

FIRE RISK ASSESSMENT



**Stroud Library,
Lansdown,
Stroud
GL5 1BB**

07th June 2022

Site number: 081101

Release of report

	Author
Signature	
Name	Neil Galling
Qualifications	EngTech, MIFireE, MIFSM, ACMI
Job title	Fire Safety Engineer
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1.0 Introduction

On the 07th June 2022 a visit was made to Stroud Library in order to carry out a Fire Risk Assessment.

The library is located along Lansdown near the centre of the town being built into an embankment with St Lawrence Church behind.

The library is encompasses the main library building and the “old library” formerly known as the county library. This assessment inspected the main library and the 1st floor areas of the “old library” which were a nursery but now used as a storage area.

The ground floor of the “old Library” is The Spiritualist Church with its own entrance and does not form part of this assessment.

The library is set to relocate to a new site in the town in approximately 6 months.

The assessment set out in this document is an evaluation of the Life Safety measures and is to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the legislation).

Responsible Person (Stroud Library): Gloucestershire County Council

Competent Person: For the purposes of this assessment the author.

Person with “Day to Day” Responsibility for Fire Safety: Lucy Yarham & the duty Warden

Contact at the time of the visit: Lucy Yarham – Team Leader

Staff: 9 with 3-5 on duty at any one time

Occupancy: 105. Throughout a day circa 350 or a maximum of 10 at any one time.

There are occasional events where 100 persons may be present including up to 50 children (this is the maximum allowable).

Includes community use for meetings and adult & children’s events.

Public: 10 -100

Sleeping: None. **Young Persons:** No under 18's employed.

Disabled: No staff but regular building users. Access to the 1st floor via the lift.

Caretaker/Cleaners: 2 contract cleaners are employed. They work at various times but usually after the library has closed for the evening.

Contractors: 1/2. **Visitors:** 1

Hours (public): Monday & Friday 09:30-18:30, Tuesday & Wednesday 09:30- 17:00, Thursday 09:30-14:00, Saturday 09:30-16:00. PreCovid lettings ran until 2100 and the Spiritualist church has use until 2100 (2018 assessment).

Staff in the building 0900 - 1830.

The buildings are semi-detached; the main library is two storey with a 3 storey tower section housing lift equipment which is accessible from the roof and has jettied sections that overhang the public footpath to the front elevation. The “old library” is 3 storey (only the 1st floor & stair to ground were inspected), with the ground floor occupied by the church and the 2nd floor being empty. They both are built into an embankment to the rear.

The buildings as a whole have an approximate gross internal area (GIA) C2000m² and measures 47m x 20m.

The County library is Grade II listed 25th June 1974 English Heritage Legacy ID: 417570. Dating from 1873, altered 1888 and subsequent refurbishments, it is a former Grammar School. Ashlar.

3 storeys with hipped slate roof, a projecting 2 storey central bay is crowned by traceried parapet, with mullioned windows on 1st floor, and door on ground floor with hoodmould and stiff leaf label stops. 2 storey projections at either end, with lean-to roof, and 1 window each with polychrome relieving arches.

Stairs flanking central bay, with ashlar gate piers, and iron gates, concrete steps lead to entrance doors either side of the bay opening to concrete stair to first floor.

Main building traditional construction of honey/yellow ashlar block & concrete block construction, floors are concrete, flat roof featuring roof lights and old library has a large central roof light over the "back office". Internal walls plastered stone/brick/concrete block, assumed lath & plaster walls & ceilings and later stud walls. Car park ceiling compressed straw tiles.

Any works completed from the late 1960's should have been completed in compliance with prescriptive Building Regulations (1967 to 1983)

Any work completed from 1984 onwards should have been completed in compliance with Approved Document B of the Building Regulations.

Where any conversion, or renovation has taken place post the 1991 regulations and the building has been kept in reasonable repair, then in practice it is unlikely that further significant fire precautions will be required under the Fire Safety Order.

The library hosts a variety of regular events, including bay bounce & rhyme, story time and Henri Matisse Craft. The library has been available to hire but this has not yet recommenced since the end of Covid restrictions.

Facilities include: hearing loop, type talk, automatic doors, library lab with 3D printers, use of public Wi-Fi, dedicated scan PC, Microfilm reader, photocopying, Stroud Local and Family History Centre, self-service machines, age related bus pass renewals/replacement and replacement (lost/stolen) disability bus passes. Library Hire.

Ground floor: Main entrance lobby giving access to lift, stair and book post box cabinet. A ground floor section to the left elevation provides secure below building parking for staff.

First floor: Landing with male, female & disabled toilets & baby changing facilities, rear of the cleaners cupboard and lift. Main library providing access to the library and the Stroud drop in room, at the rear is the children's library section. A door in the central dividing wall behind the staff counter opens to the workroom which provides access to the cleaners cupboard to the front and the staff entrance lobby to the rear. There is a staff room with kitchenette & toilets off the lobby and double doors open to the "old Library" "back office/ramp".

This area is largely open plan with 2 staff desks, various storage, a cellular team leaders office, meeting room & comms rooms. A bypass door leads into the former nursery, (now used as a storeroom) which is open plan with 2 small rooms at either side and an enclosed stair to the front centre leading to street level.

Externally: Public footpaths to front & left elevations and ramped access & stepped access to the entrance. Between the main entrance & the car park is a door into a store providing access to the gas meter room & boiler room. To the far right of the main library is a gate into a small courtyard providing access for staff to the library. To the left of the courtyard are doors into the rear lift lobby which houses the electrical intake and there is a lift motor room (empty), to the back is an SVP riser cupboard/grit store and to the rear right is a concrete stair to the 1st floor staff entrance. 2 bins are stored in the courtyard.

Concrete stair to the rear rising to the grounds of St Lawrence church.

This Fire Risk Assessment covers only the Stroud Library demise.

No access was made into the main library roof level tower or the ground & 2nd floors of the “old library”.

Previous fire risk assessment: GCC SHE Unit 15/01/2018

Fire incidents: None made known to the assessor

The Building is classified as Purpose Group 5 Assembly & Recreation, as defined in Approved Document B to the Building Regulations.

BS 9999 the fire risk profile for the building is rated as A2 with a medium fire growth rate and occupants who are awake and familiar with the building.

Background information was obtained from internet research, site contact & physical inspection.

The assessment should be reviewed & updated upon completion of all works.

Thereafter is should be reviewed at least annually and revised by a competent person following any “significant change” or within 3 years in accordance with the Regulatory Reform Fire Safety Order.

1.1 Legal requirements

The requirements of the Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1 October 2006, adopt a self-assessment approach to Fire Safety in the workplace. The legislation places certain duties on the 'responsible person' for the premises, one of which is to ensure that a suitable and sufficient fire risk assessment is carried out; when there are five or more staff employed this assessment should be recorded.

The inspection of the building is a visual non-invasive Type 3 assessment but where possible will seek to examine any cupboards and voids where safe to do so and so far, as is reasonably practicable.

