



Premises Fire Risk Assessment

(Non Domestic)



Building 3
Callflex Business Park
Dearne Valley
Rotherham
S63 7ER

VISIT DATE:	18th September 2023
This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.	
REPORT DATE	26th September 2023
ASSESSOR	Hayley Tollervey – AIFSM, CMAPS, Grad IOSH, AIEMA
COMPANY	Chameleon Safety Services Ltd. Office 2, First Floor 16 Victoria Road Tamworth B79 7HU
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1 INTRODUCTION

Chameleon Safety Services Ltd has been instructed by the Client, CEG to undertake a Fire Risk Assessment of the aforementioned building.

The Assessment is made in accordance with the Regulatory Reform (Fire Safety) Order 2005, and the corresponding Department for Communities and Local Government (CLG) Guidance document appropriate for your premises.

Chameleon Safety Services Ltd. holds the necessary competency (skills, knowledge, training and experience) & Insurances to provide accurate and efficient recommendations and identify areas for improvement.

2 PURPOSE

The purpose of this report is to perform a non destructive/ intrusive assessment of the premises, gather evidence of documentation, records and maintenance and to ensure that a clear table of remedials is given for where shortcomings are found. The findings are based on verbal discussions with the Client, a visual inspection of the premises, and documentation provided by the Client.

3 SCOPE & EXCLUSIONS

3.1 Scope

This report is compiled and provided to you to give details of any non conformances, and the current controls in place in relation to areas under CEG control.

The Client must ensure that the tenants have in place their own fire risk assessments for the areas which they are responsible.

3.2 Exclusions

The fire risk assessment completed did not include:

- ◇ Tenant Areas & any tenant equipment

We were also advised that CEG has in place its own due diligence checks to ensure said tenants and suppliers are compliant with, and aware of their duties and are required to demonstrate this to CEG as part of their tenancy/ supplier agreements.

4 DOCUMENTATION OF NOTE

There were no corresponding documents of note provided for this property.

5 ACHIEVING COMPLIANCE

Compliance is not achieved from having a Fire Risk Assessment alone, and it is important that any highlighted issues are remedied within a reasonable amount of time. You are expected to review and implement any remedial actions highlighted and share the findings of this report within your organisation.

Report findings are clearly stated with the action required priority level. Priorities are given taking into account significance, time, cost & effort. Where action is required and resolve cannot immediately be implemented, the Company should look at any temporary measures or gradual plan that can be put in place to demonstrate continual monitoring and remedy of the issue.

Any fire safety management plan in place, and this report should be shared with relevant parties which can include tenants, landlord and anyone else who may be affected by the fire safety controls for the building.

The full details of your report findings can be found AFTER the significant findings table.

**Regulatory Reform (Fire Safety) Order 2005
FIRE RISK ASSESSMENT**

This Fire Risk Assessment has been compiled to be in accordance with the Regulatory Reform (Fire Safety) Order 2005. The Responsible Person should review the report in full, paying particular attention to the significant findings and assessor statement sections of the report.

Assessor Details	Hayley Tollervey – Grad IOSH, CMAPS, AIFSM, AIEMA	
Company	Chameleon Safety Services Ltd. Office 2, First Floor, 16 Victoria Road, Tamworth B79 7HU	
Contact	hayley@chameleonsafety.com	07848 405650

GENERAL INFORMATION			
Responsible Person	(Employer or other person having control of the relevant premises)		
	Landlord: CEG (body Corporate), Local: Rebecca Gaunt – Facilities Manager		
Subsequent Review Dates			
Reviewed by		Date	
Reviewed by		Date	
Reviewed by		Date	

