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Ligtas

ENABLING SAFE ENVIRONMENTS

HSE Report

Fire Risk Assessment

Prepared for

**Ryden LLP on behalf of
Protector No 1 Ltd**

Visit Date

3rd February 2021

Review Date

February 2022

Site Address

Laurel House
Laurelhill Business Park
Stirling
Stirlingshire
FK7 9JQ

Consultant

Paul Smith

Reviewed by Tom Stallard, Authorised
Validator



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ENABLING SAFE ENVIRONMENTS

Health & Safety

- ✓ Health and Safety Risk Assessments & Audits
- ✓ Health and Safety Inspection Reports
- ✓ Policies and Procedures writing and review
- ✓ Gap Analysis
- ✓ Expert Witness
- ✓ Disability Access Audits
- ✓ Management Systems analysis and review
- ✓ Accident Investigation
- ✓ Advanced risk assessments, DSEAR, HAZOP and Safety Case support

Training

- ✓ NEBOSH - National Examination Board in Occupational Safety and Health
- ✓ IOSH - Institute of Occupational Safety and Health
- ✓ IEMA - Institute of Environmental Management and Assessment
- ✓ Non-accredited training

Water Safety

- ✓ Legionella Risk Assessments
- ✓ Water Hygiene Audits
- ✓ Schematic Drawings
- ✓ Logbooks and Record Systems
- ✓ Water Sampling and Analysis using UKAS accredited laboratories

Construction

- ✓ Site inspection and surveys
- ✓ CDM consultancy support
- ✓ Effective reporting and client management information

Fire Safety

- ✓ Fire Risk Assessments
- ✓ Emergency Plans
- ✓ Fire Evacuation, Investigation, Management, Safety Policy
- ✓ Dangerous Substances and Explosive Atmosphere Regulations (DSEAR)

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1. Summary

On 3rd February 2021, a Fire Risk Assessment was carried out on the common areas of Laurel House, Stirling, FK7 9JQ. Weather conditions at the time of the visit were dry.

This assessment was commissioned by Ryden LLP, on behalf of Protector No 1 Ltd, to assist them in fulfilling their duties under relevant fire safety legislation.

Ron Martin (Security Guard - Corps Security) was available to accompany the consultant during the inspection. Following the assessment, a written debrief/request for further information was emailed to the client.

A site inspection and audit of relevant records of examination, testing and maintenance work was carried out. Any inaccessible areas during this assessment are detailed within the limitations section of this report.

This risk assessment is intended to be a working document that can be used to guide future action aimed at improving compliance and maintaining fire safety standards. Following this risk assessment measures must be taken to implement effective, preventative and protective control measures to reduce the risks identified, as well as maintaining ongoing 'general' fire precautions.

Any fire risk assessment must be reviewed by the responsible person regularly so as to keep it up to date, there is no definition of regularly but annually is generally accepted to be best practice.

Risk Assessment Findings

The following risks were identified during the assessment:

Priority	Number of Risks (X)	Risk Rating (Y)	Risk Score (X x Y)
High	0	3	0
Medium	9	2	18
Low	8	1	8
Total Risk Score			26

There were no high-risk actions identified at the time of inspection.

2. Competent Persons

Ligtas Fire Safety Consultants have been appointed by Ryden LLP to assist them in the carrying out of their duties under fire safety legislation, specifically in meeting their duties under Part 3 of the Fire (Scotland) Act 2005.

3. Introduction

On 3rd February 2021, a Fire Risk Assessment was carried out on all areas of Laurel House, Laurelhill Business Park, Stirling for which the client has responsibility, and a report prepared. The aims of the Fire Risk Assessment are:

- To assist the Employer or Person in control of relevant premises as defined in the Fire (Scotland) Act 2005 (hereafter referred to as the 'Responsible Person') to identify general fire precautions, which are to be taken 'so far as is reasonably practicable' to ensure the safety of his employees, the safety of relevant persons and to ensure the premises are safe.
- To assist the Responsible Person in meeting the general fire precautions requirements for the building/area under their control.
- To identify any practices or conditions which could pose significant risks from fire to persons occupying the building.
- To identify any practices or conditions which could pose significant risks to the building, the environment and persons in the immediate vicinity of the building.
- To assist the client in meeting their requirements to ensure compliance with the Fire (Scotland) Act 2005 and other fire related issues throughout the building.
- To assess the adequacy of current fire safety measures against the risks posed, using current standards, legislation and recognised codes of practice and to recommend improvements where required.

The Fire Risk Assessment must be reviewed by the Responsible Person regularly so as to keep it up to date and accurate and particularly if:

- There is reason to believe a significant change in the structure or use of the building.
- There is a significant change in relation to the special, technical or organisational measures.
- Changes have taken place that have not been notified and approved by the relevant enforcing body or Fire Authority where an 'Alterations' notice is in force.
- There is reason to believe that an occupant is operating in breach of fire safety legislation.
- Where changes to an assessment are required as a result of any such review, the Responsible Person must make them.
- As soon as practicable after the assessments made or reviewed, the Responsible Person must record the information prescribed where:
 - 5 or more employees are employed;
 - A licence is in force in relation to the premises; or

- An alterations notice is in force.

The information to be recorded must include the significant findings of the assessment, including the measures, which will or have been taken by the Responsible Person pursuant to the Fire (Scotland) Act 2005 and any group of persons identified by the assessment as being especially at risk.

4. Terms and Definitions

4.1. Fire (Scotland) Act 2005

The Fire (Scotland) Act 2005 came into force on 1st October 2006 and extends to Scotland only. The following is a summary of the main rights and responsibilities of those covered by the legislation.

