

**FIRE RISK ASSESSMENT  
COAST HOUSE,  
SPECTRUM BUSINESS PARK,  
SEAHAM, SR7 7TT**

**MAY 2025**



**STORM TEMPEST**  
**PROPERTY CONSULTANCY**

**Reference:** 4651-04-25-DS

**Prepared by:**

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NE31 2ES

**Version:** 1

**Prepared for:**

Believe Housing  
Coast House  
Spectrum 4  
Spectrum Business Park  
Seaham  
SR7 7TT

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## 1.0 INTRODUCTION

Unique Identifier:	9164788
Client UPRN:	SPECTRUM4
The Client:	Believe Housing
Instruction:	This fire risk assessment of the building was undertaken in accordance with an instruction received from Emma Jorgenson, Compliance Manager, Believe Housing.
Responsible Person:	Alan Smith, Chief Executive, Believe Housing
Other Responsible Persons:	Emma Jorgenson, Compliance Manager, Believe Housing.
Competent Person Appointed by Responsible Person:	Storm Tempest Ltd., 3 Apollo Court, Koppers Way, Monkton Business Park South, Hebburn, Tyne and Wear. NE31 2ES.
The Premises / Extent of Site:	Coast House, Spectrum Business Park, Seaham, SR7 7TT
Person Responsible for Fire Safety on Premises:	Emma Jorgenson, Compliance Manager, Believe Housing.
Person(s) Consulted:	Chris Turnbull (visit was unaccompanied)
Fire Risk Assessor:	David Stilling BSc (Hons), MCIQB, CMaPS, AssocRICS, FSIDip, AIFireE, MIFSM, FDIS
Validator:	Martin Turner BA(Hons), AIFireE, NEBOSH Fire
Date of Validation:	04/06/25
Date of Assessment:	23/05/25



Date of Previous  
Fire Risk  
Assessment: 04/10/23

Is There an  
Alterations Notice  
in Force: No

Scope and Purpose  
of the Fire Risk  
Assessment: The Regulatory Reform (Fire Safety) Order 2005 [RR(FS)O] applies to all non-domestic premises, including any voluntary sector and self-employed people with premises separate from their homes.

A fire risk assessment is an organised and methodical look at your premises. The fire risk assessment procedure identifies the activities carried out at the premises and assesses the likelihood of a fire starting. The aim of a fire risk assessment is to:

- Identify the hazards
- Identify People at Risk
- Evaluate and reduce the risk of those hazards causing harm to as low as reasonably practicable
- Decide what physical fire precautions and management policies are necessary to ensure the safety of people in your premises if a fire does start
- Review the fire risk assessment regularly and revise as necessary

The fire risk assessment was carried out in accordance with the Department for Communities and Local Government (DCLG) 'offices and shops' guidance document.

This building has been audited to highlight to the Client, any non-compliant issues with regard to relevant aspects of UK fire safety legislation and best practice. The principal documents relevant to this building being:

- The Building Regulations 2010 Approved Document B – Fire Safety. Volume 2 Buildings other than dwellings. 2019 edition incorporating 2020 and 2022 amendments-for use in England.
- BS9999 2017 Code of practice for fire safety in the design, management and use of buildings.
- Fire Safety (England) Regulations 2022.
- HM Government Fire Safety Risk Assessment - Offices and shops.



This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), which requires that a risk assessment be carried out.

Limitations of the Fire Risk Assessment:

The RR(FS)O places a burden of responsibility firmly on the head of a 'responsible person' with regard to the fire safety of the occupants of the premises to which they have been assigned. The responsible person is required to co-ordinate all fire safety related issues including the carrying out of a fire risk assessment and production of associated documentation. The responsible person may nominate a 'competent person' to assist in the implementation of any measures deemed necessary to ensure the fire safety of the occupants of the premises.

There are many factors that impact upon what may constitute adequate measures to assess the fire safety of the occupants. Storm Tempest Ltd are not the responsible person and are unable to determine, on behalf of the organisation, the steps it should or must take to comply with its duties under the RR(FS)O. The fire risk assessment will cover all of the areas within the property. We will also comment upon the areas surrounding the building.

This report is for the use of the party to whom it is addressed and should be used within the context of instruction under which it has been prepared.

Fire Risk Assessment Type Undertaken:

Type 1

Recommended Review Period:

The RR(FS)O does not stipulate the required review period for a particular building. It should also be borne in mind that this FRA may cease to be valid when a material alteration takes place, when a significant change occurs in the "given" factors that were taken into account when the FRA was carried out or a significant change in fire precautions occurs. We recommend a review of this type of building **annually**.

Recommended Renewal Period:

Not exceeding four years from the date of this fire risk assessment.

Areas / Locations Not Accessed / Inspected & Further Action Required:

We were able to access all areas including the majority of locked cupboards and a sample of ceiling voids. However, we were unable to access the external electrical cupboard and a locked room on the ground floor of the South Wing. In addition, we were unable to access the service voids beneath the floors.



We recommend that the client accesses these areas to identify any fire safety issues within.

Revisit Undertaken: No

Previous Recommendations: The client has supplied Storm Tempest with the previous Fire Risk Assessment for these premises. Should there be any recommendations previously identified which are still to be addressed, we will highlight these in Appendix 2.

Prioritisation of Recommendations: To assist in the development of a strategy and action plan for addressing recommendations in the fire risk assessment report, a priority rating is attached to each recommendation. The following is an explanation of each rating:

High Priority: Immediate action required to prevent risk to the health and safety of relevant persons.