6 THE PREMISES
<p>I met on site with Rebecca Gaunt in Building 2, where we discussed documentation and the arrangements in place for managing both buildings 2 and 3. Building 3 is located on an Industrial Park and is to the left upon turning into the park, then occupies the area on the right. This, and building 2 occupies the left side of the park, with a shared car park and route in and out through security gates. At present, the building provides a single business (Equans) with a multi level office space, a reception lobby and parking. The site is well laid out, and to the outside, no evidence of 'illegal' or congested parking was apparent on the day of the visit. CEG still manages building fabric and fixed services, including the fire alarm, emergency lighting, EICR, plant rooms and maintenance of fire doors.</p> <p>The inside of the building is modern, light and well presented, with all equipment and internal and external ground conditions found to be maintained in good order and kept clear, most of which is managed by the tenant. The areas/items under CEG control are managed on a monthly basis by Rebecca Gaunt, who is based away from site. Rebecca advised of a good relationship with tenants.</p> <p>The building is furnished with immediate entrance into a tenant occupied reception area and desk, a small seating area, a lift, some storage cabinets, coffee machine and doors off to toilets and offices.</p> <p>To the outside ground level area there is a good level of external lighting, vegetation control, CCTV and waste disposal.</p> <p>The building is accessible by emergency services (including high reach) and there was no evidence of congestion or obstructions.</p>

7 SIGNIFICANT FINDINGS

7.1 Findings of the most serious nature, posing an immediate and significant risk to life:

None identified

7.2 Findings requiring action:

Nr.	Priority	Comments	OK?
9.12.1	High	Emergency escape routes are only permitted over a roof (not to a roof) providing it leads eventually to a total/ final point of safety. The roof has no edge protection, and does not lead to any other exit, whether it be another part of the same building, or a final story exit leading away from the building. The signage to the roof from the plant room as emergency exits must be removed. The measures in place by other means is above the standard required and by design the plant rooms only have 1 suitable exit.	x
11.2.5	Medium	I was advised that the fire doors are currently inspected on an annual basis. This should be checked and if so, changed to 6 monthly	x

11.3.1	High	Emergency lighting should be provided to the external chiller roof area	✘
11.4.1	Medium	1 door to the plant room, which should be kept locked was furnished with an incorrect sign. There was no sign to the lift to depict that these should not be used in the event of a fire.	✘
11.6.11	High	The plant rooms should be furnished with extinguishers to aid the escape of anyone requiring exit back into the main building	✘

7.3 Findings of note requiring attention

11.5.3	There are areas of the open roof a distance away from the sounder, and the enclosed chiller plant roof that do not have a sounder. It should be incorporated on to a weekly check, to ascertain if the next nearest available sounder can be effectively heard from all areas of the roof, including upper levels, and the furthestmost point from any provided sounder. The same should be checked for beacons provided.	!
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8 RISK LEVEL

It is the opinion of the assessor, that from the inspection and assessment carried out on the day noted above, the overall

The overall risk level at present has been deemed as

LOW	NORMAL	HIGH
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With effective management and by following the recommendations given it is thought the following level could general risk level could be achieved/maintained:

NORMAL

9 FULL REPORT AND IDENTIFIED FIRE HAZARDS			
Items in this table requiring attention will be displayed under Section 7 Significant Findings			
Number of floors in building:	Ground, 1 st and plant / roof		
Approximate floor area: (m ²)	Unknown		
Brief details of construction:	(Date of construction, brick, timber, purpose built or converted)		
	The building is of steel frame construction, glazed and clad		
Primary usage:	Offices (tenanted)		
Secondary usage:	N/A		
Occupancy Profile (Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation)			
Overall Maximum Occupancy exceed?	No		
Overall accessible times?	24 hours permitted		
	Description of Occupants (under CEG control)		
Mobility Issues	0		
Average Mobility	0		
Vulnerability Issues	0		
Are details of any PEEP's in place by tenants, communicated to CEG	No, these are managed by tenants themselves		
Occupants especially at risk from fire			
Sleeping occupants (Details of numbers - public/staff)	0		
Disabled occupants (Personal Emergency Evacuation Plans in use when necessary)	0		
Occupants in remote areas (Lone working/isolated areas)	0		
Young person's (Individual Risk Assessment provided for those persons under 16 yrs.)	0		
Others (Details of Elderly/Infirm/Mental Ability)	0		
Visitors	2 per month, escorted		
Occupants whose first language is not English	0		
9.1 Electrical Sources of Ignition			
Nr.	Criteria	Comments	OK?
9.1.1	Fixed installation periodically inspected and tested? (e.g. every 5 years)?	This has been completed September 2019	✓
9.1.2	Where actions given or marked unsatisfactory, have these now been resolved?	C2's identified have been remedied	✓
9.1.3	Have there been any changes or modifications to the fixed electrical system since the last issued EICR?	None notified to me.	✓
9.1.4	Portable appliance testing carried out on a risk assessed basis?	There are no portable appliances on site belonging to CEG – tenant only	✓
9.1.5	Suitable policy in place regarding the use of personal electrical appliances?		N/A
9.1.6	Suitable limitation and management of trailing leads and adaptors?	Yes, by design (for tenants). None in use for CEG	✓

