st anns quay management ltd

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Premises:

St Anne's Quay

Address of Premises:

Quayside

Newcastle upon Tyne

Tyne and Wear

NE1 2DJ

Date of Fire Risk Assessment: 30th March 2020



Responsible Person:	St Ann's Quay Management Ltd
Address of Premises:	St Ann's Quay, Quayside, Newcastle upon Tyne, Tyne and Wear, NE1 2DJ
Person(s) consulted:	Paul Bate (Director)
Assessor:	Keith J Naylor MSc MIFireE Incendia (Safety Solutions) Ltd REGISTERED ASSESSOR LIFE SAFETY
Date of Fire Risk Assessment	30th March 2020
Date of Previous Fire Risk Assessment:	29th April 2019
Suggested Date for Review[1]:	April 2021
Fire Risk Assessment Signed Off By:	

[1] This 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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there have been significant changes, or if a fire occurs.

Introduction

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

If the workplace is subject to an alterations notice or licensing regime it should be ensured that any changes proposed as a result of this fire risk assessment will not conflict with the other regime. In such cases the enforcing authority should be consulted before making any changes. Depending on the work proposed, other legislative approvals might also be required for example those required under relevant building regulations.

Illustrative examples in some sections of this report, detail specific cases to illustrate a general deficiency, such examples are not an exhaustive list of all such deficiencies identified during the assessment.

This document serves as a record of a fire risk assessment as required by the:

Statutory Instrument 2005 No. 1541

The Regulatory Reform (Fire Safety) Order 2005

http://www.legislation.gov.uk/uksi/2005/1541/contents/made

Where an offence under this Order committed by a body corporate is proved to have been committed with the consent or connivance of, or to be attributable to any neglect on the part of, any director, manager, secretary or other similar officer of the body corporate, or any person purporting to act in any such capacity, he as well as the body corporate is guilty of that offence, and is liable to be proceeded against and punished accordingly.

Competent Persons

Incendia (Safety Solutions) Ltd have been appointed to assist them in the carrying out of their duties under fire safety legislation, specifically in carrying out a fire safety risk assessment in accordance with their duties under the Regulatory Reform (Fire Safety) Order 2005 hereafter referred to as the 'Fire Safety Order'.

The submission of this report constitutes neither a warranty of future results by Incendia (Safety Solutions) 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.

Limitations of the Report

This assessment addresses the requirements of the Fire Safety Order and identifies the measures required to comply.

The assessment covers:

- All areas, which to any degree are under the control of the client;

- Based upon a visual inspection of readily accessible areas; the inspection of the premises was non invasive and was limited to that which could be observed without the aid of tools or access equipment;
- All areas accessed, including those under the control of tenants, where the landlord has any degree of control. The assessment does not constitute a Risk Assessment of the tenant's areas. Responsibility for the carrying out of such a risk assessment lies with the nominated responsible person on behalf of the tenant;
- Comments relating to the emergency lighting are based upon a visual inspection, but no test of luminance levels or verification of full compliance with the relevant British Standard was carried out;
- Material alterations to these premises may impact upon the validity of this risk assessment. (You are reminded that material alterations involving means of escape, fire warning systems or structural fire precautions, may require approval from the Local Authority Building Control);
- This assessment only provides basic information relating to arson prevention. If detailed or specific advice on security (including security against arson) is required, the advice of a competent security specialist should be sought.

The fire risk assessment is based on a combination of observations made by the consultant at the time of the survey as well as information provided by representatives of the client. All such information is accepted in good faith as being factual, accurate and a valid representation of the client's views.

Our fire safety consultants make every reasonable effort to access all areas of the premises for which the client is responsible. The risk assessment is non-intrusive/non-destructive.

The checking of the integrity of fire compartmentation within floor and ceiling voids is outside the scope of this report. Compartmentation will be visually assessed, as far as is possible, in all other accessible areas of the premises.

The electrical and mechanical worthiness of all plant and equipment is outside the scope of this report although the servicing and maintenance of such items may be commented upon as well as the design and coverage of installed systems.

Reviews and Audit

It is recommended that this assessment is reviewed and updated, if required, at least annually and is supplemented by regular general fire precautions.

Any changes to the occupancy, use, physical or procedural changes or other circumstances of the premises will require that a review of the assessment be carried out.

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FIRE RISK ASSESSMENT SUMMARY

	A survey of the premises was competed on the 12th March 2020 and the following points are a summary of the significant findings: (More detailed descriptions are illustrated in the Fire Risk Action Plan) Due to the presence At the time of the fire risk assessment, it was reported that exterior ACM Aluminium Composite Fibreboard Panel (ACFP) cladding was confirmed as being present in significant quantities or locations. An intrusive survey of the building's facades was carried out on Nov 28th 2019 by BRE Global Ltd, on behalf of Juliet Petty of CBRE Ltd The report identified a number of issues that have the potential to support the rapid spread of vertically up the external face of the building and internally via the cavity. As the deficiencies have the potential to put residents at serious risk from fire, the overall risk to life is considered as **SUBSTANTIAL**. There are a number of additional significant finding and recommendations regarding the premises' fire protection measures. It is therefore essential that efforts be made to reduce the risk as set out in the significant findings and recommendations identified within this Fire Risk Assessment. Risk reduction measures should be implemented within a defined period of time. However to reduce / maintain this risk rating to **TOLERABLE**, the following should be addressed as priority issues: • There were no records available to evidence the periodic testing and servicing of the fixed electrical installation • Maintain the standard of fire stopping throughout the building. • Improved the fire safety signage throughout the premises • Implement an inspection and recording process to evidence the routine fire safety checks of fire doors, escape routes and final exits • There were no records available for inspection to evidence the periodic testing and maintenance of fire protection measures installed. Housekeeping throughout the premises was satisfactory. The fire evacuation procedures in place for these premises were satisfactory.

