

Fire Risk Assessment

**Royal Mail House,
Terminus Terrace,
Southampton,
Hampshire,
SO14 3FD**

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Client: Landene PLC

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Section 1

Introduction:

Royal Mail House is a four storey multi-occupancy building with office usage on the first floor upwards, with a restaurant on the ground floor of approximately 50% area of the ground floor and the remaining ground floor space is a mixture of office usage.

The construction of the building has not physically changed from its original status, thus we assume that resistance to fire, in terms of structure and fabric is likely to perform poorly in the event of uncontrolled ignition.

Any fire certificates issued under the Fire Precautions Act 1971 have now ceased to have any effect; the Regulatory Reform (Fire Safety) Order 2005 came into force on 1st October 2006. The legislation requires a responsible person in the workforce to assess the fire risk and such as this demise being a multi-occupancy building all must take reasonable steps to co-operate and co-ordinate with each other.

A fire risk assessment is an organised and methodical look at the premises, the activities carried out with relation to the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

1. To identify the fire hazards.
2. To reduce the risks of those hazards causing harm to as low as reasonably possible
3. To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.

The likelihood of fire occurring in an uncontrolled ignition situation is slightly higher than the norm when measured against current building regulations and practices. The age and material used during construction contributes extensive use of timber in floors, staircases, roof and this dictates that if fire is established it's likely to spread quite rapidly.

With the exception of the restaurant which has recently been refurbished, the perceived difficulties in improvements, the age of the building, its planning heritage listing and costly upgrading works, emphasis is placed on the prevention of fire and the safe and effective evacuation of the occupants should a fire occur within the building. Therefore, attention has been paid to the detection of fire, warning and the provision of adequate means of escape.

Section 2

The Responsible Person:

As previously discussed the fire risk assessment has now been shifted away from the fire officer and the respective fire certificate, thus a responsible person must be designated for each building. This person will be the employer or the employees who occupy the building as their place of work or the owner / landlord of the building.

Since Royal Mail House is a multi-occupancy building the responsibility will predominately become shared. The Landlord does not employ the occupants; many of who are employers of people should accept their responsibility for the prevention and education for minimising fire risk. Occupants should cooperate with the landlord in his role as the person responsible for the assessment of fire risk and any actions that are deemed necessary. For instance, ensure that any flammable rubbish and waste does not remain in the building longer than necessary and ensure that the no-smoking policy is adhered to.

If you are the responsible person you must carry out a fire risk assessment, which must focus on the safety in case of fire of all relevant persons. It should pay particular attention to those at special risk, such as disabled people, young people and those you know have special needs. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take.

There are some fire safety duties that need to be addressed by the designated responsible person as highlighted for reference below:

- Appoint one or more competent persons, depending on the size and use of your premises, to carry out any of the preventive and protective measures required by the Order.
- Provide employees with clear and relevant information on the risks to them identified by the risk assessment, about the measures you have taken to prevent fires and how such measures protect if fire breaks out.
- Consult employees of particular roles in connection with fire safety and any proposals for improving the preventative measures.
- Before employing a child, provide a parent with clear and relevant information on respective risks.
- Any non-employees such as temporary workers or contractors must be made aware of all risks and fire procedures for the premises.
- Co-operate with other responsible persons or landlord within the building and advise of any significant risks found that might affect all third parties.
- Consider the presence of any dangerous substances and detail any risk this presents to any relevant persons from fire.
- Establish a means of contacting the emergency services and provide them with any relevant information about any dangerous substances.
- Provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your

workplace, when they start working for you, and from time to time during throughout the period of employment.

- Ensure that the premises and any fire fighting equipment, fire detection and warning or emergency signage is adequately maintained and serviced regularly.
- Employees must co-operate with you to ensure the workplace is safe from fire and its effects and must consider other 'colleagues' welfare.

The above examples outline some of the main requirements of the Order; nonetheless the list is not exhaustive.

Section 3

Identifying The Fire Hazards:

For a fire to start there are three elements that are required:

1. A source of ignition
2. Fuel
3. Oxygen

If any of the above are not present then a fire cannot start, thus emphasis should be to ensure that measures are carried out to avoid the three coming together at any one time.

Identifying Sources of Ignition

Identifying potential ignition sources by looking at possible sources of heat, which could get hot enough to ignite material found in the premises, such sources within Spread Eagle Court could include:

- The building is used as offices, generally speaking. Thus, large quantities of paper are brought into the space and most is subsequently removed. This paper (fuel) becomes more flammable as it is used. Waste paper is more likely to ignite easily, whereas stored wrapped paper is initially in a safer condition.
- Computer equipment, associated wiring and other office equipment may, if in hazardous condition, generate enough heat to promote ignition to attached components.
- Smokers' materials e.g. cigarettes, matches and lighters. We should all cooperate to ensure a no smoking policy is maintained within the building.
- Naked flames such as candles or gas equipment whether decorative or task specific must be monitored vigorously. We recommend that such use within these premises should cease unless there is a work specific requirement. The Landlord must be informed thereof, whereby authorisation will be required with amendments to the fire risk assessment in correlation thereto.
- Electrical, gas or oil fired heaters, fixed or portable, regular maintenance and specific testing of electrical equipment should be carried out including any boiler gas certificates. With respect to the portable heaters and after a request from our insurers they must be prohibited. They are extremely dangerous and high risk.
- Actions by occupants, such as cooking within any of the kitchenette areas may produce an unacceptable heat hazard-giving rise to ignition.
- Lighting equipment, e.g. halogen lamps or display lighting being housed too close to combustible materials.
- Hot surfaces and obstructions of equipment ventilation, e.g. office equipment.

Identify Sources of Fuel

Anything that burns is fuel, thus we need to become aware of all elements that will burn reasonably easily and are of enough quantity to provide fuel for a fire or cause it to spread to another fuel source. With respect to Spread Eagle Court the most common fuels to be found in offices and restaurants are:

- Flammable-liquid-based products, such as paints, varnishes, thinners and adhesives;
- Flammable liquids and solvents, such as white spirit, methylated spirit, cooking oils and disposable cigarette lighters;
- Flammable chemicals, such as certain cleaning products, photocopier chemicals and dry cleaning that uses hydrocarbon solvents;
- Packaging materials, stationery, advertising materials and decorations.
- Plastics and rubber, such as video tapes, polyurethane foam-filled furniture and polystyrene-based display material;
- Textiles and soft furnishings, such as hanging curtains and clothing displays;
- Waste products, particularly finely divided items such as shredded paper and wood shavings, off cuts, and dust. Also flammable gases such as liquefied petroleum gas;
- Being of mainly office usage the majority of the waste generated will be papery in nature thus should be disposed off out of the building as soon as possible. Try not to allow such waste to stockpile.

