

Fire Risk Assessment

Address:

Leeds City College
The Venue
The Venue
3 Quarry Hill
Leeds
West Yorkshire
LS2 7PD

Person Responsible:

Colin Booth

Tel:**e-mail:****Person Consulted:**

Jeff Smith

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Fire Risk Profile

Consultant

Dale Smith

Assessment date

18/04/2024

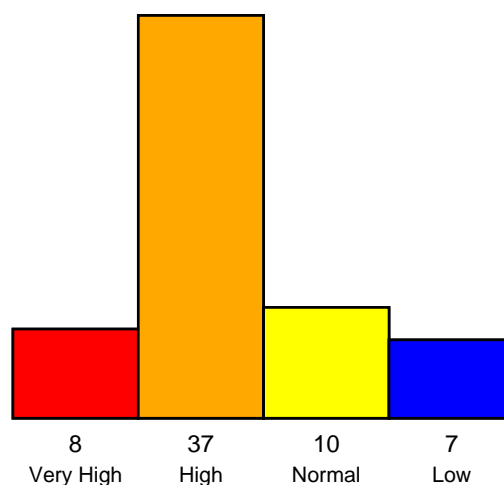
Re-assessment date

18/04/2025

On-line logbook

Next due date

No. of Outstanding Remedial Actions



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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date indicated on the front page of this report or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or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 five storey property is of metal framed and brick infill construction, with undefined cladding, glazed areas and concrete floors. Three protected stairs serve this multi-occupied premise. The premise is primarily used as a recital auditorium and educational establishment although offices, store rooms, bar and dressing rooms are present.

Areas inspected

Areas under the control of Leeds City College and the communal means of escape.

No of floors in building	5	Floors covered by this assessment	0
Approx. building footprint in m²	1500	Floor area covered by assessment m²	1900
Number of employees	50		

Principal property use

Place of public entertainment

Secondary property use

Educational establishment

Hours of use

06:00 - 03:00 Monday to Sunday.

Number of persons known to be sleeping in the premises

0

Do disabled people frequent the premises?

Yes, personal emergency evacuation plans (PEEPs) can be put in place if required. Evacuation chairs are sited in the protected stairs where necessary. Generic emergency evacuation plans (GEEPs) require documenting and communicating with stewards.

Do any occupants work in remote areas of the building?

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. Up to 440 members of the public access the premise for entertainment purposes and have to provide/purchase tickets at the box office.

Are persons specifically at risk from fire?

Up to 50 students and 10 staff are present, of which 3 students and 2 members of staff have disabilities.

Is there any history of fire incidents?

No instances of false alarm, fire or visits by the Local Authority Fire & Rescue Service were noted at the time of the assessment.

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 minor fire safety signage issues, storage on the means of escape and numerous fire door deficiencies, requiring remedial works. The management of supporting any disabled persons off site, in the event of an emergency, could be improved. The co-operation and co-ordination of efforts, in relation to fire safety, and between occupants and the managing agent should also be increased. 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 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 any remedial actions identified on the test certificate should be rectified. It may be necessary to liaise with the landlord in relation to this. Portable appliance testing was last undertaken during September 2023 by AGG Electrical Safety Testing. Evidence of a lightning protection system was found at the time of the assessment, however, the maintenance of which is the responsibility of the Landlord/ Managing Agent. An appropriate policy for the management of personal electrical appliances is in place, but not adhered to. Electrical extension leads were generally being used in a safe manner, with minor exceptions in the Events Tech Office and Dressing Room 2. See Section 3: Action Plan Normal, 1.1.F See Section 3: Action Plan High, 1.1.G 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 signage is fitted in appropriate places and a designated smoking area is provided.

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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 fixed gas installations were last serviced on the 13/03/2024 by G & H Maintenance. Portable heaters are occasionally used, however, only oil filled, self-enclosed portable heaters were observed at the time of the assessment, with one minor exception. The last records supplied for the maintenance of the HVAC system specified a date of 16/03/2023, by Oakwood Technology Group, and is therefore 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.		A kitchen containing food warming appliances is sited behind the Auditorium Bar. The kitchen is used for limited purposes only with a microwave/oven, soup warmer, panini maker and bain marie being present. A microwave was found to have the vents obstructed. See Section 3: Action Plan High, 1.4.F
5 Are measures in place to control the risk of arson/wilful fire raising?	The measures to control arson/wilful fire raising are adequate.		An intruder/security alarm, CCTV and a designated 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?	Hazardous processes do take place that create risks to persons and/or property.		Small quantities of flammable materials are stored in a designated flammables cabinet, which should be kept locked shut. A process risk assessment was not evident for the soldering processes likely to be undertaken. See Section 3: Action Plan High, 1.6.F See Section 3: Action Plan Low, 1.6.O

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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 housekeeping in several areas was deemed to be poor and combustible materials were found to be stored on the means of escape. See Section 3: Action Plan High, 1.7.A See Section 3: Action Plan Very High, 1.7.E See Section 3: Action Plan High, 1.7.G
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?	Contractors were undertaking work that was compromising the fire safety arrangements for the premises.		Fire doors were found to be wedged open and cables were being laid on the means of escape by contractors and freelancers at the time of the assessment. No evidence of risk assessment method statements or permissions to work were provided to the Estates Department. See Section 3: Action Plan Low, 1.8.J See Section 3: Action Plan Low, 1.8.K

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.
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.		Storey and final exits open in the direction of travel where necessary.
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.

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Question	Answer	Status	Action plan / Comment
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 & Guide For Large Places Of Assembly' 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/April 2023. The remedial actions have been identified and are scheduled for repair during April/May 2024. . Fire doors were found to be wedged and held open. See Section 3: Action Plan Very High, 2.5.K See Section 3: Action Plan Very High, 2.5.O
6 Are the fire resisting and separating walls and floors in good condition?	The fire resisting walls and floors are unacceptable.	✗	Exposed voids were noted at the time of the assessment. Breaches in the fire resisting construction were noted above the ceiling tiles. Service penetrations were not adequately fire stopped. See Section 3: Action Plan High, 2.6.B See Section 3: Action Plan High, 2.6.C See Section 3: Action Plan High, 2.6.Q
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?	The common means of escape from the multi-occupied premises are not satisfactory.	✗	The common means of escape are poorly managed (See 1.7A) Co-operation and co-ordination between occupiers and managing agents/landlord. See Section 3: Action Plan Normal, 2.8.A See Section 3: Action Plan Normal, 2.8.C


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Question	Answer	Status	Action plan / Comment
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 serviced on the 17/02/2023 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 Communication System is not installed in the communal areas. See Section 3: Action Plan Normal, 2.9.E See Section 3: Action Plan Low, 2.9.H 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.		Three 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. Members of the public would disperse to a place of safety and employees would assemble at Quarry Hill 'C' Car Park near St Peter's Place.



