

Fire Risk Assessment

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Statement of Fire Risk Assessment

1. The Regulatory Reform (Fire Safety) Order 2005 (if the relevant premises are in England or Wales) or the Fire (Scotland) Act 2005 (if the relevant premises are in Scotland) require the Employer or other responsible person to carry out a fire safety risk assessment of the premises.
2. This risk assessment carried out is made to enable the Employer or other responsible person to comply with the legal requirements summarised in Paragraph 1 above.
3. This report is addressed to the Employer (or if applicable other responsible person in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company.
4. We have agreed with you that this assessment should be conducted by us in accordance with and on the bases and assumptions set out in this scope.
5. The risk assessment should be available for inspection.
6. This fire risk assessment should be reviewed by the responsible person regularly so as to keep it up-to-date and, in any event by the date indicated on the front page of this report or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions. By way of example and without limiting the general statement made above, the assessment should be reviewed following:
 - a) Significant changes to work practices or procedures.
 - b) A significant change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability.
 - c) Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment.
 - d) Significant changes to furniture and fixings and/or to displays or quantities of stock.
 - e) The introduction or increase in the storage of hazardous substances.
 - f) Any change in the fire precautions in the premises.
 - g) Any near miss or fire incident.and, in any event, at recommended intervals of no more than twelve months.
7. 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.
8. The Employer, or other responsible person, 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 his 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.
9. The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, as applicable, impose various other obligations in relation to fire safety on responsible persons. We would be pleased to provide further guidance on these obligations but would like to draw your particular attention to the following:

Responsible persons must, amongst other things, provide their employees 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 to them.

10. In this report:

Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and/or responses provided by or on behalf of the Employer or other responsible person.

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We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).

Unless otherwise stated, we have assumed that at the premises (i) all fire safety equipment, including fire doors and fire resistant partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.

We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.

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

The term “responsible person” has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005.

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The Chubb logo, consisting of the word "Chubb" in a bold, blue, sans-serif font.

Risk Assessor's summary

Building Description Including construction details

The premise is a two storey library attached but vertically separated from the neighbouring flats. The premise is a metal framed glazed fronted building with concrete floors. One protected stair and one accommodation stair connect the ground and first floors. There are four ground floor final exits which discharge to a place of safety.

Areas inspected

Ground and first floor areas and external escape routes. Rebecca Woods, the External Services Librarian also supplied information at the time of the assessment.

No of floors in building	2	Floors covered by this assessment	2
Approx. building footprint in m²	165	Floor area covered by assessment m²	330
Number of employees	5		

Principal property use

Secondary property use

Educational establishment

Office

Hours of use

09:00 - 13:00, 14:00 - 17:00 Monday to Friday. Term time. 09:00 - 22:00 Monday to Friday. 10:00 - 16:00 Saturday and Sunday.

Number of persons known to be sleeping in the premises

0

Do disabled people frequent the premises?

No disabled employees however low numbers of mobility impaired persons may visit the premise. An evacuation chair is available in the protected stair and an Emergency Voice Communications System (EVCS) is installed.

Do any occupants work in remote areas of the building?

1 - A lone working policy in place.

Is there public access to parts covered under this risk assessment?

No, the Library is primary used by up to 50 students and staff of the nearby Music College. Access is controlled to persons with access cards. A maximum of 110 persons can be accommodated according to the fire strategy.

Are persons specifically at risk from fire?

Occasional mobility impaired visitors. Some young people of secondary school age may attend at weekends, but are generally accompanied by parents, guardians or staff.

Is there any history of fire incidents?

One false alarm occurred on the 30/01/2024 and was caused by a contractor working on the Server Room gaseous suppression system. Procedures have been added to the contractor maintenance job sheet to ensure this does not happen again, the procedures detail that the fire alarm panel is to be isolated and off monitoring whilst work in the Server Room is undertaken. The Local Fire Service were contacted prior to fire appliances being deployed.