Medium Priority: Planned action to improve fire safety within the premises.

Low Priority: Features that comply with current regulations but which the responsible person may consider upgrading.



## 2.0 THE PREMISES

2.1	Building Use:	Office
2.2	Occupancy Profile:	Administration
2.3	Building Location:	Coast House, Spectrum Business Park, Seaham, SR7 7TT
2.4	Property Designation:	Detached
2.5	Approx. Maximum No. of Occupants at Any One Time:	360
2.6	Approx. Maximum Nr. of Employees at Any One Time:	360
2.7	Staff / Occupant Ratio During Day:	NA
2.8	Staff / Occupant Ratio During Night:	NA
2.9	Number, Description & Location of any Non-Ambulant Occupants:	We have not been made aware of any non-ambulant occupants.
2.10	Any Other Comments:	None

### Occupants Especially at Risk From Fire

2.11	Sleeping Occupants:	None
2.12	Occupants in Remote Areas:	Occasional contractors
2.13	Location of Any Non-Ambulant Occupants:	NA



2.14	Young Persons:	Potential for young persons to be visiting the premises.	
2.15	No of Flats / Bedrooms:	NA	
2.16	Year Built:	Circa 2017	
2.17	No of Storeys:	3	
2.18	Approximate Floor Area of Each Storey (m <sup>2</sup> ):	Basement	0
		Lower Ground	0
		Ground	1540
		First	1540
		Second	1540
		Third	0
		Fourth	0
2.19	No. of Floors at Ground Level & Above:	3	
2.20	No. of Floors Entirely Below Ground Level:	None	
2.21	Floors on which Car Parking is Provided:	None	
2.22	Any Other Comments:	No	

### **Construction Details**

2.23	Construction:	Steel frame	
2.24	Roof Covering:	Metal Sheet	
2.25	Roof Structure:	Steel frame	
2.26	Roofline Material:	Metal	
2.27	Rainwater Goods:	Metal	
2.28	External Walls:	Blockwork inner leaf, insulated panel outer leaf	



2.29	External Wall Finishes:	Aluminium cladding
2.30	Are There any Existing Spandrel Panels:	No
2.31	Is a fire risk appraisal and assessment of Cladding / External Wall Construction Required:	Yes
2.32	Is Cladding Type Known to Pose a Major Hazard in The Event of a Fire:	Paternal for aluminium cladding with insulated infill materials to pose major hazard.
2.33	Are balconies constructed from combustible materials present:	NA
2.34	Windows:	UPVC triple glazed
2.35	External Doors:	Metal with glazing / metal without glazing
2.36	Internal Walls/Finish:	Plaster with assumed water based emulsion finish
2.37	Ground Floor:	Concrete
2.38	Upper Floors:	Concrete
2.39	Heating System:	Electrically powered heating system / electric panel heaters
2.40	No of Staircases:	Three
2.41	Passenger Lifts:	One
2.42	Fire Fighting Lifts:	None
2.43	No of Final Exits:	Three
2.44	Car Parking Facilities:	Car park to rear of building



2.45	Access for Fire & Rescue:	Fire service access to the front and side of the building and is in line with the requirements of Approved Document B.  We could not identify the location of the nearest fire hydrant.
2.46	Does Building Have Lightning Protection:	Yes
2.47	Any Other Comments:	None



### 3.0 FIRE HAZARDS

#### Sources of Fuel

The sources of fuel within the premises were assessed as follows:

- |     |   |  |
|-----|---|--|
| 3.1 | Electrical PVC insulation Throughout:                                 | Yes  |
| 3.2 | Timber construction materials (in particular, within the roof space): | No   |
| 3.3 | Typical Household Items Within Flats:                                 | NA   |
| 3.4 | Refuse Stored Within the Wheelie Bins:                                | Yes  |
| 3.5 | Gas Boilers / Supply:   | NA   |
| 3.6 | Escape Route:   | Vinyl / carpet floor coverings and furniture   |
| 3.7 | Dwellings:  | NA   |
| 3.8 | Sources of Oxygen:  | Natural airflow through doors and windows etc. There were no chemicals with oxidising agents noted within the property.  |
| 3.9 | Any Other Comments:   | We noted combustible items / sources of fuel stored within the ground floor electrical cupboard. We would recommend the items are removed and the client ensures such items are not stored within this area. |

We noted a high source of fuel load in the locked room located in the corner of the ground floor south wing office. The client should ensure that the fuel load in this area is appropriately assessed and managed to reduce fire risk.

The furniture we inspected had the correct fire safety labelling in place, indicating compliance with relevant fire resistance standards.



## Sources of Ignition

The sources of ignition within the premises were assessed as follows:

3.10	Fixed Electrical Wiring Installation – Communal Parts:	Yes
3.11	Fixed Electrical Wiring Installation – Dwellings:	NA
3.12	Heating Systems:	Electric heating system / electric panel heaters
3.13	Portable Heaters:	None
3.14	Portable Appliances:	Within the kitchen and office
3.15	Arson:	The risk of an arson attack is considered low. The rear entrance door was locked and requires a key fob for entry, refuse is stored away from the building to the side.
3.16	Hot Works:	There were no hot works taking place at the time of the assessment. The client should ensure that there are adequate procedures in place to control the risk associated with hot works.
3.17	Smoking:	Smoking is prohibited within the premises. No evidence of illicit smoking noted.
3.18	Cooking:	No cooking takes place. Microwave ovens are provided for staff to heat meals.
3.19	Housekeeping:	Satisfactory
3.20	Typical Household Items Within flats:	NA
3.21	Other Significant Sources / Process Hazards:	None



3.22 Any Other Comments:

We noted rechargeable batteries located within the north wing office. We would recommend that the batteries are charged and stored in a designated location that is well ventilated and away from combustible materials. The client should also consider a management procedure for the batteries including regular inspections for damage and safe disposal of defective units.