3: Lighting

Question	Answer	Status	Action plan / Comment
1 Does the building appear to be adequately covered by an emergency lighting system?	The emergency lighting system appears inadequate.		The emergency lighting installations were generally acceptable, however, emergency lighting did not appear to be installed in the Level 04 disabled toilets. See Section 3: Action Plan Normal, 3.1.I


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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.		See Section 3: Action Plan Normal, 3.2.C
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?	The provision for fire safety signs and notices is not adequate.		Several fire safety signage issues were identified at the time of the assessment. See Section 3: Action Plan High, 4.1.C See Section 3: Action Plan High, 4.1.E See Section 3: Action Plan High, 4.1.J See Section 3: Action Plan Low, 4.1.Q See Section 3: Action Plan High, 4.1.U See Section 3: Action Plan Normal, 4.1.W

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 monitored (assumed) category L2 fire alarm is generally suitable and sufficient for the premise.
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 by the Estates team and was last maintained during the week commencing the 08/04/2024 by Gough & Kelly.



6: Fixed & Portable Fire Extinguishing Equipment

Question	Answer	Status	Action plan / Comment
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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.		The portable firefighting equipment is generally suitable and sufficient for the premise, The majority of portable fire extinguishers were last serviced during October 2023 by Chubb and monthly checks are undertaken. Two extinguishers were found to be outside of the annual service period. 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?	The provision and maintenance of the current fixed installations is not satisfactory.		Records were not available of either the installation or maintenance of fire dampers. See Section 3: Action Plan Low, 6.2.R

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 awareness levels of the fire safety features provided are unacceptable.		Since these premises form part of a larger building, Article 22 of the Regulatory Reform (Fire Safety) order 2005 requires that all persons who are responsible for fire safety in the building take all reasonable steps to coordinate the measures they take to comply with the requirements of the Fire Safety Order See Section 3: Action Plan Normal, 7.1.B See Section 3: Action Plan High, 7.1.D See Section 3: Action Plan Normal, 7.1.I See Section 3: Action Plan Normal, 7.1.M
2 Have staff received adequate fire awareness training?	The level of staff fire awareness is unacceptable.		Staff and stewards have not been trained in the use of firefighting equipment. Evacuation drills are undertaken regularly with the last being completed on the 21/03/2024. 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.	✓	Ticket numbers for access to the auditorium are limited and therefore the premise should never exceed the maximum occupancy figure.
4 Are record keeping arrangements satisfactory?	The record keeping arrangements are not 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, however, no records of the managing agents testing and maintenance were made available. See Section 3: Action Plan Low, 7.4.N
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.	✗	Particular attention should be given to training a sufficient number of staff to use the differing evacuation chairs sited within the premise. See Section 3: Action Plan Normal, 7.5.A
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).	✓	The maximum occupancy of the Auditorium should not be exceeded due to tickets being issued by the booking office.


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 fire fighters 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?	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 directly outside the main entrance and at the junction of St Peters Square and Duke Street (the A61).

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 Conservatoire. Fire doors separate the communal areas from the areas under the control of Leeds City College.
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 1.7	Question Is storage and housekeeping managed in a satisfactory manner?		
Reference 1.7.E	Non-Conformity The electrical intake room was being used for combustible storage.		Recommendation The practice of using the electrical intake room as a combustible storage area must cease.
	Notes A clear area of no less than 0.5m should be maintained around electrical distribution boards so as to minimise the risk of fire spread.		
	Location	Person to action	Action by
	<div><div></div><div>Level 04 - Cleaners Cupboard.</div></div>	None found	08/05/2024
Reference 2.5	Question Do fire resisting door sets and partitions meet the appropriate fire resisting standards?		
Reference 2.5.K	Non-Conformity Fire doors were found to be wedged open.		Recommendation Remove the wedges from doors and maintain closed when not in use.
	Location	Person to action	Action by
	<div><div></div><div>Level 04 - Ticket Office.</div></div>	None found	08/05/2024
	<div><div></div><div>Level 04 - Fire door to Ticket Area.</div></div>	None found	08/05/2024
	<div><div></div><div>Level 04 - Fire door to rear stair.</div></div>	None found	08/05/2024
Reference 2.5.O	Non-Conformity The fire door is secured open with a fastening device.		Recommendation Remove the door fastening device and keep the fire door shut.
	Notes Remove the door fastenings and if the fire doors are required to be open due to operational need then electromagnetic hold open devices, linked to operate upon the sounding of the fire alarm, or DorGuards can be installed.		

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Location	Person to action	Action by
 Level 04 - Auditorium Lobby fire doors.	None found	08/05/2024
 Level 04 - Auditorium Lobby fire doors.	None found	08/05/2024
 Level 04 - Auditorium Lobby fire doors.	None found	08/05/2024
 Level 04 - Auditorium Lobby fire doors.	None found	08/05/2024

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Section 3 Action Plan: Whole Building High Risk

Reference 1.1	Question Do electrical systems and appliances appear adequately managed?	
Reference 1.1.G	Non-Conformity There is unsafe use of multi-point adaptors.	Recommendation 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 Electrical extension leads must not be overloaded and coiled extension leads should be replaced or fully unwound during use.	
	Location	Person to action
	 Level 03 - Events Tech Office.	None found
	 Level 05 - Dressing Room 2.	None found
Reference 1.4	Question Are catering facilities being managed in a safe manner?	
Reference 1.4.F	Non-Conformity Microwave/toaster in inappropriate area.	Recommendation The microwave/toaster must be removed and kept in an area appropriate for its use.
	Notes Microwave vents should not be obstructed at any time as this can cause overheating and result in fire.	
	Location	Person to action
	 Level 03 - Events Tech Office.	None found
Reference 1.6	Question Is the building free from potentially hazardous processes that could create risks to persons and/or property?	

