so are storage arrangements adequate?	N/A		
C22	Are highly flammable materials kept on the premises?	No		
C23	If so are storage arrangements adequate?	N/A		
C24	Are other hazardous materials kept on the premises?	No		
C25	If so are storage arrangements adequate?	N/A		
C26	Is general housekeeping satisfactory?	Yes		
C27	Is the upholstery of foam furniture in good condition?	Yes		
C28	Are significant ignition sources separated from combustible or highly flammable materials?	Yes		
C29	Is the use of highly flammable materials minimalised?	N/A		
C30	Was building work being carried out at the time of inspection?	No		
C31	If so did this introduce any unusual hazards or ignition sources?	N/A		

Continued....

Fire Hazards and Ignition Sources, Section C continued...

C32	Is managerial control of contractors adequate and satisfactory?	No	2	
C33	Are any fire safety conditions imposed on contractors?	N/K	2	
C34	Is there a permit to work/hot work permits scheme?	N/K	2	

C35	Do contractors work out of hours?	No		
C36	Are there any processes or activities where naked flame is present?	No		

Comments, Recommendations and Additional Controls

- C4** No evidence available at the time of the survey of a fixed wiring test.
- In accordance with IET Regulations, a competent Electrical Engineer should test the electrical system periodically and the results of these tests should be recorded. It is strongly recommended that a copy of any report/certificate issued in this regard should be kept on the premises.
- C6** Consideration should given to carrying out a lightning risk assessment in accordance with BSEN 62305/2 2008 to ascertain whether or not such protection is required.
- C15** An intruder alarm and CCTV are provided within the premise and the manager and other staff live on the premise.
- C32/34** Many serious fires occur during building and maintenance work. This type of activity can increase the risk of fire and therefore, needs to be carefully monitored and controlled. Extra fire precautions may be needed. It may be necessary to carry out a new risk assessment so that all the hazards created by the work are identified and plans put in place to control the risks. Particular attention should be paid to:
- accumulations of combustible waste and builders refuse;
 - the obstruction or loss of exit and exit routes;
 - fire doors which are propped or wedged open;
 - openings created in fire-resisting partitions;
 - the introduction of extra electrical equipment or other sources of ignition.

Continued...

Priority Ratings 1 = Arrange immediately and complete within 7 days 2 = Within one month 3 = Within three months 4 = Ongoing

Comments, Recommendations and Additional Controls

C32/C34 Consideration should be given to the provision of written permits to work for contractors who are to undertake hot work. Permits to work should contain the following details:

- a) measures to make sure that all flammable material has been removed from the work area or, if it cannot be removed, is adequately protected from heat or sparks;
- b) the fire fighting equipment to be available in the work area;
- c) the permitted time span of the activity and the level of supervision required;
- d) the actions to be taken when the work is finished, including initial and subsequent checks that there are no smouldering or hot materials which could allow a fire to break out at a later time.

D1	Is the premises provided with adequate means of escape?	Yes		
D2	Is there a fire assembly point outside the building that all staff can reach safely and remain in safety, and do all staff know where the fire assembly point is?	Yes		
D3	Where magnetic door locks are fitted to final exit fire escape doors, do these immediately release upon activation of the fire alarm and is there a green break glass box (emergency over-ride device) adjacent to the door?	N/A		
D4	Are all external fire escape pathways, stairways or ramps clear of obstruction, and are the floor surfaces clear of trip or slip hazards including any routes shared with others?	Yes		
D5	Are all internal fire escape routes clear of obstruction for the full clear width of the escape route, and are all stairwells or heads of stairs on fire escape routes clear of all combustible storage?	Yes		
D6	Are all self-closing fire-resisting doors free from obstruction, not held open by any unauthorised method such as door wedges, and are they able to fully close under their own effort?	No	1/2	
D7	Are all fire resisting doors fitted to plant rooms or service cupboards in good condition, kept locked shut and fitted with appropriate signs that say 'fire door keep locked shut'?	Yes		
D8	Do all fire doors have 3 hinges, a self-closer and intumescent strips and cold smoke seals?	No	2	
D9	Are fire compartment walls/floors breached in any area?	No	3	
D10	Are exit doors checked regularly to ensure they function satisfactorily and is a record kept?	No	4	
D11	Are removable fastenings removed when the premises are open to the public or staff?	Yes		
D12	What is the maximum number of persons that should resort to this premise (based on available exit widths)?	See Below		
D13	Are disabled refuges provided?	No		
D14	If so are they adequate and provided with a suitable means of communication?	N/A		
D15	Are external staircases examined by a competent person at 3 yearly intervals?	No	3	
D16	Are external staircases properly protected from fire in the parent or adjoining property?	No	3	

Comments, Recommendations and Additional Controls

D6 The fire door on the beer cellar behind the bar on the ground floor was wedged open at the time of the survey. it should also be confirmed that the door offers a fire resistance of not less than 30 minutes as defined by British standard 476

The outer door on the kitchen entrance lobby did not automatically close fully into the door stops when released.

Continued..,

Means of Escape, Section D continued ...

Comments, Recommendations and Additional Controls

All fire doors must close automatically and fully into the door stops at a safe and controlled speed and be held firmly in the closed position without the aid of a catch. They should not be held open by irregular means.