We noted petrol powered tools being stored within the shower room area on the South Wing first floor. The client should ensure all petrol-powered tools are stored appropriately within a secure designated, well-ventilated area designed for flammable materials, to ensure they are kept away from ignition sources, escape routes, and occupied spaces.

We noted electric car charging points located in the rear car park positioned close to the building's façade. The client should consider relocating the electric vehicle charging points to a safer distance from the building to reduce potential fire risk.

The designated smoking area is to north end of building which is clearly marked and equipped with appropriate waste disposal facilities. There was no evidence to suggest illicit smoking.



## 4.0 MEANS OF ESCAPE

4.1 The building and means of escape provision have been designed on the assumption that the stairwells, corridors, and lobbies remain sterile.

4.2 Internally: The building has south wing and north wing offices on the ground floor separated by a reception / lobby area. The offices on all 3 floors are an open plan layout with designated fire exits to the front and sides of the premises. The travel distances were assessed as being compliant with the Building Regulations Approved Document B.

At the time of our survey the escape routes were free from obstruction.

4.3 Externally: All exits discharge to open air on the ground floor.

4.4 External Escape Stairs: NA

4.5 Disabled Person Egress: It is the Responsible Person's duty to ensure suitable provision is made for disabled persons within the property to ensure that they can escape in the event of a fire. Provision should be made for any hearing-impaired residents to ensure that they can be alerted in the event of the fire alarm being activated.

PEEPs are currently not applicable in standard office environments, however a Person-Centered Fire Risk Assessment (PCFRA) may be appropriate, if a staff member has been identified as especially vulnerable and at risk from fire hazards in their property. It is recommended that the provider works with the identified vulnerable person or their representative to help to reduce risk from fire and where necessary involve other agencies.

4.6 Any Other Comments: Surface linings of walls and ceilings on any circulation spaces should meet the classifications B-s3, d2 as identified within approved document B of the building Regulations 2019. The internal walls throughout the means of escape are plaster finished with an assumed water based finish conforming to the above.

For the purposes of maintaining safe egress in the event of an emergency, the client should ensure that the main final exit door is regularly serviced and maintained to remain in full working order. The



door should not be physically locked or obstructed during periods of occupation, as it serves as a critical escape route in the event of an emergency.

Doors equipped with access control systems are fitted with emergency override break glass units to ensure safe and immediate egress in the event of an emergency.

There is artificial vegetation and wallpaper in the office spaces. The client should ensure they meet the classifications B-s3, d2 as identified within approved document B of the building Regulations 2019.



## 5.0 COMPARTMENTATION

### Fire Doors

5.1 The Regulatory Reform (Fire Safety) Order 2005 / Fire Safety Act 2021 makes it a legal requirement to ensure that fire resisting doors and escape doors are correctly installed and adequately maintained in order for them to be fit for purpose. BS9999 states that all fire doors should be inspected every six months. However, depending on the type of building the “responsible person” is required to influence the frequency of fire door inspections subject to their use. The responsible person should ensure an adequate routine for inspections and maintenance is in place and should be undertaken by a competent person.

5.2 Dwelling Doors: NA

5.3 Communal Doors: Within the building there are timber FD30 door sets with markings on top of the doors to confirm they are fire rated for 30 minutes. The doors are hung on 1½ pairs of fire rated hinges, fitted with intumescent strips and smoke seals rebated into the door frames and have overhead door closing devices. The doors have been fitted with the appropriate signage indicating ‘fire door keep shut’ or ‘fire door keep locked’ for cupboard doors. Some doors we noted had drop seals to the bottom of the door.

Although the assessment does not constitute a fire door inspection we inspected a sample of fire doors within the premises and noted the following defects:

- Excessive gaps over 4mm and loose intumescent strip to door set leading from the lobby to north wing office area
- Excessive gaps over 4mm to doors leading into the shower room area
- Excessive gaps over 4mm to locked cupboard door in south wing office area

We would recommend that the client arranges for the above highlighted defects to be remediated to ensure all doors meet the requirements of BS8214. All works should be undertaken by a third party accredited contractor.



We noted the fire doors to the server room on the first and second floor have a ventilation grilles installed to the bottom of the door and timber added to the base of the door leaf. The client should confirm that both the ventilation grilles and the timber material used at the base of the doors comply with the manufacturer's specifications and meet the requirements of BS 8214.

