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|  | **REGULATORY REFORM (FIRE SAFETY) ORDER 2005****FIRE RISK ASSESSMENT** |  |
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| Address of premises:Tel: | ***Bournemouth House******Christchurch Road******Bournemouth******Dorset, BH1 3LH******01202 961626*** |
| Responsible person (e.g. employer) or person having control of the premises: | ***Vice Chancellor, Bournemouth University*** |
| Person(s) consulted: | ***Tony Swan, Technical Services Manager*** |
| Assessor: | ***Chris Hewitt GIFireE, Fire Officer, Bournemouth University*** |
| Date of fire risk assessment: | ***8 August 2016*** |
| Date of previous fire risk assessment/audit | ***9 October 2012*** |
| Suggested date for review1): | ***November 2019*** |

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|  | The purpose of this report is to provide an assessment of the risk to life from fire in these premises, 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. |  |
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|  |  |  |  |
|  | 1) This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs. |  |
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|  | **GENERAL INFORMATION** |  |
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| **1.** | **THE PREMISES Educational Establishment**  |
| 1.1 | Number of floors: ***Building four floors***    |
| 1.2 | Approximate site area: |  ***4819 m² gross***  |
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|  |  |  |
| 1.3 | Brief details of construction: ***The buildings walls are concrete and glass and the floor slabs concrete, structural walls are concrete and /or block with internal partitions of plasterboard to a 30 minute fire resisting standard.***  |
| 1.4 | Use of premises: ***Bournemouth House is used for offices and teaching and has a kitchen and canteen facilities on the third floor.*** |
| **2.** | **THE OCCUPANTS** |
| 2.1 | Approximate maximum number:  | ***1800*** |
| 2.2 | Approximate number of employees at any one time:  | ***170*** |
| 2.3 | Maximum number of members of public at any one time: | ***1630*** |
| **3.** | **OCCUPANTS ESPECIALLY AT RISK FROM FIRE** |
| 3.1 | Sleeping occupants:  | ***0*** |
| 3.2 | Disabled occupants: | ***Varies*** |
| 3.3 | Occupants in remote areas and lone workers: | ***0*** |
| 3.4 | Young persons: | ***0*** |
| 3.5 | Others: | ***0*** |
|  |

|  |  |
| --- | --- |
| **4.** | **FIRE LOSS EXPERIENCE** |
|  | ***None recorded*** |
| **5.** | **OTHER RELEVANT INFORMATION** |
|  | ***None*** |

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| **6.** | **RELEVANT FIRE SAFETY LEGISLATION** |
| 6.1 | The following fire safety legislation applies to these premises: |
|  | ***The Regulatory Reform (Fire Safety) Order 2005*** |
| 6.2 | The above legislation is enforced by: |
|  | ***Dorset and Wiltshire Fire & Rescue Service*** |
| 6.3 | Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010): |
|  |  |
| 6.4 | The legislation to which 6.3 makes reference is enforced by: |
|  |  |
| 6.5 | Comments: |
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|  | **FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL** |  |
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| **7.** | **ELECTRICAL SOURCES OF IGNITION** |
| 7.1 | Reasonable measures taken to prevent fires of electrical origin? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 7.2 | More specifically: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Fixed installation periodically inspected and tested? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  Portable appliance testing carried out? | N/A N/A  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  Suitable policy regarding the use of personal electrical appliances? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Suitable limitation of trailing leads and adapters? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
| 7.3 | Comments and hazards observed: |  |  |  |  |  |  |
|  | ***Fixed installation tested every 5 years.******Portable Appliance Testing – frequency every one to four years dependent on risk.*** |
| **8.** | **SMOKING** |
| 8.1 | Reasonable measures taken to prevent fires as a result of smoking? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 8.2 | More specifically: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Smoking prohibited in the building? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  Smoking prohibited in appropriate areas? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  Suitable arrangements for those who wish to smoke? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  This policy appeared to be observed at time of inspection? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 8.3 | Comments and hazards observed: |  |  |  |  |  |  |
|  | ***No specific nominated areas for smoking around the annexe but university policy details that smoking only allowed 5 metres from the building this appears to be generally adhered to.***  |

