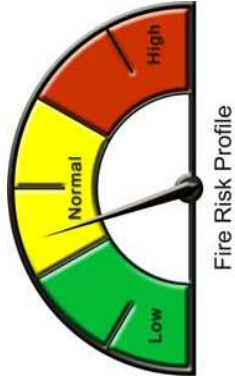


Fire Risk Assessment

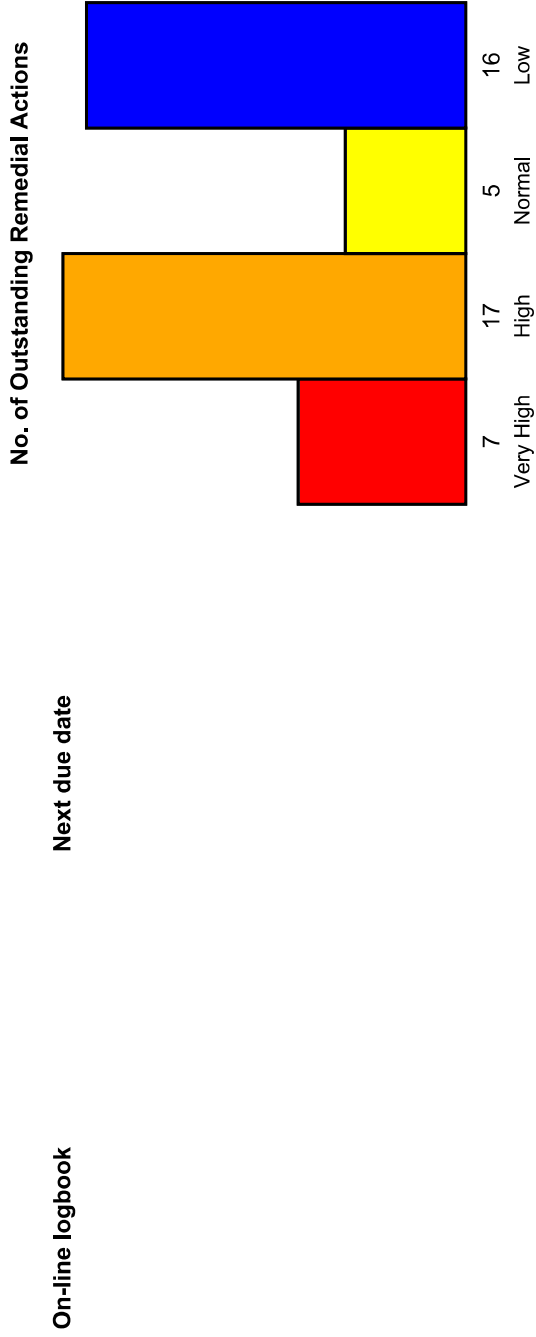
Address:
Leeds City College
The Conservatoire
3 Quarry Hill
Leeds
West Yorkshire
LS2 7PD

Person Responsible:
Colin Booth
Tel:
e-mail:

Person Consulted:
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Consultant	Dale Smith
Assessment date	16/04/2024
Re-assessment date	16/04/2025



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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date indicated on the front page of this report or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or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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Risk Assessor's summary

Building Description Including construction details

The premise is a five storey building on a sloping site comprising of educational premises, cafe, auditorium, rehearsal rooms and offices. The premise is solely occupied by Leeds City College. The building is of traditional construction with some timber cladding. The floors and stairs are constructed of concrete. There is a flat, bitumen coated roof and some plant on the fifth floor (Level 6).

Areas inspected

Whole premise except the flat roof, the plant room due to contractors being present, lift shaft and refuse store. A sample of riser cupboards were inspected, as were a sample of music practice rooms due to rehearsals and auditions being undertaken.

No of floors in building	5	Floors covered by this assessment	0
Approx. building footprint in m²	1100	Floor area covered by assessment m²	5500
Number of employees	300		

Principal property use

Educational establishment

Secondary property use

Place of public entertainment

Hours of use

07:00 - 03:00 Monday to Friday. 08:00 - 23:00 Saturday and Sunday,

Number of persons known to be sleeping in the premises

0

Do disabled people frequent the premises?

Yes, personal emergency evacuation plans (PEEPs) are in place where required. Evacuation chairs are sited in the protected stairs where necessary.

Do any occupants work in remote areas of the building?

A lone working policy is in place. Lone workers are provided with a radio if they are to work in any remote areas.

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

Visitors/contractors have to sign in at the Conservatoire reception and are generally accompanied by a member of staff whilst on site. Members of the public can access limited areas of the ground and first floor for entertainment purposes.

Are persons specifically at risk from fire?

Up to 1375 students and staff are present across the Venue and the Conservatoire, of which 5 students and 2 members of staff have disabilities.

Is there any history of fire incidents?

Three false alarms have occurred in the last 12 months resulting in partial or full evacuations. All have been caused by contractors not adequately isolating the fire alarm system automatic detector heads in the area being worked on. Contractors have since been briefed and appropriate notes made on the work orders to ensure correct isolation of the fire alarm takes place. No other fires or visits by the Local Authority Fire & Rescue Service were noted.

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Overview of building

The property is of traditional construction with concrete floors and stairs and was built in approximately 1965. The property has three protected and one accommodation stairs connecting the ground (01) and first (02) floors. The three protected stairs serve the upper floors to Level 4 (third floor) with two of the stairs serving the Level 5 (fourth floor) and one serving Level 6 (fifth floor plant area). The premise has 5 final exits at level 01 and 2 at level 02. Access to the premise comprises a manned reception at the main entrance via automatic sliding doors which are designed to fail open. A dry riser is sited in Stair 2 Lobby. Fire shutters are fitted to the main entrance reception, 01 floor equipment store and 02 Bridge Link.. A category L2 fire alarm is installed, as is emergency lighting through out the premise. Evacuation chairs are also present in stair 3 lobby and stair 7. If external wall cladding is present it will be noted in Section A "Details of Construction". It should be noted that only a chartered engineer or chartered surveyor approved by the Royal Institution of Chartered Surveyors (RICS) is qualified to report on the flammability or otherwise of external wall cladding systems. If a building, or a property within a building, that has external wall cladding is for sale, it may be necessary to engage the services of an RICS approved chartered engineer or chartered surveyor to provide an External Wall Survey EWS1 form. Such an examination will include the removal of part of the cladding to determine its construction and the method of fixing it to the outer walls of the building. The method of sealing the cladding around openings in the building must also be investigated. The damage caused by the investigations must subsequently be made good. A fire door survey has recently been undertaken and remedial works are due to commence the week commencing the 22.04.2024.

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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.		Portable appliance testing was undertaken during August 2023 by AGG Electrical Safety Testing. The fixed electrical installations were last tested on the 11/01/2021. If necessary, ensure any remedial actions identified on the test certificate are rectified. Lightning protection is installed and was last serviced on the 01/11/2023 by Osbourne Delta. Managerial control of personal electrical items is lacking and the unsafe use of electrical extension leads and multi-adaptor blocks was found. See Section 3: Action Plan High, 1.1.G See Section 3: Action Plan Very High, 1.1.J See Section 3: Action Plan Normal, 1.1.N
2 Is smoking managed in an appropriate and safe manner?	Smoking is managed in an appropriate and safe manner.		This is a site that complies with the current non-smoking legislation. No Smoking/Vaping signage is fitted in appropriate places and a designated smoking area is provided with metal ashtrays. Staff have been briefed to remain vigilant to smoking/vaping on the premise.