Overview of building

Generally the premise is designed and constructed in accordance with Approved Document B. The premise is broadly compliant with the Regulatory Reform (Fire Safety) Order 2005 with the exceptions of the significant findings in this report which include generally minor deficiencies including; some unmaintained portable firefighting equipment and some EVCS testing and maintenance issues. The numbers quoted in this report for the purpose of occupancy were provided by the customer and the risk assessment report has been based upon the same. The customer has informed us that the numbers provided are only a guesstimated volume as the actual daily numbers are not documented within their organisation.

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Risk Assessment Matrix

The risk management process applied for this report involves the systematic identification of hazards, the assessment of resulting risk and the subsequent management of these risks through control and communication.

Thereafter a judgment is made to best evaluate a severity (numerical score 1- 4) that best illustrates the current status for each hazard illustrated within this report.

On the award of a numerical score under the heading severity, this score is then multiplied against the most appropriate likelihood rating of either: remote, unlikely, likely or very likely. Thereafter a total score is categorised into an overall risk rating.

Risk ratings (see conversion table C) are therefore, Very High, High, Normal or Low.

Each of these headings generates a priority weighting (1-4) and depending on the rating this illustrates the timescale by which the required works should have been instructed / controlled.

A - Severity Definitions

4	Very High
3	High
2	Medium
1	Low

B - Likelihood Definitions

Score from severity chart ↓	REMOTE Extremely unlikely to ever occur 1	UNLIKELY Unlikely but may occur exceptionally 2	LIKELY Likely to occur 3	VERY LIKELY Likely to occur often 4
4				
3				
2				
1				

C - Conversion Table

RISK RATING	PRIORITY	INITIATE ACTION TIMESCALE
Very High	1	Immediate action within 7 days
High	2	Action required within 28 days
Normal	3	Action required within 12 weeks
Low	4	Action required within 26 weeks

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Section 2: Fire risk assessment

1: Fire Hazards and Ignition Sources

Question	Answer	Status	Action plan / Comment
1 Do electrical systems and appliances appear adequately managed?	Electrical systems and appliances do not appear to be adequately maintained.		The fixed electrical installations were last tested on the 15/01/2021 and deemed unsatisfactory, as such and if not already done so, any remedial actions identified on the test certificate should be rectified. Portable appliance testing was last undertaken during December 2023 by AGG Electrical Safety Testing. Evidence of a lightning protection system was not found at the time of the assessment although this is likely not to be needed due to the proximity of tall buildings. An appropriate policy for the management of personal electrical appliances is now documented although personal appliances were not observed at the time of the assessment. Electrical extension leads were generally being used in a safe manner at the time of the assessment. See Section 3: Action Plan Low, 1.1.P
2 Is smoking managed in an appropriate and safe manner?	Smoking is not managed in an appropriate and safe manner.		Smoking and vaping is not permitted in the premise. 'No Smoking/Vaping' signage is not displayed at the main entrance and appropriate signage should be fitted. Smoking is permitted in pedestrian areas away from the building. See Section 3: Action Plan Low, 1.2.C
3 Are all heaters correctly installed, adequately protected, used and maintained?	The installation, maintenance and use of heaters is unsatisfactory.		Portable heaters were not found to be in use within the premise. Fixed wall mounted electrical heaters are installed. The air conditioning system is serviced quarterly by G & H Maintenance, however, records of servicing were not made available. See Section 3: Action Plan Low, 1.3.E

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Question	Answer	Status	Action plan / Comment
4 Are catering facilities being managed in a safe manner?	Catering facilities are effectively managed and risk reduction measures are in place.		A small tea point is sited in the first floor Staff Office.
5 Are measures in place to control the risk of arson/wilful fire raising?	The measures to control arson/wilful fire raising are adequate.		Refuse is removed on a daily basis. External and internal CCTV and an intruder alarm are installed.
6 Is the building free from potentially hazardous processes that could create risks to persons and/or property?	No hazardous processes take place.		No action
7 Is storage and housekeeping managed in a satisfactory manner?	Storage and housekeeping are managed adequately.		The storage of paper and other combustible materials is typical for this type and size of premise. The storage arrangements are satisfactory. The general housekeeping is good. The furniture in the premises is modern and appears to meet safety requirements. The storage on the rear ground floor means of escape should not exceed current levels.
8 At the time of the inspection, was any work being carried out in the premises by contractors that could affect the fire safety measures?	No work was in progress by contractors.		At the time of the assessment there were no building works being carried out. Appropriate controls are in place manage building work and outside contractors.