The above list is not exhaustive and other factors should be considered such as the materials used to line walls and ceilings. Also particular floor finishes may all contribute to the spread of fire.

Identify Sources of Oxygen

The main source of oxygen for a fire is in the air around us. Natural airflow through doors, windows and other openings will contribute to the oxygen flow. This particular building with individual suites we must all co-operate with each other to ensure that all fire doors are kept shut within the communal areas including all related external windows. Also the individual tenants to contribute the same respect within their work areas.

Risk of Fire Occurring

We have discussed the three elements required to create fire and detailed various ways to minimise risk. The chances of a fire starting will be low if the premises have few ignition sources and combustible materials. However the main risk of a fire starting are detailed below:

- Accidentally, such as when smoking materials are not properly extinguished or when lighting displays are knocked over;
- By act or omission, such as when electrical office equipment is not properly maintained, or when waste packaging is allowed to accumulate near to a heat source;

- Deliberately, such as an arson attack involving setting fire to external rubbish bins placed too close to the building.

We all need to co-operate to ensure that the no smoking policy within the building is maintained with possible improvements e.g. signage informing any public entrees about the non-smoking policy.

All tenants and the landlord should ensure that all rubbish/debris is not left in any of the communal hallways and the external bin store areas are regularly cleared to minimise risk with respect to arson.

Section 4

The Risk to People:

Should a fire start anywhere in the premises we need to determine the risk to the occupants and general public as previously detailed within the report. Most importantly we need to assess the possible spread of fire throughout various locations within the building.

Before we evaluate the risk to people, we must fully understand the different way fire can spread within a building, are summarised below:

Convection;

Fire spread by convection is the most dangerous and causes the largest number of injuries and deaths. When fires start in enclosed spaces such as buildings, the smoke rising from the fire gets trapped by the ceiling and then spreads in all directions to form an ever-deepening layer over the entire room space. The smoke will pass through any holes or gaps in the walls, ceiling and floor into other parts of the building. The heat from fire gets trapped in the building and temperatures begin to rise.

Conduction;

Some materials, such as metal shutters and ducting, can absorb heat and transmit it to the next room where it can set fire to combustible items that are in contact with the heated material.

Radiation;

Radiation heats the air in the same way as an electric heater would heat a room. Any material close to the source of heat will start to smoulder and then burn.

When the fire is established its smoke contains toxic gases which are harmful with the added jeopardy of obscured vision, difficulty of breathing and blocking of escape routes. To this end means of escape and other fire precautions are adequate to ensure that everyone can make their escape to safety before the fire take greater control.

In evaluating the risk to people we need to consider various situations, which could occur within Royal Mail House before suggesting possible methods of reducing the fire risk:

- Fire starting on the lower floors will produce smoke and could subsequently block escape routes of the floors above.
- A fire established within an unoccupied space may become unnoticed reducing possible escape if next to emergency route.
- Fire and smoke spread through lift shaft, service ducts or poorly maintained structures.

- A fire started within a service room or cleaners' cupboard may have toxic or explosive material.
- Fire and smoke spread through a building due to poor installation of fire precautions, in particular incorrect doors or wall partitions, disregarding fire regulations.
- Fire and smoke spread through the building because poorly fitted fire doors or them being wedged open.

Recommendations on how to reduce the risk:

Now that we have determined the main causes of a fire starting and identified the hazards we should evaluate ways of how to remove or at the very least reduce such hazards with relation to sources of oxygen, sources of ignition and sources of fuel.

Remove or reduce sources of ignition:

- Ensure that there are no naked flames or radiant heaters within the building. Heat should only be provided with the supplied night storage heaters or fixed convection heaters.
- Separate ignition hazards from combustibles.
- Maintain the no smoking policy
- Ensure that all electrical, mechanical and gas equipment is regularly maintained and serviced in accordance with manufacturers recommendations and legislative certification.
- Take precautions to avoid risk from arson.
- The Landlord will endeavour to carry out formal inspection and testing of the electrical installation at Royal Mail House
- The Landlord will ensure that the newly installed L2 Fire Detection System is maintained and inspected by a competent service engineer annually and weekly fire tests will be carried out every Thursday @ 10.30am.
- The Landlord will ensure that all fire fighting equipment checked on a weekly basis and serviced by a competent service engineer annually in accordance with statutory requirements.
- The Landlord will ensure that all emergency lighting equipment is checked on a weekly basis and serviced by a competent service engineer annually in accordance with statutory requirements.
- Written notices advising levels of responsibility and prohibition notices of any hot work activities.
- Regular inspections of the tenants and communal areas.
- Fixed notices in appropriate areas.

Remove or reduce sources of fuel:

- We must co-operate to reduce the stock of flammable materials and ensure adequate storage separation.
- If possible remove or treat areas of combustible floor, wall and ceiling linings such as carpet tiles or polystyrene to reduce the spread of flame across the surface.

- Develop system ensuring debris and waste paper material is not allowed to stockpile with the envelope of the structure before disposal.
- Ensure that areas of storage are protected from arson attack.
- Good housekeeping will lower the chances of a fire starting whether deliberate or accidental.
- All storage and communal areas should be monitored regularly.

Remove or reduce sources of oxygen:

- We must co-operate to ensure that all doors, windows and other openings with respect to ventilation are closed when not required and a policy to instruct closure after working hours.
- Ditto any ventilation systems.
- Do not store any oxidising materials near or with any heat source or flammable material.
- All fire doors should be fit for purpose and not be wedged open.

Section 5

Fire detection and Warning System:

A minimum standard of design illustrated in the BS 5839 Part 1 as a category M system; this could be described as a manual system whereby physical action by a person is required to raise the alarm

A higher standard of design is a category L1 system. This can be described as an automatic detection system. All areas will be covered by smoke and heat detectors including a manual system as previously discussed.