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| **9.** | **ARSON** |
| 9.1 | Does basic security against arson by outsiders appear reasonable? 2)  |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 9.2 | Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 9.3 | Comments and hazards observed: |  |  |  |  |  |  |
|  | ***Appropriate use of waste bins with waste removed from the building daily.*** |
| **10.** | **PORTABLE HEATERS AND HEATING INSTALLATIONS** |
| 10.1 | Is the use of portable heaters avoided as far as practicable? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 10.2 | If portable heaters are used: |  |  |  |  |  |  |
|  |  Is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Are suitable measures taken to minimize the hazard of ignition of combustible materials? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
| 10.3 | Type of fixed heating installation:***Gas fired central heating*** |  |  |  |  |  |  |
| 10.4 | Are fixed heating installations subject to regular maintenance? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 10.5 | Comments and hazards observed: |  |  |  |  |  |  |
|  | ***No portable heaters witnessed during the inspection. Policy of the university does not allow the more hazardous heaters such as bar or halogen heaters.*** |

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|  |  |  |  |
|  | 2) Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained. |  |
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| **11.** | **KITCHEN/COOKING** |
| 11.1 | Are reasonable measures taken to prevent fires as a result of cooking? | N/A | **X** | Yes |  | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 11.2 | More specifically: |  |  |  |  |  |  |
|  |  Filters changed and ductwork cleaned regularly? | N/A | **X** | Yes |  | No |  |
|  |  |  |  |  |  |  |  |
|  |  Suitable extinguishing appliances available? | N/A | **X** | Yes |  | No |  |
|  |  |  |  |  |  |  |  |
| 11.3 | Comments and hazards observed: |
|  | ***A coffee shop is located on the ground floor, there is no commercial cooking on the premises. Microwaves are currently allowed in various locations in the building but must be appropriately managed particularly in areas used by students.*** |
| **12.** | **LIGHTNING** |
| 12.1 | Does the building have a lightning protection system? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
| 12.2 | Comments and deficiencies observed: |
|  | ***The system appears satisfactory and is checked eleven monthly by an outside contractor.*** |
| **13.** | **HOUSEKEEPING** |
| 13.1 | Is the standard of housekeeping adequate? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
| 13.2 | More specifically: |  |  |  |  |  |  |
|  |  Combustible materials appear to be separated from ignition sources? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Avoidance of unnecessary accumulation of combustible materials or waste? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Appropriate storage of hazardous materials? | N/A | **X** | Yes |  | No |  |
|  |  |  |  |  |  |  |  |
|  |  Avoidance of inappropriate storage of combustible materials? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 13.3 | Comments and hazards observed: |
|  | ***A good standard of housekeeping noted during the inspection.*** |

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| **14.** | **HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS** |
| 14.1 | Are fire safety conditions imposed on outside contractors? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
| 14.2 | Is there satisfactory control over works carried out in the building by outside contractors (including “hot work” permits)? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 14.3 | If there are in‑house maintenance personnel, are suitable precautions taken during “hot work”, including use of hot work permits? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 14.4 | Comments: |
|  | ***Contractors are provided with documentation regarding all Health and Safety issues including fire when contracted to do work for the university. Hot Works Permits are provided when required by management.*** |
| **15.** | **DANGEROUS SUBSTANCES** |
| 15.1 | If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 15.2 | Comments: |
|  | ***Dangerous substances are stored on the ground floor, a full DSEAR assessment has been completed at the beginning of the year and recommendations completed. A list of substances on the premises is located in the Premises Information Box located in the ground floor reception area.*** |
| **16.** | **OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS** |
| 16.1 | Hazards: |
|  | ***None*** |
| 16.2 | Comments and deficiencies observed: |
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|  | **FIRE PROTECTION MEASURES** |  |
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| **17.** | **MEANS OF ESCAPE FROM FIRE** |
| 17.1 | It is considered that the site is provided with reasonable means of escape in case of fire. |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 17.2 | More specifically: | N/A |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Adequate design of escape routes? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  Adequate provision of exits? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  Exits easily and immediately openable where necessary? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Fire exits open in direction of escape where necessary? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Avoidance of sliding or revolving doors as fire exits where necessary? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Satisfactory means for securing exits? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  Reasonable distances of travel: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  • Where there is a single direction of travel? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  • Where there are alternative means of escape? | N/A | **X** | Yes |  | No |  |
|  |  |  |  |  |  |  |  |
|  |  Suitable protection of escape routes? |  |  | Yes |  | No | **X** |
|  |  Including doors, screens, and walls.  |  |  |  |  |  |  |
|  |  Suitable fire precautions for all inner rooms? | N/A | **X** | Yes |  | No |  |
|  |  |  |  |  |  |  |  |
|  |  Escape routes unobstructed? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
| 17.3 | It is considered that the building is provided with reasonable arrangements for means of escape for disabled people. | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 17.4 | Comments and deficiencies observed: |  |  |  |  |  |  |
|  | ***The means of escape is considered satisfactory, however there where a number of defects noted during the inspection - refer to action plan.*** |