2: Means of Escape

Question	Answer	Status	Action plan / Comment
1 Are the means of escape adequate for the number of occupants using or who are likely to use the building?	The means of escape is adequate for the number of occupants using or who are likely to use the building.		The number, distribution and widths of emergency routes and final exits are generally acceptable for the estimated number of persons likely to be present at any one time.
2 Are the final exit doors sufficient in number, width and the purpose for which they are provided?	Exit doors meet the needs of the occupants in order to facilitate safe egress at all times.		At the time of the assessment the final exits were available and free from obstruction or hindrance.

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Question	Answer	Status	Action plan / Comment
3 Is the escape from inner rooms acceptable?	Escape from inner rooms is acceptable.		Suitable compensatory features are present for inner rooms. Vision panels and automatic fire detection are installed where necessary.
4 Are escape routes and travel distances acceptable?	Escape routes and travel distances are acceptable.		Travel distances are generally in accordance with those recommended in the 'Fire Safety Risk Assessment: Guide For Educational Premises' published by The Department for Communities and Local Government.'
5 Do fire resisting door sets and partitions meet the appropriate fire resisting standards?	The fire resisting door sets and partitions do not appear to be to the appropriate fire resisting standards.		Ceiling tiles are missing or damaged and one fire door was found to have a small hole. See Section 3: Action Plan High, 2.5.S See Section 3: Action Plan Low, 2.5.AZ
6 Are the fire resisting and separating walls and floors in good condition?	The fire resisting walls and floors are acceptable.		The compartmentation was deemed to be broadly compliant.
7 Is there reasonable limitation of linings which might promote fire growth and spread?	There is reasonable limitation of linings which could promote fire growth and spread.		Walls and ceilings are generally covered in materials that are not likely to contribute to fire or are of limited combustibility.
8 Are the common escape routes for all the building occupants acceptable?	Premises is single occupancy.		The premise is solely occupied by Leeds City College.
9 Are there adequate arrangements for the evacuation of disabled people?	The existing arrangements for the evacuation of disabled people are considered adequate.		An evacuation chair has been provided in the protected stair. An emergency voice communication system is installed in the refuge area.
10 Do the protected escape routes and stairways offer sufficient and suitable protection to ensure the safe escape of all occupants?	Sufficient protected stairways and escape routes have been provided to ensure the safe escape of all the occupants.		One protected stair is available and was clear and free from storage or obstruction at the time of the assessment.
11 Are satisfactory arrangements in place for ensuring that the external escape route(s) can be used safely?	The external escape routes are acceptable.		External escape routes lead away from the premise and to a place of ultimate safety.

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3: Lighting

Question	Answer	Status	Action plan / Comment
1 Does the building appear to be adequately covered by an emergency lighting system?	Although not activated, it appears the emergency lighting system provides sufficient lighting units.		Emergency escape lighting is provided through out the premise.
2 Is the emergency lighting system maintained and tested in accordance with British Standard BS 5266: Part 1?	The emergency lighting system is maintained and tested to British Standard BS 5266: Part 1.		The emergency lighting is integral to the normal lighting system with some illuminated exit signs. The emergency lighting is tested in-house monthly and was last maintained during September 2023 by Gough & Kelly.
3 Is the provision of general lighting system adequate?	The general lighting provides adequate levels of illumination.		The primary and borrowed lighting was deemed suitable and sufficient for the premise.

4: Signs & Notices

Question	Answer	Status	Action plan / Comment
1 Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	Fire safety signs and notices are provided to the appropriate standard.		Fire safety signage is generally suitable and sufficient for the premise.