Access to the kitchen is via a small lobby fitted with 2 self closing fire doors. the gap between the floor and bottom edge of the outer (corridor) door is significant; however the lobby is generally sterile and the protection offered by the two doors is considered acceptable, provided the lobby remains sterile and any floor covering is non combustible.

It is recommended that all fire doors are checked by a competent contractor who should ensure that all of them reach the current level of fire separation and close properly and fully under their own power. Any defects in the doors should be rectified and any obstructions preventing their closing should be removed.

- D8** The cellar door behind the ground floor bar was not fitted with intumescent strips or cold smoke seals.

Approved smoke seals and intumescent strips should be fitted to the top and both edges of the above door.

- D9** A vent was noted in the ceiling of the 1st floor bar, it appears that that a ventilation system may exist within the building. The extent of any existing system could not be established at the time of the survey and the existence of suitable fire separation elements within the system, (if necessary) could not be confirmed.

It is recommended that the extent of the ventilation system is established and that adequate fire separation elements within the system exist as necessary.

It should be noted that a detailed investigation of fire-resistant integrity has not been undertaken. it is recommended that a thorough structural survey is carried out to assess compartmentation.

- D10** It was indicated that fire and exit doors are in regular use, it is however recommended that regular managerial condition inspections on these doors are undertaken. The inspections and results should be recorded in the fire log book.

- D12** It was indicated that a population capacity within the 1st floor bar of 80 occupants and a capacity of 250 is applied to the ground floor cabaret bar. Final exits are common to both bars with the exception of the north stairs and exit onto Camden High Street and it is considered that the given capacities are suitable for the circumstances presented.

- D15** External staircases, walkways, balconies and gangways which form part of the means of escape from the premises, should be examined by a competent person at not less than three yearly intervals. All necessary repairs and maintenance work must be carried out and the competent person should provide a written report of every examination, all repair and maintenance work, and provide a certificate that the structure is safe and in a satisfactory condition.

Continued...

Means of Escape, Section D continued ...

Comments, Recommendations and Additional Controls

D16 A window was noted adjacent to the external stairs on the north side of the building and it should be confirmed that the window is fixed shut and glazing is of the fire resisting type (30mins), or that the window is blocked off using materials giving the same standard of fire resistance.



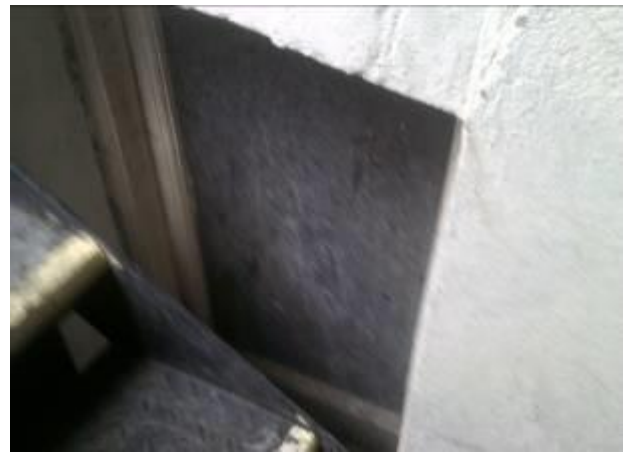
**Photograph 1.
Section D6**



**Photograph 2.
Section D6**



**Photograph 3.
Section D9**



**Photograph 4.
Section D16**

Priority Ratings 1 = Arrange immediately and complete within 7 days 2 = Within one month 3 = Within three months 4 = Ongoing

Fire Alarm System			Section E	
			Priority	Actioned by
E1	Is the fire alarm/detection system appropriate for this type of occupancy?	No	2	
E2	Are all parts of the building that are accessible by any person, including roof plant areas, within audible or visual range of a fire alarm sounder or warning device even when the plant or machinery in those areas is operating?	Yes		
E3	Can a fire alarm break glass call point be reached from any part of the building, including any roof plant or basement area?	Yes		
E4	Is the fire alarm system tested on a weekly basis from a different call point each week, and are the results of the tests recorded in the Fire Log Book?	Yes		
E5	Is the fire alarm system clear of any outstanding or recurring defects that need resolving?	Yes		
E6	Have all staff received training on how to raise the alarm using a break glass point?	Yes		
E7	Is the fire alarm system maintained in accordance with BS 5839?	Yes	4	
E8	Is the fire alarm linked to a remote manned centre?	No		
E9	Does the alarm sound the same throughout the whole building?	Yes		
E10	Maintenance Company	IFS		
E11	Date of last service?	January 2013		
Comments, Recommendations and Additional Controls				
E1	<p>No detector was noted in the basement cold room and it is recommended that a smoke detector is provided in this area.</p> <p>It is recommended that the fire alarm system installed within the premise should comply with the requirements of a category L2 as detailed within BS 5839 2002(2008), and should be upgraded as necessary</p> <p>An installation certificate confirming the category of the system should be obtained from the installer or the system maintenance contractor and a copy of such should be maintained within the fire log book kept on the premise.</p>			
E7	<p>The fire alarm contractor should be asked to provide a certificate of testing after each service/maintenance visit to the premises. These certificates, or copies of such, should be kept with the fire log book records on the premise.</p>			