This fire risk assessment should be reviewed periodically and in the event of:

- Changes to the work activities or the way they are organised, including the introduction of new equipment.
- Alterations to the building(s), including the internal layout.
- The introduction change of use or increase in the storage of hazardous substances.
- The failure of fire precautions, e.g., fire detection and alarm systems or sprinkler systems.
- Significant changes to the type and quantity and/or method of storage of combustible materials.
- Significant changes in the occupancy levels.
- A significant change in the mobility level or other factors influencing the response of visitors or staff in an emergency.
- Changes to the management of the organisation.

➤ The Building Regulations 2010 Fire Safety Approved Document B Volume 2: Buildings other than dwellings (2019 Edition incorporating 2020 amendments for use in England)

Further guidance on the standards required within this risk assessment can be found in the following 'Fire safety risk assessment guides.

These are available as a free download from:

Small & Medium Places of Assembly

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/422195/9294_Small_Medium_v2.pdf

Offices and Shops.

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-offices-and-shops>

Means of Escape for Disabled Persons

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people>

The guides are designed for employees, managers, and occupiers of such premises to give guidance on how to comply with the fire safety order.

1.2 British Standards

Relevant British and European standards are referred to in this assessment by number only. The full titles are set out in Annex A.

- PAS 9980 - 2022 Fire risk appraisal of external wall construction and cladding
- BS 9999 Fire safety in the design, management and use of buildings – Code of practice
- BS 5839 Parts 1 & 6 Fire Detection and Fire Alarm Systems.
- BS 5266 Guide to design and provision of Emergency Lighting.
- BS 7273 Part 4 Code of Practice for the operation of fire protection measures - Actuation of release mechanisms for doors

Other legislation, standards, guidance and codes of practice:

Ministry of Housing, Communities & Local Government (MHCLG) Advice for building Owners of multi-storey, multi-occupied residential buildings: Annex A - Assurance and Assessment of Fire Doors

Control of Substances Hazardous to Health Regulations 2002
<http://www.legislation.gov.uk/uksi/2002/2677/regulation/7/made>

1.2a) PAS 9980 Fire risk appraisal of external wall construction and cladding

The previous Ministry of Housing, Communities & Local Government Consolidated Advice Note for building owners of multi-storey, multi-occupied residential buildings, dated January 2020 has been withdrawn and has been replaced with PAS 9980 – 2022.

The focus of the PAS is blocks of flats but recommendation is that building owners should consider the risk of external fire spread as part of the fire risk assessment for multi-occupied residential buildings.

The PAS further recommends the assessment of the fire risks of any external wall system, irrespective of the height of the building.

PAS 9980 provides guidance on the risk of fire spread via external wall construction. It sets out a methodology to conduct and record fire risk appraisals of external walls, which can be scaled up or down depending upon the complexity of individual buildings; *not all buildings will require an appraisal*, and of those that do, not all will require intrusive inspection.

- Having an external wall system that undergoes an assessment using this methodology does not mean that the building is unsafe.
- PAS 9980 is intended for use by competent professionals. It is not intended to be used by lay people.
- It is for use in situations where external wall constructions of existing blocks of flats have not been shown to resist fire spread adequately or where required to inform the fire risk assessment.
- *Where it is obvious to the fire risk assessor that the walls don't pose a risk of fire spread (such as buildings of traditional brick and masonry construction), there may be no need for a PAS 9980 assessment.*
- The PAS uses a five-step risk assessment process. It provides a methodology to assist in the identification of risk factors influencing the overall risk rating of a building, as well as mitigation steps that might improve the risk rating.

The fire risk posed by external wall construction and cladding is considered to be influenced most by factors falling under the following three broad headings:

- fire performance;
- façade configuration; and
- fire strategy/fire hazards.

The height of the building is included as a risk factor. The extent to which a building's external walls pose a risk is inherently lower if the number of storeys is limited.

PAS 9980 emphasizes the importance of proportionality in relation to risk and associated mitigation measures, including considerations of benefit gained, practicality and cost.

The assessor completing this Fire Risk Assessment will, to the best of their knowledge & experience, based on information provided & gathered, make a visual appraisal of the building external walls and appurtenances and so far as is reasonably practicable, make a risk determination.

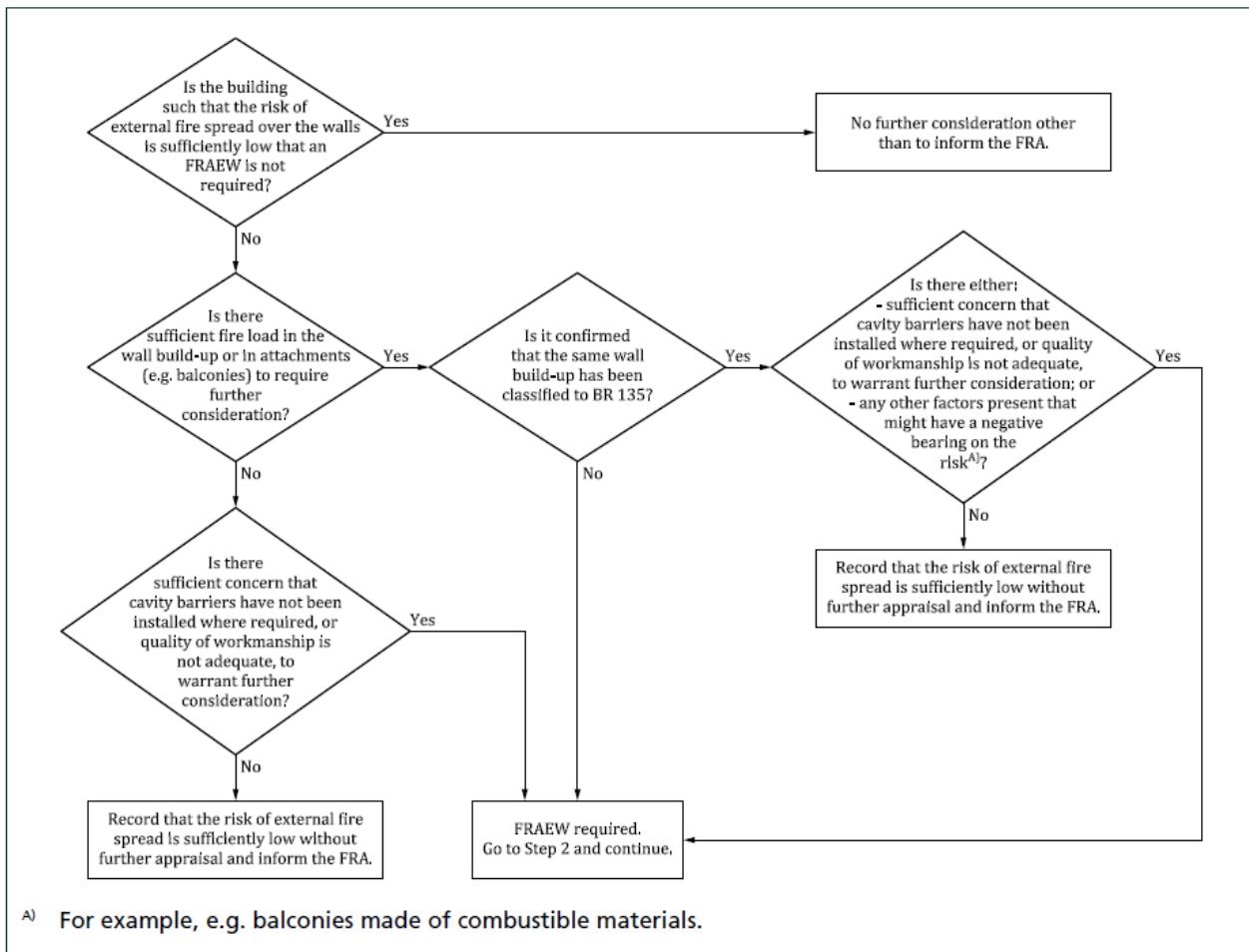
This will take into consideration, but is not limited to;