5: Fire Alarm & Fire Warning Arrangements

Question	Answer	Status	Action plan / Comment
1 In the event of a fire, is there a suitable method for raising the alarm?	There is an appropriate method of raising the alarm in the event of a fire.		The fire alarm comprises a monitored category L2 system, with additional automatic detection in the ceiling voids where necessary.
2 Is the fire alarm system adequately maintained and tested in accordance to British Standard BS 5839 :Part 1?	The maintenance and testing of the fire alarm is not in accordance with British Standard BS 5839 :Part 1.		Records indicated that the fire alarm system is maintained and serviced by Gough & Kelly Ltd. The most recent maintenance visit was during September 2023 so is over due for bi-annual servicing. The fire alarm is tested weekly in-house by the Estates Team. See Section 3: Action Plan High, 5.2.B

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6: Fixed & Portable Fire Extinguishing Equipment

Question	Answer	Status	Action plan / Comment
1 Are there sufficient portable fire extinguishers, of the correct type, that are correctly sited, and adequately maintained?	The provision, installation, sighting, maintenance and type(s) of extinguishers is not in accordance with British Standard BS 5306 :Part 3 and Part 8.		There is a generally suitable and sufficient provision of portable firefighting equipment sited within the premise. The majority of portable fire extinguishing equipment was last serviced during October 2023 by Chubb, however, one carbon dioxide extinguisher was found to be overdue for servicing in the Staff Office. See Section 3: Action Plan High, 6.1.D
2 Are the fixed installations correctly installed, adequately maintained and are they considered to be appropriate for the risk?	There are appropriate fixed installations provided which are maintained in accordance with the appropriate British Standard.		The Novec 1230 gaseous suppression system was last serviced on the 30/10/2023 by Argus Fire Protection. The last Server Room integrity test (RIT) was undertaken at the same time.

7: Management of Fire Safety

Question	Answer	Status	Action plan / Comment
1 Are management and staff fully aware of the fire safety features provided and their purpose?	Management and staff are fully aware of the fire safety features provided and their purposes.		No action
2 Have staff received adequate fire awareness training?	The level of staff fire awareness is unacceptable.		Induction, refresher and fire warden training are all now made available via an in house online system. Reminders are sent to all employees who have exceeded the fire safety training deadlines. Members of staff would benefit from practical firefighting equipment training. No documented evacuation drills have been undertaken in the last 12 months. See Section 3: Action Plan High, 7.2.E See Section 3: Action Plan High, 7.2.H

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Question	Answer	Status	Action plan / Comment
3 Are suitable arrangements in place for the safe management of visitors in an emergency?	Suitable arrangements are in place for the safe management of visitors in an emergency.	✓	Visitor numbers, with the exception of students and staff, should be low and infrequent. When visitors do attend the premise, they are usually accompanied by a member of staff.
4 Are record keeping arrangements satisfactory?	The record keeping arrangements are satisfactory.	✓	The general standard of record keeping for the testing and maintenance of the general fire precautions is sufficient.
5 Are adequate emergency arrangements in place for the safe management of persons with disabilities?	The emergency arrangements for the safe management of disabled persons is not adequate.	✗	Personal emergency evacuation plans (PEEPs) can be put in place where necessary and training is available for curriculum leaders to undertake the PEEPs process. An evacuation chair is available and was last maintained on the 31/10/2023 by KFive. No records of the Emergency Voice Communication System (ECVS) testing or maintenance were made available and the outstation was displaying a fault. See Section 3: Action Plan Low, 7.5.C See Section 3: Action Plan Low, 7.5.D
6 Are adequate arrangements in place for members of the public (including private members and guests) who visit the premises by way of payment or any other kind of affiliation?	Adequate arrangements are in place for all members of the public (including private members and guests).	✓	Members of the public are not allowed access to the premise. Visitors and contractors are generally accompanied whilst on site.

8: Access For Fire Fighting & Fire Fighter Safety

Question	Answer	Status	Action plan / Comment
1 Is access for fire fighting and fire and rescue service vehicles clear, unobstructed and adequate?	Access for fire fighting and fire and rescue service vehicles is clear, unobstructed and adequate.	✓	Access on foot is available to two sides of the premise (front and rear). Access for vehicles is also available to the front and rear ground floors.
2 Have all reasonable measures and arrangements been made to safeguard members of the Fire and Rescue Service in a fire situation?	All reasonable measures and arrangements for the safety of fire fighters in a fire situation are in place.	✓	No action

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Question	Answer	Status	Action plan / Comment
3 Are there adequate water supplies available to protect the premises in the event of a fire occurring?	There are adequate water supplies available in close proximity to the site.		The nearest fire hydrants are sited at the junction of Duke Street and St Peters Street.