As an employer you are entitled to the co-operation of your employees in respect of your fire safety responsibilities; and for employees to take reasonable care for their own safety and others whom their actions could affect; and you must:

- carry out (and review regularly) a fire safety risk assessment to identify the potential for fire to occur in the workplace and cause harm to employees and persons in, or in the immediate vicinity of, the premises.
- ensure, so far as is reasonably practicable, the safety of your employees from harm caused by fire in the workplace and take reasonable measures to ensure their safety and that of others there, or in the immediate vicinity. These measures should be aimed at avoiding or reducing any risks identified.
- provide clear, appropriate information and instruction (and training where necessary) to your employees and anyone else working on your premises, e.g. contractors and their employer(s), in relation to any risks identified and fire safety measures provided.
- ensure that a record of a fire safety risk assessment is kept (electronically or paper-based) if you employ five or more employees (whether they are based in the premises or not), have a licence (such as a liquor licence) for the premises, are subject to registration (such as care home registration), or an alterations notice requiring this has been served in relation to the premises by the enforcing authority.
- carry out (or review) a fire safety risk assessment before employing anyone under the age of 18, taking into account their youth and inexperience, and the particular risks they may be exposed to in the workplace. If a child is of school age, their parent must be informed of the risks and the measures taken to avoid or reduce them.
- ensure that the premises are equipped to an appropriate level, with means of escape (ensuring these can be safely used), means of detecting fire and giving warning in the event of fire, means of fighting fires, and arrangements for action to be taken in the event of fire.
- ensure that the premises, and any fire safety facilities, equipment and devices are maintained in good order.
- co-operate with anyone else who has fire safety responsibilities for the same premises (including sharing information about the activities/measures undertaken, where appropriate) and take all reasonable steps to co-ordinate your fire safety measures regarding the premises.

As an employee you are entitled to:

- the provision of adequate fire safety measures on the premises to ensure, so far as is reasonably practicable, your safety from harm caused by fire;
- appropriate instruction (and training where necessary) about any risks identified on the premises, fire safety measures provided and what to do in the event of a fire; and must:
 - take reasonable care to ensure the workplace is safe from harm caused by fire and do nothing that will place yourself or others at risk.
 - inform your employer (or a fellow employee with specific fire safety responsibilities), of anything relating to the premises, which could represent a serious, and immediate fire safety danger; of anything, which you reasonably consider represents a shortcoming in the employer's fire safety protection arrangements; or in the event of fire.
 - co-operate with your employer, so far as is necessary, to allow them to comply with their fire safety responsibilities.

As someone who is not an employer but has control of the premises or safety obligations to some extent, such as an owner, tenant, contractor, or occasional user, you are entitled to:

- co-operation from others with fire safety responsibilities for the premises; and must:
 - carry out (and review regularly as necessary) a fire safety risk assessment of the premises to the extent of your control, or obligations towards them, identifying any risks to persons in, or in the immediate vicinity of, the premises in respect of harm caused by fire.
 - take reasonable fire safety measures on the basis of the results of your fire safety risk assessment to ensure, to the extent of the control or obligations you have, the safety of persons from harm caused by fire in the premises.
 - ensure that the premises are equipped to an appropriate level, relative to the extent of your control or obligations, with means of escape (ensuring they can be safely used), means of detecting fire and giving warning in the event of fire, means of fighting fires, and arrangements for action to be taken in the event of fire.
 - co-operate (including sharing information where appropriate) with others who have fire safety responsibilities for the premises, take all reasonable steps to co-ordinate your fire safety measures with theirs, taking into account the extent of your control or obligation and theirs in respect of the premises.
 - ensure that the premises and any fire safety facilities, equipment and devices are maintained in good order, to the extent of your control or obligation towards the premises.

4.2. Standards/Approved Codes of Practices and European Norms

In this report reference may be made to the Category of Automatic Fire Detection installed or recommended to be installed in premises. These categories are taken from BS 5839-1 and the coverage they entail is summarised below.

System documentation, including any purchase specification, tender document, design proposal, submission to enforcing authorities or insurers for approval and the certificate issued by the designers, installers or commissioners, should clearly identify the system Category as well as, where appropriate, the areas to be protected and any specific proposals for the type(s) of detector to be used.

Category M requires manual call points on all exits as well as corridors where persons are not expected to walk more than 45m to operate one.

Category L5 is designed for buildings that have a particular risk identified which warrants some special attention. For example if there is an area of high risk which is considered worthy of having some automatic detection but a manual system is also needed, then it will be termed as L5/M.

Category L4 provides detection within the escape routes only; All escape stairways, all corridors and any other areas that form part of the common escape routes. NOTE - Main access and egress stairways normally form part of escape routes, and should be treated as escape stairways.

Category L3 covers the same areas as an L4 category and in addition all rooms leading onto the escape route. The reasoning behind this is to alert people of the danger prior to full smoke logging of the corridor so they can escape safely.

Category L2 is a further enhancement of protection with all the areas covered by an L3 category as well as all high-risk areas such as boiler rooms etc.

Category L1 provides the highest possible enhancement of life safety. In an L1 system automatic fire detectors protect all areas of the building. An L1 system might be appropriate where there is a significant number of occupants at risk in the event of fire (e.g. hospitals and certain residential care premises) or in which throughout the building structural fire precautions are not of as high a standard as normally required for that type of building.

For greater detail in the type, exact location and positioning of detectors as part of these systems reference must be made to BS 5839-1.

4.3. Assessment of fire risk and associated life risk

As premises can vary considerably in size, layout and construction, the risk of a fire occurring can also vary, much depending on the work activity. For instance the risk may be greatly increased in factories where hazardous substances are stored or used. It is essential, therefore, that the fire safety measures are determined having regard to all relevant circumstances.