The building age & construction, apparent quality of construction, or presence of building defects, the height of the building; use & occupancy of the building, the vulnerability of residents; the evacuation strategy; suitability of the facilities for firefighting, exposure of external walls or cladding to an external fire, fire protection measures within the building (e.g., compartmentation, automatic fire suppression, automatic fire detection); the combustibility of the building structure and the use of modern methods of construction, such as timber framing, CLT etc; the location of escape routes; and the complexity of the building.”

In most cases for masonry buildings with a floor level below 11m it is expected that the risk is likely to be “Low”.

Cont.

Figure 4 – Process for determining whether a full FRAEW is required



If the assessor has any doubt regarding the external wall construction & the impact of any appurtenances and considering other risk factors they should assess the building to be Medium or High risk and advise that a full fire risk appraisal of external walls (FRAEW) is completed by a competent fire engineer and other competent building professionals.

This FRAEW should show how the external wall construction supports the overall intent of Requirement B4 in Part B of Schedule 1 to the Building Regulations 2010, namely that “the external walls of the building shall adequately resist the spread of fire over the walls and from one building to another, having regard to the height, use and location of the building”.

The assessment is likely to take account of information on any approval of the building (and alterations to the building) under the Building Regulation, and information on external wall construction and any cladding available from the Responsible Person (e.g., in operation and maintenance manuals, or handed over for compliance with Regulation 38 of the Building Regulations); It is unlikely that an EWS form will provide adequate assurance on its own”.

1.3 Action Plan

The action plan set out below under 'Managing the Fire Hazards' has been prepared in response to the significant findings of this fire risk assessment. As remedial actions are taken, the pages should be completed to indicate the work that was undertaken, who was responsible for carrying it out and the date of completion. All actions should be signed off and dated when completed.

Please annotate and date the action plan to evidence that actions have been addressed/reviewed.

2.0 SIGNIFICANT FINDINGS

The risk of fire has been assessed and there are certain remedial actions that should be taken to ensure that the ratings that have been identified are maintained or improved.

The most significant of these (Category A) are briefly set out below:

- 2.1. Replace key locked mechanisms with keyless devcies as specified 5.2.1**
- 2.2. Install additonal Manual Call Points as specified 5.4.1**
- 2.3. Have the fire alarm disablement rectified 5.4.2**
- 2.4. The emergency lighting must be tested monthly & a consistent record kept 5.6.1**
- 2.5. Arrange remedial works for the unserviceable emergency lighting 5.6.2**
- 2.6. Install additional emergency lighting as specified 5.6.3**
- 2.7. Install identical fully populated Fire Action Notices by all Manual Call Points 5.7.1**
- 2.8. Confirm servicing of the gas appliances 5.9.1**
- 2.9. Improve retention, accessibility, and management of records 5.12.1**

Please also review and address the B & C actions.

3.0 SUMMARY OF THE FIRE RISK ASSESSMENT

We assess the risk of fire and its consequences in the various areas of the building to be as follows:

Building/facility		Fire risk category
1	Stroud Library, Old Market, Nailsworth, Stroud GL6 0DU	<p>A full simultaneous evacuation is employed.</p> <p>The building has 4 exits and the travel distances within the building are acceptable.</p> <p>Vegetation to the rear requires pruning back.</p> <p>2 doors require the key operated mechanism to be replaced</p> <p>There are some FD30s fire doors but a significant number of doors should be upgraded or replaced which is dependent on future use.</p> <p>Emergency escape lighting has been provided but additional luminaires are recommended. It is not being consistently tested monthly.</p> <p>There is a BS5839-1 category L1 system fire alarm system provided. It is generally tested weekly but records for the 6-monthly service were not available.</p> <p>There are an insufficient number of Manual Call Points.</p> <p>Extinguisher provision is generally acceptable.</p> <p>The hirers agreement should be updated & expanded.</p> <p>The fire procedure revises revision and updating.</p> <p>The evacuation of disabled persons cannot be completed by staff using the evac chair and further consideration & processes put in place for the evacuation to persons that require assistance.</p> <p>Formal staff training & recording systems should be introduced.</p> <p>Fire Action Notices are not installed by all Manual Call Points.</p> <p>Not all records for all checks, tests, maintenance & training are available for inspection by any relevant person.</p> <p>We assess the building to be of Medium Unacceptable risk, category 6</p> <p>By implementing the remedial measures outlined in this assessment would improve the rating to an Acceptable Low risk category 2.</p> <p>The fire risk appraisal rating for the external wall system is assessed to be: Low.</p>

3.1 Fire risk assessment matrix

	Negligible hazard	Slight threat to life	Moderate threat to life	Significant threat to life	Severe threat to life
Unlikely to occur	1	2	3	4	5
Possible	2*	4*	6	8	10
Likely to occur	3*	6*	9	12	15

The low risk categories of 1 and 2 are shown in green, high risk categories of 9 to 15 are in red and medium risk applies to categories 3 to 8 which are in amber. Asterisks are used where repeated numerical values may lead to ambiguity.

As a result of the assessment various items were identified that require attention; these are set out on the pages that follow. Priorities and *recommended* timescales for remedial action are indicated as follows:

- A Immediate action required
- B Action required in the short term (as soon as practicable but within 3 months)
- C Remedial action required in the long term (as soon as practicable but within 12 months)

3.2 Overall life safety fire risk rating for the premises

The overall life safety fire risk rating for the premises is assessed to be:

Low	Medium	High	Category: 6
Unacceptable			

On completion of the remedial actions the rating may be improved to:

Low	Medium	High	Category: 2
Acceptable			

3.3 The fire risk appraisal rating for the external wall system is assessed to be:

Low	Medium	High
✓		
FRAEW not required	FRAEW recommended/required	FRAEW required

4.0 SIGNIFICANT FIRE HAZARDS

4.1 Sources of ignition

Significant potential sources of ignition included:

Escape routes	<ul style="list-style-type: none">▪ Lighting▪ AV equipment▪ Electrical Distribution Boards
Main library	<ul style="list-style-type: none">▪ Lighting▪ Electrical appliances▪ Trailing electrical extensions▪ 3D printers▪ AV equipment
Kitchen	<ul style="list-style-type: none">▪ Electrical appliances
Comms room	<ul style="list-style-type: none">▪ Server▪ Air Con
Offices	<ul style="list-style-type: none">▪ I.T. Equipment▪ Lighting▪ Electrical extensions
Plant rooms	<ul style="list-style-type: none">• Boiler• Electrical intake

4.2 Combustible materials

Significant combustible materials included or *may* include:

Combustible materials used during business operations	<ul style="list-style-type: none">▪ Books, paper, stationary, files, cardboard, bags, clothing, textiles, timber, upholstery, displays/display materials.
Furniture	<ul style="list-style-type: none">▪ Upholstered chairs. Shelving. Timber/composite tables.
Flammable liquids	<ul style="list-style-type: none">▪ Alcohol based hand gels. Alcohol.
Flammable/compressed gases	<ul style="list-style-type: none">▪ Mains gas. Aerosols.
Hazardous chemicals/materials	<ul style="list-style-type: none">▪ Domestic cleaning chemicals.