9: Environment

Question	Answer	Status	Action plan / Comment
1 Has the person responsible for the site considered the effects to adjacent properties that might be caused by a fire on the site?	The responsible person has made suitable arrangements to mitigate any damage to the adjacent properties from a fire on the site.		No action
2 Has the person responsible for the site considered the effects to the environment that might be caused by a fire on the site?	No specific arrangements to safeguard the environment are required for these premises.		No action

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Section 3: Action Plan

Where applicable, all Non-conformities should be reviewed in conjunction with the CAD and where applicable photographic evidence.

Section 3 Action Plan: Whole Building High Risk

Reference	Question
2.5	Do fire resisting door sets and partitions meet the appropriate fire resisting standards?
Reference 2.5.S	Non-Conformity The partition is damaged and does not provide the required level of fire resistance. Location P First Floor - Library Team Office.
	Recommendation Replace or repair the partition so that it provides the required level of fire resistance. The materials used must provide a minimum of 30 or 60 minute standard of fire. Person to action None found Action by 13/05/2024
Reference	Question
5.2	Is the fire alarm system adequately maintained and tested in accordance to British Standard BS 5839 :Part 1?
Reference 5.2.B	Non-Conformity The fire alarm system does not appear to be subject to regular servicing arrangements. Location P Fire Alarm system.
	Recommendation The fire alarm system must be serviced regularly by a competent person who should provide a certificate of conformity in accordance with the provisions of the current British Standard BS 5839: Part 1. Person to action None found Action by 13/05/2024
Reference	Question
6.1	Are there sufficient portable fire extinguishers, of the correct type, that are correctly sited, and adequately maintained?
Reference 6.1.D	Non-Conformity At the time of the Fire Risk Assessment there was no evidence available to show that the portable fire fighting equipment was being tested and maintained by a competent person. Location
	Recommendation Management must check that the portable fire fighting equipment has been tested and serviced by a competent person within the previous 12 months. The date of the test and service must be recorded in the fire safety Log Book. Person to action Action by

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	First Floor - Staff Office.	None found	13/05/2024
	First Floor - Staff Office.	None found	13/05/2024

Reference 7.2	Question Have staff received adequate fire awareness training?		
Reference 7.2.E	Non-Conformity No evacuation drill carried out within the last 12 months.	Recommendation Evacuation drills must be carried out at least once every 12 months and more often where necessary.	
	Location	Person to action	Action by
	 Administration & Management.	None found	13/05/2024
Reference 7.2.H	Non-Conformity Staff are not trained to use the fire extinguishers provided.	Recommendation Staff must receive appropriate training from a competent person.	
	Notes Ensure an adequate number of staff are trained to cover illness, absence and annual leave.		
	Location	Person to action	Action by
	 Administration & Management.	None found	13/05/2024

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Section 3 Action Plan: Whole Building Low Risk

Reference	Question		
1.1	Do electrical systems and appliances appear adequately managed?		
Reference 1.1.P	Non-Conformity	Recommendation	
	It was not confirmed at the time of the assessment if any remedial actions, specified on the fixed electrical installations certificate, had been actioned/ repaired.	If not already done so, any remedial actions identified on the fixed electrical installations test certificate should be rectified.	
	Location	Person to action	Action by
	P Fixed electrical system.	None found	14/10/2024
Reference	Question		
1.2	Is smoking managed in an appropriate and safe manner?		
Reference 1.2.C	Non-Conformity	Recommendation	
	Appropriate signage is not in place in accordance with the requirements of The Smoke-free (Premises and Enforcement) Regulations 2006 (or The Smoking, Health & Social Care (Scotland) Act 2005).	Provide the necessary signage to satisfy the legislation.	
	Location	Person to action	Action by
	P Main Entrance.	None found	14/10/2024
	P Main Entrance.	None found	14/10/2024
Reference	Question		
1.3	Are all heaters correctly installed, adequately protected, used and maintained?		
Reference 1.3.E	Non-Conformity	Recommendation	
	The air conditioning system is serviced quarterly, however, records were not made available.	Air conditioning systems must be subject to regular servicing and maintenance which should be recorded and made available.	
	Location	Person to action	Action by

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Air conditioning system.