9.2 Smoking			
Nr.	Criteria	Comments	OK?
9.2.1	Smoking prohibited in the building?	No smoking or vaping permitted	✓
9.2.2	Smoking permitted in appropriate areas?	Yes, but extinguishing boxes are managed by tenants.	✓
9.2.3	Suitable arrangements for those who wish to smoke?	Yes	✓
9.3 Arson/ Deliberate Ignition			
<i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>			
A walk round of the premises was completed, and no excessive build up of combustible rubbish or waste was found. The single tenant has one bin, which is metal, lidded and kept away from the building			
Nr.	Criteria	Comments	OK?
9.3.1	Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?	This is minimal and managed via CCTV and security	✓
9.4 Portable Heaters			
Nr.	Criteria	Comments	OK?
9.4.1	Portable heaters are used within the premises.	No permitted.	✓
9.4.2	Is the use of the more hazardous type (i.e radiant bar fires or LPG appliances) avoided?	Yes	✓
9.4.3	Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		N/A
9.5 Fixed Heating installations			
Nr.	Criteria	Comments	OK?
9.5.1	Fixed heating installations such as boilers are used within the premises.	There is no gas to this property	✓
9.5.2	Are fixed heating installations subject to regular maintenance?		✓
9.5.3	Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	No obstructions	✓
9.6 Cooking & Kitchens			
Nr.	Criteria	Comments	OK?
9.6.1	Filters cleaned or changed and ductwork cleaned regularly?	No ductwork installed specifically for kitchen equipment.	N/A
9.6.2	Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	There is no kitchen under CEG control in this building	N/A
9.6.3	Suitable Shut Down Procedures in place?		N/A
9.7 Ductwork, dampers, extraction (and shut off)			
9.7.1	Where ductwork, extraction and ventilation chambers and similar are installed, are these adequately serviced, maintained and in good condition?		N/A
9.7.2	As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?		N/A

9.8 Lightning			
Nr.	Criteria	Comments	OK?
9.8.1	The building has a lightning protection system	The last Fixed wiring survey advises this is fitted.	✓
9.8.2	Is the lightning protection system subject to a suitable maintenance regime?	Yes	✓
9.9 Dangerous Substances			
Nr.	Criteria	Comments	OK?
9.9.1	Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>	Nothing for CEG/ Tenant has own cleaners	N/A
9.9.2	A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations?		N/A
9.9.3	Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.		N/A
9.10 Housekeeping			
Nr.	Criteria	Comments	OK?
9.10.1	Combustible materials appear to be separated from ignition sources?	This was found to be satisfactory.	✓
9.10.2	Escape routes kept clear of any combustibles? <i>(Storage /furniture)</i>	Escape routes both inside and outside were found to be clear and maintained. The vegetation around the CEG owned area is well maintained, with this being contained to designated beds, with no evidence of encroachment onto walkways or final exit doors.	✓
9.10.3	Appropriate measures for the safe storage and disposal of waste?	Yes. Away from the building (tenants but monitored by CEG)	✓
9.11 Hazards Introduced By Contractors And Building Works			
Nr.	Criteria	Comments	OK?
9.11.1	Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?	This is managed via 'RiskWise' where work permits can be raised and checked. Tenants can also raise permits and CEG can see all of these. As part of the system, it will only enable a permit to be open for a set amount of time. The Client has advised that they will soon be moving over to an alternative system for management 'Meridian' and they must ensure suitable provisions are put in place to minimise disruption and maintain control of such works during the migration.	✓
9.11.2	Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors?	Briggs & Forrester carry out much of the required works and are an approved contractor with an approved process and control measures in place, however, See also above	✓
9.11.3	If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?	See above.	✓

