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# ***FIRE RISK ASSESSMENT***



**Birmingham Lombard House  
Great Charles Street  
B3 BLT**

**5TH JANUARY 2023**

**MGR FIRE AND FACILITIES CONSULTANTS LTD**

**Prepared By  
Adam Shaw TIFSM; DipFD**

**Approved By  
Callum Ryan TIFSM; DipFD**

A handwritten signature in black ink, likely belonging to Callum Ryan, the person who approved the document.

**FIRE RISK ASSESSMENT**

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**THURSDAY 5 JANUARY 2023****Person(s) Consulted:** Kristian Burge- Technical supervisor**Responsible Person:** Aviva plc**Assessor:** Adam Shaw**Date of Previous Assessment:** 15th February 2022**Suggested Date for Review:** 5th January 2024**Risk Rating**  
**Tolerable**

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The purpose of this report is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The submission of this report constitutes neither a warranty of future results nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

**Adam Shaw TIFSM; DipFD****MGR FIRE AND FACILITIES CONSULTANTS LTD**

Rearsby, Leicestershire

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## IMPORTANT INTRODUCTION

### About this report:

This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), which requires that a risk assessment be carried out.

### The risk assessment relates to:

Precautions that are required to protect employees of the landlord/client from fire.  
Fire precautions within the common parts and other areas controlled by the landlord.  
Fire protection systems that are the landlord's responsibility.

The inspection could be limited in its extent due to operational considerations / access issues. The inspection primarily relates to the common / landlord controlled areas. However, there is an obligation under Article 22 of the Regulatory Reform (Fire safety) Order 2005, to ensure effective co-operation and co-ordination between "Responsible Persons".

Accordingly, where required, each tenant was visited in conducting the risk assessment. However, this was only with the intention of ensuring that the landlord's obligations under the Fire Safety Order were met and was largely for information gathering purposes only. Tenants are responsible for carrying out the fire risk assessment of their own demise, and reference to a tenant in this report does not in any way relieve them from this obligation.

The report begins by setting out general information relating to the premises (Sections 1-7). This is followed by consideration of fire hazards that may be present and the measures to eliminate or control them (Sections 8-17). The measures in place to protect people in the event of fire are considered next (Sections 18-25), followed by a review of the arrangements for managing fire safety in your premises (Sections 26-29). We then conclude with our qualitative assessment of the risk to life from fire.

### Recommendations:

Our recommendations are outlined in an Action Plan. This sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect people from fire. It is particularly important that you study the Action Plan, and, if any recommendation in the Action Plan is unclear, you should seek clarification.

Where appropriate, separate pages have been included to highlight recommendations specific to each tenant. In doing so, we have listed items necessary for effective co-operation and co-ordination. The recommendations are not intended to address all legislative requirements imposed on the tenant and these pages do not remove the obligation on a tenant to carry out their own fire risk assessment.

You are advised that this risk assessment forms only the foundation for management of fire safety in your premises and compliance with the Fire Safety Order. You should act on the recommendations in the Action Plan and record what you have done. This will demonstrate to the enforcing authority your commitment to fire safety and to fulfilling your legal obligations.

### Reviewing your fire risk assessment:

The Fire Safety Order requires that you keep your risk assessment under review. A date for routine review is given on the front of this report, but you should review the report sooner should there be any reason to suspect it is no longer valid, if a significant change takes place or if a fire occurs.

The Fire Safety Order requires that you give effect to 'arrangements for the effective planning, organization, control, monitoring and review of the preventive and protection measures. These are the measures that have been identified by the risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order. You must record these arrangements. While this fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, much of the information contained in this report will coincide with the information in that record.

### Scope and limitations of the fire risk assessment:

We have conducted the fire risk assessment in accordance with the BAFE SP205 scheme standard scope of service (as supplied prior to assessment).