4.4 Other factors

Vehicles in the staff car park or below the jettied sections

4.1. Photographs

	
1. Cleaners cupboard door with only 2 hinges, 12mm door stop & no strips & seals	2. Doors that open to the staff entrance lobby are not of fire resisting construction
	
3. No emergency lighting to the rear children's library exit & stair	4. Unsealed penetrations in the comms room
5.	6.
7.	8.

5.0 MANAGING THE FIRE HAZARDS

5.1 Compliance with Fire Safety legislation

Lone / remote working: Lone working occasionally by senior staff. Verbal assurance that there is a procedure in place which includes telephoning a buddy.

The contract cleaners should be covered by an assessment & procedure produced by their employer.

Young Persons: No Young Persons are employed.

Furniture and Furnishings (Fire) (Safety) Regulations 1988: No significant observations

Smoke Free (Premises and Enforcement) Regulation 2006: Smoking may only take place outside on the public street.

Events/Hiring: The Library is available for hire. There is a formal hirers agreement and a copy was made available for scrutiny but it has no reference to fire safety aside from not smoking.

COSHH: Cleaning products are housed in the cleaners cupboard between the 1st floor landing & staff workroom. Limited alcohol hand gels available in the building.

Asbestos: No report provided.

Fire Service: Gloucestershire Fire & Rescue Service have not made a recent inspection so far as could be determined.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.1.1	B	<p>The Asbestos survey or register or a copy MUST be accessible on site for the benefit of all relevant persons but especially any persons completing work within the building.</p> <p>Under the Control of Asbestos regulations 2012 approved code of practice, have the asbestos survey carried out, or if completed reviewed following any major works, or periodically, and act on any recommendations.</p> <p>Ensure the report is available on site for inspection by any relevant person including contractors.</p>			

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.1.2	B	<p>Management should revise, update & expand the hirers agreement to include but not be limited to;</p> <ul style="list-style-type: none"> • Make it clear that smoking is not permitted on site including externally and smoking may only take place outside the boundary. • Regular & commercial users must ensure their electrical appliances are PAT • Change “Fire Doors” to “Fire Exits” • That all escape routes are free of obstruction and can be safely used. • Any additional security measures on the emergency doors are removed so that they can be opened immediately i.e., star locks & bolts. • Do not allow the use of naked flames, smoke, candles, tea lights or the operation of smoke machines • No Gas cylinders containing any flammable LPG including propane and butane; • No Fireworks or Chinese Lanterns. • During Public Entertainment there shall, in addition to the hirer, be at least 1 competent person aged 18 years or over on duty on the premises to assist people entering and leaving. • All persons on duty shall be aware of their responsibilities in the event of fire or other emergencies, including <i>evacuation of disabled persons</i>, the location and use of the fire fighting equipment, how to call the Fire Service, and the evacuation procedure. • Basic Fire Procedure • Emergency Contacts 			
Property Protection					
		No significant observations			

5.2 Means of escape

The assembly point is: On the street opposite the main library

The buildings have 4 final exits; The ground floor main entrance lobby has a pair of twin sliding doors which are linked to the fire alarm system & the 1st floor staff exit which is outward opening & fitted with an emergency door release point, this discharges to the courtyard where a latched gate opens to the street. To the rear of the 1st floor main library is the children's section exit which is a pair of outward opening doors fitted with crash bars opening to a small external area and stairs that rise up to the grounds of the church via 3 security gates fitted with either a push pad or handle in a security shroud.

The ground floor exit from the old library exit is formed of inward opening left & right pairs of doors secured with bolts.

2 internal staircases; the main stair is timber and the other is via the nursery/storeroom which is timber & concrete.

There are external concrete steps top the rear from the children's library exit and external concrete steps from the staff entrance.

1 lift which was verbally confirmed as being linked to the fire alarm. It can open on 2 sides at ground floor with the rear opening to a small lobby and the courtyard.

From conversion and through any subsequent refurbishment the fire doors protecting the Means of Escape & higher risk rooms are of differing standards.

There are a small number of FD30s door sets including between the staff entrance lobby & the back room, between the back room & nursery/storeroom, the comms room, the cleaners cupboard/workroom, the new library lab & drop in centre.

These to incorporate combined intumescent strips & cold smoke seals, a positive overhead self-closing device and Georgian wired vision panels.

The sliding door sets between the main library and the stair landing are fire resisting incorporating Fyrespan glazing.

Other doors are either considered nominal or are not of a fire resisting standard and some should either be upgraded or replaced but as the library is to relocate it is unlikely that it will be viable to complete these works. Doors that require attention are the cleaners cupboard landing door, the lift lobby courtyard doors, the workroom/library door, and the workroom & staff room doors to the staff lobby. There is some mitigation as the building is occupied by persons that are awake, means of escape in 2 directions and a BS5839-1 category L1 fire alarm system.

If the building is repurposed by the authority these doors must be addressed.

The provided means of escape is estimated to be sufficient for the quoted numbers, but improvements are listed to ensure adequate & safe means of escape.

The occupancy of 100 is reasonable but the capacity may be confirmed by using the figures quoted in Approved Document B Volume 2 for exit width capacity and floor space factors and implementing the lowest number.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.2.1	A	Replace the back room bypass door exit & the lift lobby (electrical intake side) internal key operated mechanisms with a keyless opening device such as a thumb turn.			
5.2.3	B	The following doors require attention; <ul style="list-style-type: none"> • Staff room & work room doors would benefit from a positive overhead self-closing device to protect the lobby (photo 2). • Swap the cleaners cupboard doors around, placing the workroom door to the stair landing side (photo 1). All works to be completed by a competent suitably qualified trades person. 			
5.2.4	B	Clear the rear external exit route of encroaching vegetation.			
5.2.5	B	As a building occupied by the public there must be formal pre-opening checks implemented by Management that include ensuring the means of escape is available so that exits open easily and routes are not blocked or compromised by obstructions & trip hazards.			
Property Protection					
		No significant observations			

For information; accessible criteria - BS9266 states that the effective clear width of all doors, should be at least 800mm but this might result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door frame. The effective clear width of the communal entrance door must be at least 1000mm and the communal corridor 2000mm (1800mm minimum).