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Reference	Non-Conformity	Recommendation	
1.6.F	The processes employed create hot surfaces which can be a potential source of ignition if not correctly monitored and controlled. At the time of the assessment unsafe / inadequate working practices were noted.	You are advised to carry out a separate risk assessment on this specified risk which will include: • Assessing the risk for dangerous situations • The provision of measures to eliminate the risk or to reduce them so far as reasonably practicable • The provision of equipment and procedures to deal with accidents and emergencies • The provision of information and training to employees	
	Location	Person to action	Action by
	P Level 04 - Stage Store - Soldering.	None found	29/05/2024

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

Reference 1.7.A	Non-Conformity Combustible storage in escape routes.	Recommendation The combustible materials stored in escape routes must be removed.	
	Notes This issue has been raised in previous fire safety risk assessments numerous times. The management of the means of escape must be improved due to the number of persons likely to use the exit routes.		
	Location	Person to action	Action by
	<div>P</div> Protected Stairs on all levels.	None found	29/05/2024
	<div>P</div> Protected Stairs on all levels.	None found	29/05/2024
	<div>P</div> Protected Stairs on all levels.	None found	29/05/2024
	<div>P</div> Protected Stairs on all levels.	None found	29/05/2024
	<div>P</div> Protected Stairs on all levels.	None found	29/05/2024
	<div>P</div> Protected Stairs on all levels.	None found	29/05/2024
	<div>P</div> Protected Stairs on all levels.	None found	29/05/2024

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P	Protected Stairs on all levels.	None found	29/05/2024
P	Protected Stairs on all levels.	None found	29/05/2024
P	Protected Stairs on all levels.	None found	29/05/2024
P	Protected Stairs on all levels.	None found	29/05/2024
P	Protected Stairs on all levels.	None found	29/05/2024
P	Protected Stairs on all levels.	None found	29/05/2024
P	Protected Stairs on all levels.	None found	29/05/2024
P	Protected Stairs on all levels.	None found	29/05/2024
P	Protected Stairs on all levels.	None found	29/05/2024
P	Protected Stairs on all levels.	None found	29/05/2024

Reference
1.7.G

Non-Conformity

General housekeeping is not considered to be satisfactory.

Recommendation

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
P Level 04 - Stage Store.	None found	29/05/2024

Reference
2.6

Question

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

Reference
2.6.B

Non-Conformity

The holes and gaps in the ceiling or wall negate the fire integrity of the compartmentation.

Recommendation

Fill the holes and gaps in the ceiling or wall with suitable minimum 30 minute fire resisting materials to provide the required standard of fire resistance.



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Notes

The compartment lines must be imperforate and extend to the underside of the ceiling above, therefore checks should be made above ceiling tiles along compartment lines and any breaches made good.

Location	Person to action	Action by
 Level 04 - Cleaner Cupboard partition wall.	None found	29/05/2024
 Level 05 - Dressing Room 1 Hatch.	None found	29/05/2024



Reference
2.6.C

Non-Conformity

Fire stopping around services is inadequate.

Recommendation

Install fire stopping around services and pipework where they pass through a fire resisting compartment using suitable minimum 30 minute fire resisting materials to provide the required standard of fire resistance.

Location	Person to action	Action by
 Level 04 - Ticket Office Store Room.	None found	29/05/2024
 Level 04 - Stage Lighting Dimmer Room.	None found	29/05/2024

Reference
4.1

Question

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



Reference
4.1.C

Non-Conformity

Insufficient directional FIRE EXIT signs are provided.

Recommendation






Directional 'FIRE EXIT' signs, in bold white lettering on a green background, must be positioned at each change of direction or part of the escape route where the exit door or doors are not readily visible to persons using the escape route. The sign should incorporate a directional arrow facing towards the direction of escape and the 'running man' pictogram. Where necessary, this should be suspended above head height. 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
 Fourth Floor - Alternative means of escape from the Plant Room.	None found	29/05/2024
 Fourth Floor - Alternative means of escape from the Plant Room.	None found	29/05/2024

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Reference 4.1.E	Non-Conformity The fire doors are not provided with 'FIRE DOOR KEEP SHUT' signs.	Recommendation All fire resisting self-closing doors are to be permanently marked on each side at eye level with a blue circular notice bearing the words 'FIRE DOOR KEEP SHUT' in white letters not less than 5mm in height. 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 5 - Dressing Rooms.	None found	29/05/2024
	 Level 04 - Backstage to Ticket Office Fire Door.	None found	29/05/2024
	 Level 04 - Kitchen fire door.	None found	29/05/2024
Reference 4.1.J	Non-Conformity FIRE ACTION' notices (generic type) are not complete.	Recommendation All 'FIRE ACTION' notices must be checked to ensure that the necessary infill information has been completed.	
	Notes Fire action notices should be checked and if necessary, completed with details of the assembly point.		
	Location	Person to action	Action by
	 All fire action notices.	None found	29/05/2024
Reference 4.1.U	Non-Conformity Escape route requires additional signage warning people not to use it as a storage area.	Recommendation In order to help keep the escape route as a sterile area and avoid unauthorised and 'ad-hoc' storage arrangements, a sign stating 'Fire Escape Keep Clear - No Storage of Any Kind' should be visible. 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
	 All Levels - Protected Stairs.	None found	29/05/2024
Reference 6.1	Question Are there sufficient portable fire extinguishers, of the correct type, that are correctly sited, and adequately maintained?		

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Reference	Non-Conformity	Recommendation	
6.1.D	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.	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.	
	Location	Person to action	Action by
	 Level 3 - Events Team Office.	None found	29/05/2024

Reference	Question
7.1	Are management and staff fully aware of the fire safety features provided and their purpose?

Reference	Non-Conformity	Recommendation	
7.1.D	Inadequate arrangements for the safe evacuation of disabled persons.	Provide emergency evacuation aids and train an appropriate number of staff to assist in the evacuation of disabled persons.	
	Location	Person to action	Action by
	 Training.	None found	29/05/2024



Reference	Question
7.2	Have staff received adequate fire awareness training?