GENERAL INFORMATION

1. The Building

1.1	Number of Floors: West Block East Block Central Block	9 (plus roof top plant room) 7 10 (plus roof top plant room)
1.2	Number of Staircases (in each Block)	1
1.3	Approximate Building Ground Floor Foot Print Area	3680m^2
1.4	Brief Details of Construction:	
	Roof: Flat roofs – EPDM roof covering.	
	Walls: Traditional block and brick / skimmed plasterboard.	
	Floors: Concrete	
1.5	Brief Description of the Premises.	
	St Anne's Quay is a detached purpose built building, which is made up of three apartment blocks, West, Central and East. The premises, constructed by Robertson Construction circa 2001 / 2002, is a built steel framed, brick and block work structure with concrete floors / stairways and an EDPM roof covering. The apartments commence at third floor level, which is effectively ground level on the City Road elevation, due to the external gradient of the site. The apartments are sited above two floors of commercial units. The ground and first floor levels from the Quayside Elevation, are currently occupied by the Crown Prosecution Service and Knight Frank Commercial Property Management Consultants. The second floor level suite of offices was vacant at the time of the inspection. The East and West Blocks have communal footpaths leading to Newcastle's Quayside and the River Tyne. At ground floor level on the Quayside elevation, there is an entrance foyer leading to the lift and stairwell to the upper floors of the apartments. The East Block has apartments on the third to ninth floor levels, with a plant / loft room providing access to the roof, located on the tenth floor level. The West Block has apartments on the third to seventh floor levels, with a plant / loft room providing access to the roof, located on the eighth floor level. The central stairwell provides a protected means of escape from the upper floors and exits direct to open air at third floor level and ground floor level on the Quayside elevation. The sole means of access / egress from the Central Block is via the front entrance towards City Road. There is a communal corridor that is shared with the commercial units located at ground floor level on the Quayside elevation, which traverses the length of the length of the building. This corridor contains the major plant / electrical services rooms. The commercial units and the communal areas under the management of CBRE Ltd, are outside the scope of this fire risk assessment.	

2. The Occupants

2.1	Occupancy Type	
The building was designed as a "General Population Block", however it was reported that currently the majority of residents are young professionals and students In addition, it was reported that individual landlords now offer several apartments on short- term lease agreements.		
2.2	Maximum Anticipated Number of Residents (Based on the assumption of an average of four persons per two-bedroom apartment including occasional visitors): West Block East Block Central Block	 90 120 100
2.3	Any notification of occupants at specific risk, e.g. Disabled occupants, elderly or children?	
At the time of the inspection, it was reported that there were currently no residents in any of the Blocks or staff that could be considered to be at special risk, i.e. children or occupants with mobility issues. However, it is reasonably foreseeable that visitors to the premises may fall into this category. Residents are responsible for evacuating disabled persons from their demise to a place of safety.		
2.4	Maximum Anticipated Number of employees at any one time	
St Anne's Quay Management Ltd provides concierge cover on site, during normal office hours, seven days per week. Outside office hours, residents are directed to follow the instructions provided on the fire action notices.		
2.5	Occupants in Remote Areas & lone workers:	2
2.6	Others (e.g. shift workers, night cleaners)	Nil
2.7	Maximum number of approved contractors at any one time	2

3. Fire Loss Experience

Date:	Brief Details, Cause & Action Taken (if any):
None reported. There was a reported UwFS that occurred 9th November 2019 – Cause: Plumbing contractor releasing steam from a pipe.	

4. Other Relevant Information

Note 2.3 - Personal Emergency Evacuation Plans will be drawn up on an individual basis when required.

5. Relevant Fire Safety Legislation

5.1	The following fire safety legislation applies to these premises: **Regulatory Reform (Fire Safety) Order 2005**
5.2	Other relevant fire safety legislation: The Fire Safety (Employees' Capabilities) (England) Regulations 2010
5.3	The above legislation is enforced by: Tyne and Wear Fire Authority
5.4	Any recent visits from the fire officer (or local fire authority)? Yes – 6th November 2019; 7th November 2019; 12th November 2019; 28th November 2019.
5.5	Any corrective actions requested by the fire authority? Yes – Refer to Schedule of Work letter dated 25th November 2019.
5.6	Is there an alterations notice in force? No

Comments:

The assessment has been carried out in line with the following guidance documents:

PAS 79: 2012 - Fire Risk Assessment. Guidance and a recommended methodology (BSI)

The Building Regulations Approved Document B – Fire Safety (HM Government)

Fire safety in purpose-built blocks of flats (Local Government Group)

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

6. Electrical Sources of Ignition

		Y	N	N/A
6.1	Reasonable measures taken to prevent fires of electrical origin?	✓		
6.2	Specifically			
	• Fixed installation periodically inspected and tested?	✓		
	• Portable appliance testing carried out?	✓		
	• Suitable policy regarding the use of personal electrical appliances?	✓		
	• Suitable limitation of trailing leads and adapters?		✓	
	• Protective devices such as RCD's and thermostats are prevalent	✓		

Comments and Hazards observed:

6.2 The building's EICR report was carried out on the 17-18th December 2019.

6.2 The portable appliance testing (PAT) carried out on 29th January 2020.

6.2 Multi-plug adaptors being used in the electrical services risers, not subject to portable appliance testing.

6.2 Trailing lead and adaptor in use in the concierge office.

7. Smoking

		Y	N	N/A
7.1	Reasonable measures taken to prevent fires as a result of smoking?	✓		
7.2	Specifically			
	• Smoking prohibited within the building?	✓		
	• Smoking prohibited in specific areas?	✓		
	• Suitable arrangements for those who wish to smoke?	✓		
	• Absence of any breaches of policy?	✓		
	• No smoking signs displayed at the main entrances to internal areas?	✓		

Comments and Hazards observed:

No issues were observed at the time of the assessment.

8. Arson

		Y	N	N/A
8.1	Does basic security against arson by outsiders appear reasonable[2]?	✓		
8.2	Specifically:			
	• Is there an absence of unnecessary fire load in close proximity to the building?	✓		
Comments and Hazards observed: 8.1 The front of the premises are surrounded by a perimeter fence and have controlled gated access to the site, with a staffed reception during normal working hours. Access controlled entrance doors via digital code/card/via intercom.				