4.3.1. Assessment of low fire risk

Low fire risk premises are those where there is minimal risk to life safety and where the risk of fire occurring is low, or the potential for fire, heat and smoke spreading is negligible. Such premises include those used for heavy engineering or where the process is entirely a wet one and non-combustible materials predominate.

4.3.2. Assessment of normal fire risk

Normal fire risk premises are those where:-

- Any outbreak of fire is likely to remain confined or is likely to spread only slowly, thereby allowing persons time to escape to a place of safety; and/or
- The presence within the premises of an effective automatic means for giving warning in the case of fire, or an effective automatic fire extinguishment, suppression or containment system may reduce the fire risk classification from high risk.

Premises within the normal fire risk category will also be those where the use of the building as well as its contents are unlikely to present a serious risk to the occupants in the event of fire, e.g. offices and shops selling goods which are not easily ignited.

4.3.3. Assessment of high fire risk

Factors which lead to the assessment of premises or parts of the premises as being of high fire risk include the following:-

- The presence of highly flammable or explosive materials (other than in small quantities);
- The presence of unsatisfactory structural features which may promote the spread of fire, heat and smoke; and
- The permanent work activity or temporary work activity particularly work using heat-producing processes.

5. Premises Details

5.1. On-site Contacts

No on-site contact

5.2. Clients Nominated Responsible Person(s) For Fire Safety

Duty Holder - Protector No 1 Ltd/Ryden LLP

Competent Persons - Facilities Manager (Ryden LLP), assisted by others.

5.3. Location of Premises

Laurel House
Laurelhill Business Park
Stirling
Stirlingshire
FK7 9JQ

5.4. Owner

Protector No 1 Ltd

5.5. Description of Undertakings

The building comprises of office accommodation in multiple occupation.

The client is the landlord and is responsible for the common areas of the premises and common items of plant and equipment.

Ryden LLP are contracted to manage the building on behalf of the landlord.

5.6. Construction Details

Laurel House is a multi-tenanted office building located in Laurelhill Business Park, Stirling.

The building was constructed in 1991, and has a total floor area of 33,500 sq. ft.

The building is built on sloping ground and comprises of a ground level, two upper levels, plus a roof void area. It was reported that two of the office suites are currently vacant (one on the ground floor and one on the first floor).

The building is of steel-frame, brick, block, stone and concrete construction, with concrete floors and staircases. There is exposed brickwork and stone block to the external envelope. Windows are double-gazed, with plastic frames.

The roof is timber frame construction and is pitched and tiled. There is no internal/external access, edge protection or fall arrest equipment provided to the external roof area.

The internal common areas mainly comprise of a main entrance foyer/security desk, a main staircase, two escape staircases, one passenger lift, toilets and a roof void area.

The external areas of the site comprise mainly of vehicular/pedestrian routes, car parking areas, landscaped areas and a waste storage compound.

(Note: The exact construction materials/methods could not be fully confirmed at the time of the inspection.)

(Note: If access to the roof areas is required by contractors, it will be necessary for them to identify safe means of access by means of suitable risk assessments and method statements.)

5.7. Utilities

Mains gas is supplied to the ground floor plant room to the rear of the building, where it supplies three Hamworthy Wessex Modumax boilers.

The electrical intake is also located to the ground floor plant room, and supplies other sub-panels and risers throughout the building.

Mains water is fed to the building and is boosted to the upper levels. A cold water storage tank is located to the roof void area above the second floor of the building. Hot water is provided via a calorifier located to the ground floor plant room. The water supply is not used for fire-fighting purposes.

5.8. Usage

Ground Floor	Entrance foyer, security desk, fire alarm control panel, tenanted and vacant office suites, lift/stair access, externally accessed storage rooms and plant room (comprises of gas/electric intakes, gas boilers, calorifier, water booster pumps and an inner lift motor room).
First Floor	Tenanted and vacant office suites, lift/stair access, cleaners cupboard.
Second Floor	Tenanted office suites, fixed ladder access to roof void, lift/stair access.
Roof Void	Cold water storage tank, fixed guardrail.
External Areas	Vehicular/pedestrian access routes, car parking areas, landscaped areas, waste storage compound.

5.9. Enforcement

No known history of fires at this building.

There are no reported visits from the Fire Safety Officer. It is not known if crews from the local watch have visited for the purpose of site familiarisation.

No matters known to be outstanding and no enforcement notices have been issued in respect of the building.

5.10. Employed Staff on Site

There are no employees of the client based on site.

Ron Martin (Security Guard - Corps Security) is based on site and assists in managing the property on a day to day basis.

The Facilities Manager (Ryden LLP) responsible for the site visits on a regular basis.

Contractors employed by the client attend site on a regular basis to carry out servicing and maintenance of plant and equipment, general cleaning and window cleaning.

5.11. Persons at Risk

Persons at risk within the building include employees of the client, employees of the various tenants, contractors based on site, visiting contractors, visitors to the tenanted areas and members of the public.

There were no disabled persons reported as working in the building.

There are no children or young persons employed at the premises that are the responsibility of the client.

There are no persons or groups at high risk of fire within the building.

There is no sleeping accommodation within the building.

The risk to relevant persons in the building is normal.

The risk to relevant persons in the vicinity of the building is low.

6. Limitations of Report

This assessment addresses the requirements of the Fire (Scotland) Act and identifies the measures required to comply.

