

FIRE RISK ASSESSMENT

Site Name: AN Other House

Site address: AN Other House, 140 Station Road, London EC2D 5DS

Report Ref: GSE-FRA 0034/17

Date: 17 Feb 2017



Prepared for: AN Other (Holdings) Limited

Prepared by: Global Safety & Environmental Limited

Report Ref: GSE-FRA 0034/17

Report Issue: FINAL

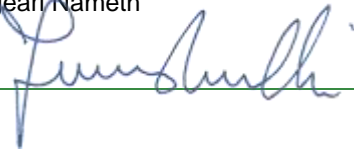
Report Date: 17 Feb 2017

Survey Date: 13 Feb 2017

Compiled By:

Name: Fergearl Nameth

Signed:

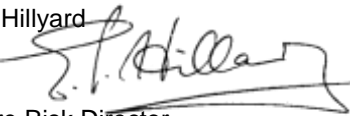


Reviewed By:

This Report as been reviewed and hereby authorised for issue by:

Name: Eric Hillyard

Signed:



Position: Fire Risk Director

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1 EXECUTIVE SUMMARY

RISK SCORE

Likelihood of fire: MEDIUM

Consequence of fire: SEVERE

Risk: MODERATE RISK

RECOMMENDATIONS

- All occupants should receive fire drills which should take place at least annually
- Fire Exit door onto the First Floor fire escape is difficult to open. Requires attention.
- Emergency Light on Second Floor not working. Requires attention.
- Potentially combustible wastes are stored internally for up to 48 hrs – arrange an external storage location
- Fire Procedure Notice missing from Reception. Requires replacement.
- Evidence of cigarette butts in the internal staircase suggest no-smoking policy is not enforced – send regular reminders and penalties for non adherence

NO ACCESS AREAS SPECIFIC TO THIS SITE

Detailed below are specific areas that were inaccessible during the time of the survey, either as agreed prior to commencement or during the survey.

Building	Floor	Room	Access Restriction
(SITENAME)			
(SITENAME)			

2 INTRODUCTION

If you own, manage or operate a business, you will need to comply with fire safety law. The main law is the Regulatory Reform (Fire Safety) Order 2005 or "the Fire Safety Order" which applies across England and Wales and came into force on 1 October 2006.

The Order applies to virtually all buildings, places and structures other than individual private dwellings e.g. individual flats in a block or family homes, and it is your responsibility to make sure your workplace reaches the required standard and employees are provided with adequate fire safety training.

Adequate fire safety training would generally include:

- Induction training (general fire awareness)
- Periodic refresher training (or where the level of fire risk increases as a result of changes)
- Training to support people in fulfilling their fire safety duties (e.g. responsible person)
- Training towards competence (fire risk assessment, fire warden, fire extinguisher)

Other places covered by the Order include common parts of houses in multiple occupation (HMOs) and common parts of blocks of flats and maisonettes.

Fire Risk Assessment

The Fire Safety Order places the emphasis on risk reduction and fire prevention. Under the Order, people responsible for commercial buildings i.e. the employer, owner, or any other person who has control of any part of the premises, are required to carry out a mandatory detailed fire risk assessment identifying the risks and hazards in the premises. The risk assessment must be recorded if you have a total of five or more employees. The responsible person for the premises is also required to:

- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general fire precautions to deal with any risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are used or stored.
- Create a plan to deal with any emergency and where necessary record any findings.
- Maintain general fire precautions, and facilities provided for use by fire-fighters.
- Keep any findings of the risk assessment under review.

It is important to know that fire certificates are no longer issued and existing certificates are no longer valid. A fairly recent fire certificate however may be a good starting point for your fire risk assessment.

3 THE PROPERTY

Address:	AN Other House, 140 Station Road, London EC2D 5DS
Building Type:	Commercial (Office Block)
No Floors:	5
Area:	n/a
Construction:	Brick Built
Usage:	Multi-occupancy office space






Occupancy

Max no occupants/employees*:	25
Max no of visitors/public*:	10
Times premises are in use:	24 hrs
Occupants especially at risk:	n/a



*at any one time

4 FIRE HAZARDS


Sources of Ignition - Electrical

Are electrical appliances/installations obviously free from defect?	
Are fixed installations periodically tested/inspected?	
Are portable electrical appliances periodically tested/inspected?	
Is the usage of portable electrical appliances reasonable?	
Is there a Policy for the usage of portable electrical appliances?	


Sources of Ignition - Gas

Are gas appliances/installations obviously free from defect?	
Are gas appliances/installations protected from accidental damage?	



Sources of Ignition - Heating

Are heating appliances/installations obviously free from defect?	
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Sources of Ignition - Cooking




Are cooking appliances/installations obviously free from defect?	
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Sources of Ignition - Smoking




Is there a no-smoking policy?	
Is Smoking internally expressly prohibited?	

