

Post Office

Gloucester Kings Sq Co (901598)

Kings Square
Gloucester
GL1 1AD

Fire Risk Assessment

Assessment Company: QuidvisFire Assessments

Completed By: Leviaanne Crawford

Date: Thursday, 16 May 2024



Fire Risk Assessment Report

Date of Assessment	Thursday, 16 May 2024
Recommended date of review	Annually
Name of assessor	Levianne Crawford
Name of validator	Jeff Watkins
Date of validation	Friday, 17 May 2024
Assessment company	QuidvisFire Assessments
Property	Gloucester Kings Sq Co
Address	Kings Square, Gloucester, GL1 1AD

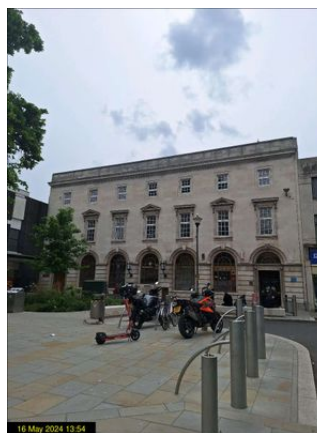
This report is intended to assist you in compliance with relevant National Legislation, which requires that a risk assessment be carried out. It provides an assessment of the risk to life from fire in these premises.

The fire risk assessment should be reviewed by a competent person annually or at such time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

Main



Front



Other



Fire alarm



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Building Description and Information

Key Personnel

Question	Findings
Who is the responsible person/duty holder (e.g. employer) or persons who have control of the building?	Post Office Ltd
Name of the person consulted about the assessment:	Kiera Brady

Key Areas

Question	Findings
Does this assessment include the whole building?	Yes
How many floors are there in this building?	4
What is the approximate total floor area of the building in square metres?	1586
How many means of escape staircases are provided in this building?	3
How many evacuation lift shafts are in the building?	0
How many fire fighting lifts are in the building?	0
What is the maximum designated occupancy capacity of the building?	60
Describe the main construction elements of the building?	Brick and concrete construction with a flat roof.
Where is the mains gas isolation shut-off located?	Basement staircase.
Where is the mains electricity isolation shut-off located?	Electrical cupboard by staff area
Are there any private hydrants on site?	No

Assessment Detail

Question	Findings
What type of premises is this?	Shop
Are there any outstanding fire authority notices in place against the building?	There are no fire authority action notices in place against the building.
Date of this fire risk assessment:	Thursday, 16 May 2024
What is the suggested date for the next fire risk assessment:	Friday, 16 May 2025
Date of previous fire risk assessment:	Friday, 06 May 2022
Name of person or organisation that carried out the previous assessment:	Quidvis risk management Ian Fairfax
What is Monday's opening times?	09:00-17:30
What is Tuesday's opening times?	09:30-17:00
What is Wednesday's opening times?	09:00-17:30

Question	Findings
What is Thursday's opening times?	09:00-17:30
What is Friday's opening times?	09:00-17:30
What is Saturday's opening times?	09:00-17:30
What is Sunday's opening times?	Closed

Assessment Type - Standard non intrusive

A non-intrusive fire risk assessment is a standard assessment that will meet the requirements of relevant national life safety legislation. All areas of the building that are readily accessible and visually obvious will be assessed. It will not involve opening up of construction to check for its fire resistance, nor assessment of hidden areas such as voids and cavities. The assessment will not include areas below normal floor level or above false ceilings unless areas are readily available.

Fire Loss Experience

Question	Findings
If applicable, please provide details of any previous fire loss experienced (please include details of any fire authority involvement).	No history of fire.

Relevant Legislation

Question	Findings
The following legislation has been taken into consideration for the purposes of this fire risk assessment:	Regulatory Reform (Fire Safety) Order 2005
The above legislation is enforced by?	Gloucestershire Fire and Rescue Service

Occupancy

Question	Findings
Are there any occupants or groups present or potentially visiting the building who are at increased risk in the event of fire or who would need additional assistance in the event of an evacuation?	Yes
List the occupants or groups who are at risk:	Employees or visitors who have a disability Young persons under the age of 18 Persons where English is not their primary language Contractors New or expectant mothers Visitors or persons unfamiliar with the layout of the building Members of the public
What is the approximate maximum number of employees, visitors and public at any time?	28
Approximate maximum number of employees at any one time?	8
Approximate maximum number of other occupants at any one time?	20

Risk Summary

The dials provide a snapshot of all the risk levels identified during the assessment, and the categories considered allows the assessor to confirm that they have considered all of the fire categories and to highlight if there are any significant risks identified, that need immediate attention.