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| **18.** | **MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT** |
| 18.1 | It is considered that there is: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  compartmentation of a reasonable standard3). |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  reasonable limitation of linings that might promote fire spread. |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 18.2 | 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? 3), 4) | N/A | **X** | Yes |  | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 18.3 | Comments and deficiencies observed: |
|  | ***None*** |
| **19.** | **EMERGENCY ESCAPE LIGHTING** |
| 19.1 | Reasonable standard of emergency escape lighting system provided? 5) | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 19.2 | Comments and deficiencies observed: |
|  | ***Self-contained battery luminaires, some maintained, appearing to conform to British Standard 5266: Part 1.***  |
| **20.** | **FIRE SAFETY SIGNS AND NOTICES** |
| 20.1 | Reasonable standard of fire safety signs and notices? |  |  | Yes |  | No | **X** |
|  |  |  |  |  |  |  |  |
| 20.2 | Comments and deficiencies observed: |
|  | ***A fire action notice was missing during the inspection – refer to the action plan below.*** |

 |  |
|  |  |  |  |
|  | 3) Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.4) A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.5) Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out. |  |
|  |  |  |

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| --- | --- |
| **21.** | **MEANS OF GIVING WARNING IN CASE OF FIRE** |
| 21.1 | Reasonable manually operated electrical fire alarm system provided? 6) |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 21.2 | Automatic fire detection provided? | Yes | **X** | Yes |  | No |  |
|  | (throughout building) | (part of building only) |  |  |  |
|  |  |  |  |  |  |  |  |
| 21.3 | Extent of automatic fire detection generally appropriate for the occupancy and fire risk? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 21.4 | Remote transmission of alarm signals? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |  |
| 21.5 | Satisfactory policy  | N/A |  | Yes | **X** | No |  |
|  | In accordance with CFOA Policy ‘Model Agreement for Remotely Monitored Fire Alarm Systems’ |
| 21.6 | Comments and deficiencies observed:***The building has a full fire alarm system comprising automatic detection and manual call points generally appearing to conform to British Standard 5839 Part 1 Category L2.***  |
| **22.** | **MANUAL FIRE EXTINGUISHING APPLIANCES** |
| 22.1 | Reasonable provision of portable fire extinguishers? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
| 22.2 | Hose reels provided? |  |  | Yes |  | No | **X** |
|  |  |  |  |  |  |  |  |
| 22.3 | Are all fire extinguishing appliances readily accessible? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
| 22.4 | Comments and deficiencies observed:***Fire extinguishers provided complying with the guidance of BS5306-8:2012 part 8.*** |

 |  |
|  |  |  |  |
|  | 6) Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out. |  |
|  |  |  |

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| **23.** | **RELEVANT**7) **AUTOMATIC FIRE EXTIGUISHING SYSTEMS** |
| 23.1 | Type of system: |
|  | ***None*** |
| 23.2 | Comments: |
|  |  |
| **24.** | **OTHER RELEVANT** 7) **FIXED SYSTEMS AND EQUIPMENT** |
| 24.1 | Type of fixed system: |
|  | ***None*** |
| 24.2 | Comments: |
|  | ***None*** |
| 24.3 | Suitable provision of fire‑fighters switch(es) for high voltage luminous tube signs, etc. | N/A | **X** | Yes |  | No |  |
|  |  |  |  |  |  |  |
|  |  |
| 24.4 | Comments: |
|  | ***None*** |

 |  |
|  |  |  |  |
|  | 7) Relevant to life safety and this risk assessment (as opposed purely to property protection). |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **MANAGEMENT OF FIRE SAFETY** |  |
|  |