## **Ceilings / Walls / Floors**

5.4 Ceilings: No obvious breaches noted

5.5 Walls: Although the assessment does not constitute a compartmentation survey, we inspected a sample of the compartmentation above the ceiling void within the premises and noted the following defects:

- Small breach to the wall above the stairs in the lobby area
- Pipes penetrating the wall and ceiling above store cupboard in lobby area
- Breach to the wall above the double doorset leading from the north wing to the lobby area
- No compartmentation between the server room and the north wing office space
- Pipe penetrating the wall above locked store room in north wing office area
- Breaches to wall above server room on the first floor
- No compartmentation to the wall between the boiler room and means of escape area
- Cable breaches from the means of escape and the lift shaft on the second floor

We would recommend that the client arranges for a full compartmentation survey to be undertaken and all highlighted defects be remediated. All works should be undertaken by a third party accredited contractor to ensure all compartmentation meets the requirements of BS9999 to prevent the uncontrolled spread of smoke and fire.

5.6 Floors: No obvious breaches noted



5.7 Any Other Comments:

We could not confirm at the time of inspection if fire dampers are installed within the ductwork due to access limitations. We would recommend that the client reviews the mechanical installation records of the ductwork to check if dampers have been installed in accordance with BS 9999.



## 6.0 FIRE ALARM AND DETECTION SYSTEM

- 6.1 System Type - Common Parts: We noted automatic detection and warning within the means of escape and office space to a category L1 system supplemented with manual call points.
- 6.2 System Type – Dwellings: NA
- 6.3 Panel Location: The fire alarm panel is in the entrance lobby.
- 6.4 Zone Plan: Adjacent to panel.
- 6.5 Faults: None
- 6.6 Any Other Comments: We noted detection in the ceiling void on the ground and first floor, however there was none in the ceiling void on the second floor.

We noted there was no manual call point adjacent to the double doorset leading from the south wing office space to the means of escape. We would recommend a manual call point is installed in this area to allow for manual activation in the event of a fire. All works should be undertaken by a third party accredited contractor.



## 7.0 EMERGENCY LIGHTING

- 7.1 System Type: 3 hour, self-contained, non-maintained.
- 7.2 Internal Areas: Throughout means of escape
- 7.3 External Areas: Above final exit doors
- 7.4 Faults: We noted the following issues to the emergency lighting throughout the premises:
- Emergency light to the side of the building was not working at the time of assessment
  - Red LED to emergency lighting within the central stairwell on the first and second floor
  - No green light indicator to several emergency lights in the second floor office space
- The client should remediate the above highlighted defects. All works should be undertaken by a third party accredited contractor.
- 7.5 Any Other Comments: None



## 8.0 FIRE SAFETY SIGNS & NOTICES

8.1 All signage / instructions that are provided within the premises should be in a form that persons at risk can reasonably be expected to understand. Consideration should be given to those who have disabilities or conditions that may give rise to misunderstanding of the signage, and where required, be multi-lingual.

8.2 Fire Action Notices: Fire action notices are installed within the means of escape

8.3 Directional Signage: Throughout the means of escape.

8.4 Final Exits: Above final exit doors

8.5 Fire Door Signage: Fire doors are fitted with adequate signage

8.6 Smoking: No smoking signage installed within means of escape

8.7 External Exits: No signage, considered acceptable.

8.8 Assembly Point: Identified on fire action notices.

8.9 Any Other Comments: None



## 9.0 MANAGEMENT PROCEDURES

- |     |  |  |
|-----|--|--|
| 9.1 | Fire Loss Experience:  | We have not been advised of any fires or near misses at this premises.   |
| 9.2 | Do Permit to Work Systems Exist:   | There was no evidence of any permit to works in the building at the time of the assessment. A permit to work is appropriate in situations of high hazard/risk. The client should ensure that where necessary, there is a formal procedure confirming that a safe system of work is being followed. |
| 9.3 | Are Routine in-house Inspections of Fire Precautions Undertaken:               | No evidence of regular checks  |
| 9.4 | Is There a Suitably Located Premises Information Box Provided:                 | Not required   |
| 9.5 | Are There Procedures in Place To Keep The Premises Information Box Up To Date: | NA   |
| 9.6 | Any Other Comments:  | None   |

### Evacuation

- |      |  |   |
|------|--|---|
| 9.7  | Current Policy:                        | A full evacuation policy is in place  |
| 9.8  | Is Current Policy Considered Suitable: | Yes   |
| 9.9  | Personal Emergency Evacuation Plans:   | NA  |
| 9.10 | Occupant Communication:                | Fire Action notices on display within the means of escape   |
| 9.11 | Any Other Comments:                    | We noted that evacuation chairs had been removed from the premises. The client should ensure that suitable alternative provisions |



are in place to enable the safe evacuation of individuals requiring assistance, in the absence of evacuation chairs.

## **Training**

- 9.12 Staff: No records of staff training available. The client should ensure fire marshals are adequately trained and are present when the building is occupied to ensure an safe and effective evacuation can be facilitated.
- 9.13 Fire Drills: No records of regular fire drills available. The client should ensure fire drills are carried out to ensure all occupants are familiar with evacuation procedures.
- 9.14 Any Other Comments: None

## **Equipment / Equipment Maintenance**

- 9.15 Fire Alarm & Detection System: The Fire Alarm and Detection System (FADS) is required to be tested in accordance with BS5839 which requires weekly tests of the call points and six-monthly inspection and testing of the system by a competent contractor.
- There was no record on-site of the weekly testing or six-monthly servicing of the fire alarm system. The client should ensure that the fire alarm system is subject to servicing and testing in accordance with BS5839.
- 9.16 Emergency Lighting System: The emergency lighting is required to be tested and maintained in accordance with BS 5266 which requires monthly short duration tests and annual full discharge tests which should be detailed in a Fire Logbook.
- There was no record on-site of the monthly and annual testing of the emergency lighting system. The client should ensure that the emergency lighting system is subject to servicing and testing in accordance with BS5266.
- 9.17 Passenger Lifts: We noted a passenger lift located in the central staircase means of escape area. We were unable to confirm if the lift undergoes servicing every 2 months as part of routine maintenance and 6 monthly



inspections as required under the Lifting Operations and Lifting Equipment (LOLER) regulations, 1998. The client should confirm that the passenger lift is inspected and maintained in accordance with the regulatory requirements.