Sources of Fuel


Is the building free of combustibile substances?	
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Are combustible substances stored appropriately?	
Are appropriate storage facilities available for paper items?	
Is combustible waste stored outside/away for the building?	

Sources of Oxygen

Is air-conditioning ducted for each floor?	
Are fire (self closing) doors installed?	
Are fire (self closing) doors of a suitable standard?	

Work Processes

Is the building free from hot works or combustible activities?	
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Comments

Ignition sources are mainly those commensurate with office work, i.e. electrical equipment such as computers, printers etc.
 Fixed installation items are inspected and tested annually
 Portable electrical items are inspected and tested annually
 No Policy for Electrical items
 Wastes are collected stored in the reception area for up to 48 hours before collection
 Evidence of cigarette butts internally suggests no-smoking policy is not being enforced

5 PERSONS AT RISK





Number of elderly persons (over 65) regularly on-site:	1
Number of persons (over 65) employed on-site	1
Number of young persons (under 18) regularly on-site	0
Number of young persons (under 18) employed on-site	0
Number of persons (under 18) supervised on-site	0
Number of mobility-impaired persons regularly on-site	0
Number of mobility-impaired (over 65) employed on-site	0

Comments






Just one person-at-risk identified a 68 year old employee of AB Designs locate don the 3rd floor.

6 MEANS OF ESCAPE

Horizontal evacuation

Is there adequate provision and capacity of Fire Exits?	
Are Fire Exits easily accessible and unobstructed?	
Do Fire Exits open in direction of escape?	
Is there reasonable smoke ventilation from escape routes?	






Vertical evacuation

Are internal staircases available for escape from each floor?	
Do doors to the internal staircase/s easily open?	
Are external staircases available for escape from each floor?	
Do doors to the external staircase/s easily open?	
Are there arrangements for the evacuation of elderly and/or disabled persons?	

Comments

Comments will appear here...





7 DETECTION & WARNING

Is a fire detection system installed?	
Is the fire detection system tested regularly?	
Is an electrical fire alarm system installed?	
Is the fire alarm system tested regularly?	
Is the alarm audible in all areas of the building?	

Comments

Comments re detection and warning appear here




8 SIGNS & NOTICES

Are there adequate and legible signs for escape routes?	
Are there adequate and legible signs for fire service facilities?	
Is there suitable signage for fire doors?	
Are there adequate and legible signs for fire extinguishers?	

Comments

Comments re signs and notices appear here






9 EMERGENCY LIGHTING

Is adequate lighting available for internal escape routes?	
Is adequate lighting available for external escape routes?	
Is adequate emergency lighting available for internal escape routes?	

Comments

Comments re lighting provision at the premises appear here

10 FIREFIGHTING




Are adequate number of fire extinguishers available?	
Are the fire extinguishers easily accessible?	
Are the fire extinguishers regularly tested?	
Is there an adequate provision of fixed firefighting systems?	
Is there an adequate provision of fire service facilities?	

Comments







Comments re firefighting provision appear here

11 FIRE MANAGEMENT

Fire Procedures







Are fire action procedures available and documented?	
Are there provisions for contacting the Fire Service?	
Is there a suitable Fire Assembly Point? location	

Training

Do occupants receive training on how to raise the alarm?	
Do occupants receive training for action upon discovery of fire?	
Do occupants receive training in fire prevention?	
Do occupants receive training in location/use of fire equipment?	
Are fire drills undertaken at regular intervals?	
Do visitors receive instruction in fire safety?	

Record Keeping




Are appropriate records kept for:



Fire detection systems/testing?	
Fire alarm systems/testing?	
Emergency lighting	
Fire-fighting systems	
Drills	
Training	

Comments

Comments re the Fire Management procedures and processes appear here

12 RECOMMENDED ACTIONS

CATEGORY	PRIORITY	ACTION	STATUS	DUE DATE	PHOTO
Fire Management	High	All occupants should receive fire drills which should take place at least annually	Identified	28/02/2017	
Fire Hazards	High	Fire Exit door onto the First Floor fire escape is difficult to open. Requires attention.	Identified	20/02/2017	
Emergency Lighting	Medium	Emergency Light on Second Floor not working. Requires attention.	Identified	28/02/2017	
Fire Hazards	Medium	Potentially combustible wastes are stored internally for up to 48 hrs – arrange an external storage location	Identified	28/02/2017	

Signs & Notices	Medium	Fire Procedure Notice missing from Reception. Requires replacement.	Identified	28/02/2017	
Fire Hazards	High	Evidence of cigarette butts in the internal staircase suggest no-smoking policy is not enforced – send regular reminders and penalties for non adherence	Identified	20/02/2017	

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