The assessment covers:

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

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

Whilst our Fire Safety Consultants make every reasonable effort to access all areas of the premises for which the client is responsible, there may be some areas that are inaccessible or are difficult to access due to the fabric of the building and to do so would cause unnecessary damage.

The following survey specific areas were not accessed during the survey because they were either locked, not reasonably accessible for reasons of health and safety, outside of the scope of the works requested or where excessive damage would be have been done to access the areas: Any areas not accessed during the survey due to these considerations are outlined below

- External roof areas - no safe access. The roof was partially visible from the sites external areas.
- Internal ceiling/floor voids - no safe access.
- Externally accessed storage room (the left-hand side storage room, as you face the rear of the building) - no access.
- Gas intake/meter - not located.
- Due to COVID-19, tenants fire monitoring was not carried out.

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

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.

7. Resume of the brief

The '**Existing control measures/Remarks**' section of the Action Plan provides a general description of the standard of fire safety and the current control measures implemented on site. Specific fire safety issues are detailed under the relevant subject headings within this section of the report.

Having considered the potential risks in terms of the worst possible outcome, the persons likely to be affected and the probability of an incident occurring; and taking account of the existing control measures, the report identifies the actions required to be taken to reduce such risks to a minimum.

The report identifies any failures to comply with legislative requirements and gives brief, but specific, advice on the action to be taken. All statutory provisions relevant to the client and their undertaking are considered. Codes of Practice, Guidance Notes, British Standards and Best Practice are also considered and recommendations made. In each case the action is denoted as **(L)**, legal requirement or **(R)** recommendation.

The requirements within the action plan are then further prioritised as follows; Low **(L)**, Medium **(M)** or High **(H)**, having considered the potential risks, the probability of an incident occurring and the existing means of control.

In each case the requirements are prioritised as follows:

H	A serious breach of the fire legislation and/or affecting the adequacy of risk control features as determined by the risk assessment. Risks or issues which may result in legal action against the responsible persons. (Immediate attention required)
M	A lesser breach of the fire safety legislation or inadequate control measures as identified by the risk assessment. (Recommended timescale for completion within 3 months)
L	Poor practices or features that, whilst not presenting an immediate increased risk to life safety, may affect overall fire safety. Also includes provision of practices and features that are favourable, but over and above the minimum adequate standards as defined by fire safety legislation and/or risk assessment. (Recommended timescale for completion within 6 months)

The above are given only as a guide to assist implementation, although it is recommended that work be carried out as soon as reasonably practicable.

8. Fire Risk Category

*THESE PREMISES ARE CONSIDERED TO BE IN THE FOLLOWING
FIRE RISK CATEGORY:*

'Normal'

Explanation and Assessment of Fire Risk Category

'Low Risk'

There is hardly any risk to life safety because there are few combustible materials, no highly flammable materials and virtually no sources of heat, which can cause a fire. This includes well maintained workplaces which are traditionally built, e.g. buildings of brick and stone and where:

- Systems are adequate and well maintained; and
- Storage of combustible materials is controlled and fuel loading is low.

Some small shops and offices of one or two floors may also be of low risk.

'Normal Risk'

Most premises fit this category. They will generally contain quantities of combustible material and sufficient sources of heat to take them out of the low risk category. In such places an outbreak of fire is likely to remain confined or is likely to spread only slowly, allowing people time to escape to a place of safety.

'High Risk'

Where there may be a serious risk to life safety. This includes premises, which have substantial quantities of readily combustible materials or any highly flammable substances and where there may, in consequence, be a greater likelihood of fire occurring and fire, heat or smoke spreading rapidly.

Examples includes:

- Areas with work processes involving highly flammable substances (e.g. paint spraying), or naked flame or which produce excessive heat in the presence of combustible materials;
- Areas involving the storage or use of chemicals which may, in certain circumstances, produce excessive heat, give off flammable gas or vapours, or react with combustible materials;
- Areas with excessive amounts of easily ignitable combustible materials;
- Buildings or structures incorporating large amounts of exposed untreated timber or lined with combustible boarding;
- Large kitchens using deep fat fryers or other similar equipment, which is poorly maintained; and
- Oil fired boiler rooms without adequate fire protection measures.

In addition, places with complex or restricted means of escape, large proportions of disabled occupants, low staff/customer ratios, isolated groups and high occupancy compared with building size are also considered high risk.

If premises have one particular area of high risk, that categorisation will apply to the whole building unless the particular area is suitably segregated from the rest of the building.

9. Risk Assessment and Action Plan

This section of the report identifies the necessary steps to be taken to reduce specific or inherent risks to a minimum & comply with the duties under the relevant fire safety legislation, regulation, approved code of practice, british standard or best practice. This may involve, drafting of safe working procedures, training of staff, installation and or maintenance of equipment or systems etc.

This section of the report is a working document, giving an indication of the time period expected for compliance, a section for allocating responsibility for compliance and a section to be signed on completion.

Any examples of safety signage identified in this section are to be used for guidance purposes only. Alternative signage, as identified in The Health and Safety (Safety Signs and Signals) regulations 1996 may be used.

9.1. Fire Safety Management

Existing Controls and Observations

There are no staff of the client based on site.

Persons at risk within the building include employees of the client, employees of the various tenants, contractors based on site, visiting contractors, visitors to the tenanted areas and members of the public.

There were no disabled persons reported as working in the building.

There are no children or young persons employed at the premises that are the responsibility of the client.

There are no persons or groups at high risk of fire within the building.

There is no sleeping accommodation within the building.

The risk to relevant persons in the building is normal.

The risk to relevant persons in the vicinity of the building is low.

Occupancy levels are estimated to be approximately 100 persons (max) on site at any one time during normal operation. Due to COVID-19, occupancy levels are currently reported to be approx. 5 persons (max).