We have based our assessment on the situation we were able to observe while at the premises and on information provided to us, either verbally or in writing. Our surveys do not involve destructive exposure, and it is not always possible to inspect all rooms and areas, nor inspect less readily accessible areas, such as voids above ceilings. Therefore, it is necessary to rely on a degree of sampling and also reasonable assumptions and judgement.

### Dangerous Substances:

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that you have met the duties under the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) that apply to you, including carrying out a risk assessment of the relevant work activities.

### BAFE SP205 Scheme:

We are certificated with SSAIB under the BAFE Fire Protection Industry Scheme SP205 Part 1 Life Safety Fire Risk Assessment and are authorised to issue a certificate of conformity for this fire risk assessment. You will find this as a separate document provided with this report.

### Disclaimer:

The purpose of this report is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The submission of this report constitutes neither a warranty of future results by MGR Fire and Facilities Consultants Ltd, nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

## EXECUTIVE SUMMARY

MGR fire and facilities consultants ("the consultant"), were engaged by Trinity Fire and Security ("the client"), to conduct a fire risk assessment on behalf of ISS AVIVA, relating to the threat to life from fire, to PAS79 standards to the buildings noted below. MGR are 3rd party accredited under the BAFE SP205 (life safety fire risk assessment) scheme through SSAIB.

ISS AVIVA is located in the centre of Birmingham within the Lombard Building and occupies 1no. floor of a 6 storey multi-occupancy building. It provides offices for the employees of AVIVA. The area consisted of 1no. Final escape stair at the rear of the office and 1no. storey exit which leads onto the staircase of the landlord area. There is a comms room noted in the rear end of the office and no access was allowed on the day of assessment.

The maximum occupancy numbers for this site is 53no. persons, for this calculation we have used Approved document B: Volume 2 - Appendix D - Table D1 which allows for a floor space of 6m<sup>2</sup> per person within office accommodation, there is 1no. final escape to open air and 1no. storey exit from the space which comfortably supports the maximum occupancy numbers noted.

Site benefits from a combined manual and automatic detection system which appears to be to \*L1 standards (as defined in BS5839-1: 2017). The fire signage and emergency escape lighting appeared to be of good standard across the site.

It was noted that there are 3no. fire doors required to be fire rated which included the door into the landlord area from the offices, the comms room door (no access) and the door onto the external escape stair (alarmed on the day of inspection). The door that was assessed requires various levels of remedial actions which are noted in the report.

Trailing leads across the site were present in all of the private office spaces. This should be kept to a minimum where possible to reduce the chance of fire from electrical origins.

There was no noted fire training or nominated fire Marshall across the site at the time of assessment. Staff fire awareness training should be carried out with a nominated fire Marshall appointed.

The current site risk rating is: TOLERABLE, this has been decided taking into account the sites active & passive fire protection measures along with its management of fire safety, this level can be maintained, by the completion of all recommended actions as noted in the action log at the end of the report.

Key findings from the report:

- Staff training
- Door remedial works
- Trailing leads

\*L - denotes life safety, with 1 noting that automatic detection is installed to all escape routes, rooms exiting onto escape routes, high risk rooms, boiler house, loft spaces etc.

## GENERAL INFORMATION

### THE PREMISES

Q#	QUESTION	RESPONSE
1.	Number of floors	1
2.	Approximate floor area	315m2
3.	Brief details of construction	Brick and breeze block with flat roofs. Area of assessment is based over 1no. Floor for the occupancy of ISS AVIVA

### THE OCCUPANTS

Q#	QUESTION	RESPONSE
4.	Approximate maximum number	20
5.	Approximate maximum number of employees at any one time	20
6.	Maximum number of members of the public at any one time	0

### OCCUPANTS ESPECIALLY AT RISK FROM FIRE

Q#	QUESTION	RESPONSE
7.	Sleeping occupants None noted.	N/A
8.	Disabled occupants None noted.	N/A
9.	Occupants in remote areas and lone workers None noted.	N/A
10.	Young persons None noted.	N/A
11.	FIRE LOSS None noted.	N/A