Royal Mail House has unoccupied areas with common corridors and circulation space as a multi-occupied premises, in which a fire could take hold and develop to the extent that escape routes could be affected. Before the fire is detected an automatic fire detecting system would be advisable and necessary bearing in mind the nature of use.

Previously Royal Mail House had the better part of a category M system, subsequently it was noted that during the inspection and with knowledge of alarm situations arising, the basic Category M system was inadequate; findings and recommendations as detailed below:

- It was noted that when the sounders (which are bells) are activated, some areas of the building do not receive an audible sound to alert occupants that a fire situation may have arisen. For instance, the sounders are barely audible in suite 15 on the 3rd floor, and also in rooms 20 & 21 on the 2nd floor.
- Consideration was made to the fact that a manual system (Category M) relies upon somebody taking action to trigger the fire alarm sounders. To this end, firm and clear instructions to each and every occupant should be displayed in each tenancy. During a previous alarm situation, it was noted that, perhaps, only 60% of occupants / tenants of Royal Mail House knew what they should do, or be doing.
- When the alarm is activated the noise emission from the sounders should equal 65dB. A walk-through test is recommended with a sound level meter ensuring compliance.
- Taking into account the occupancy, an assessment of the benefit derived by the installation of an automatic system, previously described BS 5839 Category L1, would be worthwhile.

After due consideration of the above and recent visits from the Fire and Rescue Service the decision was made to update the fire detection system to a L2 system whereby we have extended the existing automatic fire detection system with additional smoke sensitive detectors sited to cover all internal escape stairs and corridors that serve the stairs to BS 5839 Part 1, and extend to cover all office accommodation that opens directly onto the main central stair inclusive of the basement.

With this new system installed and operational we must not lose sight of the ongoing responsibilities thereto:

- The fire alarm test should be carried out in accordance with the manufacture's recommendations and the current British Standards. **IT IS IMPORTANT THAT ANY TESTING OF THE FIRE ALARM SHOULD NOT RESULT IN A FALSE SIGNAL OF FIRE.**
- **DAILY** – Inspect the panel for normal operations of the system. Where provided, check that the monitoring centre is functioning correctly.
- **WEEKLY TEST BY USER** – Carry out a test and examination to ensure that the system is capable of operation under alarm conditions: - Operate a manual call point at approximately the same time each week using a different call point for each successive test. Test agreed 10.30 every Thursday.
- **QUARTERLY INSPECTION OF BATTERIES** – Batteries and their connections should be examined by a person who is competent in battery maintenance. Electrolyte levels should be checked and topped up as necessary.
- **PERIODIC INSPECTIONS AND TESTS BY A FIRE ALARM ENGINEER** – These should be carried out by a competent person, e.g. a fire alarm engineer. Requirements for these inspections and tests will depend upon the type and design of the system. Canon Fire Protection have been granted the maintenance and service contract which should be 6 monthly.
- **FIRE DETECTORS** – Carry out a regular visual inspection of each detector to check for damage, excessive accumulation of dirt, heavy deposits of paint and other conditions likely to interfere with correct operations. Each detector should be checked and tested for correct operation and sensitivity in accordance with the manufacturer's instructions and the current British Standard.
- Call points are now an updated version; we will carry out a regular visual inspection of each detector to check for damage, excessive accumulation of dirt, heavy deposits of paint and other conditions likely to interfere with correct operations. All weekly tests should be to a different call-point and numbered on the plan which should correspond on the log book also.
- **MEASURES TO REDUCE UNWANTED ALARMS** – False alarms will not only disrupt business operations but may also contribute to death or injury should Fire and Rescue Service resources be deployed answering false alarms when they should be attending incidents where life and property is in danger. To reduce the probability of false alarms on systems incorporating automatic fire detectors it is very important that a suitable system of testing and maintenance is in place. The cause of any false alarm should be properly investigated with measures being taken to avoid a repetition.
- A log book should be kept by the appointed person recording dates of alarm signals, fault signals, tests and maintenance visits should include such records and be kept secure within the building.
- In correlation to the new system safety drills should be carried out at periodic intervals appropriate to the nature of the risk. (a minimum of one safety drill each year is recommended). All employees must evacuate the premises regardless of seniority or commitments.

Section 6

Means of Escape, Emergency Lighting, Signage and General Management Procedures:

Once a fire has established, been detected or a warning system activated, everyone in the premises should be able to escape the building unaided to a safe area. Escape routes should be designed to ensure that any person confronted by a fire anywhere in the building should be able to redirect their route from the danger with relative ease with a high degree of safety.

Before we determine the adequacy of the escape routes we should all consider a number of factors, including;

1. The type and number of people using the premises;
2. Escape times;
3. The age and construction of the premises;
4. The number and complexity of escape routes and exits;
5. The use of phased or delayed alarm evacuation;
6. Assisted means of escape/personal evacuation plans.

There are three routes to exit the building from any chosen floor level above first floor level:

1. The main staircase, located centrally within the building to first floor level only.
2. A route from the right wing, which exits onto North Gate Street.
3. A route from the left wing, which exits into the internal courtyard and bin storage area.

The ground floor demises comprise a restaurant with four routes of escape and two office units, one of which has two means of escape and Britannia with one route through their respective front entrance door which is within the British Standard requirements.

An assessment of each route to a place of safety should be carried out, the access or egress and its associated corridors from all parts of the building may be considered adequate. The integrity premises appear to be sound with the exception of the following points of which were highlighted through the previous risk assessment and recommendation highlighted during the Fire Officer's Visit:

- Some of the fire resisting self-closing doors are not closing effectively. All such doors must close against their doorstops engaging the latching mechanism so as to provide an effective smoke seal. Particular attention to the door at the head of the basement and on the door at the base of the stair to the basement.