Regular inspections of the common areas are undertaken by security personnel based on site. Any unsafe conditions are identified, recorded and reported.

It is understood that a high degree of control is exercised over external contractors. For example, the following measures are in place:

- Only approved contractors are used on site
- Waste is removed following all works
- Permits are used and signed off
- Supervision and monitoring is undertaken on site
- Fire protection systems are reinstated once works have been completed
- There is effective control over the change of use of rooms

This Fire Risk Assessment was carried out on 03/02/2021 by Ligtas. Any fire risk assessment must be reviewed by the responsible person regularly so as to keep it up to date. There is no definition of regularly, but annually is generally accepted to be best practice.

The significant findings of this fire risk assessment will be passed to members of staff. Other responsible persons in the building and visiting contractors will be advised of fire risks in the building.

The Facilities Manager is nominated as a competent person to assist the Responsible Person with fire safety matters.

The client operates a system for material alterations and use of the premises.

No structural alterations have been made to the building in the recent past.

In line with current smoking legislation, smoking is only permitted outside the building. No evidence of smoking was observed in the building.

Hot works are not routinely carried out on site, and there is no evidence of any uncontrolled introduction of heat or ignition sources on site. A permit to work system must be operated to control any such activities should they occur on site.

The client is responsible for the removal of waste from the premises. Waste is held in a car park compound area prior to collection. The compound is sufficiently clear of the building and is maintained in a clean, tidy and secure condition.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Fire Records / Fire record keeping	Ensure that all fire safety records are made available for inspection. Records not seen during this assessment are detailed in the appropriate sections of this action plan.	R	-	-		
Tenants cooperation and coordination / Tenants Monitoring	<p>Consider carrying out monitoring of fire safety within tenanted areas. This should entail a visit to each tenant in order to facilitate the requirement to cooperate and coordinate, as well as identifying their general fire precautions, and any likely impact on the overall fire strategy for the building.</p> <p>Tenants must be reminded of their obligations to maintain general fire precautions in their areas such as fire doors, exit routes, emergency lighting, fire extinguishers etc.</p> <p>In addition to managing their own precautions, tenants must respect landlord fire safety provisions such as keeping common escape routes free from combustibles and clear of obstruction etc.</p> <p>Tenants must also ensure that their staff are given suitable fire safety training and fire wardens are appointed.</p>	R	-	-		
Tenants cooperation and coordination / Tenants FRA	<p>Ensure that copies of tenants fire risk assessments for their demised areas are obtained by the client, in accordance with the requirements of fire safety legislation for cooperation and coordination of fire safety matters in the building.</p> <p>Advise the tenants where a copy of this fire risk assessment is held, in order that they may obtain information regarding any significant risks.</p>	L	Medium	-		

9.2. Site Security

Existing Controls and Observations

There are no staff of the client based on site.

Ron Martin (Security Guard - Corps Security) is based on site and assists in managing the property on a day to day basis. He works Mon-Fri, from 0730-0930, and then secures the property at 1700.

Tenants have 24/7 access to the building.

Two vehicular/pedestrian access points are provided to the front of the site. Access into the external areas of the site is unrestricted at all times.

An intruder alarm is installed to the common areas.

The buildings main entrance door has a fob/intercom access system installed. The buildings rear exit door has a keycode access system installed.

Tenants have installed their own door access systems, for which they are responsible.

Security on site appears adequate. There are no reported problems with security, and no evidence of vandalism or trespass.

Security lighting, in the form of lights fixed to the building structure, stanchion lights and street lighting columns, are installed to the external areas of the site.
(Note: As this inspection was carried out during the hours of daylight, the client is advised to ensure that all lighting units are operational and that lighting levels are adequate.)

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.3. Electrical Matters

Existing Controls and Observations

The electrical intake is located to the ground floor plant room to the rear of the building, and supplies other sub-panels and risers throughout the building.

According to labels on distribution boards, the electrical installation was subject to a five-yearly electrical installation condition inspection on 26/08/2018.

The electrical room is locked, with access restricted to authorised personnel only.

The electrical room is kept free of combustibles.

An electric shock first aid poster is displayed within the electrical room.

Insulating rubber matting is provided under the electrical panels.

The electrical room is signed in the prescribed format.

Portable electrical equipment used by contractors on site is marked as having been inspected and tested in the recent past. (Note: PAT testing should be carried out at frequencies in line with HSE guidance.)

There are thought to be no portable electrical appliances provided on site that are the clients responsibility.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Electrical installation / Condition report	Ensure that the electrical installation condition report is made available for inspection, and that any required remedial works highlighted in the report are actioned.	L	Medium	-		
Lightning Conductor / Lightning conductor tested	It could not be determined if the building has a lightning protection system installed or not. This should be investigated. If it does, ensure that a competent person subjects the system to annual inspection and test, and that records are made available for inspection.	L	Medium	1y		

9.4. Deliberate or Malicious Ignition

Existing Controls and Observations

It was reported that two of the office suites are currently vacant (one on the ground floor and one on the first floor).

The vacant areas are generally clear of materials. The responsible person ensures checks are carried out on fire systems installed in the unoccupied areas.

The management vacant areas should focus on the prevention of fire starting, and include:

- Ensuring that all non-essential power supplies are disabled
- Removing any material that might self-heat
- Removing any material that might be subject to an arson attack
- Ensuring that all doors within vacant areas are closed
- Maintaining security to prevent arson attacks

The risk of arson at the building is deemed to be low. Security levels are considered to be adequate, and measures are in place to control unauthorised access to the building. Waste and storage materials are controlled to a reasonable level.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.5. Training (Fire)

Existing Controls and Observations

There are no staff of the client based on site, therefore there is no requirement for fire safety training.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.6. Fire Protection Systems - Fire Alarm

Existing Controls and Observations

The fire alarm control panel for the premises is a conventional unit (Multi-Ranger, 4-zone), located to the buildings entrance foyer.