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Question	Answer	Status	Action plan / Comment
3 Are all heaters correctly installed, adequately protected, used and maintained?	The installation, maintenance and use of heaters is unsatisfactory.		The premise is in the process of being connected to the district heating system and a temporary externally sited diesel operated boiler with bunded fuel source has been installed. Portable heaters are occasionally used, however, only oil filled, self-enclosed portable heaters should be used in line with LCC policy. The AC system was also last serviced during 4th-9th April 2024. Dampers were last serviced on the 20/12/2022 by Midland Filtration and are overdue for servicing. See Section 3: Action Plan Low, 1.3.E See Section 3: Action Plan Low, 1.3.F
4 Are catering facilities being managed in a safe manner?	Risk reduction measures for catering arrangements are not managed in a satisfactory manner.		The commercial kitchen extracts were last serviced during Summer 2023, however, a precise date and service certificate were not made available. The kitchen extract filters are cleaned in house weekly. Gas appliances were last checked on the 26/06/2023 by Marshalls Catering Services. See Section 3: Action Plan Low, 1.4.G
5 Are measures in place to control the risk of arson/wilful fire raising?	The measures to control arson/wilful fire raising are adequate.		A monitored intruder/security alarm, CCTV and a designated, lockable internal refuse store are in place. The designated refuse store forms part of the Conservatoire. Whilst no premises can be excluded from the possibility of deliberate fire setting, the security measures in place reduce the opportunity for this. The premises are not considered to be at high risk of arson.
6 Is the building free from potentially hazardous processes that could create risks to persons and/or property?	No hazardous processes take place.		All processes are appropriately risk assessed in house by the curriculum department or SHE services where necessary.

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Question	Answer	Status	Action plan / Comment
7 Is storage and housekeeping managed in a satisfactory manner?	The management of storage and housekeeping is not satisfactory.		The general housekeeping, particularly in staff areas (i.e under and on top of desks) was poor. Combustible materials were being stored on escape routes. Fabrics and furnishings were inappropriately sited and no records of appropriate proprietary treatments being applied were made available. Riser cupboards should not be used to store combustible materials. See Section 3: Action Plan High, 1.7.A See Section 3: Action Plan High, 1.7.G See Section 3: Action Plan Normal, 1.7.O See Section 3: Action Plan Low, 1.7.P
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.		The boiler in the top floor plant room was in the process of being dismantled and removed by Aspect Maintenance Services Limited. Hot works permits, risk assessment method statements and the associated controls have been put in place. The fire alarm has several disablements covering the areas the contractors are working in and the works are due to be completed within 24 hrs, whereupon the normal status to the fire alarm will be re-instated. Appropriate controls are in place to 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 exits have been assessed for the use of the buildings and likely numbers of occupants. It is considered that the number and width of emergency exits are suitable for the likely number of occupants present at any one time.

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Question	Answer	Status	Action plan / Comment
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.		Final exits open in the direction of travel where required to do so.
3 Is the escape from inner rooms acceptable?	Escape from inner rooms is acceptable.		Automatic fire detection and vision panels are in place where required.
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 Guide 'Fire Safety Risk Assessment: 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.		A fire door survey has been undertaken by Azar Fire during March 2023. The remedial actions have been identified and are scheduled for repair during the w/c April 2024. . Fire doors were found to be wedged open. Service riser compartmentation could not be confirmed as being satisfactory. One fire door was found to be missing a self-closing device. See Section 3: Action Plan Very High, 2.5.D See Section 3: Action Plan Very High, 2.5.K See Section 3: Action Plan High, 2.5.S
6 Are the fire resisting and separating walls and floors in good condition?	The fire resisting walls and floors are unacceptable.		Ceiling tiles are missing, damaged or displaced in numerous areas of the premise. See Section 3: Action Plan Low, 2.6.R
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. Some fabric and acoustic boards are sited in rooms less than 30m2. Paper displays sited in protected escape routes are enclosed within lockable notice boards.

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Question	Answer	Status	Action plan / Comment
8 Are the common escape routes for all the building occupants acceptable?	The premises are in multi-occupancy and the common means of escape from each occupancy are considered satisfactory.		The premise is solely occupied by Leeds City College.
9 Are there adequate arrangements for the evacuation of disabled people?	The existing evacuation arrangements for disabled people are not acceptable.		Evacuation chairs are available and sited within the protected stairs where necessary. The evacuation chairs were last serviced on the 03/10/2023 and personal emergency evacuation plans (PEEPs) can be put in place if required. However, no evidence of generic emergency evacuation plans (GEEPs) for unexpected disabled visitors to the premise were made available at the time of the assessment. An Emergency Voice Communications System (EVCS) is not installed. See Section 3: Action Plan Normal, 2.9.E See Section 3: Action Plan Low, 2.9.K
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.		Protected stairs are distributed throughout the premise which all discharge to a place of ultimate safety.
11 Are satisfactory arrangements in place for ensuring that the external escape route(s) can be used safely?	The external escape routes are acceptable.		All final exit doors from the protected stairs lead to a place of safety via level going. The assembly points are located diagonally opposite the main entrance.

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.		The premise is mainly used throughout day time hours although emergency escape lighting is provided through out these premises.

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Question	Answer	Status	Action plan / Comment
2 Is the emergency lighting system maintained and tested in accordance with British Standard BS 5266: Part 1?	The maintenance and testing of the emergency lighting system is not in accordance with British Standard BS 5266: Part 1.		The emergency lighting is tested monthly and was last maintained by G & H during December 2022, therefore the systems are over due for an annual discharge test. See Section 3: Action Plan High, 3.2.A
3 Is the provision of general lighting system adequate?	The general lighting does not provide adequate levels of illumination.		Primary and borrowed lighting is generally sufficient for the premise, however, primary lighting was found to have been removed in one area. See Section 3: Action Plan Normal, 3.3.A

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?	The provision for fire safety signs and notices is not adequate.		The fire safety signs are generally acceptable with minor deficiencies. See Section 3: Action Plan High, 4.1.F See Section 3: Action Plan Normal, 4.1.M See Section 3: Action Plan Low, 4.1.Q

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?	The method of raising the alarm in the event of fire is not appropriate.		The monitored category L2 fire alarm is generally suitable and sufficient for the premise. Sounder/VADs are fitted to areas where loud background noise is likely to occur with minor exceptions. See Section 3: Action Plan Very High, 5.1.P

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Question	Answer	Status	Action plan / Comment
2 Is the fire alarm system adequately maintained and tested in accordance to British Standard BS 5839 :Part 1?	The fire alarm system is maintained and tested to British Standard BS 5839 :Part 1.		The fire alarm is tested weekly and was last maintained during the week commencing the 08/04/2024 by Gough & Kelly. The fire alarm was displaying disablements for the areas in which contractors are currently working. The disablements will be cancelled upon the contractors leaving the premise and the status returned to fully operational.

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 portable fire extinguishers is in accordance with British Standard BS 5306 :Part 3 and Part 8.		The portable firefighting equipment is generally suitable and sufficient for the premise. The portable fire extinguishers were last serviced during October 2023 by Chubb and monthly checks are undertaken in-house.
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.		Fire dampers are fitted where the air conditioning units pass through compartment walls. The fire dampers should be serviced annually (see action 1.3F). The Kitchen Ansul suppression system was last serviced during November 2023 by Abbey Fire. The fire shutters linked to the fire alarm were last serviced on the 12/07/2023 by Access Opening Systems. The dry riser was last serviced/tested during the week commencing 08/04/2024 by Argus Fire Protection.