9. Portable Heaters and Heating Installations

		Y	N	N/A
9.1	Is the use of portable heaters avoided as far as possible?	✓		
9.2	If no and portable heaters are used,			
	• Is the use of the more hazardous types (i.e. radiant bar fires or LPG appliances) avoided?			
	• Are suitable measures taken to minimise the hazard of ignition of combustible materials?			
9.3	Are fixed heating installations subject to regular maintenance?			
Comments and Hazards observed: The wall mounted electric convector heaters in the communal areas have been decommissioned – the fuses have been removed.				

10. Cooking

		Y	N	N/A
10.1	Reasonable measures taken to prevent fires as a result of cooking or through the use of a microwave?			✓
10.2	Specifically			
	• Filters changed and ductwork cleaned regularly?			✓
	• Suitable extinguishing appliances available?			✓
Comments and Hazards observed: No communal cooking facilities are available.				

11. Lightning Protection

		Y	N	N/A
11.1	Does the building have a lightning protection system?	✓		
Comments and Hazards observed: Lightening protection is evident at roof level but is damaged. It was not confirmed if it was installed to BS EN 62305.				

[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.

12. Other Significant Ignition Sources including Flammable Liquids and Gases and Special Risk Areas

		Y	N	N/A
12.1	Are stocks of flammable liquids for use in the process kept in the workplace? If so can you: Reduce the volume of flammable liquids that are kept in the workplace?		✓	
12.2	Are flammable liquids kept in the workplace for use by the cleaners or maintenance staff? If so, can you: • Replace a flammable liquid or solvent with a non-flammable alternative?		✓	
12.3	Are containers of flammable liquids left open, without their tops on? If so, can you: • Ensure that all containers are kept closed when not in use?		✓	
12.4	Are there quantities of flammable liquids kept for any other purposes? If so, what are they?		✓	
12.5	Are stocks of flammable liquids stored in purpose made storage bins or cabinets and kept locked shut when not in use?		✓	
12.6	Are flammable liquids, oxidising agents and acids stored separately?			✓
12.7	Are only sufficient amount of flammable liquids removed from the store for daily use and returned to the store at the end of the day?			✓
12.8	Are cylinders of flammable gases or other gases, such as air or oxygen, used or stored in the premises? If so, can you: • Reduce the number of cylinders of flammable and non-flammable gases that are kept in the workplace?		✓	
12.9	Are compressed gas cylinders secured in the upright position?			✓
12.10	Are boiler rooms kept clear of storage, especially flammable liquids?	✓		
12.11	Are oil storage areas and bunds kept clear at all times and bunds kept free of rainwater if external?			✓
12.12	Are all hatches and doors to risk areas kept closed when not in use i.e. boiler rooms, electrical intake rooms, kitchens?	✓		
Comments and Hazards observed: No issues were observed at the time of the assessment.				

13. Other Significant Fire Hazards that Warrant Consideration

Comments and Hazards Observed: 13.1 The potential for risk of external fire spread from the commercial premises located on the lower floors, which may impact upon the ACM cladding affixed to the external face of the apartment blocks

14. Housekeeping

		Y	N	N/A
14.1	Is the standard of housekeeping adequate?	✓		
14.2	Specifically			
	• Combustible materials appear to be separated from ignition sources?		✓	
	• Avoidance of unnecessary accumulation of combustible materials or waste?	✓		
	• Appropriate storage of hazardous materials?	✓		
	• Avoidance of inappropriate storage of combustible materials?	✓		
Comments and Hazards observed: 14.2 Combustible storage too close to electrical services.				

15. Hazards Introduced by Outside Building Contractors and Building Works

		Y	N	N/A
15.1	Is there satisfactory control over works carried out in the building by outside contractors including 'hot work' permits?		✓	
	Suitable guidance is contained in the following publications: • Standard Fire Precautions for Contractors Engaged on Crown Works; Department of Environment, HMSO • Fire Prevention on Construction Sites; Fire Protection Association • Fire Safety in Construction; HSE			
15.2	Are fire safety conditions imposed on outside contractors?	✓		
15.3	If there are in-house maintenance personnel, are suitable precautions taken during 'hot work', including use of hot work permits?	✓		
15.4	Are contractors and maintenance workers aware of the dangers posed by fire? Determine by reviewing existing control measures from client.	✓		
Comments and Hazards Observed: 15.1 There did not appear to be a formalised process for the management and control of contractors on site. It is assumed that 'Hot works' permits are produced as part of the RAMS / schedule of work process.				

16. Dangerous Substances

		Y	N	N/A
16.1	If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosives Atmospheres Regulations 2002?			✓
Comments and Hazards Observed: At the time of the assessment there were no dangerous substances on site that required risk assessing as required by DSEAR 2002. Note: This is not a DSEAR risk assessment. This section is only in respect to general fire precautions (and not processes).				

17. Structural Features

		Y	N	N/A
17.1	Are stocks of raw materials and finished goods separated from the workplace by a fire-resistant structure? If no: • Can they be separated by a fire resistant structure?			✓
17.2	Are there any structural features that could promote the spread of fire? If yes: • Can they be removed, replaced or reduced?	✓ ✓		
17.3	Are all holes in compartment walls, ceilings and floors around services such as pipes and cables fire stopped? If no: • Can they be fire stopped to the same standard as the fire resistance of the element of construction in which they are situated	 ✓	✓	
17.4	Have dampers been installed in ductwork when it passes through compartment walls, floors and ceilings? If no: • Can dampers be installed in line with compartment wall?	✓		
17.5	Are holes in the floors and ceilings of vertical service ducts or cupboards fire stopped? If no: • Can they be fire stopped to the same standard as the fire resistance of the element of construction in which they are situated?	 ✓	✓	
17.6	Are all openings in compartment boundaries protected in case of fire? If no: • Can automatically operated fire-resistant doors or shutters to protect openings in compartment walls be fitted?	✓		
17.7	Are there extensive voids or panelling that if undivided may lead to a fire spreading?		✓	
17.8	Are there voids behind panelling or other features that could lead to a fire spreading to the floor above? If yes: • Can they be fire stopped?		✓	
17.9	Are corridors in excess of 30 metres long, provided with at least one set of fire doors to subdivide the corridor?			✓

Comments and Hazards Observed:
17.2 Exterior ACM cladding was confirmed as being present in significant quantities and locations.
17.2 There were unsecured access hatch doors above the dry rising main outlets.
17.3; 17.5 Breaches in the fire compartmentation were present in all of the Blocks.
17.4 Periodic testing and maintenance records for the fire dampers were not available for inspection.