### OTHER RELEVANT INFORMATION

Q#	QUESTION	RESPONSE
12.	Building Occupancy	7-6 Monday-Friday

### RELEVANT FIRE SAFETY LEGISLATION

Q#	QUESTION	RESPONSE
13.	Legislation/standards referenced and consulted to complete the site inspection report	The regulatory reform (fire safety) order 2005
14.	The above legislation is enforced by	The local fire authority

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## REGULATORY REFORM (FIRE SAFETY) ORDER 2005

15. Is there an alteration's notice in force?

N/A

None noted

## FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

### ELECTRICAL SOURCES OF IGNITION

Q#	QUESTION	RESPONSE
----	----------	----------

16. Reasonable measures taken to prevent fires of electrical origin?

NO

This question relates to the elements that follow in this section, it is a summary of all question below.

If one of the answers below indicate a "no" then this question must also automatically be answered with a "no".

The following elements we listed as NO:

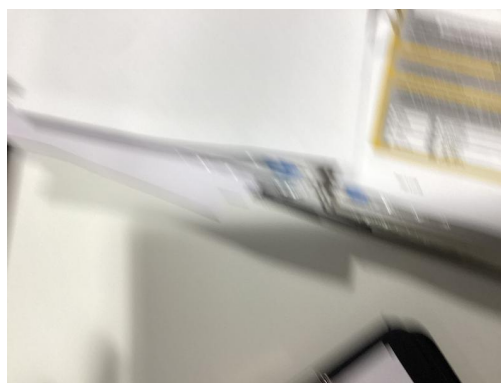
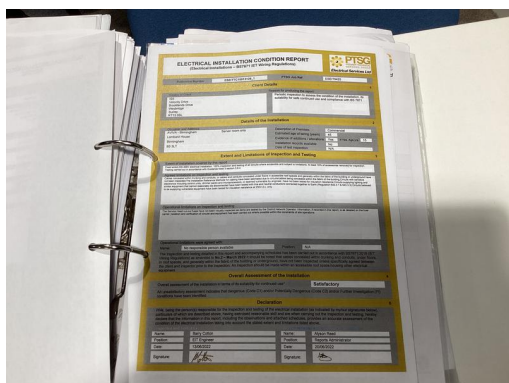
- trailing leads

It is recommended that all actions are completed and that records are kept up to date and relevant (with copies stored onsite for future assessments/audits). Where outstanding issues are noted they should be carried out as a matter of urgency.

17. Fixed installation periodically inspected and tested?

YES

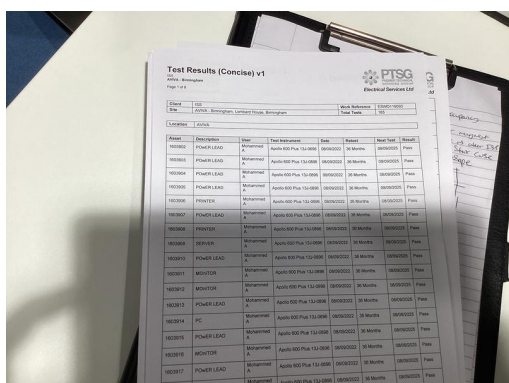
Carried out in 07/22 and produced a "SATISFACTORY" rating.



18. Portable appliance testing carried out?

YES

Carried out 09/22





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19. Suitable policy regarding the use of personal electrical appliances? **YES**
20. Suitable limitation of trailing leads and adapters? **NO**

On the day of inspection there were several trailing / coiled extension leads in evidence.

It is recommended that the use of trailing / coiled extension leads should be kept a minimum, with coiled leads only used when fully unwound (to prevent overheating and possible fire). Where possible additional fixed power should be provided if extra capacity is required.