- All fire resisting self-closing fire doors must be provided with a sign “Fire Door – Keep Shut”. The signs must be placed on both faces of the door at eye level.
- Provide a ‘Fire door – Keep Locked’ sign to the door entering the top stairwell to the basement.
- Provide a ‘Fire Escape – Keep Clear’ notice on the external face of the final exit from the stair that contains the entrance to the basement.
- Provide a ‘Push Bar to Open’ notice having 50mm high white lettering on a green background directly above the push bar fitted to the emergency exit door to the front of the building.
- Provide a suitable conspicuous notice indicating the method of operation to open the emergency exit doors fitted with security devices that serve the rear external escape staircase.
- Provide staff fire procedure notices giving clear instructions on the actions to be taken by staff in the event of a fire adjacent to a call points.
- Undertake a review of the existing fire risk assessment and identify those risks to whom any ‘relevant person’ may be exposed, and in particular suitable warning arrangements, emergency lighting arrangements and providing an adequate means of escape from the premises.
- Means of escape should include emergency lighting in accordance with BS 5266. It would appear that there are no emergency lights over, or adjacent to, the main staircase at any floor level – In view of the dark floor covering and no colour contrasting nosings to any of the 59 steps, a higher risk is perceived should, perhaps, 90 occupants of the 3 upper floors of the building decide they should exit the premises rapidly. In an emergency situation, the risk of slips, trips and falls is higher, particularly if the power supply has been interrupted during hours of darkness. It was recommended that emergency lighting, to comply with BS 5266, is provided at each landing level to the stairwell. The emergency lighting should be sustainable for at least 60 minutes, and be regularly tested and maintained.
- Provide an emergency escape lighting system conforming to British Standards 5266-1 throughout the premises. The system must be capable of providing the necessary level of illumination for a period of at least one hour immediately upon failure of the relevant local lighting sub-circuits.
- Ensure the emergency lighting system is tested in accordance with British Standard 5266-8, including a monthly function test by simulation of a failure of the supply to the normal lighting for a period sufficient to ensure that each lamp is illuminated, and brought, if necessary, into an efficient state and efficient working order.
- Ensure effective arrangements are made and effected for the following preventative and protective measures. A fire safety policy statement should be in place appropriate for the building, configuration, location, occupation and use detailing:
 - A safety management structure.
 - Continuing control and audit procedures for fire safety provisions
 - Actions to be taken in an emergency.
 - Fire drills
 - Planned maintenance procedures
 - Staff training.

- Persons on the third floor to the left of the main stair are unable to evacuate the premises as quickly and as safely as possible, in that a fire in the second floor office accommodation to the left of the main stair would have the potential to prevent persons on the third floor escaping as quickly and safely as possible by trapping them on the third floor – Therefore, provide a 30 minute fire resisting partition extending from the true floor slab above to enclose a protected route from the exit of the stair on the second floor that forms part of the alternative escape route from the third floor, to the final exit serving the external fire escape stair.
- Ensure that the corridor ceiling in the basement and the underside of the stair viewed from the basement is lined on the upper-most side with fire resisting materials having a minimum fire resistance of sixty minutes.
- Ensure all construction and doors enclosing the main stair are to a 30 minute fire resisting standard. All such walls or screens should extend through the ceiling void and be sealed to the floor slab above to an imperforate standard.
- Ensure the emergency exit doors that open onto the rear external fire escape stairs are fitted with a fastening of a type that will enable them to be easily and immediately opened from the inside without the use of a key.
- Provide fire exit signs conforming to the Health and Safety (safety signs and signals) Regulations 1996 and British Standard 5499-4, above the doors that give access to the central stair on the internal face and remove those signs on the external face of the doors.
- Provide intermediate fire exit signs conforming to the health and safety (safety signs and signals) Regulations 1996, British Standard 5499-4, and incorporating a directional arrow to indicate the alternative direction of travel in the Compass Suite outside room 12.
- Establish a procedure for undertaking appropriate safety drills at regular intervals.
- Provide employees with comprehensive and relevant information on risks to them identified by the risk assessment and the preventative and protective measures.

Signs must be used, where necessary, to help people identify escape routes, find fire-fighting equipment and emergency fire telephones. Their signs are required under Health & Safety (Safety Signs & Signage) Regulations 1996 and must comply with the provision of those regulations.

Notices must be used, where necessary to provide the following:

- Instructions on how to use any fire safety equipment.
- The action to be taken in the event of fire.
- Help for the fire and rescue service.

All signs and notices should be positioned so that they can be easily seen and understood. It is noted that the fire exit signage and notices can be improved within Royal Mail House, some of the signs themselves are not to the current regulations and quantity and locations need to be improved.

With respect to the above highlighted improvements and recommendations Landene PLC have now completed the scope of improvements with the emergency escape strategy being updated providing a better and more satisfactory compromise than the previous measures.

With the new improvements and systems in place mitigation the previous underperformance related points above we must continue to manage together the risk and responsibilities of all parties within the premises. In accordance thereto please find below a non exhaustive list of notes which require ongoing attention and review which should be assessed with this document and your own fire risk assessment specific to the position of your suite:

- Means of escape:
 - Specific Note – Exit route to external steel staircase (located at the North end of the building) – This means of escape is considered less than adequate, dependent upon which of the upper floors requires rapid evacuation. Only a reasonably fit person would manage to climb out unaided onto the stairs from the 2nd Floor location and if any less able personnel must be made aware and assistance measures must be provide as necessary.
 - How fire hazards are controlled within the area/room/floor. As above.
 - The need to control and monitor the number of occupants. Approx 100 personnel at full occupancy.
 - The number of occupants in the area/room/floor and their familiarity with the premises? Tenant specific.
 - The likely spread of fire. As detailed above.
 - The time it would probably take to escape? 2-3 minutes.
 - In the event of a fire can all persons safely evacuate the premises after taking into account the fire risks in the area? Yes, just note first point.
 - Travel distances. How far the nearest exist. No more than 20 meters.
 - Definition and number of escape routes easily identified and available at all times? See plan.
 - Number and widths of exits. Sufficient to evacuate all occupants quickly and easily? See plan.
 - Inner rooms situations. Is there exit only available through another room? Tenant specific.
 - Corridors. Do they need to be protected by fire resisting walls and doors? Already protected.
 - Dead-end corridors; is there only one way out? Tenant specific.
 - Door openings and door fastenings. Can doors be opened easily without the use of the key? Yes updated.
 - Do all escape routes lead to a place of safety? Yes see plan.
 - Housekeeping. Is there storage of combustible or obstructions in escape routes? Ongoing management.
 - Sufficient number of stairways. Yes.
 - Provisions for people with disabilities. Deaf, blind, mobility issues again refer to the first point.
- Fire safety signs and notices:
 - Do all fire signs comply with the current standard? Yes, updated.
 - Are there sufficient fire exit signs on the escape route? Yes, updated