Categories of Risk Considered

Category	# Total Risks	# V. High	# High
Ignition Sources	1	0	0
Fuel Sources	2	0	1
Oxygen Sources	0	0	0
Fire Protection Measures	6	0	1
Management of Risk	0	0	0

Risk Ratings Explained

Definitions of Risk Levels within this assessment

Low

Action required within 4 MONTHS to comply with legislative standards.

Medium

Action required within 2 MONTHS to comply with legislative standards, to ensure business continuity and protect staff from injury.

High

Urgent action required within 30 DAYS to comply with legislative standards, prevent loss of life or life threatening injuries and ensure business continuity.

Very High

IMMEDIATE ACTION is essential in order to comply with legislative standards, to prevent loss of life and severe loss of business continuity.

All the risks raised within the FRA are significant and fire authorities will expect a plan to be in place to address all of them.

The recommended time frames for resolution of the risks are for guidance only and can be adjusted at an organisational level. The organisation must take a view on the risks raised and decide on a course of action for each, which can range from resolving the issue completely to allowing the risk to remain but with mitigation measures in place.

Areas Considered

Question	Findings
Does basic security against ARSON by outsiders appear reasonable?	Yes
The basic onsite arrangements to prevent arson by outsiders appears reasonable.	
Are reasonable measures taken to prevent fires as a result of cooking?	Yes
Reasonable measures are in place to prevent fires as a result of cooking.	
Is the use of portable heaters avoided as far as practicable?	No
Some portable heaters present.	
Reasonable measures taken to prevent fires as a result of smoking?	Yes
Reasonable measures are taken on site to prevent fires as a result of smoking.	
Is it considered that the building provides a reasonable means of escape in case of fire?	Yes
The means of escape provided within the building taking into account the occupancy, its use, number and width of escape routes, number of final exits and travel distances are considered satisfactory.	
Is there satisfactory control over works carried out in the building by outside contractors (including 'hot work' permits)?	Yes
There is satisfactory control of contractors carrying out work in the building.	
Is the overall standard of housekeeping adequate?	Yes
The overall standard of housekeeping on site is considered to be adequate.	
Are reasonable measures taken to prevent fires of electrical origin?	Yes
At the time of the assessment it appeared that reasonable measures are taken to prevent fires of electrical origin.	
Is there a reasonable standard of emergency escape lighting provided?	Yes
The provision and location of emergency escape lighting appears adequate for the site.	
Is there a reasonable standard of fire safety signs and notices?	Yes
The provision of fire safety signs and notices appears adequate for the site.	

Question	Findings
Are the means of giving warning in the case of fire suitable?	Yes
The method for giving warning in case of fire is considered satisfactory taking into account the occupancy, use and layout of the building.	
Are the measures to limit the spread of fire of a reasonable standard?	Yes
It is considered that there is a reasonable standard of fire compartmentation in the building to prevent the spread of fire and smoke, taking into account the occupancy, use, processes and layout of the building.	
Is there reasonable provision of manual fire extinguishing appliances?	No
The provision and location of manual fire extinguishing appliances is generally considered reasonable for the building, however some extinguishers were missing or not serviced.	
Are automatic fire extinguishing systems/other relevant life safety systems and equipment provided within the building?	N/A
Following an inspection of the internal structure of walls and floors with a borescope was the compartmentation deemed adequate?	N/A

Executive Summary

The executive summary is an opportunity for the assessor to highlight key areas of concern or good practice found during the assessment. It should focus on the core fire safety elements and comment on the overall provision. It does not include detail of the deficiencies raised (which are covered elsewhere within this report).