Note: This was not an intrusive assessment and the full extent of the fire stopping has not been examined.

FIRE PROTECTION MEASURES

18. Means of Escape from Fire: Horizontal Evacuation

		Y	N	N/A
18.1	Is it considered that the building is provided with reasonable means of escape in case of fire?	✓		
18.2	Specifically:			
	• Adequate provision of exits?	✓		
	• Exits easily and immediately openable where necessary?	✓		
	• Final exits open in the direction of escape where necessary?	✓		
	• Avoidance of sliding or revolving doors as fire exits where necessary?	✓		
	• Satisfactory means for securing exits?	✓		
	• Reasonable travel distances?	✓		
	• Suitable protection of escape routes?		✓	
	• Suitable fire precautions for all inner rooms?	✓		
	• Escape routes unobstructed?	✓		
	• Dead-end conditions satisfactory? Are they separated off from the remainder of the premises by fire resisting doors and walls?	✓		
	• Number and width of exits are suitable and sufficient?	✓		
	• Escape routes adequately signed?	✓		
	• Suitable notices detailing the action to be taken in the event of a fire?		✓	
18.3	Is it considered that the building is provided with reasonable arrangements for means of escape for disabled occupants? If yes: • Is the number of trained staff adequate to ensure safe evacuation? • Are the escape routes suitable for the people who have to use them?	✓		
18.4	Do people sleep in the workplace? If yes, can you ensure that: • There is an early warning of fire? • That sleeping areas have been evacuated?		✓	

18.5	Do any staff work in areas where there is a high risk of a fire occurring? If yes, have they been trained: • Appropriately for the hazards • In the action to take in the event of a fire		✓	
18.8	Do people work in remote areas of the premises? If yes: • Are people aware of the dangers posed by fire and have adequate arrangements been made for their safe evacuation		✓	
18.8	Do all emergency exit doors to rooms capable of holding more than 60 persons open in the direction of egress	✓		
Comments and Hazards observed: 18.2 Unsuitable protection of escape routes – self-closing devices require adjusting / replacing. 18.2 Fire action notices required.				

19. Means of Escape from Fire: Vertical Evacuation

		Y	N	N/A
19.1	Is it considered that the building is provided with reasonable means of escape in case of fire (vertical evacuation)?	✓		
19.2	• Number of stairs sufficient for occupancy?	✓		
	• Width of stairs Satisfactory?	✓		
	• Stair protection in terms of fire resisting doors and partitions?	✓		
	• Places of safety from final exits	✓		
	• Are all escape routes, especially stairs, steps and external routes non-slip and free of trip hazards?	✓		
	• Do all emergency exit doors to rooms capable of holding more than 60 persons open in the direction of egress?	✓		
Comments and Deficiencies observed: No issues were observed at the time of the assessment.				

20. Measures to Limit Fire Spread and Development

		Y	N	N/A
20.1	It is considered that there is:			
20.2	• Compartmentation of a reasonable standard[3]?		✓	
	• Reasonable limitation of linings that may promote fire spread	✓		
Comments and Deficiencies observed: 20.2; 17.4 Breaches in the fire compartmentation were present in all of the Blocks. It was noted however, that as a result of the fire and rescue service's Schedule of Work letter dated 25.11.19, ISOLER Ltd have now been instructed to address the compartmentation issues identified. **Note:** This was not an intrusive assessment and the full extent of the fire stopping has not been examined.				

21. Escape Lighting

		Y	N	N/A
21.1	Are the premises used mainly during the daylight hours?	✓		
21.2	Are areas of the premises with no natural light (or borrowed light) provided with escape lighting? See comments below	✓		
21.3	Is there sufficient illumination at changes in level?	✓		
21.4	Is there sufficient illumination at changes in direction?	✓		
21.5	Is there sufficient illumination to show fire alarm call points and fire fighting equipment?	✓		
21.6	Is a reasonable standard of escape lighting system provided[4]?		✓	
21.7	Is the emergency lighting system given a user test on a monthly basis?	✓		
21.8	Does the emergency lighting system receive maintenance at least annually?		✓	
21.9	Describe the escape lighting: Emergency lighting is installed to BS 5266-1 with self-contained units and 3hr battery backup.			
Comments and Deficiencies observed: As the assessment was carried out in daylight hours, 'borrowed light' levels were not taken into consideration. 21.6 Some emergency lighting units did not have LEDs visible. 21.8 Periodic testing and maintenance records were not available for inspection.				

[3] Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

[4] Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standard carried out.

22. Fire Safety Signs and Notices

		Y	N	N/A
22.1	Reasonable standard of fire safety signs and notices?	✓		
22.2	Are there sufficient fire exit signs on the escape routes?	✓		
22.3	Are all internal fire resisting doors indicated with "Fire Door-Keep Shut" notices?		✓	
22.4	Are all internal fire resisting doors to cupboards indicated with "Fire Door- Keep Locked Shut" signs?	✓		
22.5	Where necessary are fire exit doors marked with "Fire Exit – Keep Clear" notices?		✓	
22.6	Are general fire action notices displayed stating what to do in the event of a fire situation?		✓	
22.7	Is fire-fighting equipment indicated?	✓		
22.8	Are there signs indicating how to use door opening mechanisms e.g. "Push Bar to Open"?		✓	

Comments and Deficiencies observed:

Signage should comply with the requirements of the Health & Safety (safety signs & signals) regulations 1996 and BS 5499.

22.3 'Fire Door-Keep Shut' signs were missing.

22.4 'Fire Door- Keep Locked Shut' signs were missing.