- Are internal fire resisting doors indicated with “Fire Door – Keep Shut” notices? Yes.
- Are internal fire resisting doors to cupboards indicated with “Fire Door – Keep Locked Shut” signs? Yes.
- Where necessary are fire exit doors marked with “Fire Exit – Keep Clear” notices? Yes.
- Are there signs indicated how to use door opening mechanisms e.g. “Push Bar to Open”? Yes.
- Is general fire action notices displayed stating what to do in a fire situation? Yes in main stairway
- Is fire fighting equipment indicated? Yes and tested up to date
- Emergency lighting system:
 - Emergency lighting tests should be carried out in accordance with the manufacturer’s instructions and the current British Standards: - DAILY – Where there is a central power supply, carry out a visual inspection of indicators to ensure the system is in ready condition. MONTHLY – Simulate a failure of the normal lighting supply for sufficient time to allow all luminaries to be checked for correct operation. Check each luminary for any obvious signs of damage or deterioration, including the cleanliness and general condition of lenses and diffusers. ANNUALLY – Simulate a failure of the normal lighting supply for the duration of the battery and carry out a check of the charging arrangements to ensure proper functioning. In operation Canon fire protection maintenance contract.
 - If the premises are in use during the hours of darkness (consider winter months) escape lighting should be provided. All corridors and stairs.
 - Areas of the premises with no natural light should be provided with escape lighting? Yes provided.
 - If the premises are large and/or complex and escape lighting system should be installed to the current British Standard. Current standards.
 - When operated is there sufficient lighting for occupants to see the external escape routes clearly? Yes
 - Does the system operate on sub-circuit failure? Yes.
 - Is there sufficient illumination at changes in level and changes in direction, and to show fire exit doors and their operation and to show fire alarm call points and fire fighting equipment? Yes.
- For tenant information, floor plans have been marked up to show the exit routes from the building as attached to this document. This is a very cost effective method to inform new tenants of ‘where they are’ in the building and where the exit routes are. In general terms the exit routes from the building should be enhanced and improved to increase protection.
- Emergency Action Plan to be updated periodically.
- Training – All employees should receive fire safety training including a full explanation of the EAP.
- Fire drills – regular fire drills should be carried out to both support the training given and to test the procedures work appropriately.

Section 7

Means of Fire Fighting:

Fire fighting equipment can reduce the risk of a small fire and the safe use of an appropriate fire extinguisher to control fire in its early stages can also significantly reduce the risk to other people in the premises by allowing people to assist others who are at risk.

This equipment will usually comprise enough extinguishers that must be available or suitable for the risk and find below a list of the various types available with their best safe usage.

<u>Type</u>	<u>Colour</u>	<u>Applicable Use</u>	<u>Non Usage</u>
Water	White	Wood, paper, textile and solid material fires.	Liquid, electrical or metal fires
Powder	Blue	Liquid and electrical fires	Metal fires
Foam	Yellow	Liquid fires	Electrical or metal fires
Carbon Dioxide	Black	Liquid and electrical fires	Metal fires

People with no training should not be expected to extinguish a fire. However all staff should be familiar with the location and basic operation procedures for the equipment provided in case they need to use it.

Generally, as noted above there are various types of fire extinguisher equipment that should be placed at strategic points all floor levels, nonetheless, a significant lack of quantity which is inadequate being in mind the use of the building.

Good practice would result in one number water and carbon dioxide extinguisher being available at the following locations in the premises;

- Reasonably close to the fire exit point of the building at the main staircase.
- On each landing level of the upper floors opposite or near the lift entrance.
- Close to each final exit point on emergency routes to both the left and right wings.
- At the access point to the basement adjacent to the lift motor room door.
- Ground floor fire point adjacent to the electrical cupboard.

As a minimum requirement it is recommended that extinguishers are provided and detailed above and maintained by a reputable company specialising in such service provisions and any such records should be registered within a fire safety file.

With the completion of the improvement works which now meet the above requirements we must ensure we continually monitor and the list below provides pertinent questions that are good for review:

- Is there sufficient fire fighting equipment provided for the area/room/floor? Yes with service agreement with Canon.
- Is the fire fighting equipment appropriate for the risk? Yes
- Is the fire fighting equipment easy to use? Yes.
- Has a competent person checked fire extinguishers within the last twelve months? Yes service agreement with Canon.
- Does it conform to standard? Yes.
- Is the fire fighting equipment located on the escape routes and near to exit doors? Yes.
- Is it securely hung on wall brackets or suitable floor plates, unobstructed and easily accessible? Yes as required.

Portable fire extinguisher tests should be carried out in accordance with the manufacturer's instructions and the current British Standard.

MONTHLY – Check to ensure each extinguisher is in position, accessibility, not discharged, damage or lost pressure (if fitted with a pressure indicator) and that operating instructions are clean, legible and face outwards. Where circumstances require, e.g. where extinguishers are in exposed locations or particularly susceptible to theft or damage, the monthly checks should be carried out more frequently.

ANNUALLY – Portable fire fighting equipment should be inspected by a competent person in accordance with the manufactures instructions.

There should be enough quantity to fight fire with a view to preventing its growth into the fabric of the building and perhaps reduce the generation of hot gases and smoke into vital parts of the building where escape routes are required.

Again, in accordance with recent improvements within the premises, the fire fighting equipment is fit for purpose.

Section 8

Fire Action Arrangements:

There are various cost effective measures that should be put into place to enhance arrangements to better cope with the event of fire within the building.

1. Provide and fix information notices at each tenancy location (detection and warning, and means of escape).

i.e. “You are here
“Fire Extinguishers are there”
“Your escape route is this way”
“Do”
“Don’t”

2. A practice fire evacuation carried out once or twice a year would be beneficial to gain an understanding of the likelihood of achieving a successful safe exit for all occupants, at any particular time, from Royal Mail House.

From a building management point of view, this evacuation is perceived as a serious management challenge, in view of the fact that no one person knows who is occupying the Building during the normal working day; or at any other time.