9.12 Other Significant Fire Hazards That Warrant Consideration			
Nr.	Criteria	Comments	OK?
9.12.1	Are there any other fire hazards that warrant consideration within the premises?	The secondary exits provided to the plant rooms lead to a flat roof with an unguarded edge and no possibility of relative or final point of safety. There are no storey exits from these areas and they do not lead to another part of the building for alternative exits.	✘
10 ARRANGEMENTS FOR EVACUATION			
10.1 Evacuation Strategy			
What Strategy is adopted? <i>Single Stage, Progressive Horizontal or Delayed Evacuation?</i>		Single phase to a single assembly point(s)	
Nr.	Criteria	Comments	OK?
10.1.1	Is the chosen evacuation strategy suitable?	<p>Yes, and there is no cause for requiring dispersal method or staged evacuation. It was confirmed by Rebecca during the visit that there are no high risk tenants such as banks that could incite a foreseeable terrorism threat.</p> <p>(There is ample space around the car park pavements for tenants to adopt their own individual assembly points for clarity and ease. Each tenant should ensure (and be able to demonstrate the consideration for adequate space for their number of persons is available, without encroaching onto emergency services routes or into car parking spaces so as to pose a potential hazard to persons assembled).</p> <p>CEG must ensure that these provisions remain available for tenants and that they can be signed where practicable. It is recommended that CEG carried out their own checks to ensure tenant arrangements do not in any way create conflict or disadvantage to its own arrangements, or affect access and egress of emergency services.</p>	✔
11 PROVISION OF ELEMENTS OF FIRE SAFETY AS SECONDARY CONTROL MEASURES			
11.1 Means of Escape			
Nr.	Criteria	Comments	OK?
11.1.1	It is considered that the premises are provided with reasonable means of escape in case of fire.	Yes there is a satisfactory level of means of escape for all areas seen.	✔
11.1.2	Adequate design of escape routes?	Yes. There are escape routes from several parts of the building and provide sufficient egress for the maximum number of persons expected to occupy the property.	✔
11.1.3	Reasonable distances of travel Where there is escape in a single direction?	Travelling distances all within permitted distances based on current configuration and the doors being on 'fail to safe'/ open in the event of a fire. The plant rooms do essentially only have 1 viable exit, however, these lead to the main protected staircase and travelling distance to there and onward to final point of safety is acceptable.	✔
11.1.4	Reasonable distances of travel Where there are alternative means of escape?	Yes. Confirmed there have been no changes to layouts since the Fire Strategy Report and therefore this has not been reassessed.	✔
11.1.5	Suitable protection of escape routes? <i>(Fire resisting construction)</i>	Yes	✔