Priority Ratings 1 = Arrange immediately and complete within 7 days 2 = Within one month 3 = Within three months 4 = Ongoing

Emergency Lighting			Section F	
			Priority	Actioned by
F1	Is the emergency lighting system appropriate to this property?	Yes	3	
F2	Are all emergency lighting units tested for correct operation and are the tests recorded in the Fire Log Book?	No	2	
F3	Is the emergency lighting system clear of any outstanding or recurring defects that need resolving?	Yes		
F4	Is the emergency lighting system maintained in accordance with BS 5266?	Yes		
F5	Is the exterior of each final exit fire escape door and pathway lit by emergency lighting that activates during a mains electrical failure?	Yes		
F6	Maintenance Company	IFS		
F7	Date of last service?	January 2013		

Comments, Recommendations and Additional Controls

- F1** Whilst the system appears to comply with BS5266 visually, this should be confirmed by an engineers' report.
- F2** No evidence available at the time of the survey regarding monthly tests on the emergency lighting system being carried out.

It is recommended that monthly tests are carried out by management on the emergency lighting system by the simulation of a failure of the power supplies. The results of these tests should be recorded. Any failure of luminaries etc should be recorded and arrangements made to provide the necessary repairs.

Priority Ratings 1 = Arrange immediately and complete within 7 days 2 = Within one month 3 = Within three months 4 = Ongoing

Signs and Notices			Section G	
			Priority	Actioned by
G1	Is every final exit fire escape door indicated by an emergency exit sign and a symbol to explain how to open the door in an emergency?	Yes		
G2	Do all final exit fire escape doors open freely and to their full width without obstruction, is there a sign on the exterior of each fire exit door that says 'Fire Exit Keep Clear'?	Yes		
G3	Are all self-closing fire-resisting doors in good condition and fitted with appropriate signs that say 'Fire Door Keep Shut' or 'Automatic Fire Door Keep Clear'?	No	2	
G4	Are all fire exits and fire exit routes clearly indicated by appropriate directional signage?	Yes		
G5	Are identification signs present for all extinguishers?	No	3	
G6	Are fire alarm call points indicated by the appropriate signage?	No	3	
G7	Are fire actions notices displayed at appropriate locations?	Yes		
<p>Comments, Recommendations and Additional Controls</p> <p>G3 The cellar access door behind the ground floor bar should be permanently marked on each side at eye level with a blue circular notice bearing the words 'Fire Door Keep Shut' in white letters not less than 5 mm in height.</p> <p>The present sign on the exit door from the 1st floor bar fitted with a magnetic 'hold open' device should be replaced with a blue sign with white letters not less than 5 mm in height stating 'Automatic Fire Door Keep Clear'.</p> <p>G5 Consideration should be given to providing appropriate indication signs over all fire extinguishers.</p> <p>G6 Consideration should be given to providing appropriate indication signs over all fire alarm call points.</p> <p>All signs should be in accordance with the Health and Safety (Signs and Signals) Regulations 1996.</p>				

Priority Ratings 1 = Arrange immediately and complete within 7 days 2 = Within one month 3 = Within three months 4 = Ongoing

Fixed Installations and Firefighting Equipment		Section H		
			Priority	Actioned by
H1	Are the portable fire extinguishers provided appropriate to the site? If no, list below reason/appropriate equipment to use i.e. is there a deficiency in the amount provided?	Yes		
H2	Are the units serviced annually in accordance with BS 5306:pt3?	Yes		
H3	Are all extinguishers wall mounted or provided with floor plates?	No	2	
H4	Maintenance Company	IFS		
H5	Date of last service?	January 2013		
H6	Is the smoke ventilation system tested regularly for correct operation?	N/A		
H7	Are the smoke control curtains tested regularly for correct operation?	N/A		
H8	Are the automatic fire shutters/barriers tested regularly for correct operation?	N/A		
H9	Is the fire sprinkler system tested on a weekly basis, and are the results of the tests recorded on the sprinkler test record card?	N/A		
H10	Is the fire sprinkler system clear of any outstanding or recurring defects that need resolving?	N/A		
H11	Can you at all times gain easy access to the sprinkler pump room and/or tank room?	N/A		
H12	Sprinkler system maintenance company	N/A		
H13	Date of last service sprinkler system	N/A		
<p>Comments, Recommendations and Additional Controls</p> <p>H3 Several extinguishers situated within the stair case leading to the kitchen and staff accommodation were noted on the floor at the time of the survey.</p> <p>It is recommended that arrangements are made to have all fire extinguishers hung on brackets or placed within floor stands which are affixed to the walls and that recorded managerial checks are initiated which should ensure that the fire extinguishers provided are in position and available for use at all times and not obscured/ obstructed by storage or refuse.</p> <p>Continued...</p>				

Fixed Installations and Firefighting Equipment, Section H continued ..