None found

14/10/2024

Reference	Question
2.5	Do fire resisting door sets and partitions meet the appropriate fire resisting standards?

Reference	Non-Conformity	Recommendation	
2.5.AZ	Ceiling tiles are missing, displaced or damaged, negating the fire resistance of the suspended ceiling.	The ceiling tiles should be repaired or replaced using the existing type of grid and tile component to prevent the level of fire resistance being compromised.	
	Location	Person to action	Action by
	P Ground Floor - Cleaning Cupboard.	None found	14/10/2024
	P Ground Floor - Store Room.	None found	14/10/2024

Reference	Question
7.5	Are adequate emergency arrangements in place for the safe management of persons with disabilities?

Reference	Non-Conformity	Recommendation	
7.5.C	Records of the weekly testing and maintenance of the Emergency Voice Communications System (EVCS) were not provided at the time of the assessment.	BS5839 – 9 (2011 and revised 2021) recommends daily visual of master station, weekly test of outstation on a rotational basis and six monthly maintenance.	
		Location	Person to action
		Action by	
	P Emergency Voice Communications System (EVCS).	None found	14/10/2024

Reference	Non-Conformity	Recommendation	
7.5.D	The Emergency Voice Communications System (EVCS) outstation was displaying a fault at the time of the assessment.	The Emergency Voice Communications System (EVCS) should be repaired immediately by a competent engineer or contractor.	
	Location	Person to action	Action by

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Emergency Voice Communications System
(EVCS).

None found

14/10/2024

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Section 4: Photography of non-compliance

High risks

Ref 2.5.S	Non-conformity The partition is damaged and does not provide the required level of fire resistance. Location : First Floor - Library Team Office.
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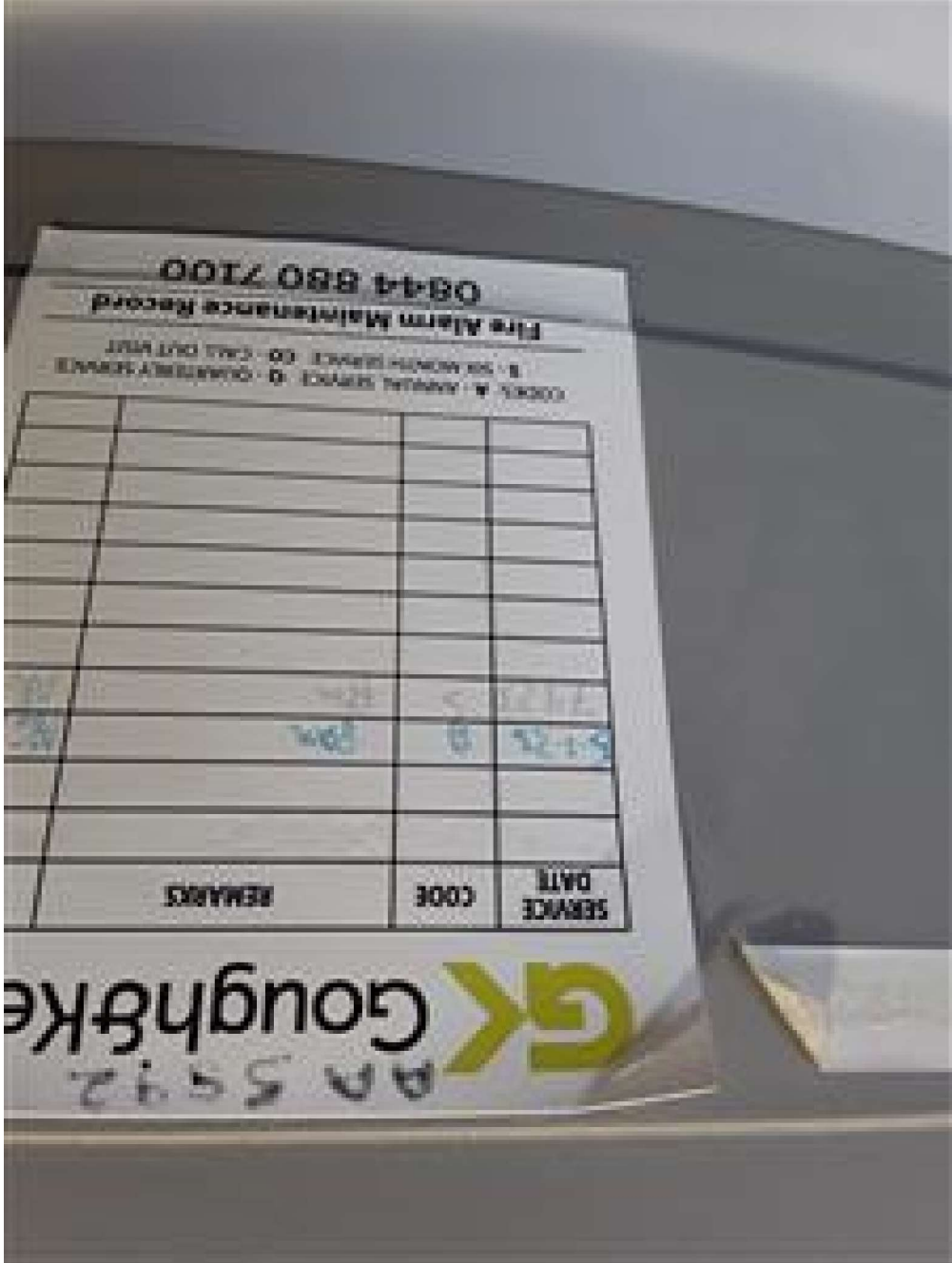
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High risks