21. Comments and hazards observed

## SMOKING

Q#	QUESTION	RESPONSE
22.	Reasonable measures taken to prevent fires due to smoking?	<b>YES</b>
23.	Smoking prohibited in the building?	<b>YES</b>
24.	Smoking prohibited in appropriate areas?	<b>YES</b>
25.	Suitable arrangements for those who wish to smoke?	<b>YES</b>
26.	Smoking policy appeared to be observed at time of inspection?	<b>YES</b>
27.	Comments and hazards observed	<p>Smoking is not allowed within the buildings and there are designated areas for those who wish to smoke, there was evidence in several areas of smoking, on the day of inspection.</p> <p>It is recommended that the client remind residents that they must not smoke outside the designated areas.</p>

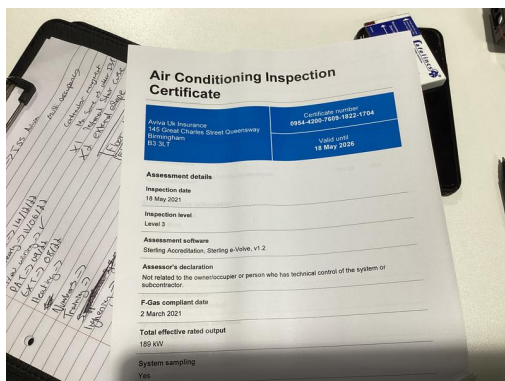
## ARSON

Q#	QUESTION	RESPONSE
28.	Does basic security against arson by outsiders appear reasonable?	<b>YES</b>
29.	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	<b>YES</b>
30.	Comments and hazards observed	On the day of inspection the threat to Arson (externally) appeared to be well managed, there were no areas

of excessive combustible material build-up or storage to the perimeters of the site.

## PORTABLE HEATERS AND HEATING AND

Q#	QUESTION	RESPONSE
31.	Is the use of portable heaters avoided as far as practicable?	YES
32.	If portable heaters are used is the use of the more hazardous type (e.g. radiant barfires or LPG appliances) avoided?  None noted.	N/A
33.	If portable heaters are used are suitable measures taken to minimize the hazard of ignition of combustible materials?  None noted.	N/A
34.	Are fixed heating and ventilation installations subject to regular maintenance?  Carried out may 2021	YES



35. Comments and hazards observed

## COOKING

Q#	QUESTION	RESPONSE
36.	Reasonable measures taken to prevent fires because of cooking?	N/A
37.	Filters cleaned or changed, and ductwork cleaned regularly?	N/A
38.	Suitable extinguishing appliances available?	N/A
39.	Comments and hazards observed	No significant cooking facilities noted on the site.

## LIGHTNING

Q#	QUESTION	RESPONSE
40.	Does the building have a lightning protection system?  None noted.	N/A



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41. Comments and deficiencies observed

### HOUSEKEEPING

Q#	QUESTION	RESPONSE
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42.	Is the standard of housekeeping adequate?	YES
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43.	Combustible materials appear to be separated from ignition sources?	YES
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44.	Avoidance of unnecessary accumulation of combustible materials or waste?	YES
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45.	Appropriate storage of hazardous materials?  None noted	N/A
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46.	Avoidance of inappropriate storage of combustible materials?	YES
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47. Comments and hazards observed

### HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS

Q#	QUESTION	RESPONSE
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48.	Are fire safety conditions imposed on outside contractors?  All contractors are managed by the FM provider (ISS) with maintenance and servicing etc. All required information is provided to contractors as a part of the condition of the contract.	YES
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49.	Is there satisfactory control over works carried out in the building by outside contractors (including hot work permits)?  All contractors are managed by the FM provider (ISS) with maintenance and servicing etc. All required information is provided to contractors as a part of the condition of the contract.	YES
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50.	If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?  No In-house maintenance personnel employed on site.	N/A
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### DANGEROUS SUBSTANCES