Comments, Recommendations and Additional Controls



Photograph
Section H3

Priority Ratings 1 = Arrange immediately and complete within 7 days 2 = Within one month 3 = Within three months 4 = Ongoing

Management of Fire Safety			Section I	
			Priority	Actioned by
I1	Have fire wardens been appointed?	Yes		
I2	Have all fire wardens received appropriate 'Fire Warden' training?	No	2	
I3	Are there nominated members of staff who can assist in the evacuation of any colleagues or visitors who have any temporary or permanent disability?	No	4	
I4	Have all daytime staff taken part in a fire evacuation drill within the last six months where simulated conditions render one or more fire exits unusable by the fire?	Yes		
I5	Have all night time staff taken part in a fire evacuation drill within the last three months where simulated conditions render one or more fire exits unusable by the fire?	N/A		
I6	Do you normally evacuate your building within 3 minutes? If you normally exceed 3 minutes are there any practices recognised or training required to improve your evacuation procedures?	Yes		
I7	Are all fire drills conducted by a member of the senior team and recorded in the Fire Log Book?	Yes		
I8	Is there evidence of liaison with the local Fire Authority?	Yes		
I9	Are appropriate fire procedures in place?	No	1	
I10	Have all staff received fire safety training within the last 12 months, and is this training recorded for each person?	Yes		
I11	Have new members of staff received fire safety training as part of their induction? If so, is this training recorded for each person?	Yes		
I12	Have all staff been trained in the practical use of fire-fighting equipment?	No	2	
I13	Is this risk assessment available for inspection by a Fire Officer at all times?	Yes		
I14	Is the Fire Log Book available for inspection by a fire officer at all times?	Yes		
I15	Is the Fire Log Book fully updated?	Yes		
I16	Have any extensions/alterations been subject to Building Regulations applications?	No		
I17	Where building alterations are taking place, do you regularly update this risk assessment as areas of the building change, do you update all staff how these changes affect them?	Yes		
<p>Comments, Recommendations and Additional Controls</p> <p>I1 It is understood that all on duty members of staff will act as fire wardens and supervise the evacuation of the premises.</p> <p>Continued..,</p>				

Management of Fire Safety, Section I continued ..

Comments, Recommendations and Additional Controls

- I2** It should be ensured that all staff are adequately trained for their duties as fire wardens the training should include evacuation techniques/procedures.
- I3** It is recommended that the safe management of any disabled person or visitor to the premises is considered and included in the training which staff receive.
- I9/I12** Fire procedures specific to the premise have been reviewed and reformulated by the manager as a result of an inspection by the fire authority. The procedures are considered to be generally sound with the exception of two major points:-
1. In the event of fire the procedures presently call for the duty manager to be notified of any outbreak whereupon a decision will be taken on evacuation and calling the emergency services. It is strongly recommended that that this procedure is reviewed and evacuation commenced as soon as an outbreak of fire is discovered and the fire services called.
 2. Efforts to extinguish the fire are encouraged within the procedure however it is understood that no practical training for staff in the use of the provided fire fighting equipment has been undertaken. Training in the practical use of fire fighting equipment should be given to all staff.

Refer also to sections I2 & I3 above

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Access and Firefighter Safety			Section J	
			Priority	Actioned by
J1	Is access for fire brigade vehicles satisfactory?	Yes		
J2	Is access for firefighters on foot satisfactory?	Yes		
J3	Is access for fire fighting or means of escape clear and unobstructed?	Yes		
J4	Date of the last fire brigade inspection, if known.	April 2013		
J5	Have the Fire and Rescue Service been advised of any changes to the building or occupancy?	N/A		
J6	Are hydrants or other water supplies located suitably close to the premises?	Yes		
J7	Are the local Fire Service made aware of any hazardous materials or issues, which might be hazardous when fire fighting?	Yes		
J8	Is external signage provided to warn firefighters of storage hazards?	N/A		
J9	Are suitable firefighters switches provided?	N/A		
J10	Has the responsible person considered any issues which might significantly damage or affect the environment in case of fire?	Yes		
J11	Has the possibility of fire spread to or from adjoining or adjacent buildings been considered by the responsible person?	Yes		
<p>Comments, Recommendations and Additional Controls</p> <p>.</p>				

Please note: IFS Consultants accepts no responsibility for any fire which may occur on your premises. This risk assessment, if acted upon, will reduce the likelihood of a fire occurring, it WILL NOT, however, guarantee that a fire will NEVER occur. Again, if you follow our advice, the effects of fire will be mitigated. You must ensure that you have the appropriate insurance in place at all times to cover any loss or damage in the event of a fire.

Risk Matrix

Section K

Severity

	People	Assets	Environmental	Reputation
1	Possible Multiple Fatalities	Major Damage	Long Term Harm	Considerable Impact
2	Possible Major Injuries	Localised Damage	Short Term Harm	Localised Impact
3	Lost Time Injury	Minor Damage	Low Impact/ Little Harm	Limited Impact
4	First Aid Injury	No Damage	No Impact	No Impact

Likelihood Definitions

Score from Severity chart	Possible	Quite Possible	Likely	Very Likely
	Unlikely but may Occur Exceptionally	Likely to Occur Some Time	Likely to Occur Often	Regular or Continuous Occurrence
	1	2	3	4
1	TOLERABLE		SUBSTANTIAL	INTOLERABLE
2				
3				
4				