3. Therefore, a requirement to ensure that the access / egress to the building and the alternative means of escape are maintained in reasonable good order is considered of paramount importance. Coupled with clear instruction to tenants / occupants, a reduced risk of entrapment / injury / loss of life can be arranged for the mutual benefit of those person who use the building.

Section 9

Ongoing Management:

The person responsible for the property and its fire procedures may have to consider technical assistance; nonetheless, common sense would provide a significant part of the solution to the shortfalls assessed within this report. There are various actions that should be considered by the person responsible for the Building with regard to fire risk.

- Checks:

Daily – Remove bolts, padlocks and security devices from fire exits, ensure that doors on escape routes swing freely and close fully and check escape routes to ensure they are clear from obstructions and combustible materials. Check that the fire alarm panel to ensure the system is activated if applicable. Where practicable, visually check that emergency lighting units are in good repair and working. Check that all safety signs and notices are legible.

Weekly tests and checks – Test fire-detection and warning systems and manually-operated warning devices weekly following the manufacturer's or installer's instructions. Check the batteries of safety torches and that all fire extinguishers are correctly located and in apparent working order.

Monthly tests and checks – Test all emergency lighting systems and safety torches to make sure they have enough charge and illumination according to the manufacturer's or supplier's instructions. This should be at an appropriate time when, following the test, they will not be immediately required.

Six-monthly tests and checks – A competent person should test and maintain the fire-detection and warning system.

Annual tests and checks – The emergency lighting and all fire fighting equipment, fire alarms and other installed system should be tested and maintained by a competent person. All structural fire protection and elements of fire compartmentation should be inspected and any remedial action carried out.

- The building known as Royal Mail House is old and contains much flammable material in its fabric and structure.
- Somebody owns, and is responsible for, the building at all times. Tenants / occupiers share this responsibility and should co-operate with the owners.
- Measures to prevent uncontrollable ignition should be in place.

- Detection and warning systems must be in good order.
- The static means of escape require management attention ensure clear and good housekeeping.
- Means of fire fighting with extinguishers must be maintained.
- Procedures and Arrangements for action in the event of fire should be reviewed, improved in summary:

EMERGENCY ACTION PLAN (EAP): Produce an emergency action plan, which details procedures in the event of a fire in the workplace. The EAP should cover –

1. All foreseeable events
2. The action employees should take if they discover a fire
3. How people are warned
4. How the evacuation is carried out
5. To include the evacuation of visitors and people with disabilities
6. Assembly point
7. Procedures for checking the premises have been evacuated
8. Identify escape routes
9. Fire fighting equipment
10. Duties and identities of persons with specific responsibilities in the event of a fire
11. Where appropriate the isolating of machinery and processes
12. How the fire service are called and by who
13. Liaison with fire service on arrival.

See attached the EAP to the risk assessment.

TRAINING: All employees should receive fire safety training including a full explanation of the EAP. This should be carried out on induction and other regular periods, (usually once or twice a year).

The training programme should also include the following:

1. Who receives training?
2. What training is given?
3. How often is it given?
4. Where is it recorded?

See attached training programme to the risk assessment.

Fire drills: Regular fire drills should be carried out to both support the training given and to test the procedures work appropriately.

Section 10

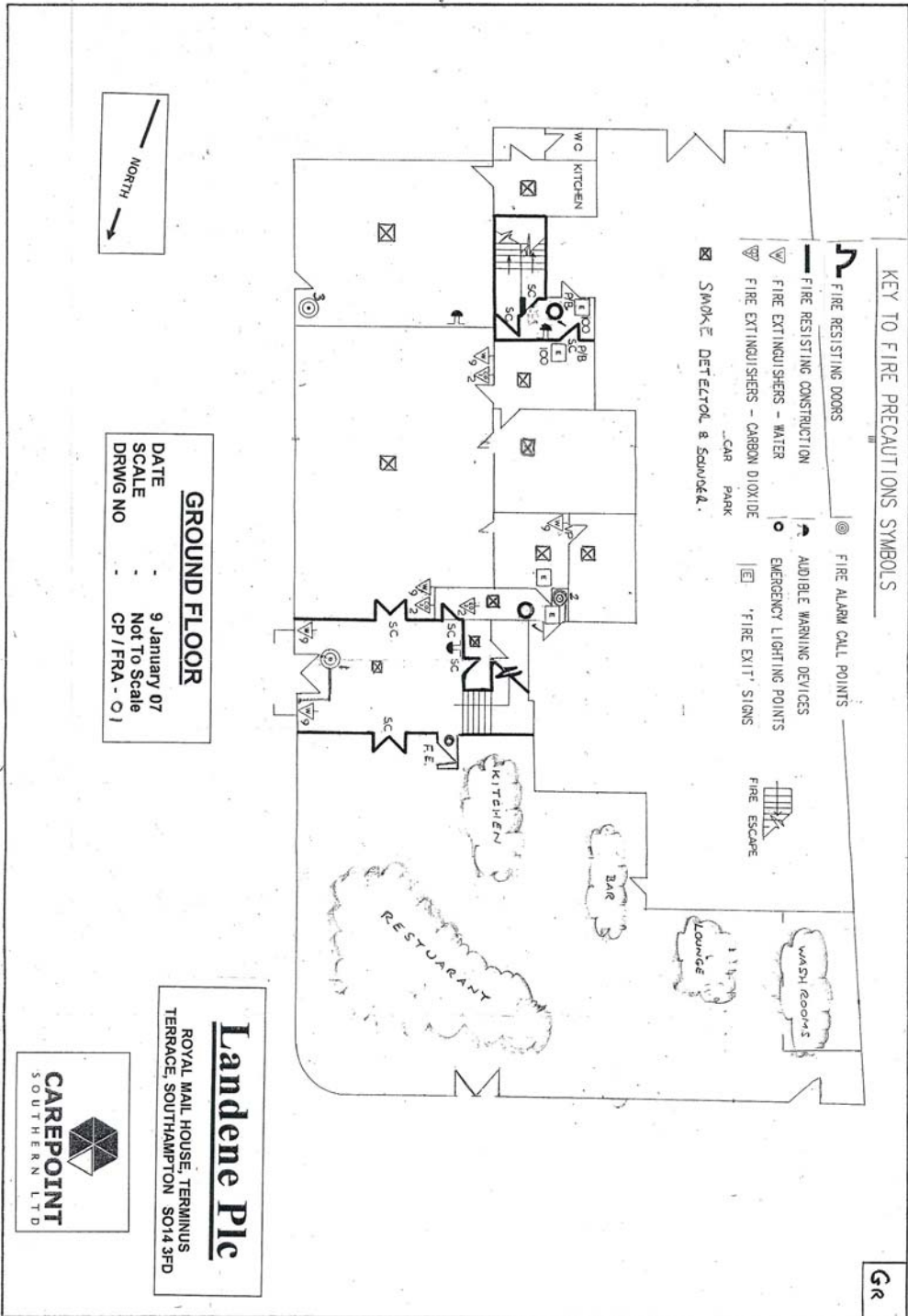
Significant Findings:

With the completion of the fire safety deficiencies as previously identified by the fire officer and general maintenance improves there are still significant finding that are highlighted below that will require further action and management thereof:

1. The exit route to external steel staircase (located at the North end of the building) – This means of escape is considered less than adequate, dependent upon which of the upper floors requires rapid evacuation. Care should be considered with respect to head height and the general lighting could be improved as necessary. It must be noted that the building provides alternative routes around the building which in turn reduces the risk.
2. In accordance with the external steel staircase exit on the second floor, only a reasonably fit person would manage to climb out unaided onto the stairs, therefore any less able personnel or pregnant women must be made aware and assistance measures must be provide as necessary or arrange operations within a less problematic location.
3. It has been noted previously that the storage are under the external metal staircase needs to be monitored and manager regularly e.g. summer furniture for Scoozi's currently stored within area must be rectified. Oil storage now managed and stored in separate location.
4. Again it has been noted that some inconsiderate tenants are not removing their generated rubbish from the building and leaving spoil within the communal areas, we all have a duty of care to minimise fire risk and ask that we work together to mitigate such practices.
5. We note that the ground floor rear emergency access into the yard, which does have the relevant notice 'Keep Clear Fire Exit' has on several occasions been blocked by vehicles, tenants who are permitted to park in the yard please take on board the recommendation.
6. Admiral suite requires one additional fire detector between the middle offices, seems to have been missed during the initial L2 system installation.
7. Britannia suite, we must check that the call point works due to it being an old unit and ensure that a fire detector is installed within the main office and kitchen area. This will provide greater protection to that already provided.
8. Two doors on the first floor main staircase require 'Fire Door Keep Shut' notices. – Action by w/e 22nd November 2010.
9. Separate notice to be affixed to the internal side of the rear fire escape to the first and second floor 'push mechanism to release and pull doors to open' listed building and most practical method of operation for safety. – Action by w/e 22nd November 2010.
10. With every tenant being issued this 'fire risk assessment' a fire safety drill will be arranged in January, thereafter any further training requirements can be discussed.

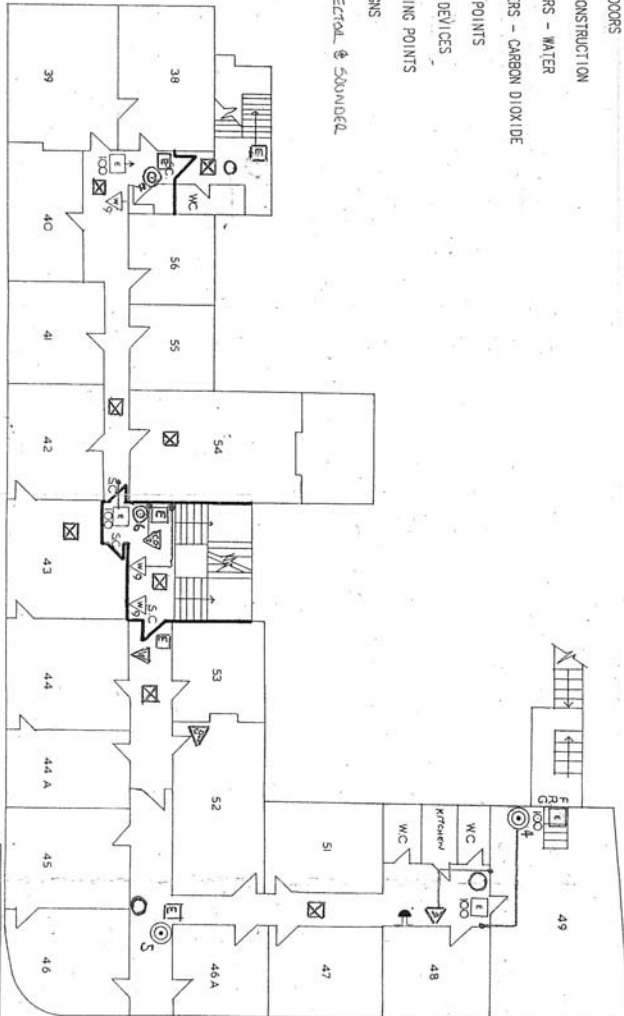
Appendix A

Floor Plans and Tenant Example



KEY TO FIRE PRECAUTIONS SYMBOLS

-  FIRE RESISTING DOORS
-  FIRE RESISTING CONSTRUCTION
-  FIRE EXTINGUISHERS - WATER
-  FIRE EXTINGUISHERS - CARBON DIOXIDE
-  FIRE ALARM CALL POINTS
-  AUDIBLE WARNING DEVICES
-  EMERGENCY LIGHTING POINTS
-  FIRE EXIT SIGNS
-  SMOKE DETECTOR & SOUNDER