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 a sufficient number of stewards are trained to use the portable firefighting equipment to cover absence, illness and holiday entitlement.		
	Location	Person to action	Action by
	 Training.	None found	29/05/2024

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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 1.1.F	Non-Conformity It was not possible to confirm if an annual test and examination has taken place on the building's lightning conductor system.	Recommendation The lightning protection must be examined and tested at appropriate intervals by a competent person in accordance with the recommendations of the current British Standard BS EN 62305.
	Notes The lightning protection system maintenance records should be requested from the managing agent/landlord.	
	Location  Lightning Protection System.	Person to action None found
		Action by 24/07/2024
Reference 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.	Recommendation 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  Level 03 - Events Tech Office.	Person to action None found
		Action by 24/07/2024
Reference	Question	
2.8	Are the common escape routes for all the building occupants acceptable?	
Reference 2.8.C	Non-Conformity Each tenant has a responsible for fire safety within a multi-occupied building and to co-operate with each other to ensure fire safety arrangements within the premises are suitable, sufficient and coordinated. At the time of assessment, information was not available to indicate that business tenants and managing agents/landlords consider this duty.	Recommendation To ensure arrangements are present for good communications, a contact name of suitable responsibility from each tenancy will need to be made available to all relevant persons (i.e. landlord and tenants). The arrangement of regular joint meetings involving all tenants would also assist in good communications.

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Location	Person to action	Action by
● Administration & Management.	None found	24/07/2024

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.
	Location	Person to action
	● Communal means of escape/Reception.	None found
		Action by
		24/07/2024

Reference	Question
3.1	Does the building appear to be adequately covered by an emergency lighting system?

Reference	Non-Conformity	Recommendation
3.1.I	Disabled toilets are not provided with emergency lighting.	Emergency lighting conforming to the current British Standard BS 5266 must be provided.
	Location	Person to action
	● Level 04 - Backstage Disabled Toilet.	None found
		Action by
		24/07/2024

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

Reference	Non-Conformity	Recommendation
3.2.C	There appeared to be some confusion over who is responsible for the monthly emergency lighting tests and servicing arrangements.	Normally the lighting within a tenanted area is the occupier's responsibility but this must be clarified with the landlord in order to ensure that the system is being maintained correctly.
	Notes Conflicting reports for the testing of the emergency lighting were reported. The managing agent and Leeds City College should liaise and determine the testing and servicing arrangements.	
	Location	Person to action
		Action by

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Administration and management.

None found

24/07/2024

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.W	There are no signs provided to discourage people from using the lifts in an emergency.	A notice must be provided at all access points and inside the lift car stating 'Do Not Use the Lift in the Event of a Fire Alarm Sounding'. The notice must comply with the current British Standard BS 5499.
	Location	Person to action
	Level 05 - Lift Entrance.	None found
		Action by
		24/07/2024

Reference	Question
7.1	Are management and staff fully aware of the fire safety features provided and their purpose?


Reference	Non-Conformity	Recommendation
7.1.B	Employees have not been made aware of the significant risks identified in the Fire Risk Assessment.	Employees must be made aware of the outcome of any risk assessment undertaken. A robust system should be in place to ensure all relevant information is shared.
	Location	Person to action
	Administration & management.	None found
		Action by
		24/07/2024

Reference	Non-Conformity	Recommendation
7.1.I	No arrangements in place for the sharing of information within the Fire Risk Assessment with other occupants of the building.	A robust system should be in place to ensure all relevant information is shared between tenants and others who may use the building.
	Location	Person to action
	Administration & management.	None found
		Action by
		24/07/2024




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Reference	Non-Conformity	Recommendation	
7.1.M	Other tenants are not sharing the contents of their Fire Risk Assessment with the landlord.	All tenants must be contacted by the building manager or landlord and asked to supply a copy of their current Fire Risk Assessment as evidence of their compliance under the legislation. The significant findings of a Fire Risk Assessment may need to be shared with the other tenants if it is likely to impact upon their demise or the safety of their employees and visitors.	
	Location	Person to action	Action by
	 Administration & management.	None found	24/07/2024

Section 3 Action Plan: Whole Building Low Risk

Reference 1.3	Question 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.	Recommendation Replace the portable heaters with oil filled enclosed type heaters	
	Location	Person to action	Action by
	 Level 04 - Stage Store.	None found	30/10/2024
Reference 1.3.F	Non-Conformity Records for the servicing and maintenance of the air conditioning were not made available.	Recommendation Ensure records are checked and, if necessary, service the air conditioning system in accordance with the manufacturers/installers instructions.	
	Notes Leeds City College staff may need to liaise with the managing agent/landlord to obtain these records.		
	Location	Person to action	Action by
	 Air conditioning systems.	None found	30/10/2024
Reference 1.6	Question Is the building free from potentially hazardous processes that could create risks to persons and/or property?		
Reference 1.6.O	Non-Conformity The designated flammable cabinet was found to be unlocked.	Recommendation It is recommended that the designated flammable cabinet is kept locked shut when not in use.	
	Location	Person to action	Action by
	 Level 04 - Stage Store.	None found	30/10/2024
Reference 2.9	Question Are there adequate arrangements for the evacuation of disabled people?		

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Reference 2.9.H	Non-Conformity Evacuation chair does not appear to be checked/ serviced on a regular basis.	Recommendation The checking/servicing regime for each chair will be dependant upon the manufactures recommendations and guidelines. As a general principle they should be checked at least annually in order to ensure they are fully serviceable and safe to use.	
	Location	Person to action	Action by
	P Evacuation chairs.	None found	30/10/2024
Reference 2.9.K	Non-Conformity Generic emergency evacuation plans (GEEPs) were not evidenced at the time of the assessment.	Recommendation Generic emergency evacuation plans (GEEPs), detailing the action to take, should a member of the public visit the premise and require assistance evacuating, should be documented and supplied to all relevant employees. Consideration should be given to obtaining information from members of the public, who may have special requirements, at the time of booking.	
	Location	Person to action	Action by
	P Administration & Management.	None found	30/10/2024
Reference 4.1	Question Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?		
Reference 4.1.Q	Non-Conformity The release mechanism on escape doors is not correctly signed.	Recommendation 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
	P Level 04 - Kitchen fire door.	None found	30/10/2024
Reference 7.4	Question Are record keeping arrangements satisfactory?		
Reference 7.4.N	Non-Conformity No records of the managing agents testing and maintenance were made available.	Recommendation Efforts should be made to co-ordinate the testing and maintenance regimes in place and ensure records are available to all concerned parties/tenants.	
	Location	Person to action	Action by

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Administration.