Ref 5.2.B	Non-conformity The fire alarm system does not appear to be subject to regular servicing arrangements.
	Location : Fire Alarm system.



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High risks

Ref 6.1.D	Non-conformity At the time of the Fire Risk Assessment there was no evidence available to show that the portable fire fighting equipment was being tested and maintained by a competent person. Location : First Floor - Staff Office.
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High risks

Ref 6.1.D	Non-conformity At the time of the Fire Risk Assessment there was no evidence available to show that the portable fire fighting equipment was being tested and maintained by a competent person. Location : First Floor - Staff Office.
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Section 4: Photography of non-compliance

Low risks

Ref 1.1.P	Non-conformity It was not confirmed at the time of the assessment if any remedial actions, specified on the fixed electrical installations certificate, had been actioned/repaired.
	Location : Fixed electrical system.



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Low risks

Ref

1.2.C

Non-conformity

Appropriate signage is not in place in accordance with the requirements of The Smoke-free (Premises and Enforcement) Regulations 2006 (or The Smoking, Health & Social Care (Scotland) Act 2005).

Location

: Main Entrance.



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Low risks

Ref

1.2.C

Non-conformity

Appropriate signage is not in place in accordance with the requirements of The Smoke-free (Premises and Enforcement) Regulations 2006 (or The Smoking, Health & Social Care (Scotland) Act 2005).

Location

: Main Entrance.



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Low risks

Ref 2.5.AZ	Non-conformity Ceiling tiles are missing, displaced or damaged, negating the fire resistance of the suspended ceiling.
	Location : Ground Floor – Cleaning Cupboard.