Q#	QUESTION	RESPONSE
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51.	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises.  None noted.	N/A
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### OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

Q#	QUESTION	RESPONSE
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52.	Hazards  None noted.	N/A
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53. Comments

## FIRE PROTECTION MEASURES

### MEANS OF ESCAPE

Q#	QUESTION	RESPONSE
54.	It is considered that the premises are provided with reasonable means of escape in case of fire.	YES
55.	Adequate design of escape routes?	YES
56.	Fire exits open in direction of escape where necessary?	YES
57.	Avoidance of sliding or revolving doors as fire exits where necessary?	YES
58.	Are arrangements for securing exits satisfactory?	YES
59.	Reasonable distances of travel where there is escape in a single direction?	YES
60.	Reasonable distances of travel where there are alternative means of escape?	YES
61.	Is it considered that fire resisting doors are of a reasonable standard?  Fire resisting doors are designed to prevent the passage of smoke and flame for a period of time to allow for the safe evacuation of the area affected by fire.  It is important that these doors are maintained to the standards set out within BS 476-22:2016 (Gaps should be a maximum of 4mm and a minimum of 2mm).  Recommendations for hinge replacement:  All hinges are subject to a visual inspection only, if hinges appear to be leaking oil recommendations will be made for their replacement unless certification is provided by the client to display that the hinges are not oil filled.  In the case where no certification is available the client should contact the supplier/installer to determine the above.  The following doors require remedial work to ensure they operate correctly:  ISS AVIVA door to main communal area- adjust gaps and replace left top and bottom hinge	NO
		
62.	Adequate provision of exits?	YES
63.	Exits easily and immediately openable where necessary?	YES
64.	Suitable fire precautions for inner rooms?  None noted.	N/A

65. Escape routes unobstructed? YES

66. It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people. YES

Evacuation chair present by external escape.



67. Comments and deficiencies observed

### MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT (INTERNAL)

Q#	QUESTION	RESPONSE
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68.	It is considered that there is compartmentation of a reasonable standard	YES
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69.	It is considered that there is reasonable limitation of linings that may promote fire spread.	YES
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70.	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?	N/A
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None noted.

### EMERGENCY ESCAPE LIGHTING

Q#	QUESTION	RESPONSE
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71.	Reasonable standard of emergency escape lighting system provided [Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.]?	YES
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### FIRE SAFETY SIGNS AND NOTICES

Q#	QUESTION	RESPONSE
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72.	Reasonable standard of fire safety signs and notices?	YES
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73. Comments and deficiencies observed

### MEANS OF GIVING WARNING IN CASE OF FIRE

Q#	QUESTION	RESPONSE
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74.	Reasonable manually operated electrical fire alarm system provided Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.?	YES
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75.	Automatic fire detection provided?	YES
76.	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES
77.	Remote transmission of alarm signals?  None noted.	N/A

### MANUAL FIRE EXTINGUISHING APPLIANCES

Q#	QUESTION	RESPONSE
78.	Reasonable provision of manual fire extinguishing appliances?	YES
79.	These comprise  Portable fire extinguishers and Fire blankets	YES
80.	Are all fire extinguishing appliances readily accessible?	YES

### RELEVANT RELEVANT TO LIFE SAFETY AND THIS RISK ASSESSMENT

Q#	QUESTION	RESPONSE
81.	Type of fixed system  None noted.	N/A
82.	Comments	

### OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT

Q#	QUESTION	RESPONSE
83.	Type of fixed system  None noted.	N/A
84.	Comments	
85.	Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc?  None noted.	N/A

### MANAGEMENT OF FIRE SAFETY

#### PROCEDURES AND ARRANGEMENTS

Q#	QUESTION	RESPONSE
86.	Safety Assistance. The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the Responsible Person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is	Kristian Burge- Technical supervisor
87.	Fire safety at the premises is managed by	Kristian Burge- Technical supervisor
88.	Is there a suitable record of the fire safety arrangements?	YES
89.	Appropriate fire procedures in place?	YES