- 9.18 Fire Extinguishers: Serviced December 2024. However, we noted redundant fire extinguishers located within the ground floor electrical cupboard. We would recommend that the redundant fire extinguishers be removed from the electrical cupboard to avoid obstruction and ensure good fire safety housekeeping practices.
- 9.19 Fire Blankets: NA
- 9.20 Hose Reels: None provided
- 9.21 Fire Fighting Lifts: None provided
- 9.22 Heating System: We noted electric heater panels within the means of escape area. We could not confirm if the electric heating system is included within a maintenance regime. We would recommend that the client ensures all electrical heating appliances are maintained in accordance with manufacturers recommendations.
- 9.23 Laundry Equipment: NA
- 9.24 Evacuation Alert Systems: None provided
- 9.25 Automatic Exit Doors: None provided
- 9.26 Electric Hoists: None provided
- 9.27 Fixed Electrical Wiring Installation: All electrical installations are required to be tested regularly to the standards defined by the IET Wiring Regulations (BS 7671). The mains electrical supply and distribution installation and wiring (common areas and rented dwellings) should be tested at least every five years by a registered NICEIC contractor to satisfy compliance with the requirements of the Electricity at Work Regulations 1989 in addition to the IET Wiring Regulations BS7671:2018 18th edition.



The electrical supply equipment was inspected, confirming the date of the last test was the 07/01/23, valid for 5 years.

9.28 Portable Appliances: Regular testing of electrical appliances should be undertaken in accordance with the Electricity at Work Regulations 1989. A sample of labelling identified the electrical apparatus has been subject to PAT testing by a competent person across various dates including October 2020 / October 2024 / February 2025, in addition there was no evidence of PAT testing within the server room therefore not meeting the regulation requirements. We would recommend that the client ensures all electrical appliances are PAT tested in accordance with the Electricity at Work Regulations 1989.

9.29 Lightning Protection System: We were unable to confirm if the lightning protection system is inspected and maintained as required. The client should ensure that the lightning protection system undergoes regular inspection, testing, and maintenance by a competent contractor in accordance with BS EN 62305.

9.30 Any Other Comments: None

### **Logbook / Records**

9.31 Is a Fire Logbook Available on Site: There was no fire logbook available on site at the time of inspection. We would recommend that a fire logbook is held on site and all relevant servicing and maintenance records are contained within.

9.32 Is Logbook Fully Complete & Legible: NA

9.33 Any Other Comments: None

### **Security**

9.34 CCTV: Yes

9.35 Access Control: Doors fitted with electronic access control system.

9.36 Any Other Comments: We noted several cleaners cupboards throughout the premises were unlocked at the time of assessment. We would recommend the client



ensures all cupboards with 'Fire Door Keep Locked' signage are kept locked at all times.

**Cooperation & Communication**

- 9.37 Other Premises Occupiers: NA
- 9.38 Occupiers in Adjacent Premises: NA
- 9.39 Emergency Services: County Durham & Darlington Fire & Rescue Service.
- 9.40 Any Other Comments: None

**Fire Risk Assessor** Dave Stilling BSc (Hons) MCIOB, AssocRICS, CMaPS, FSIDip, AIFireE, DipFD, MIFSM.  
**Signed**

.....  
On Behalf of Storm Tempest Ltd

**Validator** Martin Turner BA(Hons), AIFireE, NEBOSH Fire  
**Signed**

.....  
On Behalf of Storm Tempest Ltd

**Date** 4<sup>th</sup> June 2025



**APPENDIX 1  
FIRE RISK ASSESSMENT**



## FIRE RISK ASSESSMENT

<b>Likelihood of fire occurring</b>	<b>Potential consequences of fire</b>		
	<b>Slight Harm</b>	<b>Moderate harm</b>	<b>Extreme harm</b>
<b>Low</b>	Trivial	Tolerable	Moderate
<b>Medium</b>	Tolerable	Moderate	Substantial
<b>High</b>	Moderate	Substantial	Intolerable

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

<b>Low</b>		<b>Medium</b>	<b>x</b>	<b>High</b>	
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- Low**                      Unusually low likelihood of fire as a result of negligible potential sources of ignition.
  
- Medium**                      Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
  
- High**                      Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

<b>Slight Harm</b>		<b>Moderate Harm</b>	<b>x</b>	<b>Extreme Harm</b>	
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In this context, a definition of the above terms is as follows:

- Slight Harm**                      Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
  
- Moderate Harm**                      Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
  
- Extreme Harm**                      Significant potential for serious injury or death of one or more occupants.

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

## Moderate Risk



**(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)**

<b>Risk level</b>	<b>Action</b>
<b>Trivial</b>	No action is required and no detailed records need be kept.
<b>Tolerable</b>	No major additional fire precautions required. However, there might be a need or reasonably practicable improvements that involve minor or limited cost.
<b>Moderate</b>	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period.</p> <p>Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.</p>
<b>Substantial</b>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
<b>Intolerable</b>	Premises (or relevant area) should not be occupied until the risk is reduced.