7: Management of Fire Safety

Question	Answer	Status	Action plan / Comment
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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.		The in-house Estates and Facilities personnel are aware of the general fire precautions, their purpose and maintenance regimes to be implemented.
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. Practical training in the use of portable firefighting equipment should be provided to staff who work in high risk areas i.e Kitchens. See Section 3: Action Plan High, 7.2.G
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 to the premise, with the exception of students and staff, is controlled and visitors are generally accompanied or supervised by members of staff. Visitors and contractors have to sign in at Reception with the security staff. GEEPs should be put in place, and communicated with all employees, for unexpected disabled visitors to the premise. Up to 100 persons can visit the premise as ticketed patrons to view musical recitals in the auditorium. Up to 60 young persons between the ages of 8 and 18 may attend the premise during the weekends, but are under the supervision of members of staff and parents or guardians at all times.
4 Are record keeping arrangements satisfactory?	The record keeping arrangements are satisfactory.		The records of fire safety arrangements and servicing, testing and maintenance of the general fire precautions are held onsite, with SHE services team, facilities management and with the estates department.

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Question	Answer	Status	Action plan / Comment
5 Are adequate emergency arrangements in place for the safe management of persons with disabilities?	Adequate emergency arrangements for the safe management of the disabled are in place.		Evac + evacuation chairs are supplied and were last serviced during October 2023 by KFive. Approximately 15 members of staff have been trained in the use of the evacuation chairs. Personal emergency evacuation plans (PEEPs) can be put in place where necessary and training is available for curriculum leaders to undertake the PEEPs process. A deaf alerter system is installed.
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).		Visitor numbers to the Auditorium are limited to approximately 100.

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 for fire fighting vehicles is available to three sides of the premise. Access for firefighters on foot is available to all sides of the premise.
2 Have all reasonable measures and arrangements been made to safeguard members of the Fire and Rescue Service in a fire situation?	Additional measures and arrangements to safeguard fire fighters in a fire situation are required.		It is recommended that protected stairs should be consistently numbered at each landing to aid firefighting operations in the event of an emergency, due to the size and complexity of the premise. See Section 3: Action Plan Low, 8.2.G
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 directly outside the main entrance and at the junction of St Peters Square and Duke Street (the A61).

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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.		A fire shutter is positioned on the connecting bridge to the Venue. Concrete slab separates the Conservatoire from Joseph Stones House.
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 Very High Risk

Reference 1.1	Question Do electrical systems and appliances appear adequately managed?		
Reference 1.1.J	Non-Conformity Electrical extension leads are laid across walkways and/or under floor coverings. Notes Cable management must be improved. This issue has been raised in previous risk assessments. Cable tidies and floor cable guards should be installed where necessary.	Recommendation In addition to being a 'trip hazard', the insulation properties of the cabling will be severely diminished by the constant 'wear & tear' which will ultimately lead to a short circuit/fire situation.	
	Location	Person to action	Action by
	P Through out the premise.	None found	25/04/2024
	P Through out the premise.	None found	25/04/2024
	P Through out the premise.	None found	25/04/2024
	P Through out the premise.	None found	25/04/2024

Reference 2.5	Question Do fire resisting door sets and partitions meet the appropriate fire resisting standards?		
Reference 2.5.D	Non-Conformity Fire doors require self-closing device. Notes It is recommended, that the notional fire door fitted to the commercial kitchen is kept closed whenever possible. This may have been identified as part of the fire door survey.	Recommendation Fire doors must be fitted with a suitable positive self-closing device.	
	Location	Person to action	Action by
	P Level 02 - Commercial Kitchen - Fire Door.	None found	25/04/2024

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Reference	Non-Conformity	Recommendation	
2.5.K	Fire doors were found to be wedged open.	Remove the wedges from doors and maintain closed when not in use.	
	Location	Person to action	Action by
	 Level 4 - Inner Office 401.	None found	25/04/2024

Reference	Question
5.1	In the event of a fire, is there a suitable method for raising the alarm?

Reference	Non-Conformity	Recommendation	
5.1.P	A visual alarm signal is not provided in areas with high ambient noise or where there are occupants who have a hearing impairment, as recommended by the current British Standard BS 5839 :Part 1.	Where high ambient noise levels prevent any occupant from hearing the fire alarm or occupants who have a hearing impairment, a visual alarm signal should be installed in accordance with British Standard BS 5839 :Part 1.	
	Location	Person to action	Action by
	 Level 02 - Practice 236.	None found	25/04/2024

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Section 3 Action Plan: Whole Building High Risk

Reference	Question
1.1	Do electrical systems and appliances appear adequately managed?

Reference	Non-Conformity	Recommendation
1.1.G	There is unsafe use of multi-point adaptors.	Where possible they should be replaced with sufficient hard wired mains electrical power points. If it is not possible to replace them then they must be positioned and used safely in accordance with the manufacturer's instructions.

Notes

The interlinking of electrical extension leads should cease. Never overload an extension lead by plugging in appliances that together will exceed the maximum current rating stated for the extension lead. This could cause overheating and fire.

Location	Person to action	Action by
P Through out the premise.	None found	16/05/2024
P Through out the premise.	None found	16/05/2024
P Through out the premise.	None found	16/05/2024

Reference	Question
1.7	Is storage and housekeeping managed in a satisfactory manner?

Reference	Non-Conformity	Recommendation	
1.7.A	Combustible storage in escape routes.	The combustible materials stored in escape routes must be removed.	
	Location	Person to action	Action by
	P Level 01 - Stair 3.	None found	16/05/2024
	P Level 02 - Stair 7 Landing.	None found	16/05/2024

Reference	Non-Conformity	Recommendation	
1.7.G	General housekeeping is not considered to be satisfactory.	It is considered that efforts should be made to clear away and dispose of all unnecessary combustible storage and refuse on a regular basis and that employees should be encouraged to keep the workplace tidy.	
	Location	Person to action	Action by

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P	Staff Controlled Areas and Offices.	None found	16/05/2024
P	Staff Controlled Areas and Offices.	None found	16/05/2024
P	Staff Controlled Areas and Offices.	None found	16/05/2024
P	Staff Controlled Areas and Offices.	None found	16/05/2024
P	Staff Controlled Areas and Offices.	None found	16/05/2024
P	Staff Controlled Areas and Offices.	None found	16/05/2024

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

Reference	Non-Conformity	Recommendation
2.5.S	The partition is damaged and does not provide the required level of fire resistance.	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.

Notes

Service riser cupboards should be surveyed by a competent contractor and any breeches filled with fire stopping materials and systems that conform to BS 476 and the ASFP colour book guides.

Location	Person to action	Action by
P All riser cupboards.	None found	16/05/2024
P All riser cupboards.	None found	16/05/2024
P All riser cupboards.	None found	16/05/2024

Reference	Question
3.2	Is the emergency lighting system maintained and tested in accordance with British Standard BS 5266: Part 1?