5.3 Compartmentation & Fire Spread

This was a non-intrusive visual survey only but where present and safe access provided, at least a sample of voids, plant rooms, risers & cupboards etc. were inspected.

The main library & rear of the old library over the back room have flat roofs with skylights.

Only the lower levels of the external elevations were observed from floor level.

There were no other external appurtenances except for vents, lighting, AV equipment & rainwater goods.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.3.1	B	<p>Unsealed penetrations in the comms room ceiling (photo 4);</p> <p>All breeches, holes & unsealed penetrations must be made good with fire stopping materials and systems that conform to BS 476 and the ASFP colour book guides. The repairs must provide fire protection to at least the effectiveness of the surrounding structure.</p> <p>These breaches open to voids where it will be difficult to locate & extinguish a fire which will spread quickly throughout the building.</p> <p><i>Note: where possible avoid using expanding foams and then only use intumescent expanding foams which should only be used on holes or gaps no larger than 10mm or around penetrations of no more than 40mm Ø.</i></p>			
5.3.2	B	Confirm the fire resistance of the compressed straw ceiling in the staff car park and whether there is a concrete slab above.			
Property Protection					
5.3.1		No Significant observations			

5.4 Fire detection and alarm system

The building Fire Alarm Panel is located in the main entrance lobby, it is an analogue addressable Advanced MxPro⁵ 20 zone panel with compliant to BS EN 54 2 & 4 with 6 active zones. The system was identified in the previous assessment and was visually assessed to be a BS5839-1 Category L2 system.

This system incorporates smoke & heat detection located throughout the building. Information provided that detection is incorporated in roof spaces and the back room & nursery store open plan areas are fitted with beam detection.

There are a limited number of Manual Call Points provided in the building.

This is linked to an Alarm Receiving Centre; the lift and door hold open devices.

Weekly test: 01/06/2022

Periodic Service: Not recent evidence available on site

A4 Zone plan by the fire alarm panel – Clause 3.68 of BS 5839-1 specifically requires a Zone Plan showing a diagrammatic representation of a building; it is now considered necessary to provide specific topographic information and the division of the building into detection zones. This matter is considered necessary from a 'life safety' perspective and has a much greater emphasis.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.4.1	A	<p>There is a lack of manual call point provision on the first floor which is not compliant to BS5839-1 as a manual call point must be available at every storey exit and at no more than 45m (or less).</p> <p>Install manual call points with covers as follows:</p> <ul style="list-style-type: none">• By the main library stair exit• The children's library exit• The staff exit• The back room bypass door to the nursery/storeroom <p>To be installed by a competent fire alarm engineer.</p>			
5.4.2	A	<p>There was a disabled indicated on the fire alarm panel in zone 1. Confirm the reason for this and rectify any faults in accordance with BS5839-1 clause 46.3.</p>			

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.6.3	B	The fire alarm system should be serviced 6-monthly in accordance with BS5839-1. Auditable records to be retained in a site fire logbook.			
5.6.4	B	Heat detection should be installed in the semi enclosed rear/right section of the staff car park. To be installed by a competent fire alarm engineer.			
5.6.5	B	Confirm whether the doors linked to access control are checked for release at the weekly fire alarm test if interfaced with system and whether the EDRPs are tested periodically in accordance with BS7273-4. Records must be kept of the checks & testing.			
Property Protection					
5.4.1		No Significant observations			

5.5 Fire fighting equipment

Extinguishers currently installed principally include 2Kg CO₂ & 6L water and Foam, fire blanket in the kitchenette and a 6Kg Dry in the boiler room.

Extinguisher service in accordance with BS5306-3: 07/21

NOTE: Extinguishers should be visually checked weekly to ensure they have not been tampered with or have been damaged. Where a gauge is present this should also be inspected to check the pressure/contents.

The extinguishers are inspected between weekly – monthly according to records.

Extinguishers are now rated according to their ability to extinguish Class A to E risks. For Class A risk, BS 5306 Pt 8 generally prescribes that each floor of a building should have provided a total extinguishing capacity that equates to 0.065 times the floor area (in m²) and there should be a travel distance of no more than 30m to a suitable extinguisher.

Access for the fire service is only available to the front elevation. Limited access to the rear and left elevation by foot.

Hydrant not identified in the immediate vicinity.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.5.1	B	Provide a 6Kg Dry Powder extinguisher in the car park. Extinguishers should either be placed on stands or where possible be wall mounted at 1m from floor to handle.			
Property Protection					
		No significant observations			

5.6 Emergency escape lighting

Emergency lighting provision provided in the form of 26 non-maintained & maintained bulkheads, lightboxes and fluorescents.

Monthly Function test: 24/04/22

Annual Discharge test: 07/07/2021

The safe movement of people along escape routes towards and through the exits provided to a place of safety depends upon the illumination and the ability to see hazards, changes of level and direction.

The time required to evacuate premises depends upon their size and complexity. The duration is dependent not only on the time to evacuate the premises but also if they are evacuated immediately on a supply failure or if they will be reoccupied immediately that the supply is restored.

A minimum duration of 1 h should be used only if the premises will be evacuated immediately on supply failure and not reoccupied until full capacity has been restored to the batteries.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.6.1	A	The Emergency Lighting should be “function or flick” tested monthly and a record kept. This can be done by staff in compliance with BS EN 50172, BS 5266-8 and records kept. In order to do this test switches should be installed at suitable and safe locations at easy to reach heights.			
5.6.2	A	There were bulkhead luminaires in the gas meter room, lift/electrical intake lobby & lift motor room but no L.E.D.'s were visible and verbal information provided that staff do not test the units. Have your emergency lighting engineer repair or replace the luminaires and provide certification.			

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.6.3	A	<p>It is recommended that additional emergency lighting be installed in accordance with BS5266-1 by a competent emergency lighting engineer;</p> <ul style="list-style-type: none"> • External lighting required above the rear children's exit, the immediate stair & upper escape route where there may be limited ambient light during the hours of darkness (photo 3). • The staff external stair • In the ground floor front storeroom & boiler room • The old library nursery/storeroom & stair • In the rear right of the staff car park <p>The engineer to provide all installation, commissioning and completion certification.</p>			
Property Protection					
		No significant observations			

5.7 Fire Safety signs and notices

Fire Action Notices not posted by all manual call points including old library, plant rooms & car park.

Means of escape signage provision is generally adequate.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.7.1	A	 <p>Install modern identical fully populated Fire Action Notices by every Manual Call Point/exit. Ensure they specify the assembly point and that all relevant persons know what actions to take in event of fire including who/how to call the fire service.</p>			
5.7.2	B	Place smoking prohibition signs at every entry point.			
5.7.3	B	Fit suitable Yellow/Black electrical hazard sign to the lift/electrical intake doors.			
Property Protection					
		No significant observations			

5.8 Emergency plans and evacuation procedures

The evacuation methodology is a full simultaneous evacuation.