22.5 Fire exit doors not provided with "Fire Exit – Keep Clear" notices.

22.6 Additional general fire action notices required (see 19.2)

22.8 The signs indicating how to use door-opening mechanisms in the service corridor were missing.

23. Means of Giving Warning in Case of Fire

		Y	N	N/A
23.1	Reasonable fire warning fire alarm system provided[5]?	✓		
23.2	Automatic fire detection provided?	✓		
	• Throughout the building?		✓	
	• Part of Building?			
23.3	Remote transmission of alarm signals?	✓		
23.4	Is the alarm device available at each point of exit from the building?	✓		

[5] Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

23.5	Does the premise have any sound proofed areas (e.g. recording studios, laboratories) or is there an area of loud background noise? If so • Are special arrangements made for raising the alarm? • Are there visual warnings in place?			✓
23.6	In the case of an electric fire alarm, is it activated weekly from a different call point or zone? If so: • Is the activation day & time the same each week • Are test dates recorded in a fire precautions logbook?	✓		
23.7	Are all the break glass call points numbered and cross-referenced back to the Fire Safety Logbook?	✓		
23.8	Is the electric fire alarm system being electrically inspected at least every 6 months? If so: • Are the inspections being recorded in the fire safety logbook?		✓	
23.9	Is the alarm signal distinctive?	✓		
23.10	Is cause and effects documentation available to describe which building services and systems are interfaced with the fire alarm and detections system and what effects the activation of the alarm has upon those systems?		✓	

Describe the type of system:

(e.g. break-glass system, automatic fire detection system, location of fire alarm panel):

The fire alarm and detection system installed in the building appears to be a mixed-use system compliant with BS 5839-1: L4 in the common parts and BS 5839-6: LD3 – Grade D in the apartments, although no written documentation was available to confirm this.

The main fire panel is installed in the Concierge office.

Slave panels are installed in the 3rd floor entrance lobbies to each Block.

Comments and Deficiencies observed:

23.2 There is no automatic fire detection installed in ground floor service corridor Electrical switch room 1.

23.2 The Grade / Category of fire alarm installed in the apartments and the fire detection reliability is unconfirmed

23.3 The fire detection and alarm system is remotely monitored by Redcare.

23.8 Periodic testing and maintenance records were not available for inspection.

23.10 Cause and effect documentation has not been provided.

24. Manual Fire Extinguishing Appliances

		Y	N	N/A
24.1	Is there sufficient general-purpose fire fighting equipment provided for the area/room/floors? (i.e. is one provided for every 200m^2 of floor space)	✓		
24.2	Is it possible to reach a portable fire extinguisher within 30 metres from any point within the building?	✓		
24.3	Is the general-purpose fire fighting equipment appropriate for the risks?	✓		
24.4	Is the fire fighting equipment simple to use?	✓		
24.5	Has a competent person checked the fire extinguishers within the last 12 months?	✓		
24.6	Is the general-purpose fire fighting equipment located on the escape routes and near to exit doors?	✓		
24.7	Are they securely hung on wall brackets or suitable floor plates?	✓		
24.8	Hose reels provided?		✓	
24.9	Have the hose reels been inspected within the last 12 months?			✓
24.10	Are all portable fire extinguishers, hose reels and fire blankets readily accessible and unobstructed?	✓		
24.11	Are special extinguishers or equipment provided for higher risk areas and special risks?			✓
Comments and Deficiencies observed: The Fire Extinguishers are serviced annually by North East Fire Safety Services Ltd.				

25. Relevant[6] Automatic Fire Extinguishing Systems

25.1	Type of system: N/A.
Comments (including details of scope of coverage and maintenance details): N/A.	

6 Relevant to life safety and this risk assessment (as opposed purely to property protection)

26. Other Relevant[7] Fixed Systems & Installations

26.1	Type of system (e.g. wet or dry riser; smoke ventilation, etc.): A dry rising main is installed with the outlets located within the lift lobby compartments on each floor, of each Block. The inlet is clearly visible adjacent the main entrance to the apartments on the City Road elevation.
26.2	Smoke ventilation is provided by AOVs, connected to the fire alarm system, installed in the common parts corridors in residential accommodation, on all floor levels, in each Block. High-level vents are provided at each floor within the fire-fighting shafts. There are also louvered vents provided at the head of each stairway
Comments (including details of scope of coverage and maintenance details): 26.1 It is assumed that the dry riser has been installed in compliance with BS 9990, although no written documentation was available to confirm this. 26.1 The dry rising main is tested and maintained annually by North East Fire Safety Services Ltd. 26.2 Periodic testing and maintenance records for the smoke ventilation AOVs were not available for inspection.	

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

MANAGEMENT OF FIRE SAFETY

27. Procedures and Arrangements

27.1	Person responsible for fire safety[8]: Concierge.			
		Y	**N**	**N/A**
27.2	Competent person(s) available to assist in implementation of fire safety legislation?	✓		
Comments: IFE registered 'Life Safety' fire risk assessor.				
		Y	**N**	**N/A**
27.3	Is there a suitable record of the fire safety arrangements?	✓		
27.4	Appropriate fire procedures in place? (including arrangements for summoning fire and rescue services)	✓		
Comments: Fire safety arrangements are satisfactory.				
		Y	**N**	**N/A**
27.5	In multi-occupancy buildings; is there evidence available regarding the co-operation & co-ordination of all tenants to ensure that fire precautions and protective measures are effective throughout the building?	✓		
Comments: No issues were observed at the time of the assessment.				
		Y	**N**	**N/A**
27.6	People nominated to respond to fire?	✓		
Comments: All staff have received fire awareness training.				
		Y	**N**	**N/A**
27.7	People nominated to assist with evacuation?	✓		
Comments: All staff have received instruction regarding the fire evacuation strategy.				

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

		Y	N	N/A
27.8	Appropriate liaison with fire brigade?	✓		
Comments: The local fire service has carried out familiarisation visits to the premises.				

		Y	N	N/A
27.9	Routine in-house inspections of fire precautions?	✓		
27.10	Procedures and Arrangements At the time of the assessment, all procedures and arrangements are satisfactory.	✓		
Comments: A fire logbook is maintained.				

28. Training and Drills

		Y	N	N/A
28.1	Are all staff given instruction on induction?	✓		
Comments: No issues were observed at the time of the assessment.				

		Y	N	
28.2	Are all staff given periodic 'refresher training at suitable intervals?		✓	
Comments: There were no staff training records available for inspection.				

		Y	N	
28.3	Are all staff with special responsibilities (i.e. fire wardens) given additional training?	✓		
Comments: N/A				

		Y	N	N/A
28.4	Are fire evacuation drills carried out at appropriate intervals?		✓	
Comments: There were no fire evacuation drill records available for inspection.				