It is understood that no other panels are installed in the building (including within tenanted areas).

The building is fitted with break glass units, automatic fire detection to the common areas (entrance foyer, main staircase, first floor on west escape staircase, and the externally accessed plant room and storage room), with the sounders being electronic.

(Note: It is thought that automatic fire detection is installed to the roof void area, although this was not observed. Fire detection should be installed in voids greater than 800mm in depth.)

(Note: Automatic fire detection is not installed to the tenanted areas, the lift motor room, the east escape staircase, and the second floor of the west escape staircase.)

The system is configured for a simple single-stage evacuation.

The fire alarm system is connected to an alarm receiving centre, which automatically contacts key personnel/emergency services in the event of alarm activation.

Zone descriptions are displayed on the fire alarm control panel and appear to be accurate.

Break glass units within the tenants areas are included in the weekly test sequence.

Sufficient sounders appear to be fitted throughout the building. There are no reports of poor audibility arising from the weekly sounder tests.


Visual warning devices are provided to the building as a means of raising the alarm in specific areas where high background noise levels may exist or hearing impaired persons may be present.

The following shut downs/interfaces within the building are suspected, but not confirmed as:

- Door mag locks release

- Lift cars drop and car doors open

The fire alarm system is tested weekly (every Monday between 0715-0745).

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Fire alarm system / Additional detection	Consider installing automatic fire detection to both escape staircases (first and second floor levels) and to the lift motor room, either during the next premises refurbishment or upon fire alarm system replacement. For additional protection, consideration should also be given to installing detection in the office suites.	R	-	-		
Zone Plans / Zone plans	Ensure that a zone plan for the building is displayed at the fire alarm control panel to assist the emergency services/key personnel in the event of alarm activations. Ensure the 'You are here' location is identified.	L	Low	-		
Schedule of equipment / Schedule of fire protection equipment	Provide a schedule of devices and interfaces within the fire alarm system to ensure that all points are maintained and tested at the required frequency.	L	Low	-		
Break Glass Unit schedule / BGU Schedule	Provide a schedule of break glass units to ensure that all devices are tested in sequence.	L	Low	-		
Fire alarm service / Periodic service	The fire alarm system requires servicing in accordance with BS 5839 Pt1, with a minimum of two visits per year to cover 100% of the system.	L	Medium	6m		

9.7. Compartmentation

Existing Controls and Observations

Laurel House is a multi-tenanted office building located in Laurelhill Business Park, Stirling.

The building was constructed in 1991, and has a total floor area of 33,500 sq. ft.

The building is built on sloping ground and comprises of a ground level, two upper levels, plus a roof void area.

The building is of steel-frame, brick, block, stone and concrete construction, with concrete floors and staircases. There is exposed brickwork and stone block to the external envelope. Windows are double-gazed, with plastic frames. The roof is timber frame construction and is pitched and tiled.

(Note: The exact construction materials/methods could not be fully confirmed at the time of the inspection.)

Although not confirmed, fire doors surveyed on site appeared to be to an FD30, FD30(S) and FD60(S) standard, providing 30 minutes and 60 minutes protection respectively.

It is thought that there are no fire dampers on site. (Note: Where fire dampers are installed in building ductwork, a schedule/inventory of fire dampers should be drafted, and fire dampers should be subject to regular servicing and maintenance by a competent person.)

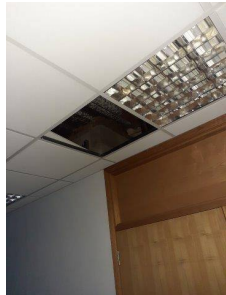

All fire walls and ceilings observed appeared to be correctly sealed, with breaches and service penetrations filled with adequate fire stopping materials.

An inventory of fire doors has been compiled, and is used as part of the periodic inspections and tests.

All observed fire doors, self-closers, intumescent strips and smoke seals were noted to be in a good state of repair.

All fire doors were in the closed position, and there was no evidence of doors being propped/wedged open.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Ceiling Tiles / Ceiling tiles	To assist the effectiveness of smoke detectors and prevent ready penetration of heat/smoke into the ceiling void in the event of a fire, repair/replace the missing ceiling tiles in the following locations:	L	Medium	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
	<ul style="list-style-type: none"> - Vacant suite (first floor) - Cleaning cupboard (first floor) 				 	
Fire doors / Fire door periodic examination	<p>Ensure that all fire doors that are the responsibility of the client are subject to a six-monthly examination by a competent person, and that records are kept. Any defects identified must be remedied.</p> <p>(Note: Basic fire door checks are being carried out on a monthly basis.)</p>	L	Medium	6m		

9.8. Fire Extinguishers


Existing Controls and Observations



Suitable and sufficient fire extinguishers (water, foam and CO2) are provided to the common areas of the premises. Responsibility for servicing and maintenance lies with the client.

Tenants must assess and make adequate fire extinguisher provision for the risks in their areas.

The fire extinguishers were subject to their last annual service in Aug and Sept 2020.