The Library has a “fire evacuation plan” located in a fire file kept by the main library service desk which also has a hi-vis vest. The procedures should make reference to the children’s centre particularly if any special measures are required for the evacuation of the children.

Disabled: No staff but potentially building users. No GEEPs are currently in place but there is some reference in the fire procedure. An evac chair was provided but staff cannot physically operate it. The main stair landing is identified as a refuge which is where mobility impaired persons will be escorted to and help “bump” them down the stairs if necessary.

Control of Contractors: Contractors are engaged by GCC using an approval system who must employ safe systems of work including RAMs & PTW. They are logged in and out by staff (dry wipe board by the staff entrance in the lobby), and should be given a fire safety brief.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.8.1	B	<p>The fire procedure should be reviewed and updated. It should include the full building address and outline the actions to take in the event of fire, actions if discovering a fire, evacuation of occupants including disabled persons and calling the fire service..</p> <p><i>It must be posted in prominent locations such as notice boards and provided to staff and user's groups. All occupants should be fully aware of their procedures and their duties.</i></p> <p>It should be reviewed & updated following significant change or within 3 years.</p>			
5.8.2	B	<p>The organisation should develop a general fire safety policy statement which should include the person responsible for the organisation, control, planning, maintenance, and review of the fire safety arrangements.</p> <p>The policy should be made available to all relevant persons in the premises.</p> <p>The document to be reviewed following significant change or within 3 years.</p>			

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.8.3	B	<p>Consideration has to be given for disabled persons who may frequent the building.</p> <p>The emergency procedure must not be wholly reliant on the intervention and assistance of the fire service.</p> <p>The Equality Act 2010 the Regulatory Reform (Fire Safety) Order 2005 requires that employers or organisations providing services to the public take responsibility for ensuring that all people, including disabled people, can leave the building they control safely in the event of a fire and “reasonable adjustments” be made to facilitate this.</p> <p>The relevant persons must provide a suitable level of resources to enable safe evacuation of person that require assistance to evacuate “so far as is reasonably practicable.”</p> <p>Regular users that require assistance to evacuate and any staff with an impairment whether permanent, long term or temporary should be provided with a Personal Emergency Evacuation Plan.</p> <p>General or Standard Emergency Evacuation Plans (SEEPs or GEEPs) may be drafted for common impairments.</p>			
Property Protection					
		No significant observations			

5.9 Staff training

Inductions: Employed staff attend off site GCC induction training events. There is an informal on site induction which includes building orientation, provision of fire procedures, fire extinguisher information, evacuation of the public, the operation of the fire alarm panel, location of exits & assembly point.

Refresher or continuation training: Staff are required to review the building procedures in the fire folder at least annually but a formal record is not kept. The previous 2018 assessment states that staff go through eLearning training.

Fire Marshals: The staff member on duty at the desk is the designated fire warden. Formal training does not appear to be provided.

Drills: completed twice per year, including with the public. A record of the drill is kept but does not always include the time taken to evacuate. There is an informal debrief with staff immediately after the drill. There were 3 evacuations in October due to malicious activations by young persons who were caught on CCTV and reported to police.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.9.1	B	<p>The Fire Safety Order requires that staff should receive periodic refresher training following significant change (best practice is annually) and the training recorded.</p> <p>This training to be proportionate to the organisation & its risks. This may be in the form of a team brief, toolbox talks, post drill session, eLearning, DVD or external trainer etc.</p> <p>This should include any changes to the fire & emergency procedures, review of incidents and drills, types of extinguisher and what types of fire they may be used upon, reminders about housekeeping and the importance of keeping escape routes clear etc.</p> <p>Where 5 or more persons are employed across an organisation it is a legal requirement to maintain suitable auditable records as stated in article 11 of the Regulatory Reform (Fire Safety) Order 2005.</p>			

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.9.2	B	Where persons are appointed as emergency responders or have a specialist role in an emergency they must be provided with suitable training such as fire warden or marshal training and auditable records should be kept. The training should be repeated periodically but not exceed 3 yearly.			
Property Protection					
		No significant observations			

5.10 Housekeeping and other control measures

Housekeeping and storage of combustibles was to an acceptable standard in most areas with exceptions listed below.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.10.1	B	<p>The back room (ramp) was observed to have untidy areas. Housekeeping & storage should be improved in the area.</p> <p>Maintain a good standard of housekeeping & storage. Ensure all rubbish, scrap, redundant or surplus items & equipment and waste is removed. This will help not only to keep areas tidy, including walkways but reduce the building fuel loading.</p> <p>Ensure combustible materials are kept away from ignition sources.</p> <p>Initiate regular management inspections to ensure housekeeping and storage does not become excessive, remains managed and does not affect escape routes and exits.</p>			
Property Protection					
		No significant observations			

5.11 Electrical and gas factors

Electrical extensions: normal/tolerable use observed

In-service inspection of portable electrical appliances, (PAT testing), in accordance with the HSE Guidance: Labels on plugs dated Sept 21

Electrical supply location: In the ground floor lift lobby off the courtyard. Electrical distribution boards in various areas.

Server room: In the back room **Lift:** In the main library. No servicing records witnessed.

Electrical Installation Condition Report (EICR), in compliance with BS7671 Requirements for electrical installations IET Wiring Regulations: labels dated August 2021

Lightning protection system: None observed **Photovoltaics:** None installed **Laundry:** No equipment present

Heating/cooling systems: Gas fired boiler supplying wet central heating & hot water. Air conditioning in the comms room and small number of portable electrical fan heaters.

Gas/Oil appliance servicing: No records available.

Gas/Oil supplies: Gas meter intake is in a room on the ground floor accessed from the front elevation.

Kitchen/tea point/cooking: equipped with largely domestic type appliances including fridge, microwave, toaster & hydroboil.

Servicing: Not applicable

Extract Deep clean: Not applicable

Extract filter clean: Not applicable

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.11.1	A	Gas appliances must be serviced at least annually following industry guidance and manufacturer's instructions. Gas appliances must be serviced in accordance with The Gas Safety (Installation and Use) (Amendment) Regulations 2018 by a Gas Safe Registered engineer.			

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.11.2	B	Confirm that the lift is appropriately inspected, maintained and serviced as per BS EN 13015 and the frequency.			
5.1.3	B	Ensure the air conditioning is cleaned & serviced in accordance with the manufacturer's instructions or industry guidance. Auditable records should be retained to evidence the maintenance of equipment.			
Property Protection					
5.11.1		No significant observations			

5.12 Record keeping

Few records in place, some dates taken from labels. No premises folder in the premises box located in the main entrance lobby. The site main fire folder is kept in the cabinet but holds only a few records, the fire procedure, procedure for the fire alarm panel & the previous fire risk assessment. Another cabinet housed security system logbooks. Verbal information provided that records are starting to be held electronically.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.12.1	A	<p>The management must keep records of all checks, tests, maintenance & training. It is recommended that a logbook is purchased and maintained. It should be readily available for inspection by any relevant party.</p> <p>Failure to carry out the tests etc could result in increased risk due to failure of the fire precautionary arrangements in an emergency.</p> <p>Maintain comprehensive records of: -</p> <ul style="list-style-type: none"> ▪ EDRP test & service, ▪ Fire alarm servicing, ▪ Emergency lighting testing & servicing, ▪ Staff training, ▪ Boiler servicing, ▪ Lift servicing, ▪ Air con <p>Where 5 or more persons are employed, this is a legal requirement as stated in article 11 of the <i>Regulatory Reform (Fire Safety) Order 2005</i>.</p>			
Property Protection					
		No significant observations			

5.13 Protection from the threat of arson

No history of fires in the locality or building made known to the assessor.