Conversion Table

Risk Rating	Priority	Action Timescale
Intolerable	1	Complete within 7 days
Substantial	2	Complete within 1 month
Moderate	3	Complete within 3 months
Tolerable	4	Ongoing

Schedule of Responsibilities		Section L
<p>The Fire Precautions listed below and the recommendations in this risk assessment, are required to be maintained by the responsible person at all times when the premises are occupied and are to include contractors and cleaning staff employed to work in the premises.</p>		
Means of Escape	<p>Must be kept clear and available at all times when the premises are occupied, and be kept free from ALL obstructions and combustible material. They should be properly maintained and all fire doors onto means of escape should be kept closed when not in use. Emergency doors should open in the direction of escape.</p>	
Locks and Fastenings	<p>All doors through which persons may have to pass to evacuate the building should only be fastened so that they can be easily and immediately be opened by one easy method without the use of a key.</p>	
Fire Alarm System	<p>A workplace should be equipped with appropriate fire detectors and alarms, and should be in operational order whilst the premises are occupied and be maintained in good working order and be tested to comply with the relative code of practice.</p>	
Doors – Electrically Operated	<p>All doors fitted with electrically operated door release mechanisms should release openable in the event of a power failure, and release in the event of the fire alarm sounding. They should also be fitted with a break glass release point on the side from which escape is required.</p>	
Portable Fire Fighting Equipment	<p>A workplace should be provided with appropriate fire fighting equipment that should be kept available for use at all times, and be properly maintained to comply with the latest codes of practice. They should not be hidden from view.</p>	
Fire Signs and Notices	<p>All fire signs and notices should be kept visible and in good order, and be fixed permanently to comply with the latest requirements.</p>	
Emergency Escape Lighting	<p>Should be in good working order, be maintained properly whilst persons occupy the premises and comply with the relative codes of practice.</p>	
Training	<p>All employees and contractors employed to work in the premises should be trained in the fire procedures, and current records of training kept. Employers should nominate employees to assist in implementing the fire safety measures, as may be required.</p>	
Disabled Persons	<p>Procedures for disabled persons should be in place and special arrangements made as appropriate.</p>	
Steps, Stairs and Corridor Surfaces	<p>Should be maintained in good order with non slip surfaces so they will not be a hazard to persons escaping in case of fire.</p>	
Furniture and Equipment	<p>Should not be placed so as to cause an obstruction to persons, and should be placed so as to afford free passage to persons in case of fire.</p>	
Life Risk	<p>The numbers of persons employed to work or who may resort to the premises should not exceed that which is acceptable for the size and use of the premises.</p>	
Fire Hazards	<p>All combustible items of storage should be kept in such a way that it would not cause a significant fire hazard.</p> <p>Any flammable material should be kept to a minimum, and should be stored safely so as not be exposed to risk of ignition.</p>	
Fire Precautions Records and Fire Emergency Plan	<p>All fire precautions records and Fire Emergency Plan should be kept up to date and also be available for inspection by any authorised person. The Fire Emergency Plan should be in a written format and include;</p> <ul style="list-style-type: none"> ◆ Action on discovering a fire, ◆ What to do if the fire alarm sounds, ◆ Calling the Fire Brigade, ◆ Evacuation of the workplace including those particularly at risk, ◆ Power and process isolation, ◆ Assembly points outside the building, ◆ Liaison with Emergency Services, ◆ Use of fire exit escape routes, ◆ Use of fire fighting equipment, ◆ Responsibilities and duties in case of fire. <p>Any training necessary to establish the above.</p>	

Additional Information

The information listed below is a guide to the Fire Safety provisions that an employer is required to have in place in a commercial building. This information should be read in conjunction with the Fire Risk Assessment/Compliance Audit and/or Fire Safety Audit prepared by our Officer.

1. Ignition Sources

1.1	Under "The Electricity at Work Regulations 1989", portable electrical equipment should be checked at regular intervals and where necessary subjected to an approved test. The length of these intervals depends on the type of equipment. Guidance notes and leaflets are available through The Health and Safety Executive, on (01787) 881165. The results of these tests should be recorded in the Fire Logbook.
1.2	In accordance with IEE Regulations, a competent Electrical Engineer should test the electrical system periodically and the results of these tests should be recorded in the Fire Logbook.
1.3	It is recommended that at the end of each working day, a responsible nominated person should inspect all areas of the workplace to ensure that all electrical appliances that are not required to be in use have been switched off, and the plugs have been removed from the socket outlets.
1.4	Your attention is drawn to the policy of the London Fire Authority, where they now treat microwave ovens in the same manner, as conventional units. They now insist that all cooking appliances are kept behind enclosures that offer a minimum of 30 minutes fire resistance.

2. Combustibles

2.1	When purchasing new or replacing existing furniture and upholstery, the following guidance should be observed.
2.2	Upholstered seating furniture should conform to the specifications as detailed in "British Standard 5852". In addition to the above standard, all furniture, if foam filled must be of the combustion-modified type. All new upholstery coverings should conform to "British Standard 5852" or D.O.E/P.S.A/FR3 specification as appropriate. Furnishings should be kept in a good state of repair and any exposed polyurethane foam should be removed or replaced immediately.
2.3	All gangways, corridors, stairways, exit doors and escape routes should be kept clear of combustible materials at all times, so that if a fire occurs the Means of Escape remains clear for evacuation.
2.4	Boiler rooms, electrical and gas intake rooms, lift motor rooms and services cupboards should be kept clear of combustible materials, or any other items which may present a hazard, at all times.