None found

30/10/2024

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Section 4: Photography of non-compliance

Very High risks

Ref 1.7.E	Non-conformity The electrical intake room was being used for combustible storage. Location : Level 04 - Cleaners Cupboard.
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Very High risks

Ref 2.5.K	Non-conformity Fire doors were found to be wedged open. Location : Level 04 - Ticket Office.
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Very High risks

Ref 2.5.K	Non-conformity Fire doors were found to be wedged open. Location : Level 04 - Fire door to rear stair.
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Very High risks

Ref 2.5.O	Non-conformity The fire door is secured open with a fastening device. Location : Level 04 - Auditorium Lobby fire doors.
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Very High risks

Ref 2.5.O	Non-conformity The fire door is secured open with a fastening device. Location : Level 04 - Auditorium Lobby fire doors.
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Very High risks

Ref 2.5.O	Non-conformity The fire door is secured open with a fastening device. Location : Level 04 - Auditorium Lobby fire doors.
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Very High risks

Ref 2.5.O	Non-conformity
	The fire door is secured open with a fastening device.
	Location : Level 04 - Auditorium Lobby fire doors.



Section 4: Photography of non-compliance

High risks

Ref 1.1.G	Non-conformity There is unsafe use of multi-point adaptors. Location : Level 03 - Events Tech Office.
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High risks

Ref 1.1.G	Non-conformity
	There is unsafe use of multi-point adaptors.
	Location : Level 05 - Dressing Room 2.



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High risks

Ref 1.4.F	Non-conformity Microwave/toaster in inappropriate area. Location : Level 03 - Events Tech Office.
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High risks

Ref 1.6.F	Non-conformity The processes employed create hot surfaces which can be a potential source of ignition if not correctly monitored and controlled. At the time of the assessment unsafe / inadequate working practices were noted. Location : Level 04 - Stage Store - Soldering.
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Chubb

High risks

Ref 1.7.A	Non-conformity Combustible storage in escape routes. Location : Protected Stairs on all levels.
---------------------	--



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High risks

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High risks

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	Combustible storage in escape routes.
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High risks

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High risks

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High risks

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High risks

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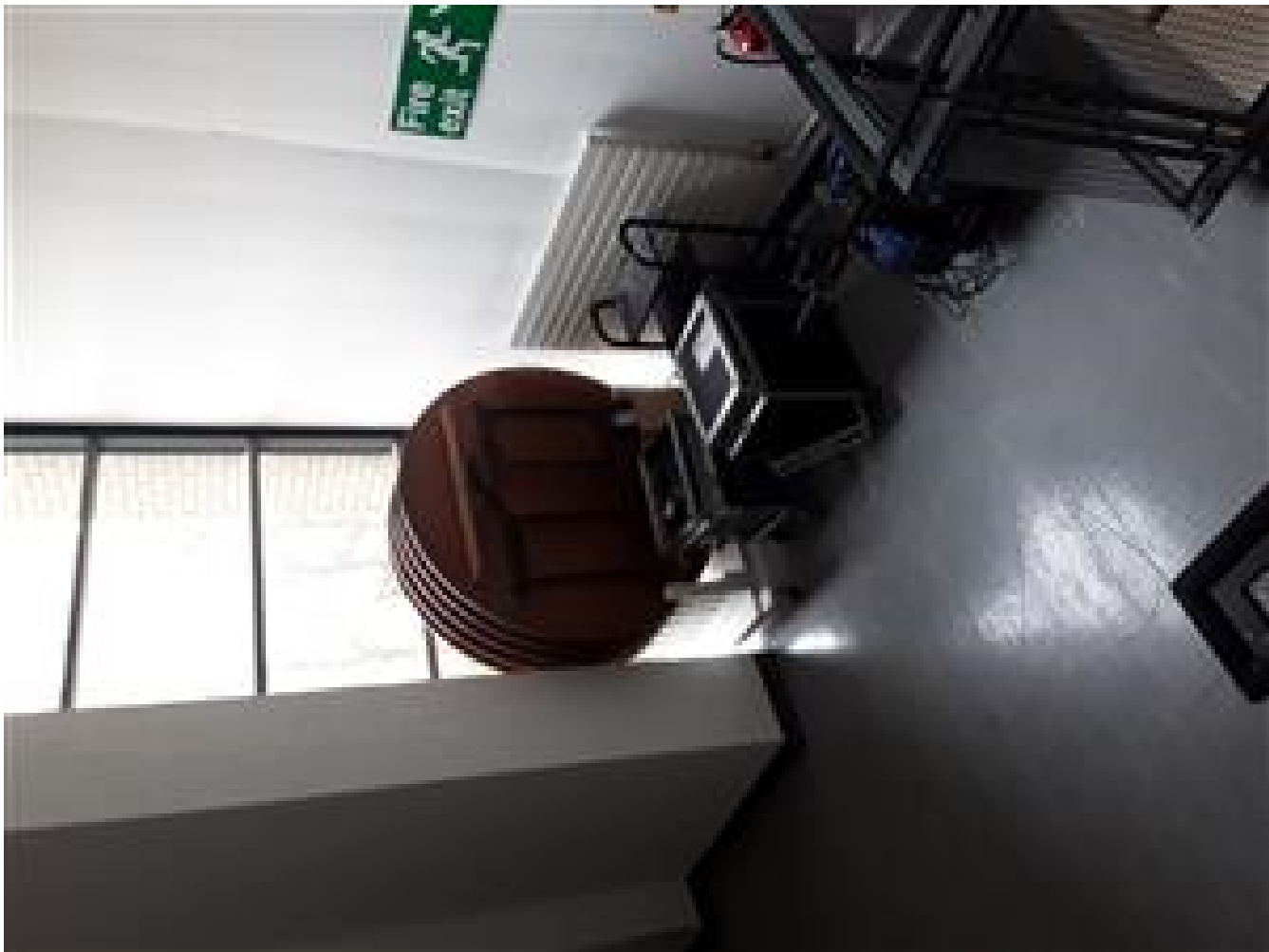
High risks

Ref 1.7.A	Non-conformity Combustible storage in escape routes. Location : Protected Stairs on all levels.
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High risks