Located in a respectable Cotswold market town there are private dwellings & commercial properties surrounding the building on 3 elevations. The rear is set into an embankment and is secured by fencing and security gates. The property has access control & keyed access, digilocks on some internal doors, 4 CCTV cameras and PIR Motion sensor lighting around the building.

The side & rear elevation and rear of the roof are demised by various types of fencing.

There is a letterbox for posting books and this is fitted with an enclosed timber cabinet to the rear which is below the building main stair provisioned with smoke detection.

Intruder Alarm/Access control/CCTV service: Logbook dated 06/08/2021

All waste or recycling is placed in a 1100L & large domestic type bin located in the courtyard placed onto the street on the day of collection.

It is assessed that there is a low risk of arson.

Item	Priority	Nature of problem and remedial action recommended	Remedial action taken	Person responsible	Completed (Date / signature)
5.13.1		No significant observations			
Property Protection					
		No significant observations			

ANNEX A

Maintenance and standards matrix

Frequency	Item	Requirement	Record
Daily Nightly	Fire alarm indicator panel for normal condition. Indicator lights in emergency lighting units. Electro-magnetic exit door systems	BS 5839-1:2017 BS 7273-4:2015	None Logbook if faulty None Fire Logbook if faulty
Weekly	Fire alarms (<i>weekly testing</i>). Fire Extinguishers (Visual Inspection) Fire blankets (Visual Inspection) Any automatic suppression systems fault check. Fire resisting doors held on electro-magnetic door holders closed, electric plugs, waste bins etc. Smoke control systems	BS 5839-1:2017 & 6:2019 +A1:2020 BS 5306-3:2017 FIA Code of practice EN 12845 BAFSA EN 15004 BS 7273-4:2015 BS9999:2017 / BS7346-8:2013/ manufacturer's instructions	Fire Logbook Fire Logbook Fire Logbook Fire Logbook Fire Logbook
Monthly	Emergency lighting (Simulated mains failure (flick test). Fire alarm if automatic generator is used as part of the standby power supply.	BS EN 50172:2004, BS 5266-8:2004 BS 5839-1:2017	Fire Logbook Fire Logbook
Quarterly	Fire alarm Any automatic fire suppression systems (appropriate BS EN inspection) Smoke control systems	BS 5839-1:2017 BS EN 12845:2015+A1:2019 EN 15004 (Series) BS 5306-42001+A1:2012 BS9999 / BS7346-8 manufacturer's instructions	Fire Logbook Fire Logbook Fire Logbook Fire Logbook

6-monthly	Fire alarm Electro-magnetic door holders Kitchen extract systems	BS 5839-1:2017 BS 7273-4:2015 BESA TR/19	Fire Logbook Fire Logbook Fire Logbook
Annually	Fire Alarm (<i>Ensure Biannual visits have tested the entire system during the year</i>) Fire extinguishers Escape lighting (<i>Full duration (discharge) test – usually 1 or 3 hour</i>) Fire blankets Any automatic fire suppression systems Kitchen Suppression Smoke control systems Lightning Protection Systems (11 or 13 months) Gas Installations (Gas Safe Registered Member) Portable Appliance Testing (PAT) Kitchen extract systems	BS 5839-1:2017 BS 5306-3 :2017 BS EN 50172:2004, BS 5266-8:2004 FIA Code of practice BS EN 12845 EN 15004 BS 9251:2014 BS EN 16282-7:2017 BS9999 / BS7346-8 manufacturer's instructions BS-EN 62305 for systems that post-date 1st September 2008 and BS 6651 prior Gas Safety (Installation and Use) Regulations 1998 (Amended)	Fire Logbook Fire logbook Test Certificate Fire logbook Test Certificate Test Certificate Test Certificate Test Certificate Test Certificate Certificate Test Certificate

3-yearly	Industrial Fixed Electrical Inspection and test (or change of occupancy)	BS7671:2018	Test Certificate
5-yearly	Fire Extinguishers (Extended Service)	BS5306-3:2017	Test certificate
	Commercial Fixed Electrical Inspection and test (or change of occupancy)	BS7671:2018	Test Certificate
10-yearly	Carbon Dioxide (CO ₂) Fire Extinguishers (Hydrostatic test)	BS 5306-3:2017	Test Certificate
	Residential Fixed Electrical Inspection and test (or change of occupancy)	BS7671:2018	Test Certificate

ANNEX B

The Licensing Act

Summary of relevant key points

These guidelines are issued to assist local licensees to provide suitable and sufficient fire safety measures in licensed premises for applications under the Licensing Act 2003. They do not replace existing legislation relating to Health and Safety Occupancy Calculations.

As part of the licensing process the applicant should include in their operating schedule the steps, they will take to promote the 4 licensing objectives. The licensing objectives under the Act include public safety and the fire service will be consulted by the Licensing Authority on this aspect of the application.

The operating schedule should therefore contain a *Fire Risk Assessment* highlighting any significant findings, arising out of the assessment and any remedial actions necessary.

In order to avoid issues arising over public safety relating to fire risk, applicants are strongly advised to submit a Plan on a minimum scale of 1:100 indicating the fire safety provisions in place, this should include available Exits and associated routes, Fire Alarm if fitted, Emergency Lighting and Firefighting Equipment. Regulations yet to be published may make this a requirement.

The plan should clearly state the *Occupancy and how the figure had been reached*. The Licensing Authority may attach conditions relating to the maximum occupancy level/s after consultation with all statutory consultees if the operating schedule does not include such details or there are objections to the proposed occupancy level.

Occupancy calculations

Where existing legislation does not provide adequately for the safety of the public or club members the Licensing Authority may include additional conditions to ensure the safety of occupants.

The licensee shall, to the best of his/her ability, maintain and keep good order and decent behaviour on the said premises during the time of the public entertainment and notwithstanding the generality of the foregoing the licensee shall:

Provide an acceptable system of: Controlling entry.

Identifying the number of persons present on the premises at any given moment in time.

Stewarding the premises where the number of people admitted exceeds 50.

Produce on demand to any authorised officer of the Authority, the Police and Fire and Rescue Service evidence of the number of persons present on the premises.

Doors

The premises shall be provided with an adequate number of exits of sufficient dimension clearly indicated by a pictogram symbol or a combination of text and pictogram in accordance with either the British Standard 5499: Part 1 (specification for fire safety signs) or alternatively with the Safety Signs and Signals Regulations 1996. The signs shall be illuminated by both mains and secondary lighting and conform to the relevant Code of Practice.