		Y	N	N/A
28.5	Where training is provided, does it include the following information:			✓
	Fire risks in the premises?			
	The general fire precautions in the building?			

	Action in the event of fire?			
	Action on hearing the fire alarm signal?			
	Method of operation of manual call points?			
	Location & use of fire extinguishers?			
	Meaning of fire safety signs?			
	Means for summoning the fire and rescue service?			
	Identity of persons nominated to assist with evacuation?			
	Identity of persons nominated to use fire-extinguishing equipment?			
Comments: N/A				

		NK[9]	Y	N	N/A
28.6	When a contractor/ subcontractor works in the building:				
	Is the subcontractor given appropriate information (e.g. on fire risks & fire safety measures)?		✓		
	Is it ensured that the contractor/ subcontractor on site is provided with adequate instructions and information?		✓		
	Is information from the Property Management / Concierge available regarding the safety protocols in place (in relation to fire risks) for all contractor/ subcontractor who may be on site?			✓	
Comments: 28.6; 15.1 It was reported that prior to commencing any work in the building, contractor/ subcontractors receive instructions and information regarding the fire evacuation procedure. However, there did not appear to be a formalised process for the management and control of contractor/ subcontractors on site.					

9 Information was not known at the time of audit

29. Testing and Maintenance

Refers to: Building – Common Parts only (Client's demise)

		Y	N	N/A
29.1	Is the workplace adequately maintained?	✓		
29.2	Is the fire alarm system tested weekly and maintained six-monthly and/or annually?	✓		
29.3	Is the emergency lighting system tested monthly and maintained at least annually?	✓		
29.4	Are the fire extinguishers maintained annually by a competent person?	✓		
29.5	Are rising mains inspected at six monthly and annual intervals?	✓		
29.6	Are all fire protection equipment interfaced with the fire alarm system routinely tested and periodically maintained?	✓		
29.7	Are fire resisting doors, walls and partitions adequately maintained?		✓	
29.8	Are escape routes and exit doors adequately maintained?	✓		
29.9	Are fire-fighting lifts tested weekly & monthly, inspected six-monthly & annually?	✓		
29.10	Are sprinkler installations tested weekly & inspected periodically?			✓
29.11	Is the lightning protection system inspected & tested annually?	✓		
Comments and deficiencies observed: **29.7** Fire resisting doors are not adequately maintained (see 19.2). It is recommended that fire doors be routinely checked, at a minimum frequency of six months, as set out in BS 9991				

30. Record Keeping

		Y	N	N/A
30.1	Are appropriate records kept of:			
	• Fire Drills?		✓	
	• Fire Training?		✓	
	• Fire Alarm Tests?		✓	
	• Escape Lighting Tests?		✓	
	• Maintenance and testing of other fire protection systems?		✓	
	• A written emergency action plan?	✓		

Comments and Deficiencies observed:

30.1 There were no fire evacuation drill records available for inspection.

30.1 A formalised company record of staff training is required.

30.1; 23.8 Periodic testing and maintenance records of the fire alarm system were not available for inspection.

30.1; 21.8 Periodic testing and maintenance records of the emergency lighting system were not available for inspection.

30.1; 26.2 Periodic testing and maintenance records of the smoke ventilation system AOVs were not available for inspection.

30.1; 17.4 There were no records available to evidence the routine and periodic testing of the fire dampers installed throughout the building.

30.1 Periodic testing and maintenance records for the fire fighting lift were not available for inspection.

31. Information for the Fire Service

		Y	N	N/A
31.1	Are details relating to the location and isolation of the mains electrical supply available to the fire service?	✓		
	Are details relating to the location and isolation of the mains gas supply available to the fire service?			✓
	Are details relating to the location and isolation of the heating ventilation / air conditioning available to the fire service?	✓		
	Are details relating to the location of emergency facilities available to the fire service on their arrival (hydrants, risers, hydrants)?	✓		
	Is there a plan of the building available to the fire service detailing the location of all the fire precautions, access/egress points, hazards etc.?	✓		

Comments:

32.1 A building information 'grab pack' is available for the fire service.

32. Hazards to Fire fighters

		Y	N	N/A
32.1	Are there hazardous substances that would be a danger to fire fighters attending an incident?		✓	
	Are there hazardous processes or machinery that would be a danger to fire fighters?		✓	
	Are there hazardous features in relation to the structure of the building that would be a danger to fire fighters attending an incident?	✓		
	Are there circumstances relating to the use of the premises that could constitute a hazard to fire fighters attending an incident?		✓	

Comments:

32.1 There is an unguarded window in the 9th floor lift lobby of the Central Block.

32.1 There is no floor numbers provided in the protected stairway enclosures, which could lead to confusion during fire fighting operations.

FIRE RISK ASSESSMENT TABLE

The following risk level rating is based on a more general health and safety risk level estimator contained in **BS 8800 - *Guide to Occupational Health and Safety Management Systems.***

Potential consequences of fire → / Fire Hazard ↓	SLIGHTLY HARMFUL	HARMFUL	EXTREMELY HARMFUL
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 (probability of ignition) at this building is:

Low		Medium	✓	High	

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 risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slightly Harmful		**Harmful**		**Extremely Harmful**	✓

Definition of Terms:

Slightly Harmful: Outbreak of fire very unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in the room of origin).

Harmful: Outbreak of fire could result in harm to one or more occupants but is unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in the room of origin).

Extremely Harmful: Potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at this building is:

Trivial		Tolerable		Moderate		Substantial	✓	Intolerable	

Risk Level	Action and Timescale
Trivial	No action required and no detailed records need to be kept
Tolerable	No major additional controls required. However, there may be a need for consideration of 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 period of time. Where moderate risk is associated with extremely harmful consequences, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may 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.

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 SECTION.

FIRE RISK CONTROL PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

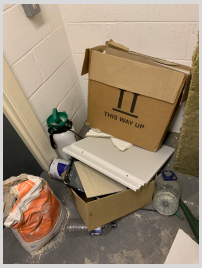
Trivial [ ] **Tolerable** [✓]

Definition of priorities:

1	Life threatening hazard or deficiency requiring immediate remedial action.
2	Serious hazard or deficiency requiring immediate remedial action within 2 weeks
3	Hazard or deficiency identified requiring remedial action within 12 weeks
4	Recommendations to improve fire safety incorporating changes in standards and best practice.