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Reference 3.2.A	Non-Conformity The emergency lighting system is not serviced in accordance with the current BS 5266 :Part1.	Recommendation It is recommended that consideration is given to the provision of a servicing contract with a competent contractor who should maintain and test the emergency lighting system in accordance with the recommendations of the current British Standard BS 5266: Part 1.
	Location	Person to action
	● Emergency lighting systems.	None found
		Action by 16/05/2024

Reference 4.1	Question Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?
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Reference 4.1.F	Non-Conformity Fire doors for cupboards, stores, risers and plant rooms are not provided with "FIRE DOOR KEEP LOCKED" signage.	Recommendation Cupboard doors and service room doors required to be of fire resisting construction are to be permanently marked with a blue circular notice bearing the words ' FIRE DOOR KEEP LOCKED' in white letters not less than 5mm in height on the outer face of such doors. All signs must conform to the current British Standard BS 5499 and the Health & Safety (Signs and Signals) Regulations 1996.
	Location	Person to action
	● Level 01 - Stair 3 - Riser Cupboards.	None found
		Action by 16/05/2024

Reference 7.2	Question Have staff received adequate fire awareness training?
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Reference 7.2.G	Non-Conformity Staff in the high risk kitchen area do not appear to be sufficiently trained or familiar with fire procedures. This includes the correct use of any extinguishing media in a fire situation.	Recommendation Ensure kitchen staff are fully familiar with the risk within the kitchen area, the building fire emergency procedure and suitably trained to use the extinguishing media supplied for this specialised risk.
	Location	Person to action
	● Training of staff.	None found
		Action by 16/05/2024

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Section 3 Action Plan: Whole Building Normal Risk

Reference	Question
1.1	Do electrical systems and appliances appear adequately managed?

Reference	Non-Conformity	Recommendation
1.1.N	There is no clearly defined policy on allowing members of staff to bring in their own items of electrical equipment into the workplace.	There must be managerial control on electrical items of equipment which are brought onto the premises by members of staff. All such items should be included in the periodic electrical safety testing which takes place/is recommended. This must be carried out before permission for the use of the items is given.

Notes

If a policy is in place, it should be closely managed and controlled by managers and staff.

Location	Person to action	Action by
P Personal electrical appliances.	None found	11/07/2024

Reference	Question
1.7	Is storage and housekeeping managed in a satisfactory manner?

Reference	Non-Conformity	Recommendation
1.7.O	It is not clear if the fabrics and soft furnishings meet current regulations.	The use of furniture or furnishings that are easily ignited or demonstrate rapid spread of surface flame characteristics should be avoided. The following guidance should be observed when new or replacement items are purchased :-(i) Upholstered seating furniture should be satisfactory. As a minimum standard, The Cigarette and Match Ignitability Test, specified in BS 5852 :Part1 :1979 : 'Fire Tests for Furniture – Methods Of Test for the Ignitability by Smokers' Materials of Upholstered Composites for Seating' and the Crib Ignition Source 5 Of BS 5852 :Part 2 :1982 – ' Fire Test for Furniture – Methods of Test for the Ignitability of Composites for Testing by Flaming Source'. In addition to the above standard, all furniture, if foam filled, must be of the combustion modified type. (ii) Curtains and other textile hangings used to separate spaces should be inherently flame–retardant or treated with a durable flame –retardant. They should be capable of complying with the Type B performance BS 5867 :Part 2 : ' Specification for Fabrics for Curtains and Drapes – Flammability Requirements'. (iii) Bedding, including sheets, blankets, duvets or quilt covers should be inherently flame–retardant or treated with durable flame-retardant. All new upholstery coverings should conform to BS 5852 : or DOE/PSA/FR3 specification, as appropriate. Furnishings should be kept in a good state of repair and any exposed polyurethane foam should be removed or replaced immediately.

Location	Person to action	Action by
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Level 02 - Bar Area.

None found

11/07/2024

Reference	Question
2.9	Are there adequate arrangements for the evacuation of disabled people?

Reference	Non-Conformity	Recommendation
2.9.E	Independent communications are not provided for the refuge areas.	A two-way system of communications must be provided to ensure effective communication exists between the relevant floors and the control point for the building in an emergency situation.
Notes An Emergency Voice Communications System (EVCS) should be installed in the disabled refuges to BS 5839-9: (1998 revised 2021). An EVCS allows firefighters and others to communicate with one another during emergency situations.		
	Location	Person to action
	Refuges/Protected Stairs.	None found
		Action by
		11/07/2024

Reference	Question
3.3	Is the provision of general lighting system adequate?

Reference	Non-Conformity	Recommendation
3.3.A	The lighting system does not cover all of the escape routes.	The lighting must be extended to cover all of the escape routes.
	Location	Person to action
	Level 01 - Studio 111 Lobby.	None found
		Action by
		11/07/2024

Reference	Question
4.1	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?

Reference	Non-Conformity	Recommendation
4.1.M	The portable fire extinguishers / fixed hose reels are not identified by appropriate signage to show their location and fire classification.	To make the presence and classification of fire fighting equipment obvious, a notice bearing the words ' FIRE EXTINGUISHER', 'FIRE HOSE REEL' etc along with its appropriate classification must be provided. The signage must comply with the current British Standard BS 5499 and the Health & Safety (Signs and Signals) Regulations 1996.
	Location	Person to action
		Action by

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Level 02 - Staff Room - 233.

None found

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Section 3 Action Plan: Whole Building Low Risk

Reference	Question		
1.3	Are all heaters correctly installed, adequately protected, used and maintained?		
Reference 1.3.E	Non-Conformity Leeds City College have a policy of replacing portable heaters with oil filled enclosed type heaters. Fan type and radiant bar type heaters were found through out the premise. Notes This issue has been raised in previous fire safety risk assessments. All staff should be briefed regarding the portable heaters policy and replacements made where necessary. Personal portable heaters should be prohibited.	Recommendation Replace the portable heaters with oil filled enclosed type heaters.	
	Location	Person to action	Action by
	 Through out the premise.	None found	17/10/2024
	 Through out the premise.	None found	17/10/2024
Reference 1.3.F	Non-Conformity Fire dampers are installed and over due for annual maintenance.	Recommendation BS 9999 requires that all dampers, regardless of type, specification or operation method should be tested annually as a minimum. Therefore test the fire dampers and implement an annual testing/ maintenance regime.	
	Location	Person to action	Action by
	 Fire dampers.	None found	17/10/2024

Reference	Question		
1.4	Are catering facilities being managed in a safe manner?		
Reference 1.4.G	Non-Conformity The commercial kitchen extracts were last serviced during Summer 2023, however, a precise date and service certificate were not made available.	Recommendation The commercial kitchen extraction ducting should be degreased at intervals dependant on its use. Refer to The Building & Engineering Services (B&ES) Association document “Guide to Good Practice: Internal Cleanliness of Ventilation Systems” TR/19. Details should be recorded or a certificate made available in order to confirm to the statutory authorities, which will also include Environmental Health, that a cleaning regime is in place and adhered to.	
	Location	Person to action	Action by

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Level 02 - Commercial Kitchen Extraction.

None found

17/10/2024

Reference	Question
1.7	Is storage and housekeeping managed in a satisfactory manner?

Reference	Non-Conformity	Recommendation
1.7.P	Riser cupboards were found to be housing combustible materials.	Riser cupboards should not be used to store combustible materials. All riser cupboards should be checked and the any combustible materials removed.
	Location	Person to action
	 Riser Cupboards.	None found
		Action by
		17/10/2024

Reference	Question
2.6	Are the fire resisting and separating walls and floors in good condition?

Reference	Non-Conformity	Recommendation
2.6.R	Ceiling tiles were found to be missing, damaged or displaced.	Repair the suspended ceiling. When repairing a fire-rated ceiling and replacing some grid/tile components, establish the existing grid and tile combination in order to provide the same items and not jeopardise any fire-rating of the ceiling.
	Location	Person to action
	 Throughout the premise.	None found
	 Throughout the premise.	None found
	 Throughout the premise.	None found
	 Throughout the premise.	None found
	 Throughout the premise.	None found
	 Throughout the premise.	None found
	 Throughout the premise.	None found

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Throughout the premise.