3. Prevention and Management

3.1	It is a normal requirement that Fire Evacuation Drills are carried out on a 6 monthly basis, with the results recorded in the Fire Logbook.
3.2	It is a normal requirement that Weekly Fire Alarm Tests are carried out using a different Fire Alarm Call Point for each test. The results of these tests should be recorded in the Fire Logbook.
3.3	Where Emergency Lighting is fitted, it must be tested regularly in accordance with the provisions of "British Standard 5266" and the manufacturer's recommendations. The results of these tests should be recorded in the Fire Logbook.
3.4	Portable Fire Extinguishers must be examined at least once annually and tested by a competent person in accordance with "British Standard 5306". The results of these tests should be recorded in the Fire Logbook and on the body of the extinguishers. All Fire Extinguishers should be mounted on brackets securely fixed to the wall, the recommendations of BS5306:8 which states – "Small extinguishers with a total weight up to and including 4 kg should be mounted so as to position the handle about 1.5 m from the floor but the carrying handle of larger, heavier extinguishers should be about 1 m from the floor". If this is not possible they may be placed in proper floor stands and be readily available for use at all times.
3.5	All Hose Reels should be tested on an annual basis by a competent person in accordance with "British Standard 5306", with the results recorded in the Fire Logbook and on the Hose Reel.
3.6	All external staircases, balconies and walkways should be checked at regular intervals, (normally 3 years), to ensure they are structurally sound and safe to use. The results should be recorded in the Fire Logbook.
3.7	Site-specific Fire Evacuation Procedures should be in place to ensure that all persons are aware of what to do in a Fire Emergency. In a multi-occupied building, it would be considered prudent to co-ordinate between the Landlord and all of the tenants to ensure the safe evacuation of all personnel within the building.
3.8	It is recommended that a fire log book be kept in each demise in order to keep records of any (or all) of the following: Fire Alarm testing and maintenance. Emergency Lighting testing & maintenance. Fire Fighting equipment, testing and maintenance. Fire Evacuation Procedures. Electrical Wiring Test Certificates. A copy of your Fire Risk Assessment. Staff Fire Training & Fire Warden Training. Fire Evacuation Drills. Fixed Fire Precautionary/Prevention measures, i.e. Fire Dampers etc.
3.9	Half of all the very large fires that occur, i.e.: fires causing damage of over £250,000 are thought to be the result of arson, and good security and Fire Prevention can help prevent or reduce the severity of an arson attack. One of the most common forms of an arson attack is to push burning material, or pour flammable liquid through the letter slot of the building. This can be countered by providing a sheet metal container to catch any incendiary material. Proprietary devices are available which incorporate a Fire Extinguisher, which operates automatically in the event of a fire occurring in the container.