11.1.6	Adequate provision of exits?	Yes. Whilst the plant rooms are desired to have more than 1 exit, this is not viable. Plant rooms are fitted with vision panel doors, detectors to the adjoining lobbies, call point, sounders and beacon (with exception of external but perimeter enclosed chiller roof area)	✓
11.1.7	Exits easily and immediately open-able where necessary <u>without</u> the use of a key?	Yes, and security controlled doors open upon activation of the fire alarm.	✓
11.1.8	Escape routes unobstructed?	All escape routes seen on the day of inspection were well maintained and clear.	✓
11.1.9	Is it considered that the premises are provided with reasonable arrangements for means of escape for disabled people?	Tenants are responsible for their own persons' evacuations, no CEG based on site.	✓
11.1.10	Does the evacuation plan fit with the floor space factors?		✓
11.1.11	Identify dead end corridors. Are the appropriately covered?		N/A
11.1.12	Identify inner rooms. Are the appropriately covered?		N/A
11.2 Measures To Limit Fire Spread And Development			
Nr.	Criteria	Comments	OK?
11.2.1	Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.	Yes. I am advised there have been no significant changes to walls, doors or floors since the last fire risk assessment report.	✓
11.2.2	Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)	Yes by visual inspection.	✓
11.2.3	Service risers, cupboards and other areas requiring fire stopping are sufficiently protected?	Fire stopping was checked in service risers and plant rooms accessed and all found to be acceptable.	✓
11.2.4	Doors, where required are the suitable and sufficient, including correct fire door type and rating, suitability of ironmongery, glass, intumescent strip and closers?	Doors and glazing were checked and found to be suitable. Where required, hinges, self closers and intumescent strips were suitable also.	✓
11.2.5	Maintenance and inspection of fire resisting doors in place where required?	Doors are inspected but Rebecca believes this to be annually	✗
11.3 Emergency Escape Lighting			
Nr.	Criteria	Comments	OK?
11.3.1	It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?	Emergency lighting in all areas was found to be acceptable in terms of quantity and siting except the enclosed chiller roof area does not has emergency lighting	✗
11.4 Fire Safety Signs & Notices			
Nr.	Criteria	Comments	OK?