None found

17/10/2024

Reference	Question
2.9	Are there adequate arrangements for the evacuation of disabled people?

Reference	Non-Conformity	Recommendation
2.9.K	No evidence of Generic Emergency Evacuation Plans (GEEPs) were supplied at the time of the assessment.	Managers should document Generic Emergency Evacuation Plans (GEEPs), and if necessary, put in place measures, for the evacuation of persons with disabilities (visitors) who are likely to be on site. Persons with impairments and special needs can include, mobility and sensory impaired personnel, young persons, the elderly, heavily pregnant women, personnel working outside of normal working hours and non-English speaking people (this is not an exhaustive list).

Notes

Further information can be obtained in the following fire safety 'Code of Practice': Fire Risk Assessment: Means of Escape for Disabled People), ISBN-13: 978 1 85112 873 7 published by the Department for Communities and Local Government (DCLG).

Location	Person to action	Action by
Administration & Managment.	None found	17/10/2024

Reference	Question
4.1	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?

Reference	Non-Conformity	Recommendation
4.1.Q	The release mechanism on escape doors is not correctly signed.	Thumb type locks on the escape route exit doors must be clearly labelled with 'Turn to Open' close to the locking device. All signs must conform to the current British Standard BS 5499 and the Health & Safety (Signs and Signals) Regulations 1996.

Location	Person to action	Action by
Level 01 - Recording Studio 113A - Corridor.	None found	17/10/2024

Reference	Question
8.2	Have all reasonable measures and arrangements been made to safeguard members of the Fire and Rescue Service in a fire situation?

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Reference
8.2.G

Non-Conformity
Due to the number of stairs within the premise it is recommended that each stair and landing is consistently numbered.

Recommendation
Protected stairs should be consistently numbered at each landing to aid firefighting operations in the event of an emergency.

Location	Person to action	Action by
 Protected Stairs/Lobbies.	None found	17/10/2024

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Section 4: Photography of non-compliance

Very High risks

Ref 1.1.J	Non-conformity Electrical extension leads are laid across walkways and/or under floor coverings.
	Location : Through out the premise.



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Very High risks

Ref 1.1.J	Non-conformity Electrical extension leads are laid across walkways and/or under floor coverings.
	Location : Through out the premise.

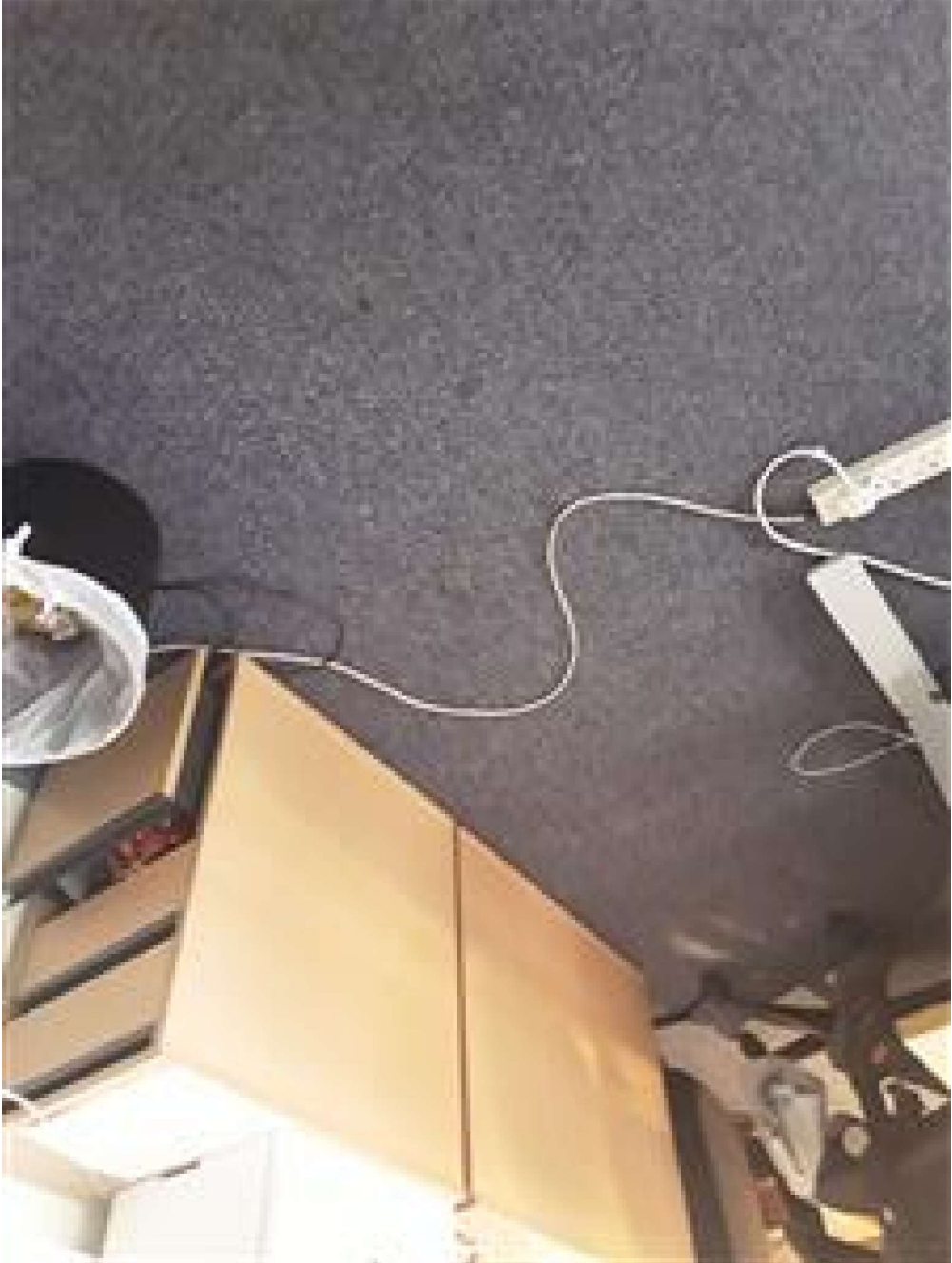


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Very High risks

Ref	Non-conformity
1.1.J	Electrical extension leads are laid across walkways and/or under floor coverings.
	Location
	: Through out the premise.