Heading	Details
Description of building	<p>This four storey premises is occupied by the Post Office.</p> <p>This building is comprised of:</p> <p>Ground floor, retail area with customer consultation room, counter, secure office with safe room and comms room. Rear staff area used for welfare with various store rooms. This has an L2 alarm system, emergency lighting and extinguishers throughout.</p> <p>The vacant building with a separate entrance and exits and has a first and second floor.</p> <p>Both floors have final exit doors onto the rear flat roof which has metal escape stairs to ground floor level. Fire extinguishers to these two floors are no longer serviced. Some manual call points have been removed but detection still present.</p>
Basement Boiler ladder	<p>The ladder in the basement is not necessary as an escape route since the area is equipped with sufficient fire detection, and the travel distance to the main stairs is within acceptable limits. Although this exit is not designated as an emergency exit and was previously mentioned as one, it is not required. It is important to inform all staff and personnel using this area that it is not designated as an escape route.</p>

Management of Risk and Documents

The following information has been identified through discussions with the responsible person on site, site personnel and from reviewing documentation made available to the assessor.

Key Personnel

Question	Findings	Risk Level
Who is the competent person with responsibility for fire safety within the organisation?	Martin Hopcroft	
Competent persons job title?	Head of QHSE	
Is there a designated person responsible for the management of fire safety?	Yes	
The designated person responsible for the management of fire safety is:	Kiera Brady - Manager	

Policies and Documentation

Question	Findings	Risk Level
What is the building evacuation strategy?	Simultaneous evacuation	
Is the building evacuation strategy considered to be appropriate?	Yes	
Are records of unplanned evacuations recorded and available to view?	Yes	
Are records of fire drills recorded and available to view?	Yes Additional Comment: Last done 2/2/2024	
Is there a fire logbook available onsite?	Yes	
Is there a process in place for issuing and recording permits to work (e.g. hot work permits)?	Yes	
Is there an fire strategy in place for the building?	Yes	
Are fire drills carried out on a regular basis?	Yes	
How frequently are fire drills undertaken?	6 monthly	

Flammable Substances

Question	Findings	Risk Level
Are there any known dangerous substances or explosive atmospheres onsite?	No	
Are there any piped medical gases or medical gas cylinders present in the building?	No	

Question	Findings	Risk Level
Is there a process to provide the fire service with all relevant building information, this should include details of any hazardous items such as COSHH and or gas cylinders present within the building?	N/A	

Fire Alarm System

Question	Findings	Risk Level
Is there a system or process in place for raising the alarm in the event of fire?	Yes	
Following a visual inspection only, what category of fire alarm warning system is in place?	L2	
If applicable, please state the make and model of the fire alarm system?	Hyfire	
Provide details of all zoned areas in the building?	Zone 1- 6 Zone 1,2 ,4 & 5 ground floor Zone 4 basement zone 5 first floor Zone 6 second floor	
Based on the use of the building, is the system for raising the alarm considered appropriate?	Yes	
Is there a testing and maintenance programme in place for the fire alarm system?	Yes Additional Comment: 6 monthly 50% test undertaken 10/5/2024	
Are there installation or commissioning documents for the fire alarm system in the building?	N/A	
Is there a testing and maintenance programme in place for any sounders and fire alarm call points if present?	Yes Additional Comment: Last tested 14/5/2024	

Fire Doors

Question	Findings	Risk Level
Has a fire door register been completed for the building?	Yes	
Is there an inspection and maintenance programme in place for all fire doors?	Yes	
Is the inspection and maintenance programme for fire doors considered to be appropriate?	Yes	
Are records of the inspection and maintenance programme present and available to view?	Yes	
Are the fire door inspection records carried out at a suitable frequency?	Yes Additional Comment: carried out by Quidvis risk management	

Procedures and Arrangements

Question	Findings	Risk Level
Are the procedures adequate and documented for what is to be done in the event of fire?	Yes	
Is there a suitable process in place to ensure that the building evacuation policy has been implemented and completed in the event of a fire?	Yes	
Have PEEPs (Personal Emergency Evacuation Plans) been produced where required?	Yes Additional Comment: Currently not required.	
Is there a procedure in place to meet the fire and rescue service when they arrive?	Yes	
Are there people nominated to assist with evacuation, including evacuation of people with disabilities?	Yes Additional Comment: If required on the customer floor only.	
Are there designated smoking areas?	N/A Additional Comment: Not on site.	
Has the fire retardancy of all furniture and furnishings in the workplace been considered?	Yes	
Is the responsible person satisfied that the waste management for disposal and removal of rubbish is appropriate?	Yes	
Are there designated fire assembly points?	Yes	
Where are the designated assembly points?	Primark	
Is there appropriate liaison with the fire and rescue service?	N/A	
In multi occupied premises is there evidence of cooperation and coordination between different duty holders?	N/A	
Are suitable refuge areas available for people with disabilities?	N/A	
If refuge areas are available for people with disabilities within the building, is suitable communications equipment provided.	N/A Additional Comment: Ground floor use only.	
Is there clear access for Fire Service vehicles/personnel?	Yes	