Ref 1.7.A	Non-conformity Combustible storage in escape routes. Location : Protected Stairs on all levels.
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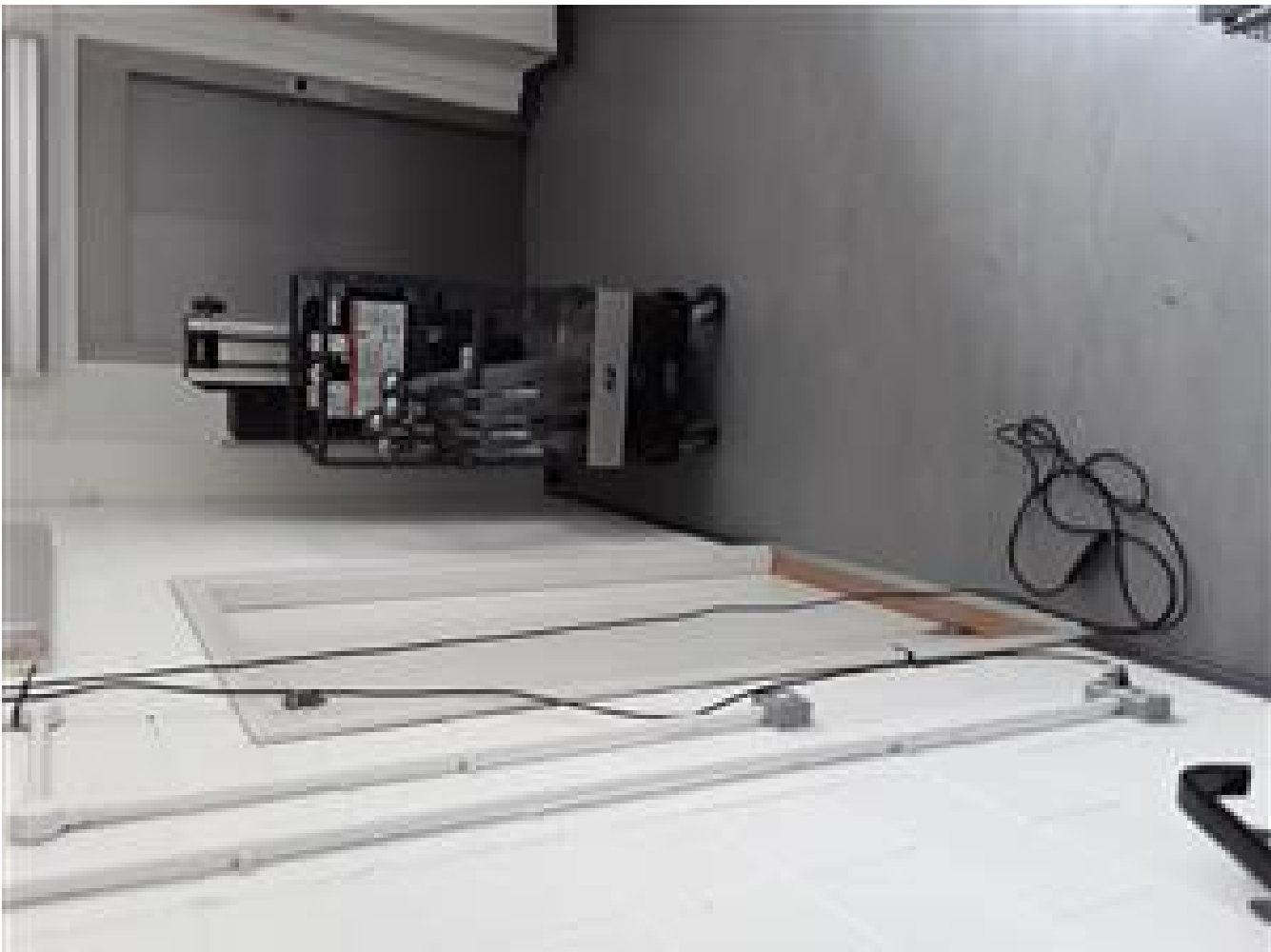
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High risks

Ref 1.7.A	Non-conformity
	Combustible storage in escape routes.
	Location : Protected Stairs on all levels.



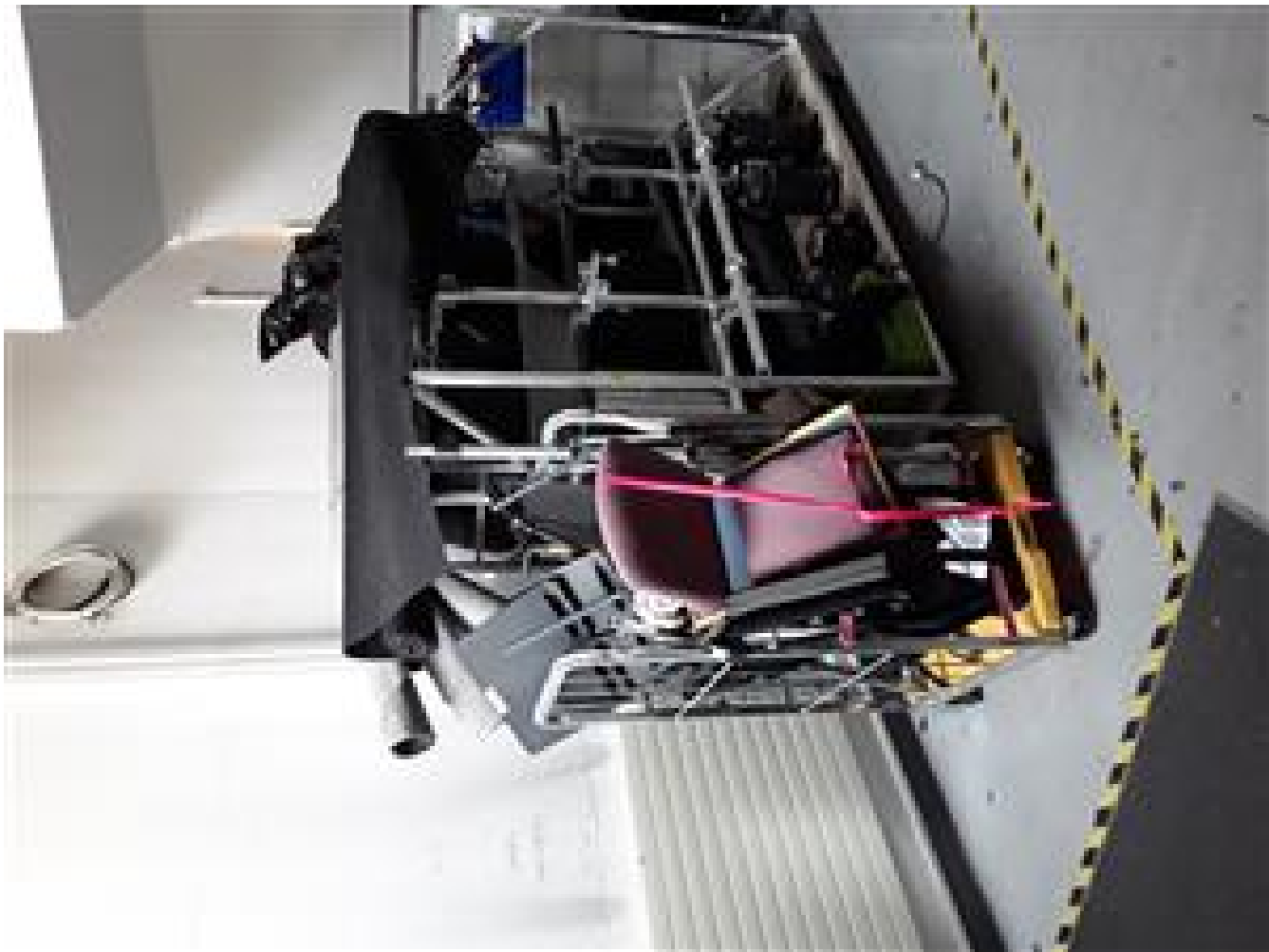
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High risks