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Very High risks

Ref 1.1.J	Non-conformity Electrical extension leads are laid across walkways and/or under floor coverings. Location : Through out the premise.
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Very High risks

Ref 2.5.D	Non-conformity Fire doors require self-closing device. Location : Level 02 - Commercial Kitchen - Fire Door.
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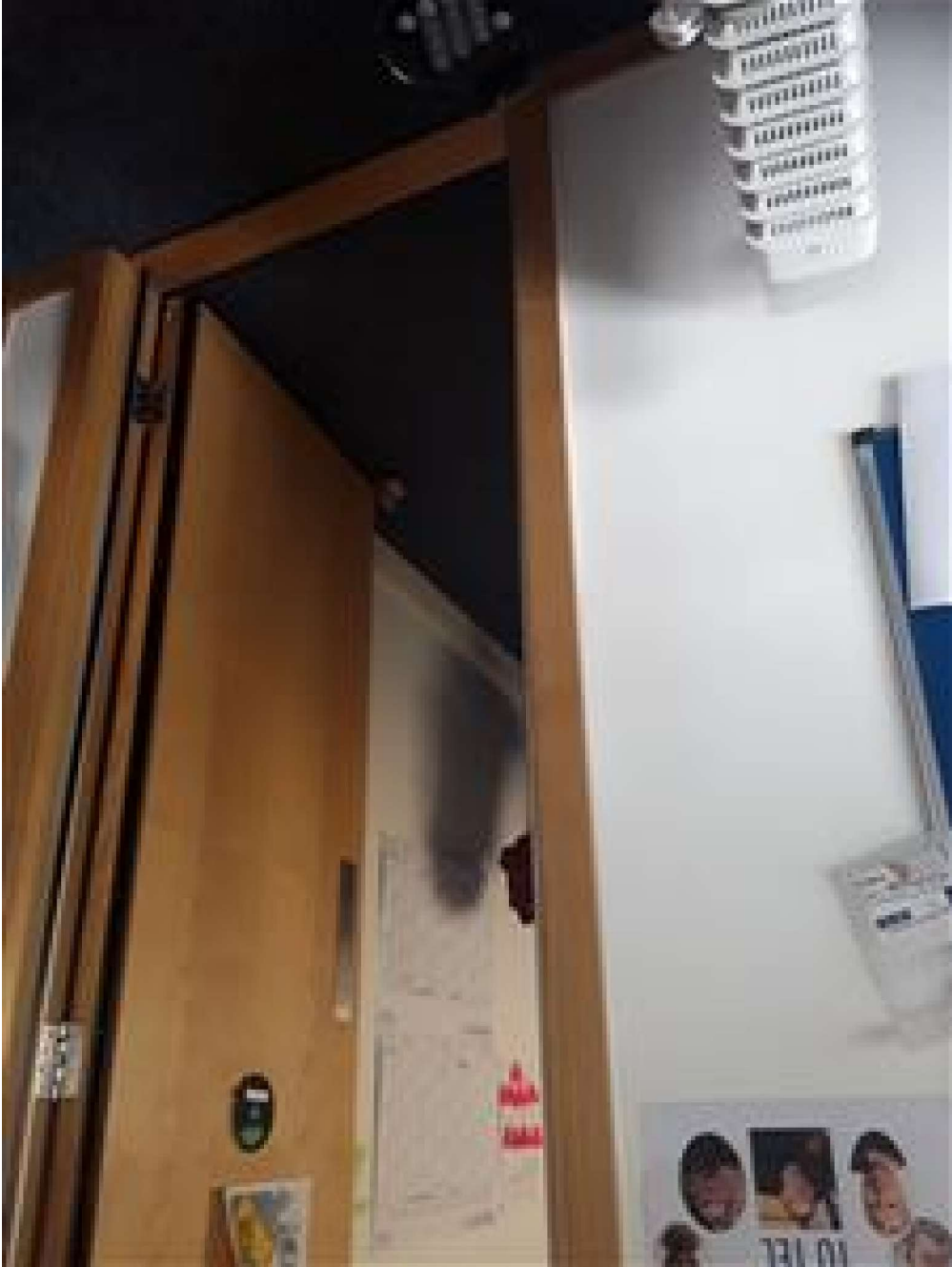


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Very High risks

Ref 2.5.K	Non-conformity Fire doors were found to be wedged open.
	Location : Level 4 - Inner Office 401.



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Very High risks

Ref 5.1.P	Non-conformity A visual alarm signal is not provided in areas with high ambient noise or where there are occupants who have a hearing impairment, as recommended by the current British Standard BS 5839 :Part 1. Location : Level 02 - Practice 236.
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Section 4: Photography of non-compliance

High risks

Ref 1.1.G	Non-conformity There is unsafe use of multi-point adaptors. Location : Through out the premise.
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High risks

Ref 1.1.G	Non-conformity There is unsafe use of multi-point adaptors. Location : Through out the premise.
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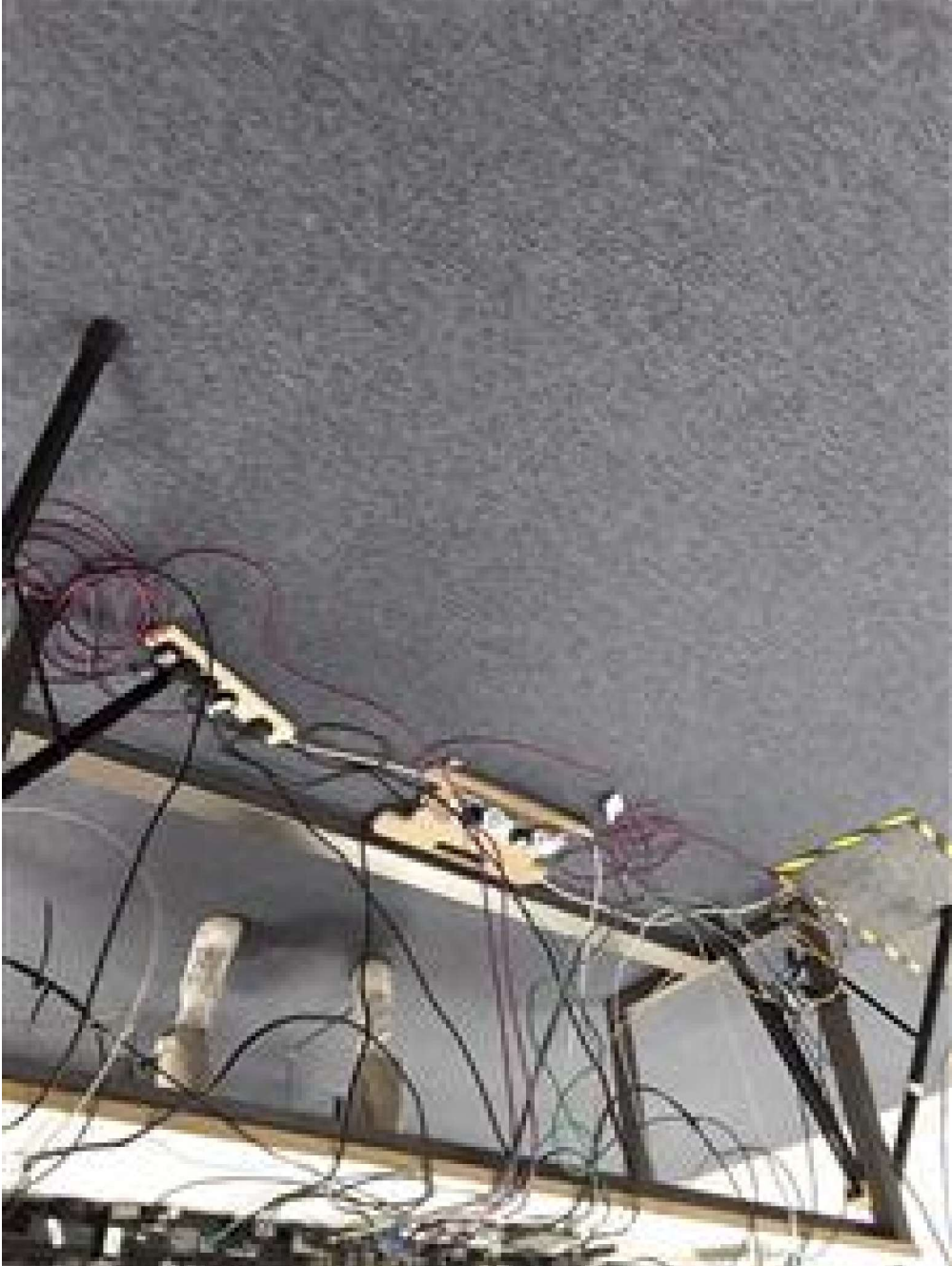