Training

Question	Findings	Risk Level
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Question	Findings	Risk Level
Are all staff members, including temporary or part time workers, given suitable health and safety and fire awareness training as part of their induction?	Yes	
Are all staff given periodic refresher training at suitable intervals?	Yes	
Are staff with special responsibilities, such as fire wardens and marshals, given additional training?	N/A	
Are there staff members who are trained to use fire extinguishing appliances?	Yes	
Do contractors and visitors who work on the premises receive a suitable site induction?	Yes	
Are staff fire training records available?	Yes Additional Comment: Available In log book	

System Service, Inspection and Testing

Question	Findings	Risk Level
Is the testing and inspection schedule for fixed wire testing (in accordance with the IET Wiring Regulations) available and up to date?	Yes Additional Comment: Last tested 22/2/2023, Unsatisfactory	
Is the testing, servicing and inspection schedule for portable fire extinguishers available and up to date?	Yes Additional Comment: Last tested 25/5/2023 (New inspection complete but awaiting paperwork)	
Is the inspection schedule for all escape routes available and up to date?	Yes Additional Comment: Monthly checks last done may 2024	
Is the testing and inspection schedule in place for all portable electrical appliances (PAT) available and up to date?	Yes Additional Comment: Last tested 17/7/2023	
Is the annual testing and maintenance schedule for emergency escape lighting available and up to date?	Yes Additional Comment: Last tested 22/6/2023	
Is the monthly testing and maintenance schedule for emergency escape lighting available and up to date?	Yes Additional Comment: Last tested 14/4/2024	

Installation Service, Inspection and Testing




Question	Findings	Risk Level
Are external staircases and gangways present for means of escape?	Yes	
Is the inspection and maintenance schedule for external staircases and gangways available and up to date?	N/A	
Are there gas appliances present in the building?	No	
Are private hydrants located on site?	No	
Does the building have any external cladding, coverings or wall systems present?	No	
Additional comments: Cladding	External stairs are not in use as they are accessed from the vacant building. These would fall under landlords responsibility.	




Fire Prevention Policies




Question	Findings	Risk Level
Is there a Fire Safety Management Plan (FSMP)?	Yes	
Is there a smoking policy?	Yes Additional Comment: Not on site.	
Does the building have a policy regarding the use of personal electrical equipment?	Yes	
Is there a Control of contractors policy?	Yes	
Is there a policy in place for Personal Emergency Evacuation Plans (PEEP's)	Yes Additional Comment: Currently not required.	

Identified Risks

The Identified Risks are captured from the assessor inspecting the building and recording all the risks they identify. To view the risks raised in greater detail, please log on to QuidvisRisk RMS. Here you will be able to view additional information for each risk and resolve them. To view specific risks please enter the risk reference detailed, into QuidvisRisk RMS. All risks resolved will automatically update the resolved column on the pdf, with the date and the person who was responsible for resolving it.

Findings	Evidence	Risk Level
Basement: Boiler room Fire Extinguishers The inspection and test label on the extinguisher were out of date or overdue. Recommendation: An approved fire extinguisher company should be contracted to carry out a service and if required a test of the fire extinguishers that are showing out of date labels. A programme of regular inspection and testing should then be implemented and enforced, in accordance with BS5306 Part 3. Risk Profile: Risk to Life Risk Reference: 12I3m-52864		Medium
Ground floor: Kitchen Doors - Fire The ventilation grille appears to have no intumescent grid fitted. Recommendation: Fit suitable fire resistant grille to the door Risk Profile: Risk to Life Risk Reference: 12I3m-5be8b		Medium
Ground floor: Main electrical switch room Housekeeping There was an unnecessary accumulation of combustible materials or waste in this area. Recommendation: Unnecessary combustible materials or waste should be removed, and a process put in place to avoid this happening in the future. Risk Profile: Risk to Life Risk Reference: 12I3m-65c45		Medium