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90.	Are procedures in the event of fire appropriate and properly documented?	YES
91.	Are there suitable arrangements for summoning the fire and rescue service?	YES
92.	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	YES
93.	Are there suitable arrangements for ensuring that the premises have been evacuated?	YES
94.	Is there a suitable fire assembly point(s)?	YES
95.	Are there adequate procedures for evacuation of any disabled people who are likely to be present?  None noted.	N/A
96.	Persons nominated to use fire extinguishing appliances?  Currently there is no specific hands on fire equipment training (verbally confirmed on the day of inspection).  It is recommended that a consistent approach to fire safety training is implemented and that fire equipment training is provided to all staff with additional responsibilities in a fire.	NO
97.	If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements?  It was observed that fire documentation is shared between the client and landlord.	YES
98.	Persons nominated to assist with evacuation, including evacuation of disabled people?  None noted.	N/A
99.	Appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits)?	YES
100.	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	YES

101. Relevant information and deficiencies observed:

## TRAINING AND DRILLS

Q#	QUESTION	RESPONSE
102.	Are all staff given adequate fire safety instruction and training?  Staff fire awareness training should be conducted on induction with annual refresher training delivered, this should include location and operation of manual call points (MCP's), location of fire assembly points and fire evacuation drill procedures.  In addition key personnel should be trained in the use of portable fire fighting equipment approximately every 3 years.	NO
103.	Are they trained on induction?  See previous comments.	N/A

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104. Are they given periodic refresher training? N/A

See previous comments.

105. Are they given additional training to cover any specific role and responsibilities? N/A

See previous comments.

106. Does the above training and instruction provide information, instruction or training on the following? Fire risks in the premises? N/A

See previous comments.

107. Does the above training and instruction provide information, instruction or training on the following? The general fire precautions in the building? N/A

See previous comments.

108. Does the above training and instruction provide information, instruction or training on the following? Action in the event of fire? N/A

See previous comments.

109. Does the above training and instruction provide information, instruction or training on the following? Action on hearing the fire alarm signal? N/A

See previous comments.

110. Does the above training and instruction provide information, instruction or training on the following? Method of operation of manual call points? N/A

See previous comments.

111. Does the above training and instruction provide information, instruction or training on the following? Location and use of fire extinguishers? N/A

See previous comments.

112. Does the above training and instruction provide information, instruction or training on the following? Meaning of fire safety signs? N/A

See previous comments.

113. Does the above training and instruction provide information, instruction or training on the following? Means for summoning the fire and rescue service? N/A

See previous comments.

114. Does the above training and instruction provide information, instruction or training on the following? Identity of persons nominated to assist with evacuation? N/A

See previous comments.



115. Does the above training and instruction provide information, instruction or training on the following? Identity of persons nominated to use fire extinguishing appliances? N/A

See previous comments.

116. Comments

117. Are fire drills carried out at appropriate intervals? YES

118. When the employees of another employer work in the premises Is their employer given appropriate information (e.g. on fire risks and fire safety measures)? YES

All contractors are managed by the FM provider (ISS) with maintenance and servicing etc.  
 All required information is provided to contractors as a part of the condition of the contract.

119. When the employees of another employer work in the premises is it ensured that the employees are provided with adequate instructions and information? YES

All contractors are managed by the FM provider (ISS) with maintenance and servicing etc.  
 All required information is provided to contractors as a part of the condition of the contract.