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High risks

Ref 1.1.G	Non-conformity There is unsafe use of multi-point adaptors. Location : Through out the premise.
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High risks

Ref 1.7.A	Non-conformity Combustible storage in escape routes. Location : Level 01 - Stair 3.
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High risks

Ref 1.7.A	Non-conformity Combustible storage in escape routes. Location : Level 02 - Stair 7 Landing.
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High risks

Ref 1.7.G	Non-conformity General housekeeping is not considered to be satisfactory. Location : Staff Controlled Areas and Offices.
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High risks

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High risks

Ref 1.7.G	Non-conformity General housekeeping is not considered to be satisfactory. Location : Staff Controlled Areas and Offices.
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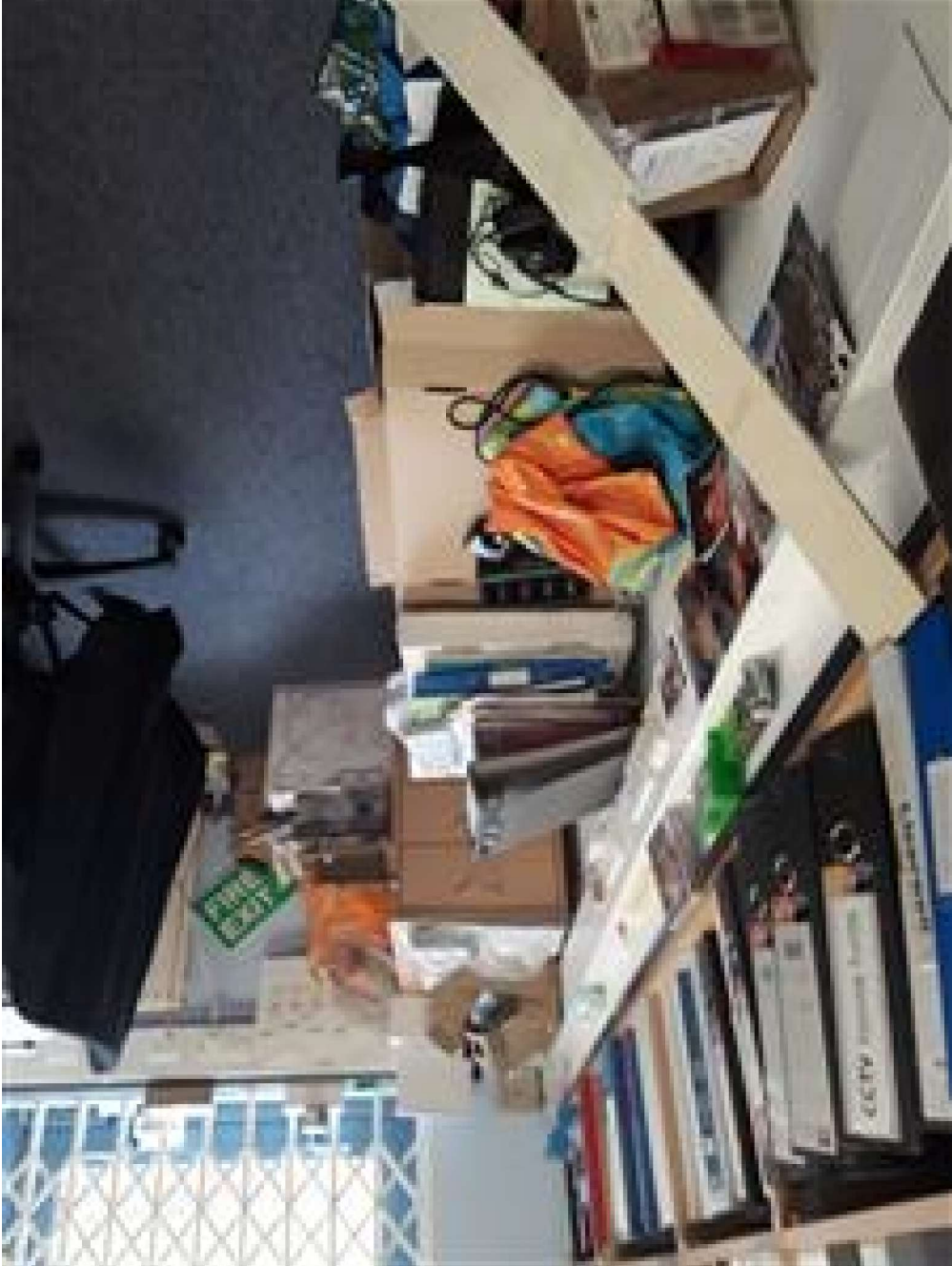


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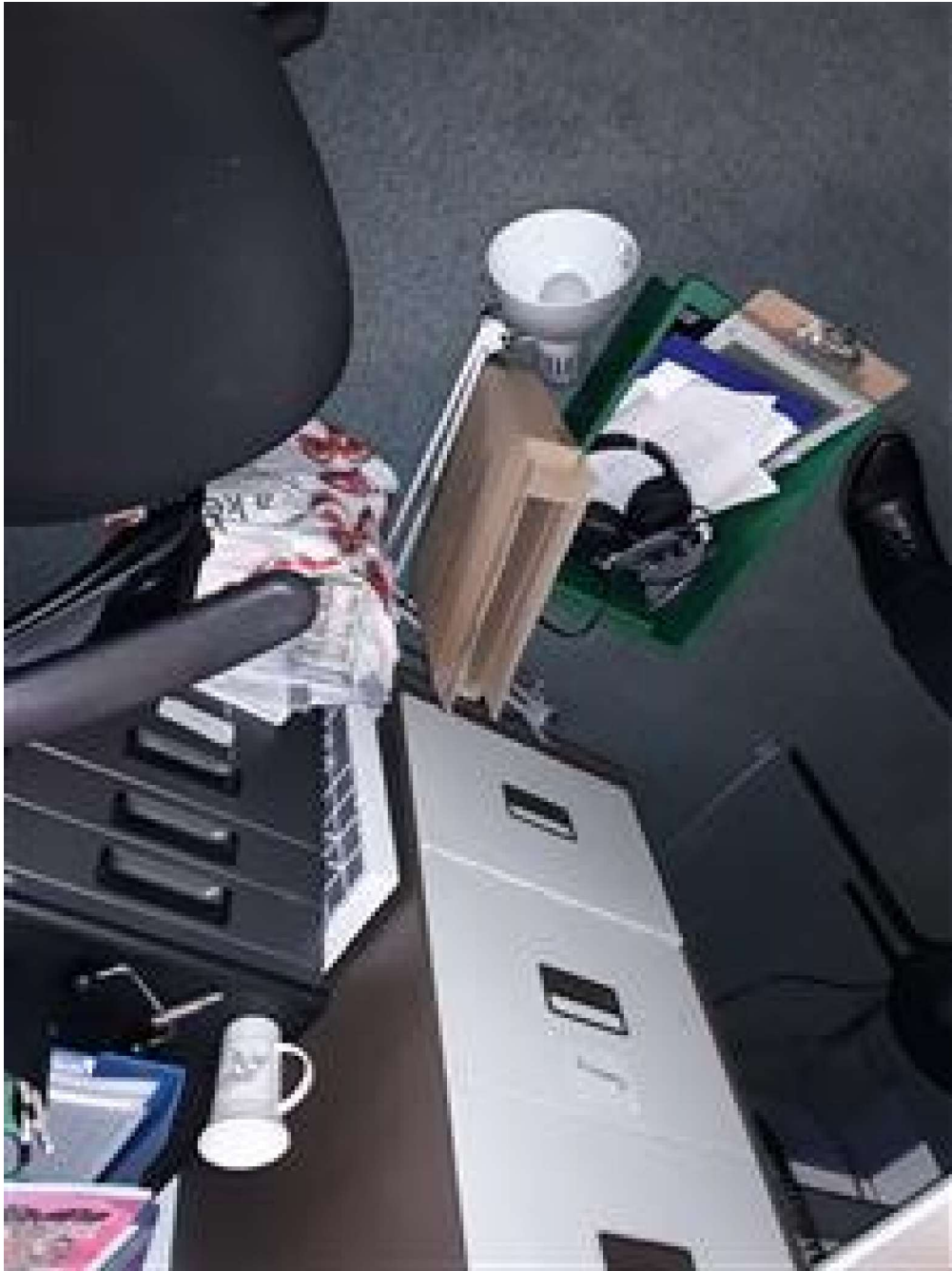