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Low risks

Ref 2.5.AZ	Non-conformity Ceiling tiles are missing, displaced or damaged, negating the fire resistance of the suspended ceiling. Location : Ground Floor - Store Room.
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Low risks

Ref 7.5.C	Non-conformity Records of the weekly testing and maintenance of the Emergency Voice Communications System (EVCS) were not provided at the time of the assessment. Location : Emergency Voice Communications System (EVCS).
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Low risks

Ref 7.5.D	Non-conformity The Emergency Voice Communications System (EVCS) outstation was displaying a fault at the time of the assessment. Location : Emergency Voice Communications System (EVCS).
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Section 5. CAD

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Section 6A. FIRE RISK ASSESSMENT GUIDANCE NOTES

The Fire Safety Order 2005 and the Management of Health and Safety at Work Regulations 1999 (as amended) require you to:

- Carry out a Fire Risk Assessment of your workplace (you must consider all your employees and other people who may be affected by a fire in the workplace and you are required to make adequate provision for any physically or sensory impaired personnel with special needs who use or may be present at your premises),
- Identify the significant findings of the Risk Assessment and the details of anyone who might be especially at risk in case of fire (these must be recorded if you employ more than five people),
- Provide and maintain such fire precautions as are necessary to safeguard those who use your workplace, and
- Provide information, instruction and training to your employees about the fire precautions in your workplace.

The Risk Assessment will help you decide the nature and extent of the general and process fire precautions which you need to provide.

There are six other legal duties that you need to know:

- Where it is necessary to safeguard the safety of your employees, you must nominate people to undertake any special roles which are required under your emergency plan (you can nominate yourself for this purpose).
- You must consult your employees (or their elected representatives or appointed Trade Union Safety Representatives) about the nomination of people to carry out particular roles in connection with Fire Safety and about proposals for improving the fire precautions.
- You must inform other employers who also have workplaces in the building of any significant risks you found which might affect the safety of their employees – and co-operate with them about the measures proposed to reduce/control those risks.
- If you are not an employer but have any control of premises which contain more than one workplace, you are also responsible for ensuring that the requirements of the Fire Regulations are complied with in those parts you have control over.
- You must establish a suitable means of contacting the emergency services, and ensure that they can be called easily.
- The law requires your employees to co-operate with you to ensure the workplace is safe from fire and its effects, and not to do anything which will place themselves or other people at risk.

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Section 6B. Website Guidance Notes

The Global 2.0 website has been created for companies who are responsible for large numbers of buildings throughout the country. It allows registered users to see an overview of the number of outstanding non conformance grouped into the various overall risk rating categories for a company, for the subsidiary companies of a group or holding company, for the regions within a company or for each site within a region.

From this Management Assessment overview, the user can drill down into each individual site, or select the site from a list, grouped by subsidiary company and see the detail of each outstanding non conformance. This will include a description of what the problem is and a suggested course of action to eliminate or reduce the risk. It is also possible for the assessor to predict what the resulting severity and likelihood ratings (and thus the new overall risk rating) once the recommended actions have been completed.

The detail can include a photograph taken by the assessor at the time of the inspection of each occurrence of the non conformance, and the exact location of these plotted onto building CAD plans also held within the website.

Each location can be signed off by the customer, by providing details of what was done to rectify the issue, who carried out the action and the date the issue was completed. He can also indicate works in progress on these non conformances, which will be displayed as in progress rather than complete or outstanding.

As non conformances are eliminated, the report can be produced again, and will take into consideration the works that have been carried out, showing a reduced number of outstanding risks, and include in the archive section details of the risks that have been actioned, and what was done to rectify them.

Customer users can be given administrative rights which allows them to manage the users within their own organisation. They can create new users, manage the sites they are allowed to access and delete users who no longer require access to the website.

The consultant who created the report can also access the final output report so that in the event of a query you can discuss with them the report findings.

Contact details can be set up by customer such that when assessments are entered onto the site these contacts receive automated emails advising them that a new report has been put on line, and other contacts can be set up to receive an email regarding the non conformances highlighted within the report. Separate individuals can be set to receive emails for each level of overall risk rating.

On entering the website, comprehensive help notes can be accessed by clicking on the help icon located on every screen. This will allow your users to take advantage of the site without the need for specialist training.

There is also a dedicated help line available Monday to Friday 09.00 – 21.00 and on Saturday mornings from 09.00 – 13.00.

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Section 7: Archive

Where applicable, all Non-conformities should be reviewed in conjunction with the CAD and where applicable photographic evidence.

No rectified non-conformances

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Section 8: Photography of completed non-compliance

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