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High risks

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High risks

Ref 1.7.A	Non-conformity Combustible storage in escape routes. Location : Protected Stairs on all levels.
---------------------	--



High risks

Ref 1.7.A	Non-conformity Combustible storage in escape routes. Location : Protected Stairs on all levels.
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High risks

Ref 1.7.A	Non-conformity Combustible storage in escape routes. Location : Protected Stairs on all levels.
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High risks

Ref 1.7.G	Non-conformity
	General housekeeping is not considered to be satisfactory.
	Location : Level 04 - Stage Store.



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Chubb

High risks

Ref 2.6.B	Non-conformity The holes and gaps in the ceiling or wall negate the fire integrity of the compartmentation. Location : Level 04 - Cleaner Cupboard partition wall.
---------------------	---



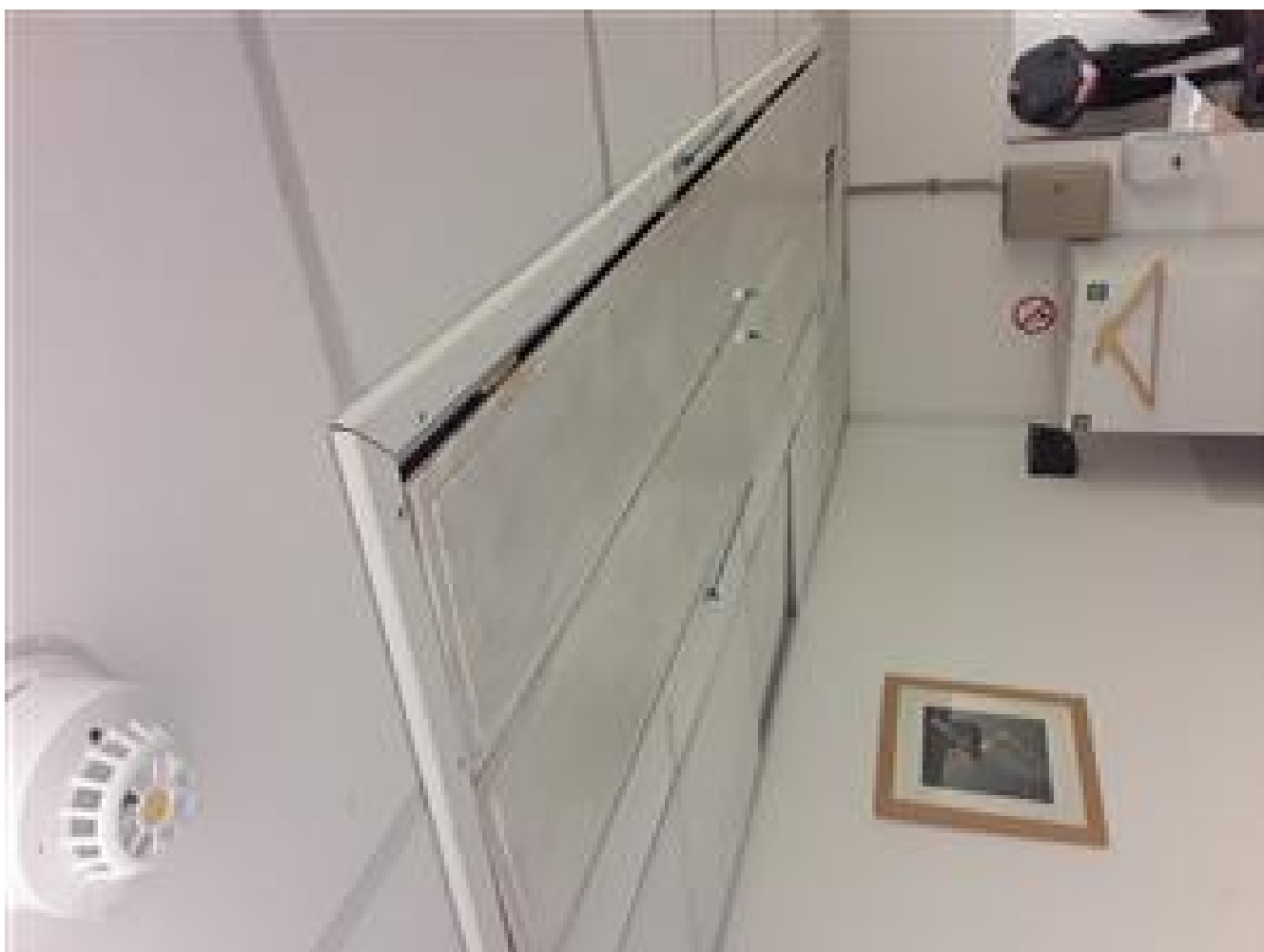
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High risks

Ref 2.6.B	Non-conformity The holes and gaps in the ceiling or wall negate the fire integrity of the compartmentation. Location : Level 05 - Dressing Room 1 Hatch.
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Chubb

High risks

Ref 2.6.C	Non-conformity
	Fire stopping around services is inadequate.
	Location : Level 04 - Ticket Office Store Room.