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High risks

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High risks

Ref 2.5.S	Non-conformity The partition is damaged and does not provide the required level of fire resistance. Location : All riser cupboards.
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High risks

Ref 2.5.S	Non-conformity The partition is damaged and does not provide the required level of fire resistance. Location : All riser cupboards.
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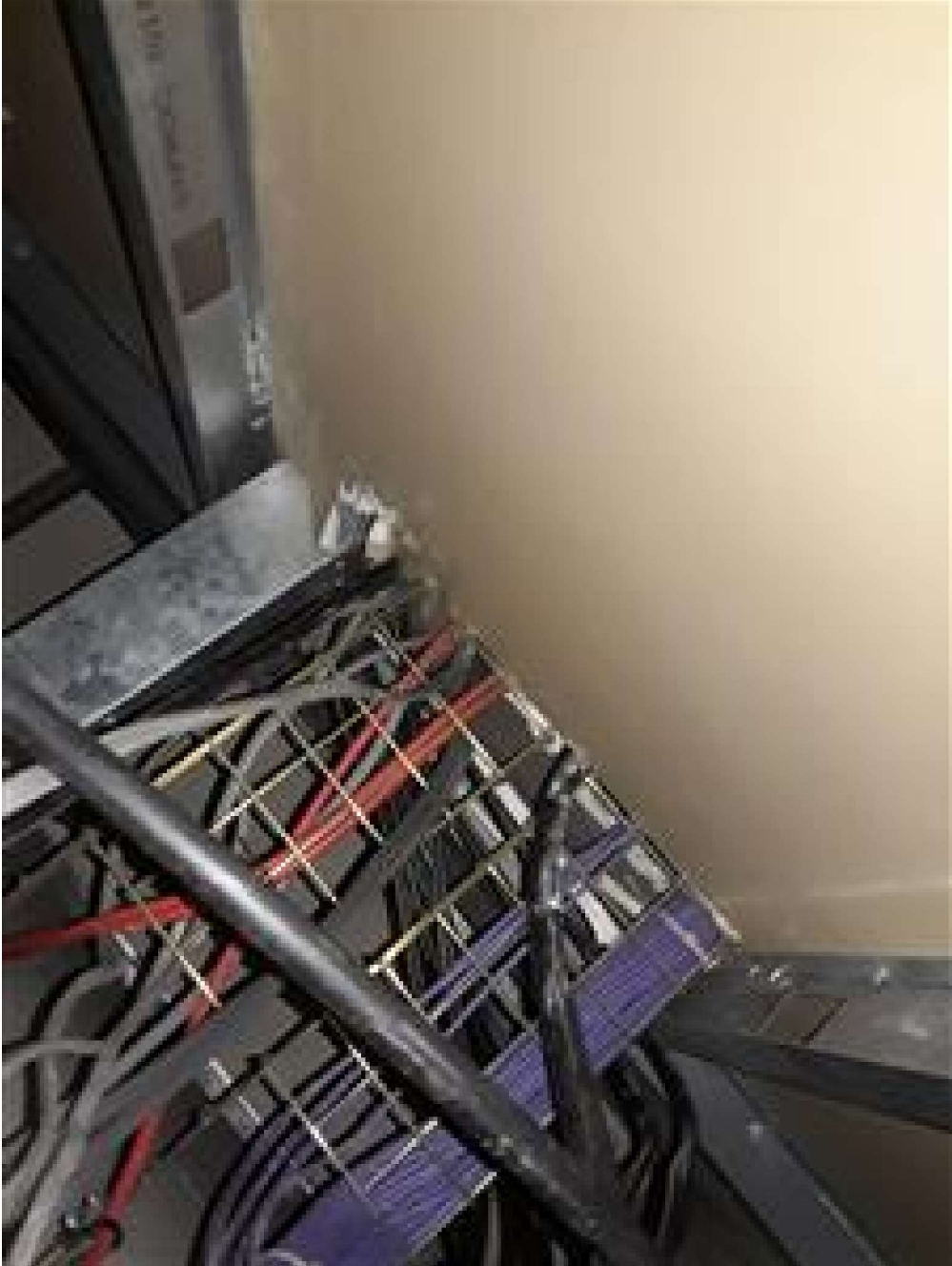


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High risks

Ref 2.5.S	Non-conformity The partition is damaged and does not provide the required level of fire resistance. Location : All riser cupboards.
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High risks

Ref 4.1.F	Non-conformity Fire doors for cupboards, stores, risers and plant rooms are not provided with "FIRE DOOR KEEP LOCKED" signage.
	Location : Level 01 - Stair 3 - Riser Cupboards.



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Section 4: Photography of non-compliance

Normal risks

Ref 1.1.N	Non-conformity There is no clearly defined policy on allowing members of staff to bring in their own items of electrical equipment into the workplace. Location : Personal electrical appliances.
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Normal risks

Ref 3.3.A	Non-conformity The lighting system does not cover all of the escape routes. Location : Level 01 - Studio 111 Lobby.
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Normal risks

Ref 4.1.M	Non-conformity The portable fire extinguishers / fixed hose reels are not identified by appropriate signage to show their location and fire classification. Location : Level 02 - Staff Room - 233.
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Section 4: Photography of non-compliance

Low risks

Ref 1.3.E	Non-conformity Leeds City College have a policy of replacing portable heaters with oil filled enclosed type heaters. Fan type and radiant bar type heaters were found through out the premise.
	Location : Through out the premise.



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Low risks

Ref 1.3.E	Non-conformity Leeds City College have a policy of replacing portable heaters with oil filled enclosed type heaters. Fan type and radiant bar type heaters were found through out the premise. Location : Through out the premise.
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Low risks

Ref 1.4.G	Non-conformity The commercial kitchen extracts were last serviced during Summer 2023, however, a precise date and service certificate were not made available. Location : Level 02 - Commercial Kitchen Extraction.
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Low risks

Ref 1.7.P	Non-conformity Riser cupboards were found to be housing combustible materials. Location : Riser Cupboards.
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Low risks

Ref 2.6.R	Non-conformity Ceiling tiles were found to be missing, damaged or displaced. Location : Throughout the premise.
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Low risks

Ref 4.1.Q	Non-conformity The release mechanism on escape doors is not correctly signed. Location : Level 01 - Recording Studio 113A - Corridor.
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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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