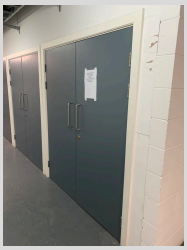
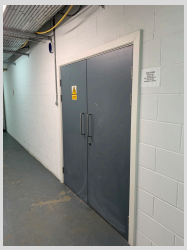
	FIRE ACTION PLAN	PRIORITY
1	**7.2** Multi-plug adaptors are in use in the following locations and have not been subject to a portable appliance test: East Block - 4th floor Central Block - 4th floor West Block - 4th floor    In addition, the extension lead and multi-plug adaptor in use in the concierge's office, is at risk of overloading.  Trailing and extension leads and multi-plug adaptors should be considered as short -term remedies and additional 13amp socket outlets should be installed to reduce the risk associated with the use of such items. In the mean time, have a portable appliance tests carried out on the multi-plug adaptors by a competent person and to reduce the risk of electrical over loads, it should be confirmed that all leads and multi-plugs are protected by a 13 amp fuse and staff should be advised of the risks of over loading such items by powering multiple appliances from a single lead.	3

Actioned by:	**Date Actioned:**

2	**12.1** The lightning protection conductor was damaged. Discussions with the concierge confirmed that the protection is subjected to periodic testing but no evidence was available in the fire logbook at the time of the inspection.  The damaged conductor should be repaired and tested in accordance with BS EN 62305-2:2006, by a competent person. Ensure that the test / maintenance records are available for inspection when required by an inspecting officer or fire risk assessor.	**3**
Actioned by:		**Date Actioned:**
3	**16.2** It could not be confirmed if the commercial occupiers in the commercial premises below have carried out fire risk assessments for their demised areas. It is recommended that copies of the fire risk assessments be requested from each occupier to verify they are managing fire risk within their responsible areas, to ensure that appropriate fire risk reduction measures are implemented. The potential for risk of external fire spread, which may impact upon the ACM cladding affixed to the external face of the apartment blocks, should be reduced to a level reasonably practicable.	**3**
Actioned by:		**Date Actioned:**
4	**14.2** There is inappropriate storage in electrical switch room 1, located in the ground floor service corridor.   The storage should be removed and this area kept clear at all times.	**2**
Actioned by:		**Date Actioned:**

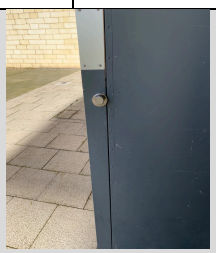
5	**15.1** There did not appear to be a formal process in place, to ensure the effective management control of work carried out by appointed contractors. It is recommended that a formal process be implemented, in order to assure the safety procedures for the control of contractors. This can be achieved by either introducing of a Pre- Qualification Scheme or requesting evidence of competence via a Safety Scheme in Procurement (SSIP) e.g. Chas or Safe Contractor accreditation etc. This process should also include the monitoring of contractors whilst they are site. RAMS / work schedules / 'Hot works' permits should be produced and utilized as part of the process. In addition, it is recommended that private landlord's and residents be required to notify the Concierge when they appoint contractors to carry out any type of work that involves the use of combustible / flammable substances, so that they are effectively controlled regarding sources of ignition, etc.	**3**
Actioned by:		**Date Actioned:**
6	**17.2** There were unsecured access hatch doors above the dry rising main outlets in the following locations: East Block - 9th floor; 7th floor; 6th floor West Block - 7th floor  It is recommended that locks be fitted to the doors identified, so that they are kept locked shut to prevent unauthorized.	
Actioned by:		**Date Actioned:**

7	**17.2** At the time of the fire risk assessment, it was reported that exterior ACM cladding was confirmed as being present in significant quantities or locations.  An intrusive survey of the building's facades was carried out on Nov 28th 2019 by BRE Global Ltd, on behalf of Juliet Petty of CBRE Ltd. The report identified a number of issues, which may have the potential to support the rapid spread of vertically up the external face of the building. As the deficiencies have the potential to put residents at serious risk from fire, it should be confirmed that a remedial program has been put in place to address the deficiencies, such that the building meets the requirements of the Building Regulations requirements. The client should ensure that all recommendations made regarding issues within their scope of responsibility, to reduce the life safety risk to occupants, are actioned based upon the risk. As the building is >18m in height, current HM Government advice relating to this matter should be adhered to.	**1**
Actioned by:		**Date Actioned:**
8	**17.3; 17.5** Breaches in the fire compartmentation have not been fire stopped or have been fire stopped using materials and or systems, which do not appear to comply with the requirements and / or recommendations of BS 476 and the ASFP colour guidebooks, throughout each Block. The areas of concern have been identified and are subject to a separate fire compartmentation report, dated 28th February 2020, which was produced by Incendia (Safety Solutions) Ltd. It should be noted that ISOLER Ltd, passive fire stopping specialists, have been instructed to make good the breaches in the fire compartmentation identified in the survey, using materials that comply with the requirements of BS 476 and systems that comply with the recommendations set out in the ASFP colour books or equivalent. Implement control measures to ensure that all future breaches are adequately stopped as and when they are made.	**3**
Actioned by:		**Date Actioned:**

9	**18.2** The Central Block, 8th floor stairway fire door, does not close fully into its rebates.  Have repairs and / or adjustments made to the door listed by a competent door installer / maintainer.	**3**
Actioned by:		**Date Actioned:**
10	**18.2** There are excessive gaps around the ground floor service corridor fire doors; the gaps at the meeting edge of the following double leaf fire doors were more than 3mm: Electrical switch room 1; Tank room; Electrical switch room 2.    BS 8214 states that the gap along the sides, top and between the leaves of a double door should be 3mm (+/-1mm). The doors identified should be adjusted to ensure compliance. In compliance with BS 8214, all double leaf fire doors, with gaps at the meeting edge of more than 3mm, should be adjusted and / or one / or both meeting edges fitted with intumescent strips and smoke seals.	**3**
Actioned by:		**Date Actioned:**
11	**18.2** The gaps under the following stairway doors were excessive. East Block – Floor 7; Central Block – Floors 9; 5; 4.  Under-door threshold gaps should be in accordance with the installation requirements for the particular door design, however gaps greater than 8-10mm are excessive. It is recommended where a fire door is required to resist the passage of cold smoke, it should be fitted with a threshold seal underneath the door to stop the smoke. When fitted, threshold seals should give an even contact with the floor without significantly increasing friction that could hinder the opening or closing of the door.	**4**
Actioned by:		**Date Actioned:**