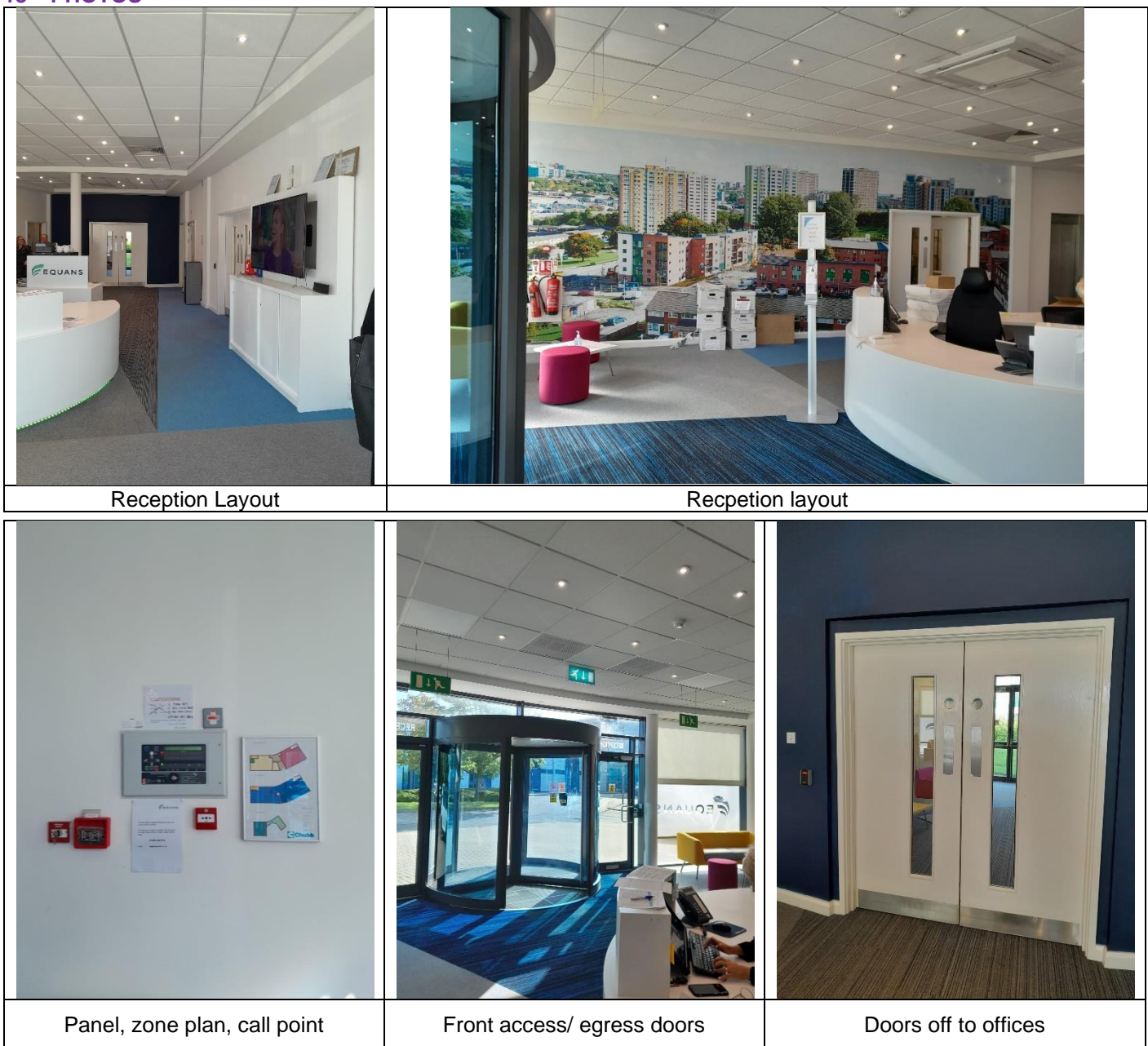
11.4.1	It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996	Signage seen was of a good standard and quantity, strategically placed to ensure exits can be seen from all angles. The protected escape staircase route from each lift lobby is signed.	✓
		Fire Action notices are present and completed (where type allows) with assembly point information. Fire extinguishers have signage for their designated places. Service Risers and other cupboards were found to be locked and furnished with 'fire door keep locked shut' sign. Internal fire doors on escape routes were found to be free moving and furnished with a 'fire door keep shut' sign. Final exit doors were seen to be signed on the outside to prevent obstruction, with 'Fire escape, keep clear'.	
		1 door to the plant room, which should be kept locked was furnished with an incorrect sign. There was no sign to the lift to depict that these should not be used in the event of a fire.	✗
11.5 Means of giving warning in case of a fire			
Nr.	Criteria	Comments	OK?
11.5.1	Reasonable manually operated fire warning system provided? <i>(e.g. Break glass call points, fire bell, air horn, klaxon etc)</i>	The fire alarm installed to the CEG responsibility areas is L3, with both manual and automatic means of detection fitted. The system is fitted with automatic detection, call points, beacons and sirens. The system is considered to be at or above the standard required in accordance with BS9999. Upon visual inspection, all components seen appeared visually to be in working order. Tenants are responsible for their own and integration into the CEG main system should be confirmed by the Client. There are areas of the open roof and the enclosed chiller plant area that do not have a beacon or sounder.	!
11.5.2	Automatic fire detection provided? <i>If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc)</i>		
11.5.3	Is this provided throughout Premises?		
11.5.4	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	Yes	✓
11.5.5	Remote transmission of alarm signals to a monitoring station or other?	Not confirmed, however the fire strategy plan does not note that an alarm receiving centre is in use.	✓
11.6 Manual fire Extinguishing appliances			
11.6.1	Reasonable provision of portable fire extinguishers?	The siting and number of extinguishers was deemed acceptable in all CEG areas, with the exception of the plant rooms. The plant rooms did not contain extinguishers.	✗
11.6.2	Are all fire extinguishing appliances readily accessible and unobstructed? <i>(i.e. mounted on walls or on appropriate bases)</i>	All appliances seen were unobstructed.	✓
11.6.3	Is suitable wall signage provided relevant to extinguisher?	Yes	✓
11.6.4	Are hose reels provided?		N/A