Findings	Evidence	Risk Level
<p>Ground floor: Counter</p> <p>Relevant Fixed Systems, Equipment and Access The fire alarm control panel was showing a fault at the time of the assessment.</p> <p>Recommendation: An approved fire engineering company that specialises in fire alarms or a competent person should be contracted to investigate the fault as soon as possible.</p> <p>Risk Profile: Risk to Life</p> <p>Risk Reference: 12I3m-c7095</p>		<p>High</p>
<p>Ground floor: Vacant area entrance lobby</p> <p>Fire Extinguishers The inspection and test label on the extinguisher were out of date or overdue.</p> <p>Recommendation: An approved fire extinguisher company should be contracted to carry out a service and if required a test of the fire extinguishers that are showing out of date labels. A programme of regular inspection and testing should then be implemented and enforced, in accordance with BS5306 Part 3.</p> <p>Risk Profile: Risk to Life</p> <p>Risk Reference: 12I3m-27b50</p>		<p>Medium</p>
<p>Ground floor: Cash/counting office</p> <p>Fire Extinguishers There is no fire extinguisher provided in this area.</p> <p>Recommendation: An appropriate type fire extinguisher should be installed in this area.</p> <p>Risk Profile: Risk to Life</p> <p>Risk Reference: 12I3m-9d418</p>		<p>Medium</p>

Findings	Evidence	Risk Level
Ground floor: Office Housekeeping There were combustible materials close to an ignition source. Recommendation: Combustible materials should be kept separate from any ignition source. Risk Profile: Risk to Life Risk Reference: 12I3m-67643		<div>High</div>
Ground floor: FS Room Heaters and Heating - Portable and Fixed Unsuitable types of heaters are being used. This heater is also not PAT . Recommendation: A different method of heating the area should be investigated that does not represent such a high fire risk. All portable appliances should have an up to date PAT . Risk Profile: Risk to Life Risk Reference: 12I3m-10447		<div>Medium</div>
Ground floor: Vacant building Fire Extinguishers There is no fire extinguisher provided in this area. Recommendation: An appropriate type fire extinguisher should be installed in this area. Risk Profile: Risk to Life Risk Reference: 12I3m-cbbce		<div>Medium</div>

Property Risk Level Estimator

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in PAS 79:

Likelihood of Fire	Potential Consequence of Fire		
	Low	Medium	High
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Likelihood of Fire:

The assessor considered the fire prevention measures observed at the time of this risk assessment, and has given the (likelihood of fire) at these premises a rating of:

Low	<i>Unusually low likelihood of a fire starting due to the negligible sources of ignition present in the building.</i>
✓ Medium	Expected level of fire hazards (sources of ignition) for this type of building and occupancy. Appropriate control measures generally in place with minor failings as detailed within this report.
High	<i>At least one significant risk present with a lack of control measures in place. The result is that the risk of fire is increased above acceptable levels.</i>

Consequence of Fire:

The assessor considered the nature of the building, the occupants, and the fire protection and procedural arrangements observed at the time of this fire risk assessment, and has given the (Consequence of Fire) at these premises a rating of:

✓ Low	A fire is unlikely to cause harm to any occupant within the building demise, (other than occupants sleeping in a room where the fire starts).
Medium	<i>A fire could result in injury or serious injury to one or more people but is unlikely to result in multiple fatalities.</i>
High	<i>There is a significant risk that the event of a fire could result in serious injury or death to one or more people.</i>

Estimated Property Risk Level

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

Tolerable

Action Plan

Action Results	Risk Level	Resolved
Ground floor: Kitchen Fire Protection Measures Doors - Fire Recommendation: Fit suitable fire resistant grille to the door	<div>Medium</div> Risk Reference: 12l3m-5be8b	Date: Name: Title:
Basement: Boiler room Fire Protection Measures Fire Extinguishers Recommendation: An approved fire extinguisher company should be contracted to carry out a service and if required a test of the fire extinguishers that are showing out of date labels. A programme of regular inspection and testing should then be implemented and enforced, in accordance with BS5306 Part 3.	<div>Medium</div> Risk Reference: 12l3m-52864	Date: Name: Title:
Ground floor: Vacant area entrance lobby Fire Protection Measures Fire Extinguishers Recommendation: An approved fire extinguisher company should be contracted to carry out a service and if required a test of the fire extinguishers that are showing out of date labels. A programme of regular inspection and testing should then be implemented and enforced, in accordance with BS5306 Part 3.	<div>Medium</div> Risk Reference: 12l3m-27b50	Date: Name: Title:
Ground floor: Cash/counting office Fire Protection Measures Fire Extinguishers Recommendation: An appropriate type fire extinguisher should be installed in this area.	<div>Medium</div> Risk Reference: 12l3m-9d418	Date: Name: Title:

Action Results	Risk Level	Resolved
Ground floor: Vacant building Fire Protection Measures Fire Extinguishers Recommendation: An appropriate type fire extinguisher should be installed in this area.	<div>Medium</div> Risk Reference: 12l3m-cbbce	Date: Name: Title:
Ground floor: Counter Fire Protection Measures Relevant Fixed Systems, Equipment and Access Recommendation: An approved fire engineering company that specialises in fire alarms or a competent person should be contracted to investigate the fault as soon as possible.	<div>High</div> Risk Reference: 12l3m-c7095	Date: Name: Title:
Ground floor: Main electrical switch room Fuel Sources Housekeeping Recommendation: Unnecessary combustible materials or waste should be removed, and a process put in place to avoid this happening in the future.	<div>Medium</div> Risk Reference: 12l3m-65c45	Date: Name: Title:
Ground floor: Office Fuel Sources Housekeeping Recommendation: Combustible materials should be kept separate from any ignition source.	<div>High</div> Risk Reference: 12l3m-67643	Date: Name: Title:

Action Results	Risk Level	Resolved
Ground floor: FS Room Ignition Sources Heaters and Heating - Portable and Fixed Recommendation: A different method of heating the area should be investigated that does not represent such a high fire risk. All portable appliances should have an up to date PAT .	Medium Risk Reference: 12I3m-10447	Date: Name: Title:

Signatures

Assessor Details

Name *Levianne Crawford*

Signature



Date *Thursday, 16 May 2024*

Validator Details

Name *Jeff Watkins*

Qualifications *Level 3 Certificate in fire safety management, NEBOSH- Certificate in Fire safety & Risk management, FPA Complex buildings, City & Guilds Fire Door Inspector*

Memberships *IFSM - NAFRAR, IFSM Tier 3 registered fire risk assessor*

Signature



Date *Friday, 17 May 2024*

Certificate Number

LS

0361803



Life Safety Fire Risk Assessment

Gold 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 Gold Approved Organisation	
	Quidvis	
	BAFE Registration number	
	NSI00916	
Part 2	Name of Client	
	Post Office	
Part 3	Address of premises for which the fire risk assessment was carried out	
	Kings Square, Gloucester, GL1 1AD	
	Part or parts of the premises to which the fire risk assessment applies	
	All area under the direct control of the client under the terms of their tenancy.	
Part 4	Brief description of the scope and purpose of the fire risk assessment	
	Life Safety Fire Risk Assessment	
Part 5	Effective date of the fire risk assessment	Thursday, 16 May 2024
Part 6	Recommended date for review of the fire risk assessment	Annually

We, being currently a NSI Approved BS EN ISO 9001 in respect of the fire risk assessment identified in the above schedule, certify that the fire risk assessment complies with the Specification Identified in the above schedule under the control of our Quality Management System (identified on our NSI approval certificate) and with all other requirements as currently laid down within BAFE SP205 Scheme in respect of such fire risk assessments.

Signed
(for and on the behalf of the issuing Certificated Organisation)

A handwritten signature in blue ink that reads 'Watkins'.

Name and job title

Jeff Watkins (Validator)

Date

Friday, 17 May 2024

Name and address of Third-Party Certification Body

NSI - National Security Inspectorate Sentinel House, 5 Reform Road, Maidenhead, Berkshire, SL6 8BY

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH
Tel 0844 335 0897; email: info@bafe.org.uk; www.bafe.org.uk

Fire Risk Assessment Criteria and Limitations (Standard Non-Intrusive).

Quidvis Ltd will carry out a non-intrusive fire risk assessment to meet the requirements of relevant national life safety legislation. All areas of the building that are readily accessible and visually obvious will be assessed. It will not involve opening up of construction to check for its fire resistance, nor assessment of hidden areas such as voids and cavities. The assessment will not include areas below normal floor level or above false ceilings unless areas are readily available.

The purpose of the report is to provide an assessment of the risk to life from fire in these premises and where appropriate, to make recommendations to ensure compliance with fire safety legislation. It may inherently assess property protection issues and business continuity to some extent, but that is not the primary purpose of the assessment.

Criteria of the Fire Risk Assessment

National legislation requires the Responsible Person/Dutyholder to carry out a fire risk assessment of their premises. This fire risk assessment has been carried out to enable the Responsible Person/Dutyholder to comply with their legal responsibility.