All fire extinguishers are wall-mounted or otherwise secured.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Fire extinguishers / Obsolete extinguishers	Ensure that the obsolete powder fire extinguisher located to the externally accessed storage room is appropriately removed from site.	L	Low	-		
Fire extinguishers / Schedule of equipment	Create a schedule of fire extinguishers detailing type, size and location, to ensure that all units are maintained and tested at the required frequency.	L	Low	-		
Fire extinguishers / Extinguisher signage	Display an appropriate identification sign above the CO2 extinguisher, located to the externally accessed plant room. For example:	L	Low	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
						

9.9. Hose Reels

Existing Controls and Observations

There are no fire hose reels installed in the building.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.10. Smoke Control Systems

Existing Controls and Observations

There are no smoke control systems installed in the building.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.11. Dry/Wet Riser

Existing Controls and Observations

There are no dry or wet risers installed in the building that are the responsibility of the client.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.12. Sprinkler System

Existing Controls and Observations

There are no sprinkler systems installed in the building.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.13. Gaseous Suppression Systems

Existing Controls and Observations

There are no gaseous or additional fire suppression systems installed in the building that are the responsibility of the client.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.14. Fire Hydrants

Existing Controls and Observations

The location of the nearest fire hydrant was not established, however it is suspected as being located on local access routes. (Not the responsibility of the client.)

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.15. Emergency Procedures

Existing Controls and Observations

There are no staff of the client based on site, therefore there is nobody available to coordinate emergency procedures.

If on site, contracted security personnel will assist in the coordination of emergency procedures and liaise with the emergency services upon arrival.

Fire assembly points are located in the car parking areas.

The fire assembly points are signed in the prescribed format.

A procedure for action in the event of a fire at the premises is in place. The building has a single-stage evacuation protocol, which is deemed appropriate for this property.

Access for the emergency services is available on site, and is unlikely to be affected by vehicles and other obstructions.

Tenants are responsible for the drafting of Personal Emergency Evacuation Plans in respect of any disabled employees/visitors on site.

Some measures are in place to facilitate independent egress by disabled persons, including:

- Adequate visual signage
- Handrails to staircases
- Contrasting nosings to staircases

There are no evacuation chairs provided to the common areas.

Fire actions notices are displayed in the correct format at break glass units.

Signs in the prescribed format are displayed at lift lobbies, indicating that the lift is not to be used in the event of fire.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Emergency Procedures / Emergency contact details	Consider displaying emergency contact details within the buildings entrance foyer area, to assist the emergency services out of hours.	R	-	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Emergency Procedures / Evacuation drills	Carry out a fire evacuation drill at least annually, but preferably on a six-monthly basis. Ensure that records are kept. (Note: Last drill carried out on 29/01/2020.)	L	Medium	1y		

9.16. Means of Escape

Existing Controls and Observations

All office suites in the building have at least two escape routes.

The buildings main staircase provides access to all floors and leads into the buildings entrance foyer, where escape can be via either the main entrance door or the rear exit door. Both ground floor office suites discharge into this entrance foyer area. The right-hand side office suite also has its own internal final exit door, which discharges to the rear of the building.

Two protected escape staircases (east and west) are also provided at either side of the building. These provide an additional escape route for the first and second floor office suites only. These escape routes discharge out to either side of the building from first floor final exit points.

The internal protected staircase generally contains no flammable materials and ignition sources, there being no items stored or used in this area, and no sources of heat other than basic electrical fittings exist.

The internal protected staircase is to an acceptable standard, having the following:

- Automatic fire detection installed (to some escape routes)
- Emergency lighting installed
- Escape signage
- Break glass units installed
- Fire action notices at break glass units
- Staircases unobstructed

Protected lift lobbies and corridors are also to the required standard.

Appropriate simple fastenings not requiring a key or code to operate in the direction of escape are installed to all emergency escape final exit doors.

In accordance with benchmark standards escape doors fitted with electromagnetic locks have three methods of fail safe:

- Release or back-up power supply upon power failure



- Local over-ride via double pole isolator operated by break glass point
- Release via fire alarm interface

The escape route travel distances within the building are within the guidelines laid out in the Government Fire Risk Assessment Guides for the level of risk and directions of travel available.

Escape routes are free from obstruction and are maintained in a fire sterile condition.

Adequate escape signage is provided to escape routes.

Final exit door mechanisms are signed in the prescribed format (e.g. 'Push bar to open').

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Means of Escape / Keep clear signs	<p>Display a 'Keep Clear Fire Escape' sign on the external side of the ground floor common rear final exit door. Mandatory phrases such as these must be blue with white lettering.</p> <p>For example:</p> 	L	Low	-		

9.17. Emergency Lighting

Existing Controls and Observations

A mixture of non-maintained and combined emergency lighting is installed to the common areas (i.e. escape routes, circulation areas, toilets, the externally accessed plant room and storage room, and roof void area) and tenanted areas of the premises.

The landlord is responsible for servicing and maintenance of lighting to the common areas.

Tenants must assess and make adequate provision, including ongoing maintenance, for the emergency lighting in their demised areas.

There is adequate emergency lighting installed to the premises.

A programme is in place to carry out a monthly test of the emergency lighting.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Emergency lighting / Schedule of equipment	Provide a schedule of emergency lighting units to ensure that all are tested at the required frequency.	L	Low	-		
Emergency lighting / Annual Duration Test	Ensure that the emergency lighting units receive an annual 3-hour duration test in accordance with BS 5266-8, and that records are made available for inspection.	L	Medium	1y		

9.18. Highly Flammable Liquids

Existing Controls and Observations

No flammable liquids were noted to the clients areas of the premises during the visit.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.19. Liquefied Petroleum Gas

Existing Controls and Observations

No liquefied petroleum gas products were noted to the clients areas of the premises during the visit.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.20. General Fire Safety

Existing Controls and Observations

With the exception of the areas stated in the Limitations section of this report, all common areas of the premises were visited for which the client is responsible.