11.7 Relevant Automatic Fire Extinguishing Systems			
Nr.	Criteria	Comments	OK?
11.7.1	Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)	Not installed/ required	N/A
11.8 Other Relevant Fixed Systems And Equipment			
Nr.	Criteria	Comments	OK?
11.8.1	Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)	Not installed / required	N/A
11.9 Firefighter Switch – High Voltage Luminous Tube Signs Etc			
Nr.	Criteria	Comments	OK?
11.9.1	Suitable provision of fire fighters switch(s) for high voltage luminous tube signs, etc (to include location)?	Not fitted	N/A
12 MANAGEMENT OF FIRE SAFETY			
12.1 Procedures and Arrangements			
12.1.1	Fire Safety is managed by:	Rebecca Gaunt	✓
12.1.2	Deputy or assistant:		
Nr.	Criteria	Comments	OK?
12.1.3	Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	Fire awareness given to CEG staff. Tenants have own fire marshals. Security have had awareness training and would liaise with fire service and tenants to check everyone is out. No one is on site from CEG routinely Tenants responsible for own evacuation.	✓
12.1.4	Is there a suitable record of the fire safety arrangements?	Testing of emergency lighting records were located. Extensive records were produced showing a good standard of required checks.	✓
12.1.5	Are procedures in the event of a fire appropriate and properly documented?	Evacuation procedure, which is site specific was shown to me and is coordinated to tenants also. The evacuation plan is also displayed on the noticeboard within the shared lobby	✓
12.1.6	Are there suitable arrangements for summoning the Fire and Rescue Service?	Those on site would summon the fire and rescue service.	✓
12.1.7	Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	Yes, tenants own fire marshals	✓
12.1.8	Is there a plan of the building available indicating basic layout and any areas of significant risk?	There are zone plans situated in the protected staircase	✓
12.1.9	Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes	✓
12.1.10	Is there a suitable fire assembly point(s)?	Assembly points are allocated by tenants, and ample room is provided by CEG	✓
12.1.11	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Tenants have own. Disabled toilets are fitted with emergency cord, maintained and tested by Briggs & Forrester. *No documentation has been seen and it has not confirmed if the emergency pull cord would operate in the event of a power failure as it should.	✓
12.1.12	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	This would be covered by tenants	N/A
12.1.13	Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	No visits have been undertaken recently to Rebeccas knowledge.	✓

12.1.14	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Monthly in house by CEG and some by Briggs & Forrester covering preventative fire safety and equipment.	✓
12.2 Training and Fire drills			
12.2.1	Fire safety training is managed by:	Gary Latta	
12.2.2	Deputy or assistant:		
Nr.	Criteria	Comments	OK?
12.2.3	Are all staff given adequate fire safety instruction and training on induction?	Yes, fire safety information and evacuation procedure is included.	✓
12.2.4	Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	CEG does this for Fire Marshals but not applicable at this site	N/A
12.2.5	Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?		N/A
12.2.6	Does training provided include adequate level of information?	Yes the checks also appear to be to a good standard and therefore a good awareness of what is required.	✓
12.2.7	It is communicated to all employees who those with special duties in the event of a fire are, or these are clearly identifiable by means of PPE	It is communicated to tenants but this is only relevant for when Rebecca attends to carry out the drills	✓
12.2.8	Are fire drills carried out at appropriate intervals and a record of such drills maintained?	Yes 2 per year, Fire Drill/ Evacuation records completed and uploaded onto Risk Wise which documents a debrief being held afterwards, any areas for improvement and how long the evacuation took. Rebecca showed me a debrief document which detailed who was involved, the time taken and any findings, and also that this was communicated to tenants	✓
12.2.9	Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	Policy and procedure changes communicated via email or app. Tenants are communicated with as above	✓
12.2.10	When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	Tenants responsible for their own visitors. CEG visitors escorted Adequate quantity and type of clear signage to assist those not familiar with the building.	✓
12.2.11	Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	Yes, two way consultation on all safety and fire procedures. Tenant fire risk assessment requested as soon as they have moved in. These are also chased annually. In this building, the tenant is responsible for layout changes and how that affects their fire safety systems	✓
12.3 Testing and Maintenance			
12.3.1	Testing and Maintenance is managed by:	Rebecca Gaunt	
12.3.2	Deputy or assistant:		
Nr.	Criteria	Comments	OK?
12.3.3	Adequate maintenance of workplace?	The roof and plant rooms were found to be kept tidy, well maintained and with no storage of materials.	✓
12.3.4	Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	The tenant carries out weekly checks.	✓
12.3.5	Monthly and annual testing routines for emergency escape lighting?	This is completed by the tenant on a monthly basis for most areas, but Briggs & Forrester look after external emergency lighting and that in CEG demises such as roof and plant rooms	✓