|  |  |
| --- | --- |
| **25.** | **PROCEDURES AND ARRANGEMENTS** |
| 25.1 | Fire safety is managed by: 8) |
|  | ***S. Laird , Director of Estates*** |
| 25.2 | Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments: |
|  | ***Chris Hewitt, Fire Officer, Bournemouth University for fire risk assessment******In house staff service and maintain emergency lighting system******ADT appointed to service and maintain fire alarm system******Morgan fire appointed to service and maintain portable fire-fighting equipment*** |
| 25.3 | Is there a suitable record of the fire safety arrangements? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  | Comments: |
|  | ***Suitable fire strategy plans are available along with written procedural documents.*** |
| 25.4 | Appropriate fire procedures in place? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  | More specifically: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Are procedures in the event of fire appropriate and properly documented? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Are there suitable arrangements for summoning the fire and rescue service? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  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? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Are there suitable arrangements for ensuring that the premises have been evacuated? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Is there a suitable fire assembly point(s)? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  Are there adequate procedures for evacuation of any disabled people who are likely to be present? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |

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|  |  |  |  |
|  | 8) This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment. |  |

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| --- | --- |
|  | Comments: |
|  | ***Procedure documentation available and suitable. The building has a premises information box located in the reception area that contains all information required by the fire service along with procedures to be followed by the Fire Marshal. Assembly points are provided and used during practice evacuations. PEEPS are provided for disabled people as required along with refuges with communication points linked back to the fire panel area.*** |
| 25.5 | Persons nominated and trained to use fire extinguishing appliances? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments: |
|  | ***Fire Wardens are given initial training and refresher training is provided every three years this includes fire extinguisher training.*** |
| 25.6 | Persons nominated and trained to assist with evacuation, including evacuation of disabled people? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments: |
|  | ***Chairs are stored in the reception and on two first floor staircases and individuals trained in their use. A member of staff is allocated this task when the fire alarm is activated*** |
| 25.7 | Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments: |
|  | ***The Fire Officer maintains good contact with Operational and fire safety staff in Dorset and Wiltshire Fire and Rescue.*** |
| 25.8 | Routine in‑house inspections of fire precautions (e.g. in the course of health and safety inspections)? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments: |
|  | ***None*** |

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| --- | --- |
| **26.** | **TRAINING AND DRILLS** |
| 26.1 | Are all staff given adequate fire safety instruction and training on induction? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments: |
|  | ***The initial induction training is given by line managers; additionally a bespoke fire safety on line package is used throughout the University, it is encouraged that new employees complete the module as soon as possible after they have started.*** |
| 26.2 | Are all staff given adequate periodic “refresher training” at suitable intervals? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments: |
|  | ***The online training detailed above is completed annually by staff.*** |
| 26.3 | Does all staff training provide information, instruction or training on the following: |  |  |  |  |  |  |
|  | N/A |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Fire risks in the premises? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  The fire safety measures in the building? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  Action in the event of fire? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  Action on hearing the fire alarm signal? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  Method of operation of manual call points? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  Location and use of fire extinguishers? |  |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  |  Means for summoning the fire and rescue service? |  |  | Yes | **X** | No |  |
|  |   |  |  |  |  |  |  |
|  |  Identity of persons nominated to assist with evacuation? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |   |  |  |  |  |  |  |
|  |  Procedures for the safe evacuation of all occupants?  |  |  |  Yes | **X** |  No |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments: |
|  | ***The online package mentioned above covers all the issues detailed above.*** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 26.4 | Are staff with special responsibilities (e.g. fire wardens) given additional training? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments: |
|  | ***Fire Wardens are given initial training and refresher training is provided every three years this includes fire extinguisher training.*** |
| 26.5 | Are fire drills carried out at appropriate intervals? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  | Comments: |
|  | ***Fire drills will be carried out quarterly and details recorded.*** |
| 26.6 | When the employees of another employer work in the premises: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  Is it ensured that the employees are provided with adequate instructions and information? | N/A |  | Yes | **X** | No |  |
|  | Each member of staff  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments: |  |  |  |  |  |  |
|  | ***Contractors are provided with a hand out detailing safety issues when first employed.*** |
|  |  |  |  |  |  |  |  |
| **27.** | **TESTING AND MAINTENANCE** |
| 27.1 | Adequate maintenance of premises? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  | Comments and deficiencies observed: |
|  | ***Refer to comments below*** |
| 27.2 | Weekly testing and periodic servicing of fire detection and alarm system? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments and deficiencies observed: |
|  | ***Monthly test carried out******System serviced in accordance with BS5839 Pt 1******Annual service completed***  |
| 27.3 | Monthly and annual testing routines for emergency escape lighting? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments and deficiencies observed: |
|  | ***Monthly test carried out******System serviced in accordance with BS5266 Pt 1******Annual service completed***  |
| 27.4 | Routine inspection and annual maintenance of fire extinguishers. | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments and deficiencies observed: |
|  | ***Annual service completed***  |
| 27.5 | Periodic inspection of external escape staircases, paths and gangways? | N/A | **X** | Yes |  | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments and deficiencies observed: |
|  | ***None*** |
| 27.6 | Six‑monthly inspection and annual testing of rising mains? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  | Comments and deficiencies observed: |
|  | ***Maintenance carried out by external contractors*** |
| 27.7 | Weekly and monthly testing, six monthly inspection and annual testing of fire‑fighting lifts? | N/A | **X** | Yes |  | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments and deficiencies observed: |
|  | ***None*** |
| 27.8 | Weekly testing and periodic inspection of sprinkler installations? | N/A | **X** | Yes |  | No |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Comments: |
|  | ***None*** |