3.9 cont	<p>Research shows that the risk of arson is particularly high where:</p> <p>The building is in an inner city area. The building is close to a large Local Authority housing estate. The building is near a football ground or other similar premises that draws a large crowd. The building is in an isolated area. The locality is known to have a high rate of criminal activity. Where the area is due for redevelopment or has a large number of empty premises.</p>
3.10	<p>Due to the fact that 40% of businesses do not recover from a serious fire, it is recommended that a Contingency Plan (Disaster recovery) be put together, in order to ensure a minimum of disruption to business continuity in the event of a fire.</p> <p>It should be ensured that a copy of the Contingency Plan is kept with its associated documents, such as a list of telephone numbers, away from the site to which it refers.</p>
3.11	<p>Fire Doors must meet the following criteria:</p> <p>The conditions of test for door assemblies as detailed in "British Standard 476" or, the conditions of test in the British Standard in force at the time the door was manufactured.</p> <p>Fire Doors should also be positively self-closing and fitted with Intumescent Strips and Cold Smoke Seals. The door assemblies should be maintained in accordance with the provisions of "British Standard 476".</p>
3.12	Where doors are required to be Fire Resisting, then all enclosing walls, transom lights, glazing panels, sealed door openings or other forms of aperture, such as hatchways, should be made to a similar standard of Fire Resistance.
3.13	Doors fitted with self-closing devices, other than those specified as being fitted with an automatic release, must be maintained as self-closing at all times, and must not be provided with any means of keeping them in an open position.
3.14	All pipes and service ducts and any other openings in the walls, floors, partitions and ceilings for the passage of service piping, ducts or cables is to be adequately sealed with Fire Resisting materials, or bushed in order to minimise the danger of the spread of heat, smoke or fumes.
4. Communications	
4.1	The Fire Alarm should sound at a minimum of 65 decibels, or 5 decibels above ambient noise.
4.2	All Fire Safety signs provided should be of a type which conform to "The Health and Safety (Safety Signs and Signals) Regulations 1996" and "British Standard 5499".
4.3	<p>"Fire Action" signs complying with "British Standard 5499: Part 1: 1990" should be displayed adjacent to all Call Points throughout the premises.</p> <p>The signs should incorporate the following information:</p> <p>The name of the person responsible for calling the Fire Brigade and method (i.e.) Dial "999". The Type of sounding device (i.e.) bells, siren etc. The Address of the premises. The Location of the Assembly Points. The Person in charge of the evacuation.</p>
5. Structural Precautions	
5.1	Where Sprinkler systems are provided, they must be in accordance with "British Standard 5306". They should be subject to a visual check every week to ensure there are no signs of physical damage or leakage. A regular Inspection/maintenance programme by an accredited engineer should be arranged. In the event of the risk and/or Fire Rating of the protected area changing, the suitability of the existing system should be reassessed in order to ensure maximum effectiveness.
5.2	Whenever there is a change of occupier, or a material change to the structure or layout of the building, it is a requirement of The Regulatory Reform Fire Safety Order 2005 that the Fire Authority is advised. In the case of a multi-occupied building this is the responsibility of the Owner.
6. Means of Escape	
6.1	One of the most important basic requirements is to ensure that the Means of Escape is available at all times. This includes free and unhindered access to the designated Emergency Exits. In addition to free and unhindered access, any designated exit must not be put to any other usage which may impact upon the effectiveness of the exit. This includes any reduction in the exit width or people's ability to safely negotiate the exit route.
6.2	All doors forming part of the Means of Escape must be readily openable and available for use at all times whilst the demise is occupied, and only fitted with suitable hardware to allow easy egress without the use of a key.
6.3	All Fire Resisting self-closing doors should be permanently marked on each side at eye level with a blue circular sign bearing the words "Fire Door Keep Shut" in white letters.
6.4	Doors or windows fitted with a panic latch or panic bolt fastening should be indicated with the words "Push Bar To Open", or other appropriate terminology in block lettering at least 50 mm high. The lettering should normally be white on a green background, and positioned immediately above the panic bar or on the operating catch if there is sufficient flat surface to accommodate the size of lettering.
6.5	A "To Fire Exit" sign in bold letters should be positioned at each change of direction or part of the escape route where the exit door or doors are not readily visible to persons using the escape route. The sign should incorporate a directional arrow facing towards the direction of escape, and a pictogram of a "running man". Where necessary, this should be suspended about head height.
6.6	A "Fire Exit-Keep Clear" sign should be placed on the outer surface of all doors or windows that provide the final exit from a designated escape route, or any doors which act as, and have any reciprocal bypass arrangement for, any emergency egress. This signage should also be used where there is a likelihood of any Emergency Escape door being blocked temporarily or otherwise by cycles, bins or any other transient objects.

6.7	To make the presence of Fire Fighting equipment obvious, a sign bearing the words "Fire Extinguisher", "Fire Hose Reel" etc. as appropriate, in white block lettering a minimum of 15 mm in height on a red background, should be provided.
6.8	While thumb type locks are on the margins of acceptability, ideally a form of fastening should be fitted that will enable the door to be opened from the inside without the use of a key. The door may be secured by means of a panic bolt, panic latch or other type of security fastening approved by the Fire Authority. However, if after consideration it is decided to keep "thumb type" locks on the escape route exit doors, then they should be clearly labelled with "Turn To Open" signs close to the locking device.
6.9	All Fire Safety signs should be of a type which conform to "The Health and Safety (Safety Signs and Signals) Regulations 1996" or "British Standard 5499".
6.10	Any wedges, hooks and any other devices which are used as a means of holding back any self-closing Fire Doors in the open position must be removed to ensure that the doors are effectively self-closing at all times.
6.11	A secondary lighting system is normally required to be supplied with electricity from a source independent of the main supply, and arranged to come into operation automatically on failure of the main lighting. The system is to be capable of: <ul style="list-style-type: none"> a) Maintaining the necessary level of illumination for a minimum period of 1 hour from the time of failure or disconnection of the normal supply. b) Illuminating all stairways, corridors and exit routes as shown sufficiently to enable persons to make their way out of the premises. c) The power supply equipment is not to be used to supply any other equipment. d) The system is to be installed in accordance with "British Standard 5266: Part 1:2005". e) It may also be necessary to have such a system fitted in buildings which do not fall within the designated class usages for Certification purposes, in order to assist with providing a safe Means of Escape.
7. Employers	
7.1	The responsible person within your organisation shall be tasked with the day-to-day effectiveness of the Fire Precautionary measures and equipment within your workplace. The identity of this person should be recorded and attached to this Fire Risk Assessment.
7.2	All staff are required to undertake basic Fire Awareness Training. Where temporary staff are involved, it is important that they are made aware of the layout of the building, the exit routes, the evacuation Assembly Points and the operating points and sound of the Fire Alarm system. Where full time staff are engaged, in addition to the above they should receive regular training on the type, location and operation of the Fire Extinguishers. All such training should be recorded in the Fire Logbook and employees' personnel files. This training should be given to all employees as part of their induction to the organisation, and refreshed at regular intervals. The training given should be recorded and counter-signed by the employee who has received the training, preferably in the Fire Logbook.
7.3	Employers should be aware of their responsibility to provide appointed Fire Wardens and their deputies with the appropriate Fire Warden Training to ensure that they are able to adequately fulfil their duties. All such training should be undertaken and recorded in the Fire Logbook and employees' personnel files. Dependent upon the local circumstances and layout, it is generally accepted that a ratio of 1 Fire Warden (plus 1 deputy to cover absences) be appointed per 20 members of staff. If less than 20 personnel are employed, the minimum requirement is 1 Fire Warden plus 1 deputy. Fire Wardens and their deputies should receive appropriate Fire Warden Training to ensure that they are able to adequately fulfil their duties.
7.4	An employer is required to have an Emergency Fire Plan for the workplace. If there are 5 or more employees, this must be a written plan. The Employee Emergency Fire Plan should be made available to all staff and kept available for inspection at all times.
7.5	Employers should be aware of their obligations towards any outside contractors whilst they are within their workplace. Details of any such special provisions made should be attached to this Fire Risk Assessment.
7.6	Employers should be aware of the need to provide adequate Fire Safety provisions for the safe evacuation of persons with special needs. For example, physically and sensory impaired personnel, young persons, the elderly, personnel working out of normal working hours and non-English speaking people (this is not an exhaustive list). Details of such provisions should be attached to the Fire Risk Assessment.