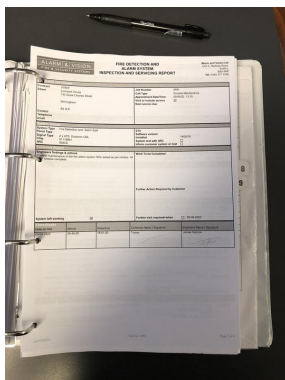
## TESTING AND MAINTENANCE

**Q# QUESTION RESPONSE**

120. Adequate maintenance of workplace? YES

121. Weekly testing and periodic servicing of fire detection and alarm system? YES

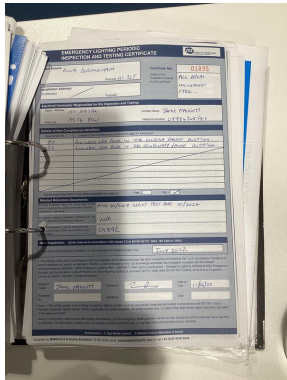
Weekly was last carried out 19/12/22 and annually last carried out 05/09/22



Any Site Specific Notes:						
Date	Time	Activation Point	Result x or ✓	Action Taken as a result of any failures	Date/Time of action	Signature of the person completing the weekly test
15.12.22	11.00	BS 6 8 End Floor UL	✓	N/A		MS
15.12.22	11.00	BS 6 14 3rd Floor UL	✓	N/A		MS
15.12.22	11.00	BS 15 4th Floor UL	✓	N/A		MS

122. Monthly and annual testing routines for emergency escape lighting? YES

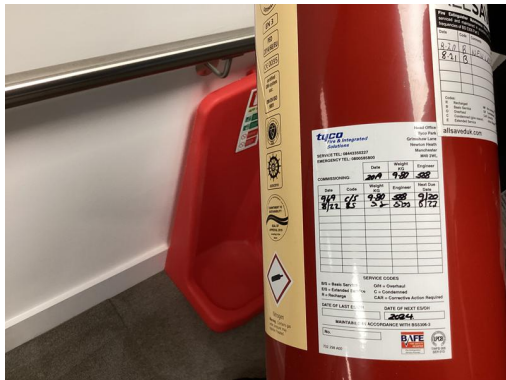
Monthly conducted 14/12/22 and yearly carried out 11/06/22



123. Annual maintenance of fire extinguishing appliances?

YES

Carried out 08/22



124. Periodic inspection of external escape staircases and gangways?

YES

Last serviced 22/12/22



125. Six-monthly inspection and annual testing of rising mains? Comments and deficiencies observed

N/A

None noted.

126. Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lift(s)?

N/A

None noted.

N/A

YES

N/A

## RESPONSE

YES

[illegible]

NO

YES

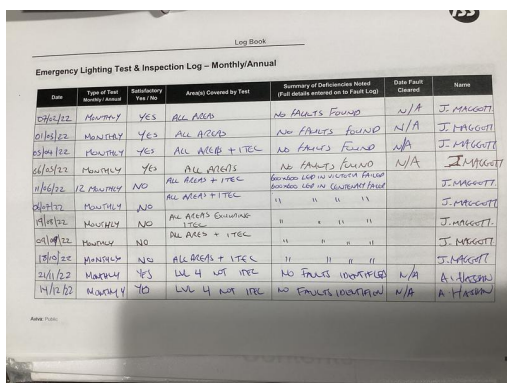
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YES

Ref.

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134. Appropriate records of Maintenance and testing of other fire protection systems?

N/A

None noted

## FIRE RISK ASSESSMENT

Q#	QUESTION	RESPONSE
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135. Considering the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is

Medium

**A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated in PAS 79:**

Potential consequences of fire → Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

137. Considering the nature of the premises and the occupants, as well as the fire and protection procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be

Slight Harm

**A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated in PAS 79:**

Potential consequences of fire → Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

139. Accordingly, it is considered that the risk to life from fire at these premises is

Tolerable

**The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79:**

Risk Level	Action and timescale
<b>Trivial</b>	No action is required, and no detailed records need to be kept
<b>Tolerable</b>	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
<b>Moderate</b>	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
<b>Substantial</b>	Considerable resources might have to be allocated to reduce risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
<b>Intolerable</b>	Building (or relevant area) should not be occupied until the risk is reduced.