## **APPENDIX 2 ACTION PLAN**

**Note:**

Severity for each action identified as follows:

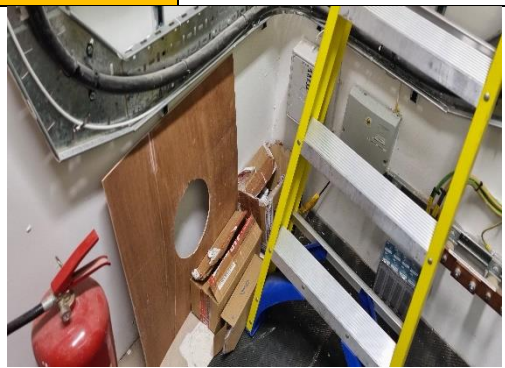
Red:	Extreme Harm
Orange:	Moderate Harm
Green:	Slight Harm




## Introduction

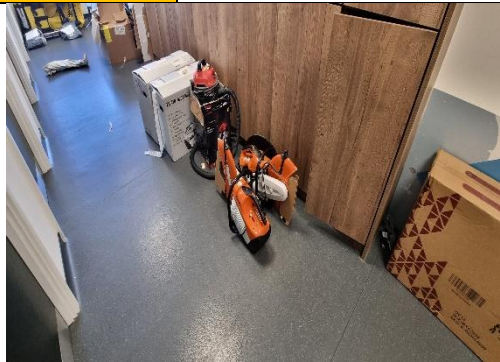
<b>MEDIUM</b>	<b>1</b>	
<b>No photo</b>		<p><b>Fire Risk Assessors Observations:</b></p> <p>We were unable to access the external electrical cupboard and a locked room on the ground floor of the South Wing. In addition, we were unable to access the services voids under the floors.</p>
<b>Date First Identified:</b>	23/05/25	<p><b>Recommended Action:</b></p> <p>We recommend that the client accesses these areas to identify any fire safety issues within.</p>
<b>Date of FRA:</b>	23/05/25	
<b>Rectify Within: (months)</b>	3	

## Fire Hazards

<b>MEDIUM</b>	<b>2</b>	
		<p><b>Fire Risk Assessors Observations:</b></p> <p>We noted combustible items / source of fuel stored within the ground floor electrical cupboard.</p>
<b>Date First Identified:</b>	23/05/25	<p><b>Recommended Action:</b></p> <p>We would recommend the items are removed and the client ensures such items are not stored within this area.</p>
<b>Date of FRA:</b>	23/05/25	
<b>Rectify Within: (months)</b>	3	





<b>MEDIUM</b>		<b>3</b>	
		<b>Fire Risk Assessors Observations:</b> We noted rechargeable batteries located within the north wing office.	
<b>Date First Identified:</b>	23/05/25	<b>Recommended Action:</b> We would recommend that the batteries are charged and stored in a designated location that is well ventilated and away from combustible materials. The client should also consider a management procedure for the batteries including regular inspections for damage and safe disposal of defective units.	
<b>Date of FRA:</b>	23/05/25		
<b>Rectify Within: (months)</b>	3		

<b>MEDIUM</b>		<b>4</b>	
		<b>Fire Risk Assessors Observations:</b> We noted petrol powered tools being stored within the shower room area on the South Wing first floor.	
<b>Date First Identified:</b>	23/05/25	<b>Recommended Action:</b> The client should ensure all petrol-powered tools are stored appropriately within a secure designated, well-ventilated area designed for flammable materials, to ensure they are kept away from ignition sources, escape routes, and occupied spaces.	
<b>Date of FRA:</b>	23/05/25		
<b>Rectify Within: (months)</b>	3		



## Compartmentation


<b>MEDIUM</b>	<b>5</b>	
		<p><b>Fire Risk Assessors Observations:</b></p> <p>Although the assessment does not constitute a fire door inspection we inspected a sample of fire doors within the premises and noted the following defects:</p> <ul style="list-style-type: none"> <li>➤ Excessive gaps over 4mm and loose intumescent strip to door set leading from the lobby to north wing office area</li> <li>➤ Excessive gaps over 4mm to doors leading into the shower room area</li> <li>➤ Excessive gaps over 4mm to locked cupboard door in south wing office area</li> </ul>
<b>Date First Identified:</b>	23/05/25	<p><b>Recommended Action:</b></p> <p>We would recommend that the client arranges for the above highlighted defects to be remediated to ensure all doors meet the requirements of BS8214. All works should be undertaken by a third party accredited contractor.</p>
<b>Date of FRA:</b>	23/05/25	
<b>Rectify Within: (months)</b>	3	

<b>MEDIUM</b>	<b>6</b>	
		<p><b>Fire Risk Assessors Observations:</b></p> <p>We noted the fire doors to the server room on the first and second floor have a ventilation grilles installed to the bottom of the door and timber added to the base of the door leaf.</p>
<b>Date First Identified:</b>	23/05/25	<p><b>Recommended Action:</b></p> <p>The client should confirm that both the ventilation grilles and the timber material used at the base of the doors comply with the manufacturer's specifications and meet the requirements of BS 8214.</p>
<b>Date of FRA:</b>	23/05/25	
<b>Rectify Within: (months)</b>	3	