The hazards and/or risks identified (if any) in each section of this document increase the risk to life and/or property safety in and around the areas assessed. The Responsible Person/Dutyholder, should ensure that the additional fire safety controls, recommendations, and actions set out in this document are effected to bring the assessed areas up to a standard that will ensure, so far as is reasonably practicable, the safety of any of their employees, any other person lawfully on the premises or any person in the immediate vicinity of the premises at risk from a fire on the premises.

The following will be taken into account when assessing the premises and significant findings will be identified and detailed in an action plan. The action plan will indicate the severity of the significant finding and recommend time frames for its resolution

- Management of fire risk
- Sources of ignition
- Sources of fuel
- Sources of oxygen
- Fire Protection measures (provided for life safety only)

Responsible Person/Dutyholder must, amongst other things, provide their employees and parents of employed persons under the age of 18 with comprehensive and relevant information, on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger.

The findings identified in the assessment will represent the risks observed by the assessor 'at that moment in time', and information given to the assessor by the designated client representative(s). We cannot be held responsible if such information is given incorrectly or if loss or damage is caused by anything that was not visible at the time of assessment. The report will be addressed to the employer (or if applicable Responsible Person/Dutyholder in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company. The assessment will only remain valid whilst the site in question remains in its present state as on the date(s) of assessment.

The fire risk assessment should be reviewed by the Responsible Person/Dutyholder regularly so as to ensure it is current. The assessment should be reviewed annually from the date indicated on the report or at such earlier time as there is reason to suspect that it is no longer valid or there has been significant change in the matters to which it relates. Significant changes can include but are not limited to:

- significant changes to work practices or procedures.
- significant change to the number of people present or the characteristics of the occupants, including the presence of people with any form of disability.
- significant structural or material change to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment. significant change to furniture and fixings and/or to displays or quantities of stock.
- the introduction or increase in the storage of hazardous substances.
- any change to the fire precautions at the premises.
- any near miss or fire incident

Limitations

The fire risk assessment will be non-intrusive. It will not involve opening up of construction to check for its fire resistance, nor assessment of hidden areas such as voids and cavities. The assessment will not include areas below normal floor level or above false ceilings unless areas are readily available.

Based on a visual inspection of the emergency lighting, no luminance level tests or verification of full compliance with relevant British Standard will be carried out as part of the fire risk assessment.

The recommendations contained within the report regarding fire alarm systems will be based on visual inspection only, with no audibility tests of sounders, alarms, or verification of full compliance with relevant British Standard to be carried out as part of the fire risk assessment.

A critique of the documentation in place will not be conducted.

A review of the design of HVAC systems is outside the scope of the fire risk assessment

The fire risk assessment will not include consideration of process related risks covered by COSHH and DSEAR legislation.

If due to safety reasons any areas cannot be inspected, or the Asbestos register is not available to view by the assessor, an assessment of the area will not be carried out.

Assessment of the fire risks of external walls and any cladding are excluded from the scope of this fire risk assessment.

Unless informed otherwise, it will be assumed that all fire safety equipment, including fire doors and fire-resistant partitions, have been installed or serviced by persons competent to do so and in accordance with all applicable standards.

The significant findings identified will represent the hazards/risks observed by the assessor 'at that moment in time', and information given to the assessor by the designated onsite representative.

The identification of the person responsible for fire safety arrangements for the premises, does not imply legal responsibility, but reflects the managerial arrangements at the time of the fire risk assessment.

Where security measures against arson on site appear to be reasonable in the context of the fire risk assessment, this will be deemed sufficient. Should further security be required, it is recommended that a specialist security advisor be consulted.

We assume that all relevant building regulations were complied with in the construction of the premises, including any extensions, conversions, renovations and refurbishments.

We assume that information and documentation supplied to us by or on behalf of the client or other responsible person which has a bearing on the fire risk assessment is current, true, accurate and not misleading.

Legislation, British Standard publications and guidance documents relevant to fire risk assessments (This list is not exhaustive)

For undated references, the latest edition of the referenced document (including any amendments applies).