NOTE: Text only notices do not comply with the Health & Safety (Signs and Signals) Regulations 1996. They require replacement or supplementing with new signs.

The means of entry and exit, and the passages and gangways shall, during the whole time that the premises are used for the purposes of licensed activities, be kept free, unobstructed, and adequately illuminated, both inside and outside the premises.

All final exit doors must be fitted with fastening devices which can be easily and immediately opened from inside without the use of keys or code.

Any door required for means of escape in case of fire, if fastened during the time the public are in the premises, shall be secured during such time by panic mechanisms only. Doors fitted with panic mechanisms shall be indicated

either PUSH BAR TO OPEN or PUSH PAD TO OPEN in conspicuous and distinctive block lettering.

All doors required as means of escape in case of fire shall open in the direction of egress or where this is not possible be securely fastened in the open position at all times when the public are present on the premises. If this is not possible, limited occupancy will be imposed.

Security Devices

Any security devices other than panic mechanisms shall be removed whenever the premises are occupied.

Fire Alarm

An approved means of giving warning in case of fire shall be provided. Where an electrical system is provided it should be installed, maintained, and tested in accordance with the current relevant British Standard Specification. All periodic tests and examinations shall be recorded in a logbook kept on the premises.

Notices

Notices giving instruction on how to call the Fire and Rescue Service must be prominently displayed adjacent to alarm call points and telephones in the premises.

Emergency Lighting

An emergency lighting system should be provided, maintained, and tested in accordance with the current relevant British Standard Specification. The system provided in the premises and associated escape routes should fulfil the following functions:

Indicate clearly the escape routes.

Provide illumination along escape routes to allow safe movement towards and through the exits provided.

Ensure that the fire alarm call points and fire fighting equipment provided along escape routes can be readily located.

Provide illumination to external means of escape arrangements.

Where people are unfamiliar with the premises, or there is provision for dimming of the lights and/or alcohol is consumed then generally Final Exits and intermediate luminaires must be on a Maintained System (Illuminated at all times premises are in use).

All periodic tests and examinations shall be recorded in a logbook kept on the premises.

Fire Fighting Equipment

Fire fighting equipment shall be provided appropriate to the risk and sited in a location under the supervision of the staff. The equipment shall be tested and examined by a competent person at periods not exceeding 12 months and the results recorded in a logbook kept on the premises.

All members of the staff at the premises shall be given instruction and training as to their duties in the event of fire or other emergencies and records as to such training shall be kept in a logbook on the premises.

Heating Appliances

All heating appliances should be suitably guarded and fixed in position in such a manner so as to prevent unauthorised persons having access to the controls or being able to approach sufficiently close to the appliance to endanger themselves.

Combustible materials or substances should not be sited close to any heating appliance. In deciding the safe distance regard should be given to the type of heater and the ease of ignitability of the nearby materials or substances. Care should be taken to ensure that radiant heaters, particularly those fitted with reflectors, are not directed towards combustible materials and that, wherever possible, they are mounted at a high level above head height, usually at least 2.5m above floor level.

No oil-fired heaters, other than those forming part of the boiler installations, should be used in the premises.

No portable Liquefied Petroleum Gas (LPG) heater should be in the premises when members of the public are present. *Containers of LPG should be protected against*

unauthorised interference and accidental leakage. LPG cylinders, both full and empty, should be kept in safe positions in the open air away from other flammable materials or, where this is not reasonably practicable because of exceptional circumstances, in any adequately ventilated storeroom constructed in accordance with HSE Guidance.

Furniture and Furnishings etc

The use of furniture, furnishings, floor coverings and synthetic materials that are easily ignited or demonstrate rapid spread of flame characteristics shall be avoided. Replacement furniture and furnishings must conform to the Furniture and Furnishings Regulations current at that time.

New curtains and other textile hangings are to be inherently flame retardant or be treated with a durable flame retardant. They should be capable of complying with the current British Standard or equivalent.

New soft floor coverings must be labelled in accordance with the British Standard or its equivalent.

Wall coverings should conform to British Standard 476: Part 7: Class 1 surface spread of flame or equivalent. However, wall coverings in escape routes should achieve Class 0 Standard.

Access Conditions

Duly authorised Officers of the Authority, Police Officers and Fire Officers shall at all times have free access to the premises for the purpose of ensuring compliance with the conditions of this licence and shall have access to any necessary records.

ANNEX C

Emergency plans

You need to have an emergency plan for dealing with any fire situation.

The purpose of an emergency plan is to ensure that the people in your premises know what to do if there is a fire and that the premises can be safely evacuated.

Your emergency plan should be based on the outcome of your fire risk assessment and be available for residents, staff, and other relevant persons such as the enforcing authority.

In simple premises, the emergency plan may be no more than a fire action notice but whatever form the plan takes it must be communicated to and understood by all residents.

The emergency plan could include:

- how people will be warned if there is a fire.
- what residents, staff, visitors (including disabled) and contractors should do if they discover a fire.
- how the fire and rescue service and any other necessary services will be called and who will be responsible for doing this.
- how the evacuation of the premises should be carried out.
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated.
- arrangements for the safe evacuation of people identified as being especially at risk, such as young children and babies, those with disabilities, contractors, members of the public and visitors.
- contingency plans for when life safety systems, such as evacuation lifts, fire detection and warning systems, sprinklers or smoke control systems are out of order.

Further guidance on fire safety risk assessment is available from the Communities and Local Government web site: www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents

ANNEX D

Disclaimer

1. This report, and the underlying work on which it is based, has been prepared and is submitted in accordance with the contract with the client and is intended solely for use by the client. KeloScape Fire Consult warrants that the report has been prepared with all reasonable skill and care. KeloScape Fire Consult will not accept liability for deficiencies in any report unless it can be proven to have been caused by its breach of contract or negligence. Negligence shall be as defined as in Section 1(1) of the Unfair Contract Terms Act 1977. Except in the case of death or personal injury arising from the negligence of KeloScape Fire Consult, the liability of KeloScape Fire Consult for breach of contract or negligence or otherwise in relation to the preparation of the report shall in no case exceed the fee paid by the Client for the report. KeloScape Fire Consult shall in no circumstances be liable for any other loss, charges, damages, indirect or consequential loss (including loss of profit) or expenses of any kind. The Client acknowledges that all possible circumstances in which the report may have some relevance cannot be foreseen at the time the report is prepared. The Client also acknowledges that KeloScape Fire Consult would not be able to provide the Report for the agreed fee if KeloScape Fire Consult were obliged to accept all far reaching responsibilities.
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3. Any report shall only be valid and may only be relied upon for the period stated in the report. KeloScape Fire Consult accepts no responsibility for the accuracy of information contained in the report after the stated period of validity. Where so indicated by KeloScape Fire Consult any report is to be regarded as expressing the opinion only of KeloScape Fire Consult and is not to be relied upon as being factually correct.