<b>MEDIUM</b>		<b>7</b>	
			<p><b>Fire Risk Assessors Observations:</b></p> <p>Although the assessment does not constitute a compartmentation survey, we inspected a sample of the compartmentation above the ceiling void within the premises and noted the following defects:</p> <ul style="list-style-type: none"> <li>➤ Small breach to the wall above the stairs in the lobby area</li> <li>➤ Pipes penetrating the wall and ceiling above store cupboard in lobby area</li> <li>➤ Breach to the wall above the double doorset leading from the north wing to the lobby area</li> <li>➤ No compartmentation between the server room and the north wing office space</li> <li>➤ Pipe penetrating the wall above locked store room in north wing office area</li> <li>➤ Breaches to wall above server room on the first floor</li> <li>➤ No compartmentation to the wall between the boiler room and means of escape area</li> <li>➤ Cable breaches from the means of escape and the lift shaft on the second floor</li> </ul>
<b>Date First Identified:</b>		23/05/25	<p><b>Recommended Action:</b></p> <p>We would recommend that the client arranges for a full compartmentation survey to be undertaken and all highlighted defects be remediated. All works should be undertaken by a third party accredited contractor to ensure all compartmentation meets the requirements of BS9999 to prevent the uncontrolled spread of smoke and fire.</p>
<b>Date of FRA:</b>		23/05/25	
<b>Rectify Within: (months)</b>		3	




<b>MEDIUM</b>		<b>8</b>	
		<b>Fire Risk Assessors Observations:</b> We could not confirm at the time of inspection if fire dampers are installed within the ductwork due to access limitations.	
<b>Date First Identified:</b>	23/05/25	<b>Recommended Action:</b> We would recommend that the client reviews the mechanical installation records of the ductwork to check if dampers have been installed in accordance with BS 9999.	
<b>Date of FRA:</b>	23/05/25		
<b>Rectify Within: (months)</b>	3		

#### Fire Alarm & Detection System

<b>LOW</b>		<b>9</b>	
<p style="text-align: center;"><b>No photo</b></p>		<b>Fire Risk Assessors Observations:</b> We noted there was no manual call point adjacent to the double doorset leading from the south wing office space to the means of escape.	
<b>Date First Identified:</b>	23/05/25	<b>Recommended Action:</b> We would recommend a manual call point is installed in this area to allow for manual activation in the event of a fire. All works should be undertaken by a third party accredited contractor.	
<b>Date of FRA:</b>	23/05/25		
<b>Rectify Within: (months)</b>	6		



### Emergency Lighting

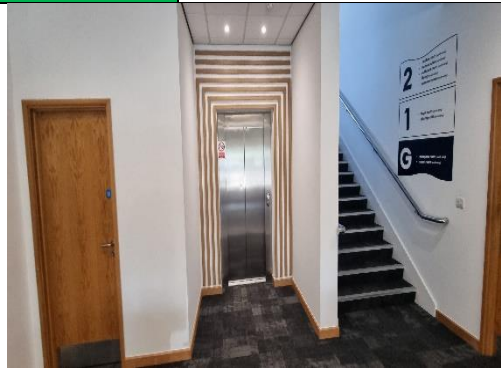
<b>LOW</b>	<b>10</b>	
		<p><b>Fire Risk Assessors Observations:</b></p> <p>We noted the following issues to the emergency lighting throughout the premises:</p> <ul style="list-style-type: none"> <li>➤ Emergency light to the side of the building was not working at the time of assessment</li> <li>➤ Red LED to emergency lighting within the central stairwell on the first and second floor</li> <li>➤ No green light indicator to several emergency lights in the second floor office space</li> </ul>
<b>Date First Identified:</b>	23/05/25	<p><b>Recommended Action:</b></p> <p>The client should remediate the above highlighted defects. All works should be undertaken by a third party accredited contractor.</p>
<b>Date of FRA:</b>	23/05/25	
<b>Rectify Within: (months)</b>	6	

### Management Procedures

<b>LOW</b>	<b>11</b>	
<p><b>No photo</b></p>		<p><b>Fire Risk Assessors Observations:</b></p> <p>There was no record on-site of the weekly testing or six-monthly servicing of the fire alarm system.</p>
<b>Date First Identified:</b>	23/05/25	<p><b>Recommended Action:</b></p> <p>The client should ensure that the fire alarm system is subject to servicing and testing in accordance with BS5839.</p>
<b>Date of FRA:</b>	23/05/25	
<b>Rectify Within: (months)</b>	6	




<b>LOW</b>	<b>12</b>	
<b>No photo</b>		<p><b>Fire Risk Assessors Observations:</b></p> <p>There was no record on-site of the monthly and annual testing of the emergency lighting system.</p>
<b>Date First Identified:</b>	23/05/25	<p><b>Recommended Action:</b></p> <p>The client should ensure that the emergency lighting system is subject to servicing and testing in accordance with BS5266.</p>
<b>Date of FRA:</b>	23/05/25	
<b>Rectify Within: (months)</b>	6	