High risks

Ref 2.6.C	Non-conformity Fire stopping around services is inadequate. Location : Level 04 - Stage Lighting Dimmer Room.
---------------------	--



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Chubb

High risks

Ref 4.1.C	Non-conformity Insufficient directional FIRE EXIT signs are provided. Location : Fourth Floor - Alternative means of escape from the Plant Room.
---------------------	---



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Chubb

High risks

Ref 4.1.C	Non-conformity Insufficient directional FIRE EXIT signs are provided. Location : Fourth Floor - Alternative means of escape from the Plant Room.
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High risks

Ref 4.1.E	Non-conformity The fire doors are not provided with 'FIRE DOOR KEEP SHUT' signs. Location : Level 5 - Dressing Rooms.
---------------------	--



High risks

Ref 4.1.E	Non-conformity The fire doors are not provided with 'FIRE DOOR KEEP SHUT' signs. Location : Level 04 - Backstage to Ticket Office Fire Door.
---------------------	---



High risks

Ref 4.1.E	Non-conformity The fire doors are not provided with 'FIRE DOOR KEEP SHUT' signs. Location : Level 04 - Kitchen fire door.
---------------------	--



High risks

Ref 4.1.J	Non-conformity FIRE ACTION' notices (generic type) are not complete. Location : All fire action notices.
--------------	---



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

: Level 3 - Events Team Office.



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Chubb

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 : Level 03 - Events Tech Office.
---------------------	---



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Chubb

Normal risks

Ref 4.1.W	Non-conformity There are no signs provided to discourage people from using the lifts in an emergency. Location : Level 05 - Lift Entrance.
--------------	---



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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

: Level 04 - Stage Store.



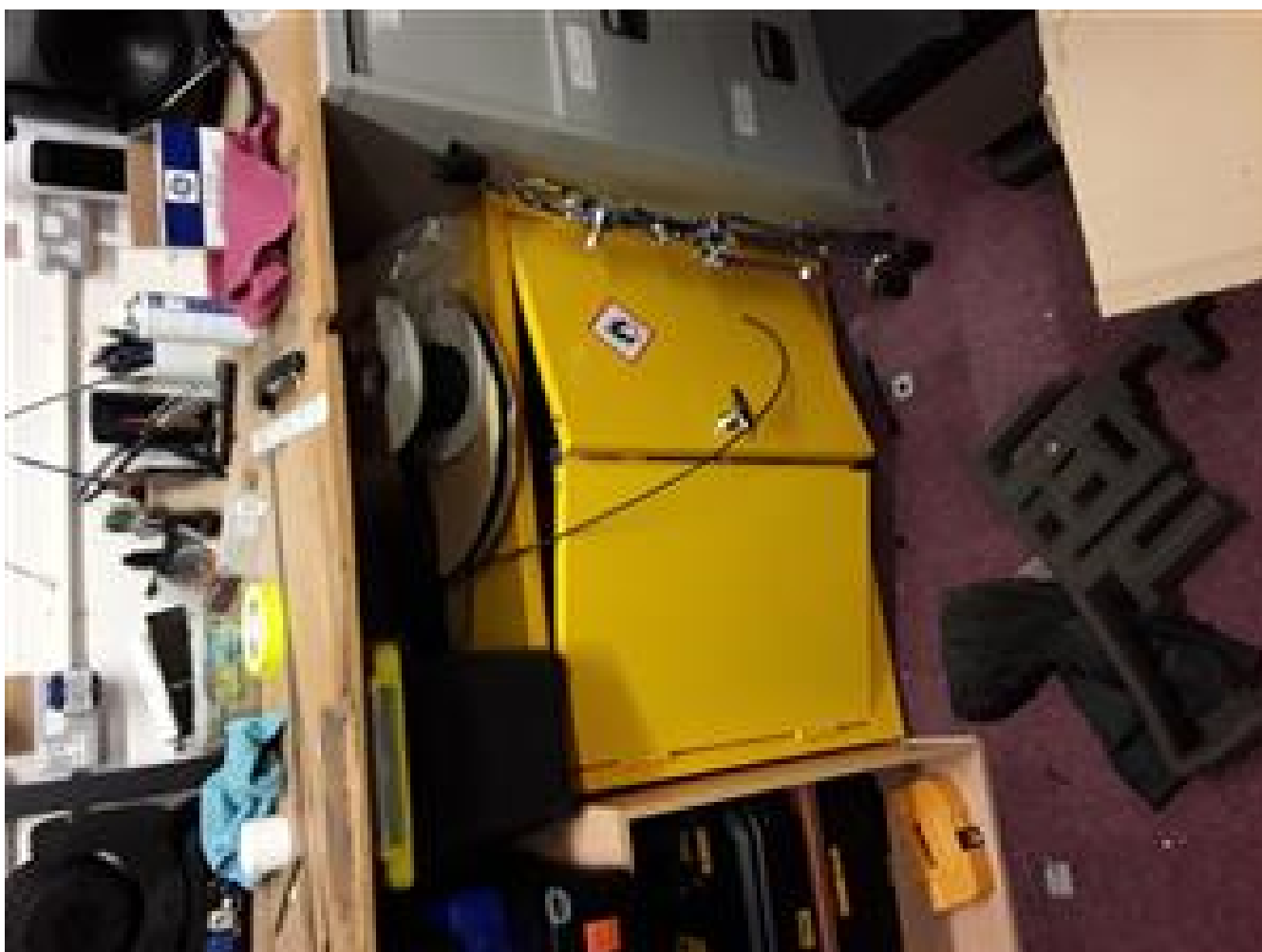
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Chubb

Low risks

Ref 1.6.O	Non-conformity The designated flammable cabinet was found to be unlocked. Location : Level 04 - Stage Store.
---------------------	---



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Chubb

Low risks

Ref 2.9.H	Non-conformity Evacuation chair does not appear to be checked/serviced on a regular basis. Location : Evacuation chairs.
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Low risks

Ref 4.1.Q	Non-conformity The release mechanism on escape doors is not correctly signed. Location : Level 04 - Kitchen fire door.
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Section 5. CAD

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Chubb

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 conformances 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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