12	**18.2** The cold smoke seals / intumescent strips, from a number of vent shaft fire doors in each of the Blocks, were missing.  Have the missing strips and seals replaced by a competent fire door installer / maintainer. It is recommended that these doors be checked as part of the routine fire door inspection.	**3**
Actioned by:		**Date Actioned:**
13	**18.2** The self-closing devices installed on the following fire doors are closing too quickly, causing it to slam in to the frame, which may lead the door set to loosen from and damage the surrounding structure: **East Block** Stairway door slamming – Floors 9; 8; 7; 6; 5; 4; 3 Corridor door slamming – Floors 5; 4; 3. **Central Block** Stairway door slamming – Floors 9; 8; 6; 5. Corridor door slamming – Floors 9; 8; 3. **West Block** Stairway door slamming – Floors 7; 6; 5; 4. Corridor door slamming – Floors 5; 4; 3. A reasonable closing speed from fully open to fully closed is approximately 15 - 30 seconds. Have repairs and / or adjustments made to the door by a competent door installer / maintainer, so that doors close fully and firmly into the rebates. It is recommended that fire doors be routinely inspected, at a minimum frequency of six months, as set out in BS 9991.	**3**
Actioned by:		**Date Actioned:**
14	**21.6** There were no lit LED's visible on a number of emergency escape light units installed in the stairways in each of the Blocks. Emergency escape lighting units with no visible LED, should be checked by a competent person to ensure they are working.	**3**
Actioned by:		**Date Actioned:**

15	**22.3** Insufficient fire safety signage – 'Fire Door keep Shut / Closed' signs are not provided on the following fire doors: **East Block** – All floors **Central Block** – All floors **West Block** – All floors  Suitable blue and white 'Fire Door Keep Shut / Closed' signs, complying with BS 5499 / EN7010: 2011, are required at about eye level on both faces of the identified self-closing fire doors.	**3**
Actioned by:		**Date Actioned:**
16	**22.4** Insufficient fire safety signage - 'Fire Door Keep Locked Shut' signage is required on following fire doors: **East Block** Loft; Floors 9, 8, 4, 3 **Central Block** All floors – wrong signage affixed to the riser doors. **West Block** Loft; All floors – wrong signage affixed to the riser doors. **Ground floor service corridor** Electrical services cupboards; Tank room; Office switch room; Generator room. It is recommended that blue and white 'Fire Door Keep Locked Shut' signs, complying with BS 5499 / EN7010: 2011, be provided on the outside of the fire doors without self-closing devices, to plant rooms, store rooms, cupboards, service ducts, etc., to prevent potential fire spread and unauthorised access. 	**3**
Actioned by:		**Date Actioned:**
17	**22.5; 18.2** The 'Fire Exit Keep Clear' signs from the external face of the final exits doors from the ground floor service corridor were missing.   Replace or ensure that the signs are replaced. Fire safety signage should comply with BS 5499 / EN7010: 2011.	**3**
Actioned by:		**Date Actioned:**

18	**22.6; 18.2** Fire action notices were found to be missing from the following locations: East Block – Loft; 7th floor. West Block – Loft. Adequate fire action notices should ideally be provided adjacent to all the break glass call points in the building. The purpose of this notice is to inform occupants on the actions to be taken in the event of fire and should therefore contain all relevant information, which can be easily read. 	**3**
Actioned by:	**Date Actioned:**	
19	**22.8; 19.2** The 'Turn to Open' sign to indicate the means of operation of emergency door furniture is missing the Ground floor service corridor exit doors. Provide 'Turn to Open' signs or ensure that signs are provided, at the locations indicated, incorporating an appropriate arced directional arrow (clockwise or anti-clockwise), by the thumbscrew turn knob, to ensure that the means of operation of all emergency exit door furniture is clear and unambiguous.  	**3**
Actioned by:	**Date Actioned:**	
20	23.2 There is no automatic fire detection installed in ground floor service corridor Electrical switch room 1. Whilst this does not pose a threat to life safety, it is recommended that an additional smoke detection be installed in this location, as a property protection measure.	**4**
Actioned by:	**Date Actioned:**	
21	23.2 At the time of the assessment, there was no documentation available to confirm the type of fire alarm system installed in the apartments. It was possible to access one apartment and it appeared to have a fire alarm system installed that complies with BS 5839 Part 6 Grade D Category LD3. This would have satisfied the requirements of Building Regulations at the time of the construction. Confirmation is required as to the Grade / Category of fire alarm installed in the apartments. It is recommended that a programme be implemented to test and / or replace the detectors installed in the apartments. It is advised that residents be informed of the need to check the recommended replacement date of their detectors, as most have a ten-year shelf life and prioritise the replacement programme accordingly.	**4**
Actioned by:	**Date Actioned:**	

22	**23.10** There is no fire alarm and detection system cause and effect information available on site. A cause and effects document should be drafted which accurately describes the interfacing of the fire alarm system and other building systems and services and the desired effects on those systems as originally designed and approved.	**3**
Actioned by:		**Date Actioned:**
23	**32.1** There is an unguarded window in the 9th floor lift lobby of the Central Block. It is recommended that the window be guarded, in a similar way to the other floors, to remove the potential of a fall from height, from this location.  	**4**
Actioned by:		**Date Actioned:**
24	**32.1** There is no floor numbers provided in the protected stairway enclosures, which could lead to confusion during fire fighting operations. It is recommended that the additional numbers be affixed to the floor landings within the protected stairway, to enable firefighters to recognise their location during fire fighting operations.	**4**
Actioned by:		**Date Actioned:**

Author details:

K J Naylor MSc MIFireE

Incendia (Safety Solutions) Ltd