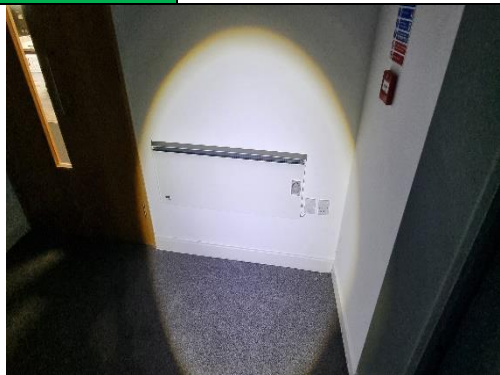
<b>LOW</b>	<b>13</b>	
		<p><b>Fire Risk Assessors Observations:</b></p> <p>We noted a passenger lift located in the central staircase means of escape area. We were unable to confirm if the lift undergoes servicing every 2 months as part of routine maintenance and 6 monthly inspections as required under the Lifting Operations and Lifting Equipment (LOLER) regulations, 1998.</p>
<b>Date First Identified:</b>	23/05/25	<p><b>Recommended Action:</b></p> <p>The client should confirm that the passenger lift is inspected and maintained in accordance with the regulatory requirements.</p>
<b>Date of FRA:</b>	23/05/25	
<b>Rectify Within: (months)</b>	6	




<b>LOW</b>	<b>14</b>	
<b>No photo</b>		<p><b>Fire Risk Assessors Observations:</b></p> <p>No records of staff training available.</p>
<b>Date First Identified:</b>	23/05/25	<p><b>Recommended Action:</b></p> <p>The client should ensure fire marshals are adequately trained and are present when the building is occupied to ensure an safe and effective evacuation can be facilitated.</p>
<b>Date of FRA:</b>	23/05/25	
<b>Rectify Within: (months)</b>	6	


<b>LOW</b>	<b>15</b>	
		<p><b>Fire Risk Assessors Observations:</b></p> <p>We noted redundant fire extinguishers located within the ground floor electrical cupboard.</p>
<b>Date First Identified:</b>	23/05/25	<p><b>Recommended Action:</b></p> <p>We would recommend that the redundant fire extinguishers be removed from the electrical cupboard to avoid obstruction and ensure good fire safety housekeeping practices.</p>
<b>Date of FRA:</b>	23/05/25	
<b>Rectify Within: (months)</b>	6	



<b>LOW</b>		<b>16</b>	
		<b>Fire Risk Assessors Observations:</b> We noted electric heater panels within the means of escape area. We could not confirm if the electric heating system is included within a maintenance regime.	
		<b>Recommended Action:</b> We would recommend that the client ensures all electrical heating appliances are maintained in accordance with manufacturers recommendations.	
<b>Date First Identified:</b>		23/05/25	
<b>Date of FRA:</b>		23/05/25	
<b>Rectify Within: (months)</b>		6	

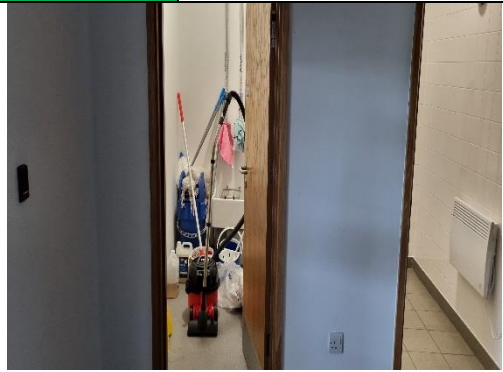
<b>LOW</b>		<b>17</b>	
		<b>Fire Risk Assessors Observations:</b> Regular testing of electrical appliances should be undertaken in accordance with the Electricity at Work Regulations 1989. A sample of labelling identified the electrical apparatus has been subject to PAT testing by a competent person across various dates including October 2020 / October 2024 / February 2025, in addition there was no evidence of PAT testing within the server room therefore not meeting the regulation requirements.	
		<b>Recommended Action:</b> We would recommend that the client ensures all electrical appliances are PAT tested in accordance with the Electricity at Work Regulations 1989.	
<b>Date First Identified:</b>		23/05/25	
<b>Date of FRA:</b>		23/05/25	
<b>Rectify Within: (months)</b>		6	



<b>LOW</b>	<b>18</b>	
		<p><b>Fire Risk Assessors Observations:</b></p> <p>We were unable to confirm if the lightning protection system is inspected and maintained as required.</p>
<b>Date First Identified:</b>	23/05/25	<p><b>Recommended Action:</b></p> <p>The client should ensure that the lightning protection system undergoes regular inspection, testing, and maintenance by a competent contractor in accordance with BS EN 62305.</p>
<b>Date of FRA:</b>	23/05/25	
<b>Rectify Within: (months)</b>	6	

<b>LOW</b>	<b>19</b>	
<p><b>No photo</b></p>		<p><b>Fire Risk Assessors Observations:</b></p> <p>There was no fire logbook available on site at the time of inspection.</p>
<b>Date First Identified:</b>	23/05/25	<p><b>Recommended Action:</b></p> <p>We would recommend that a fire logbook is held on site and all relevant servicing and maintenance records are contained within.</p>
<b>Date of FRA:</b>	23/05/25	
<b>Rectify Within: (months)</b>	6	



<b>LOW</b>	<b>20</b>	
		<b>Fire Risk Assessors Observations:</b> We noted several cleaners cupboards throughout the premises were unlocked at the time of assessment.
<b>Date First Identified:</b>	23/05/25	<b>Recommended Action:</b> We would recommend the client ensures all cupboards with 'Fire Door Keep Locked' signage are kept locked at all times.
<b>Date of FRA:</b>	23/05/25	
<b>Rectify Within: (months)</b>	6	