Assessor (Adam Shaw)

Responsible Person (Aviva plc)



Person(s) Consulted (Kristian Burge- Technical supervisor)



## COMMENTS & ACTION PLAN

### FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

Reasonable measures taken to prevent fires of electrical origin?		PRIORITY	Medium (6 months)
FINDINGS	NO	DUE DATE	06-Jul-23
		ASSIGNEE	To be Assigned
ACTION REQUIRED	This question relates to the elements that follow in this section, it is a summary of all question below.		
	If one of the answers below indicate a "no" then this question must also automatically be answered with a "no".		
	The following elements we listed as NO:  - trailing leads  It is recommended that all actions are completed and that records are kept up to date and relevant (with copies stored onsite for future assessments/audits). Where outstanding issues are noted they should be carried out as a matter of urgency.		
Suitable limitation of trailing leads and adapters?		PRIORITY	Medium (6 months)
FINDINGS	NO	DUE DATE	06-Jul-23
		ASSIGNEE	To be Assigned
ACTION REQUIRED	On the day of inspection there were several trailing / coiled extension leads in evidence.		
	It is recommended that the use of trailing / coiled extension leads should be kept a minimum, with coiled leads only used when fully unwound (to prevent overheating and possible fire). Where possible additional fixed power should be provided if extra capacity is required.		

### FIRE PROTECTION MEASURES

Is it considered that fire resisting doors are of a reasonable standard?		PRIORITY	Medium (6 months)
FINDINGS	NO	DUE DATE	06-Jul-23
		ASSIGNEE	To be Assigned
ACTION REQUIRED	Fire resisting doors are designed to prevent the passage of smoke and flame for a period of time to allow for the safe evacuation of the area affected by fire.		
	It is important that these doors are maintained to the standards set out within BS 476-22:2016 (Gaps should be a maximum of 4mm and a minimum of 2mm).		
	Recommendations for hinge replacement:  All hinges are subject to a visual inspection only, if hinges appear to be leaking oil recommendations will be made		

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for their replacement unless certification is provided by the client to display that the hinges are not oil filled.

In the case where no certification is available the client should contact the supplier/installer to determine the above.

The following doors require remedial work to ensure they operate correctly:

ISS AVIVA door to main communal area- adjust gaps and replace left top and bottom hinge

**MANAGEMENT OF FIRE SAFETY**

**Persons nominated to use fire extinguishing appliances?**

**FINDINGS**

NO

**ACTION REQUIRED**

Currently there is no specific hands on fire equipment training (verbally confirmed on the day of inspection).

It is recommended that a consistent approach to fire safety training is implemented and that fire equipment training is provided to all staff with additional responsibilities in a fire.

**PRIORITY**

Medium (6 months)

**DUE DATE**

06-Jul-23

**ASSIGNEE**

To be Assigned

**Are all staff given adequate fire safety instruction and training?**

**FINDINGS**

NO

**ACTION REQUIRED**

Staff fire awareness training should be conducted on induction with annual refresher training delivered, this should include location and operation of manual call points (MCP's), location of fire assembly points and fire evacuation drill procedures.

In addition key personnel should be trained in the use of portable fire fighting equipment approximately every 3 years.

**PRIORITY**

Medium (6 months)

**DUE DATE**

06-Jul-23

**ASSIGNEE**

To be Assigned

**Appropriate records of Fire training?**

**FINDINGS**

NO

**ACTION REQUIRED**

Staff fire awareness training should be conducted on induction with annual refresher training delivered, this should include location and operation of manual call points (MCP's), location of fire assembly points and fire evacuation drill procedures.

In addition key personnel should be trained in the use of portable fire fighting equipment approximately every 3 years.

**PRIORITY**

Medium (6 months)

**DUE DATE**

06-Jul-23

**ASSIGNEE**

To be Assigned