12.3.6	Annual maintenance of fire extinguishing appliances?	Yes, those in communal areas are carried out annually by CEG by means of an external contractor.	✓
12.3.7	Periodic inspection of external escape staircases and gangways?	These are checks on Rebecca's walkrounds and includes vegetation growth and obstructions	✓
12.3.8	Six monthly inspection and annual testing of rising mains?		N/A
12.3.9	Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?		N/A
12.3.10	Weekly testing and periodic inspection of sprinkler installations?		N/A
12.3.11	Routine checks of final exit doors and/or security fastenings?	These are checked on Rebecca's walkrounds and includes vegetation growth and obstruction.	✓
12.3.12	Annual inspection and testing of lightning protection system?	Yes	✓

13 PHOTOS



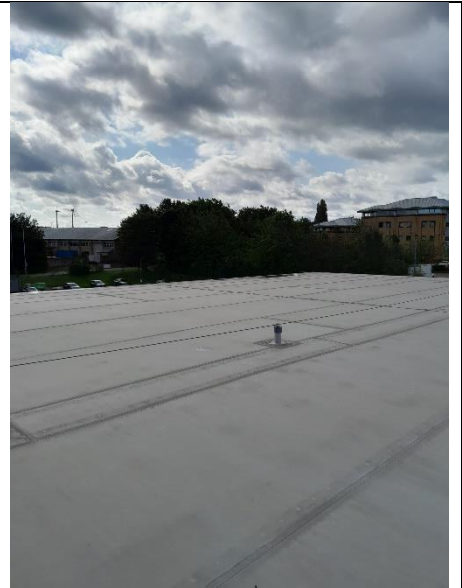
<p>Lift – no sign</p>	<p>Central staircase</p>	<p>Main stairs / Em Lightng</p>
<p>No access to plant sign</p>	<p>Door to plant room incorrect sign</p>	<p>Internal plant room</p>
<p>Internal plant room</p>	<p>Fire exit signs on to roof</p>	<p>Roof access door (with fire exit sign)</p>



Internal plant room



Unprotected roof



Unprotected roof



From roof back into plan room



Plant room electrical



Chiller external (perimeter enclosed) roof area



Chiller external (perimeter enclosed) roof area



External routes clear



External routes clear with lighting

14 SOURCES

The recommendations in this report have been made in conjunction with the requirements of the following:

- ◇ Regulatory Reform (Fire Safety) Order 2005: <https://www.legislation.gov.uk/ukxi/2005/1541/contents/made>
- ◇ DCLG Offices & Shops: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/422175/9449_Offices_and_Shops_v2.pdf
- ◇ DCLG Factories & Warehouses: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14882/fsra-factories-warehouses.pdf
- ◇ Management of Health & Safety Regulations 1999: <https://www.legislation.gov.uk/ukxi/1999/3242/contents/made>
- ◇ Safety signs and signals. The Health and Safety Regulations 1996: <https://www.hse.gov.uk/pubns/books/l64.htm>

British Standards:

- ◇ BS 9999:2017 Fire safety in the design, management and use of buildings
- ◇ BS 9990 – Non automatic fire-fighting systems in buildings
- ◇ BS 5839-6 Fire detection and fire alarm systems for buildings
- ◇ BS 5306-0 Fire protection installations and equipment on premises
- ◇ BS 8214:2008 Code of practice for fire door assemblies
- ◇ BS EN 12845:2015 Fixed firefighting systems - automatic sprinkler systems - design, installation and maintenance
- ◇ BS 5499 Safety Signs, Including Fire Safety Signs