There are no cooking facilities or equipment located to the common areas.

No kitchen extract systems are installed to the common areas.

Portable heaters are located away from combustible materials and are in good working order.

(Note: Portable heaters should be:


- Situated away from combustible materials
- Situated away from water
- Maintained in good working order
- Fitted with timer devices.)

There are no fireman's switches installed for which the client is responsible.

The standard of housekeeping to the common areas on site was good.

All common areas of the premises are maintained free from surplus combustible materials.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Fixed heating systems / Maintenance and safety of fixed heating systems	Ensure that the boilers are maintained on an annual basis, and that service records are made available for inspection.	L	Medium	1y		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
						



Life Safety Fire Risk Assessment
Silver Approved Scheme
CERTIFICATE OF CONFORMITY



This certificate is issued by the Approved Company named in Part 1 of the Schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the Schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

Schedule		
Part 1	NSI Life Safety Fire Risk Assessment Silver Approved Organisation	
	Ligtas Consultancy and Training	
	BAFE Registration Number	
	NSI	00570
Part 2	Name of Client	
	Ryden LLP	
Part 3	Address of premises for which the fire risk assessment was carried out	
	Laurel House, Laurelhill Business Park, Stirling Stirlingshire FK7 9JQ	
	Part or parts of the premises to which the fire risk assessment applies	
Part 4	Part or parts of the premises to which the fire risk assessment applies: The fire risk assessment covers all areas for which the client is responsible, excluding those areas outlined in Section 6 of the risk assessment report.	
	Brief description of the scope and purpose of the fire risk assessment	
Part 5	Description of the scope and purpose of the risk assessment: The fire risk assessment covers all areas for which the client is responsible, excluding those areas outlined in Section 6 of the risk assessment report. This purpose and aims of the fire risk assessment are outlined in Section 3 of the risk assessment report.	
	Effective date of the fire risk assessment	03 February 2021
Part 6	Recommended date for review of the fire risk assessment	03 February 2022

We, being currently a NSI Approved organisation in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within BAFE SP205 Scheme in respect of such fire risk assessment.

Signed (for and on behalf of the issuing approved organisation)	
Job Title	Tom Stallard – Fire Consultant
Date	23 February 2021

- 1 This certificate is used subject to NSI Regulations and Rules of the NSI LIFE SAFETY FIRE RISK ASSESSMENT SILVER Approval Scheme.
- 2 NSI reserves the right to conduct an audit by an authorised NSI representative during normal business hours, with the permission of the customer, of the fire risk assessment and its related premises in order to ensure that the said risk assessment complies with BAFE Scheme document SP205-1 (the Scheme) Section 7 and generally.
- 3 NSI requires every NSI LIFE SAFETY FIRE RISK ASSESSMENT SILVER Approved Company to issue a Certificate of Conformity in accordance with the Scheme for all fire risk assessments it carries out that wholly or partly address life safety.
4. The Certificate of Conformity when completed is a clear statement that the Approved Company conducted the fire risk assessment for life safety, it is suitable and sufficient and compliant with the BAFE SP205-1 Scheme document and is certified by a registered competent fire risk assessor.
- 5 Where life safety and other aspects of fire protection are addressed in the same fire risk assessment a Certificate of Conformity shall be issued but the certificate shall make clear that the certificate applies only to the life safety aspects of the fire risk assessment and not further or otherwise.
- 6 Should the customer be dissatisfied with the fire risk assessment covered by this certificate, he/she should at first contact the Approved Company at its local office. If satisfaction is not obtained, the customer should address a written complaint to the customer services department at the head office of the Approved Company. If the customer remains dissatisfied, he/she may address a written complaint, outlining the nature of his/her dissatisfaction and the circumstances of the fire risk assessor company's response, to the Customer Care Manager at NSI.

NSI will not normally consider complaints unless the Approved company has been given the opportunity to resolve the dispute as set out above.

Subject thereto and as hereinafter provided, NSI will endeavour to assist in the resolution of the dispute between the contracting parties, provided always that NSI will not deal with or be involved in any discussions or negotiations with either party with regard to financial or other loss, claims or potential loss claims, outstanding payments or construction and/or interpretation of the Approved Company's terms and conditions of contract.

NSI shall not be liable for any act or omission arising from any assistance it may provide as hereinbefore provided unless such act or omission is shown to have been fraudulent or deceitful.
- 7 This Certificate confirms conformity with the requirements of BAFE Scheme document SP205-1 applicable at the date of issue by the issuing company. NSI does not undertake to investigate any query or complaint in relation to future changes to BAFE scheme documents, policies or other regulations that render the fire risk assessment in need of further updating. In that event, the appropriate update should be carried out by a company holding NSI LIFE SAFETY FIRE RISK ASSESSMENT Approval.
- 8 NSI does not accept any responsibility or liability for any fire risk assessment produced by the Approved Company
- 9 Unless the issuing company's obligation to NSI in respect of the fire risk assessment are undertaken by another NSI Approved Company, NSI will not enforce its Rules or Standards on the Approved Company or on its successor in business in respect of any fire risk assessments after the issuing company ceases to hold NSI LIFE SAFETY FIRE RISK ASSESSMENT Approval.
- 10 The Certificate is issued subject to the terms and conditions of the company issuing the certificate for the fire risk assessment service.
- 11 On this certificate and in these terms and conditions, where the context permits, the reference to the issuing company shall include any Approved Company who shall undertake the issuing company's obligations to NSI in respect of the fire risk assessment.

Footnote.

"SP205" is a Scheme Document published by the British Approvals for Fire Equipment (BAFE).