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| 27.9 | Routine checks of final exit doors and/or securityfastenings? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |
|  | Comments:***None*** |
| 27.10 | Annual inspection and test of lightning protection system? | N/A |  |  Yes | **X** |  No |  |
|  |  |  |  |  |  |  |  |
|  | Comments:***Maintenance carried out by external contractor******None*** |
| 27.11 | Routine inspection and testing of fire resisting doors? | N/A |  |  Yes |  |  No | **X** |
|  |  |  |  |  |  |  |  |
|  | Comments:***This currently is not carried out, procedures are being developed to address.*** |
|  |  |  | **√** |  |  |  |  |
| 27.12 | Other relevant inspections or tests: |
|  | ***None*** |
|  | Comments: |
|  |  |
| **28.** | **RECORDS** |
| 28.1 | Appropriate records of: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Fire drills? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  | Fire training? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  | Fire alarm tests? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  | Emergency escape lighting tests? | N/A |  | Yes | **X** | No |  |
|  |  |  |  |  |  |  |  |
|  | Maintenance and testing of other fire protection systems/provisions including sprinklers, portable fire fighting equipment, fire doors and exit doors. | N/A |  | Yes |  | No | **X** |
|  |   |  |  |  |  |  |  |
| 28.2 | Comments: |
|  | ***Records are being maintained – see action plan regarding fire doors and exit doors.*** |

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|  | **FIRE RISK ASSESSMENT** |  |
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| The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800: |
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| --- | --- | --- | --- |
| **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 |

 |
| Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is: |
| **Low** |  | **Medium** |  **X** | **High** |  |  |
|  |
| In this context, a definition of the above terms is as follows: |
| **Low:** | Unusually low likelihood of fire as a result of negligible potential sources of ignition. |
| **Medium:** | Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings). |
| **High:** | Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire. |
|  |
| Taking into account the nature of the building and the occupants, as well as the fire protection and 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** |  **X X** | **Moderate harm** |  **X** | **Extreme harm** |  |  |
|  |
| In this context, a definition of the above terms is as follows: |
| **Slight harm:** | Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs). |
| **Moderate harm:** | Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities. |
| **Extreme harm:** | Significant potential for serious injury or death of one or more occupants. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| Accordingly, it is considered that the risk to life from fire at these premises is: |
| **Trivial** |  | **Tolerable** |  **X** | **Moderate** |  | **Substantial** |  | **Intolerable** |  |  |
|  |
| Comments: |
| ***None*** |
| 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 by BS 8800 for general health and safety risks: |
|

|  |  |
| --- | --- |
| **Risk level** | **Action and timescale** |
| **Trivial** | No action is required and no detailed records need be kept. |
| **Tolerable** | No major additional controls required. However, there might be a need for improvements that involve minor or limited cost. |
| **Moderate** | 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. |
| **Substantial** | Considerable resources might have to be allocated to reduce the 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. |
| **Intolerable** | Building (or relevant area) should not be occupied until the risk is reduced. |

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| **(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)** |

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