Legislation

Primary Legislation

Regulatory Reform (Fire Safety) Order 2005

Fire Safety Act 2021

The Fire Safety (England) Regulations 2022

The Building Safety Act 2022

The Fire Scotland Act 2005/The Fire Safety (Scotland) Regulations 2006

Fire and Rescue Service (Northern Ireland) Order 2006/Fire Safety Regulations (Northern Ireland) 2010

Ireland Fire Services Act 1981 (2003) (Eire)

Isle of Man Fire Precautions Act 1975/Management of Health and Safety at Work Regulations 2003

The Fire Services (Guernsey) Law 1989 (As amended)

Fire Precautions (Designated Premises) (Jersey) Regulations 2012

Secondary Legislation

Building Regulations 2010

The Housing Act 2004

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Health and Safety (Safety Signs and Signals Regulations 1996)

Dangerous Substances and Explosive Atmospheres Regulations 2002

Control of Major Accident Hazards Regulations 2015

Control of Substances Hazardous to Health Regulations 2002

Electricity at Work Regulations 1989

The Gas Safety (Installation and use) Regulations 1998/Amended 2018

British Standard publications

BS 5266-1, Emergency lighting – Part 1: Code of practice for the emergency lighting of premises

BS 5306-1, Code of practice for fire extinguishing installations and equipment on premises – Part 1: Hose reels and foam inlets

BS 5306-3, Fire extinguishing installations and equipment on premises – Part 3: Commissioning and maintenance of portable fire extinguishers – Code of practice

BS 5306-8, Fire extinguishing installations and equipment on premises – Part 8: Selection and installation of portable fire extinguishers – Code of practice

BS 5499-1, Fire safety signs, notices and graphic symbols – Specification for fire safety signs

BS 5499-4, Safety signs – Part 4: Code of practice for escape route signing BS 5499-10, Guidance for the selection and use of safety signs and fire safety notices

BS 5499-10, Guidance for the selection and use of safety signs and fire safety notices

BS 5839-1, Fire detection and fire alarm systems for buildings – Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises

BS 5839-6, Fire detection and fire alarm systems for buildings – Part 6: Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises

BS 7273-4, Code of practice for the operation of fire protection measures – Part 4: Actuation of release mechanisms for doors

BS 7273-6, Code of practice for the operation of fire protection measures – Part 6: Fire detection and fire alarm systems – Interface with ancillary systems and equipment

BS 7671, Requirements for Electrical Installations – IET Wiring Regulations

BS 7974: Application of fire safety engineering principles to the design of buildings – Code of practice

BS 8414-1, Fire performance of external cladding systems – Part 1: Test method for non-loadbearing external cladding systems fixed to, and supported by, a masonry substrate

BS 8414-2, Fire performance of external cladding systems – Part 2: Test method for non-loadbearing external cladding systems fixed to, and supported by, a structural steel frame

BS 9251, Fire sprinkler systems for domestic and residential occupancies – Code of practice

BS 9991: Fire safety in the design, management and use of residential buildings – Code of practice

BS 9997, Fire risk management systems – Requirements with guidance for use

BS 9999: Code of practice for fire safety in the design, management and use of buildings

BS EN 81-72: Safety rules for the construction and installation of lifts – Particular applications for passenger and goods passenger lifts – Part 72: Firefighters lifts

BS EN 1838, Lighting applications – Emergency lighting

BS EN 12845, Fixed fire-fighting systems – Automatic sprinkler system – Design, installation and maintenance.

BS EN 13501-1: Fire classification of construction products and building elements – Part 1: Classification using test data from reaction to fire tests

BS EN 50172 (BS 5266-8), Emergency escape lighting systems

BS EN 62305 (all parts), Protection against lightning

BS EN ISO 7010, Graphical symbols – Safety colours and safety signs – Registered safety signs

BS 476-22, Fire resistance of non-loadbearing elements of construction

PAS 79 1: Fire risk Assessment – Part 1: Premises other than housing – Code of practice

PAS 79-2: Fire risk assessment – Part 2: Housing – Code of practice

PAS 9980, Fire risk appraisal and assessment of external wall construction of existing blocks of flats – Code of practice 6)

Guidance documents

HM Government, Fire Safety Risk Assessment suite of documents

HTM – 05, suite of documents

Building Regulations 2010, Fire Safety Approved Documents B – Volumes 1 & 2

LACoRS, Housing – Fire Safety – Guidance on fire safety provisions for certain types of existing housing

Fire Safety in Purpose Built Blocks of Flats, Local Government Group

Fire Safety in Specialised Housing, National Fire Chiefs Council