Action Summary			Section M
Section	Action	Priority	Date Completed
C4	In accordance with IET Regulations, a competent Electrical Engineer should test the electrical system periodically and the results of these tests should be recorded.	3	
C6	It is recommended that a lightning risk assessment is carried out in accordance with BSEN 62305/2 2008 to ascertain whether or not lightning protection is required.	3	
C32/34	It should be confirmed that adequate control procedures for contractors are in place, fire safety information is provided to contractors and that a 'hot work' permit scheme is implemented.	2	
D6	All fire doors must be effectively self closing at a safe and controlled speed and be held firmly in the closed position without the aid of a catch. They should not be held open by irregular means.	1	
D6	It should be confirmed that the cellar door offers a fire resistance of not less than 30 minutes as defined by British standard 476	2	
D6	It is recommended that all fire doors are checked by a competent contractor	2	
D6	All fire doors must close automatically and fully into the door stops at a safe and controlled speed and be held firmly in the closed position without the aid of a catch. They should not be held open by irregular means.	2	
D8	Approved smoke seals and intumescent strips should be fitted to the top and both edges of the cellar door	2	
D9	It is recommended that the extent of the ventilation system is established and that adequate fire separation elements within the system exist as necessary.	3	
D9	It should be noted that a detailed investigation of fire-resistant integrity has not been undertaken. It is recommended that a thorough structural survey is carried out to assess compartmentation.	2	
D10	Regular condition inspections of fire and exit doors should be carried out and recorded in the fire log book.	4	
D15	External staircases, walkways, balconies and gangways which form part of the means of escape from the premises, should be examined by a competent person at not less than three yearly intervals.	3	
D16	A window was noted adjacent to the external stairs on the north side of the building and it should be confirmed that the window is fixed shut and glazing is of the fire resisting type (30mins), or that the window is blocked off using materials giving the same standard of fire resistance.	3	
E1	No detector was noted in the basement cold room and it is recommended that a smoke detector is provided in this area.	2	
E1	It is recommended that the fire alarm system installed within the premise should comply with the requirements of a category L2 as detailed within BS 5839 2002(2008), and should be upgraded as necessary	2	

Action Summary		Section M	
Section	Action	Priority	Date Completed
E1	An installation certificate confirming the category of the system should be obtained from the installer or the system maintenance contractor and a copy of such should be maintained within the fire log book kept on the premise.	2	
E7	The fire alarm contractor should be asked to provide a certificate of testing after each service/maintenance visit to the premises. These certificates, or copies of such, should be kept with the fire log book records on the premise.	4	
F1	Whilst the system appears to comply with BS5266 visually, this should be confirmed by an engineers' report.	3	
F2	It is recommended that monthly tests are carried out by management on the emergency lighting system by the simulation of a failure of the power supplies. The results of these tests should be recorded.	2	
G3	All self closing fire doors should be permanently marked on each side at eye level with a blue circular notice bearing the words 'Fire Door Keep Shut' in white letters not less than 5 mm in height.	2	
G3	The present sign on the exit door from the 1 st floor bar fitted with a magnetic 'hold open' device should be replaced with a blue sign with white letters not less than 5 mm in height stating 'Automatic Fire Door Keep Clear'.	2	
G5	Consideration should be given to providing appropriate indication signs over all fire extinguishers.	3	
G6	Consideration should be given to providing appropriate indication signs over all fire alarm call points.	3	
H3	It is recommended that arrangements are made to have all fire extinguishers hung on brackets or placed within floor stands which are affixed to the walls	2	
I2	It should be ensured that all staff are adequately trained for their duties as fire wardens the training should include evacuation techniques/procedures.	2	
I3	It is recommended that the safe management of any disabled person or visitor to the premises is considered and included in the training which fire wardens receive.	4	
I9	It is strongly recommended that that the present fire procedure is reviewed and evacuation commenced as soon as an outbreak of fire is discovered and the fire services called.	1	
I12	Training in the practical use of fire fighting equipment should be given to all staff.	2	