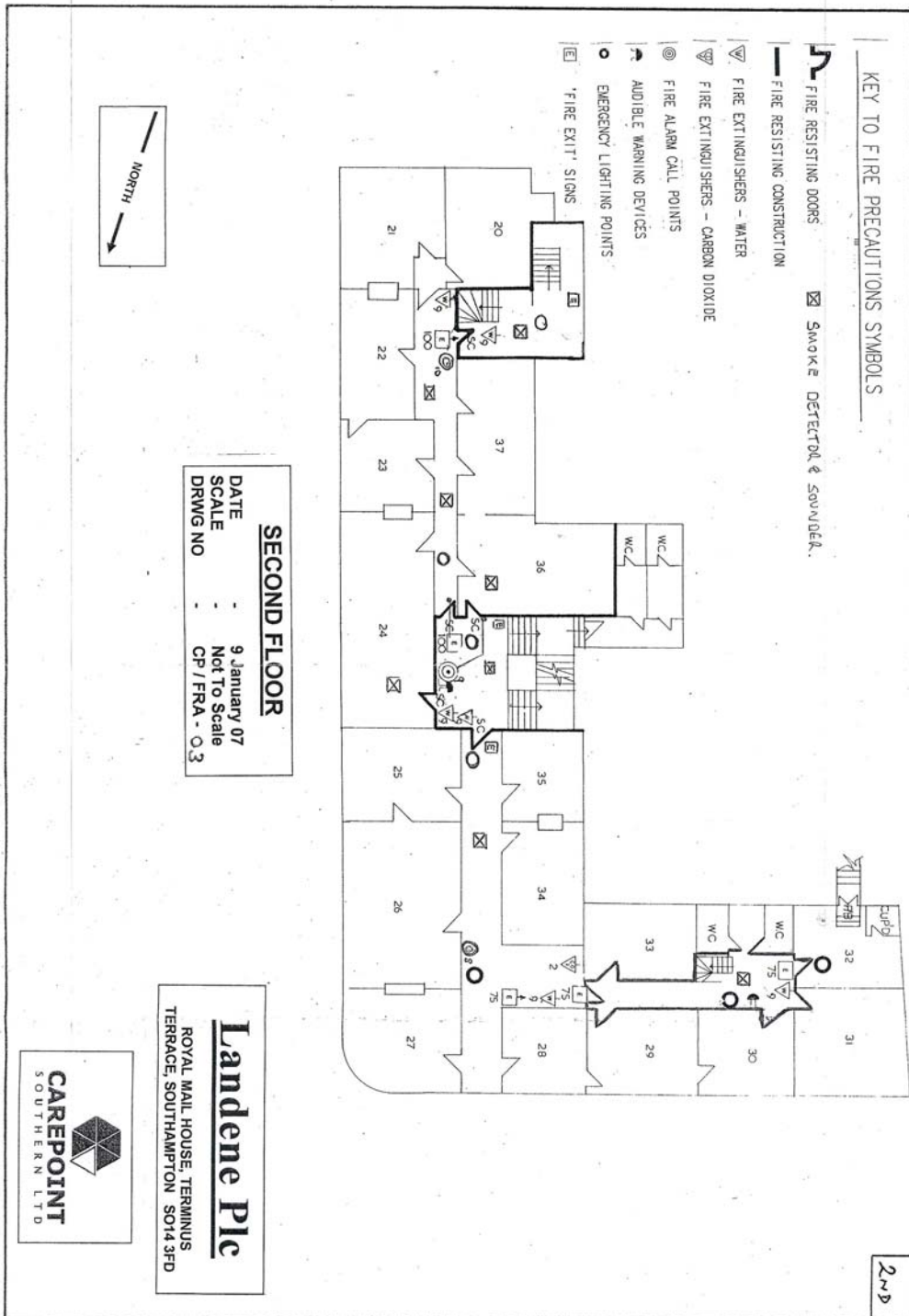


FIRST FLOOR
 DATE - 9 January 07
 SCALE - Not To Scale
 DRWG NO - CP / FRA - 02










Landene Plc
 ROYAL MAIL HOUSE, TERMINUS
 TERRACE, SOUTHAMPTON SO14 3FD

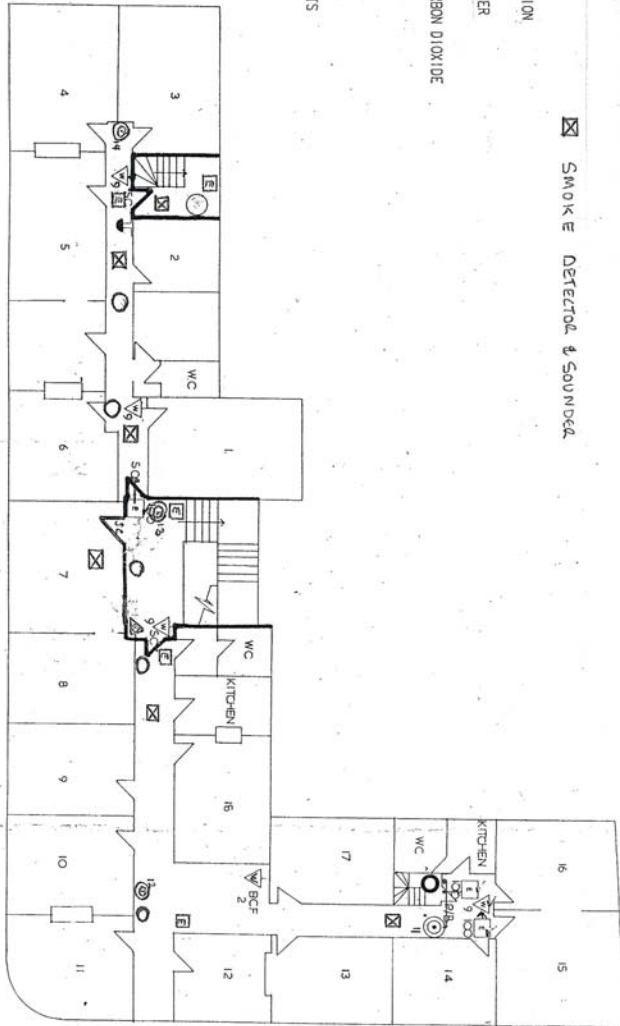


1st



KEY TO FIRE PRECAUTIONS SYMBOLS

-  FIRE RESISTING DOORS
-  FIRE RESISTING CONSTRUCTION
-  FIRE EXTINGUISHERS - WATER
-  FIRE EXTINGUISHERS - CARBON DIOXIDE
-  FIRE ALARM CALL POINTS
-  AUDIBLE WARNING DEVICES
-  EMERGENCY LIGHTING POINTS
-  FIRE EXIT SIGNS
-  SMOKE DETECTOR & SOUNDER

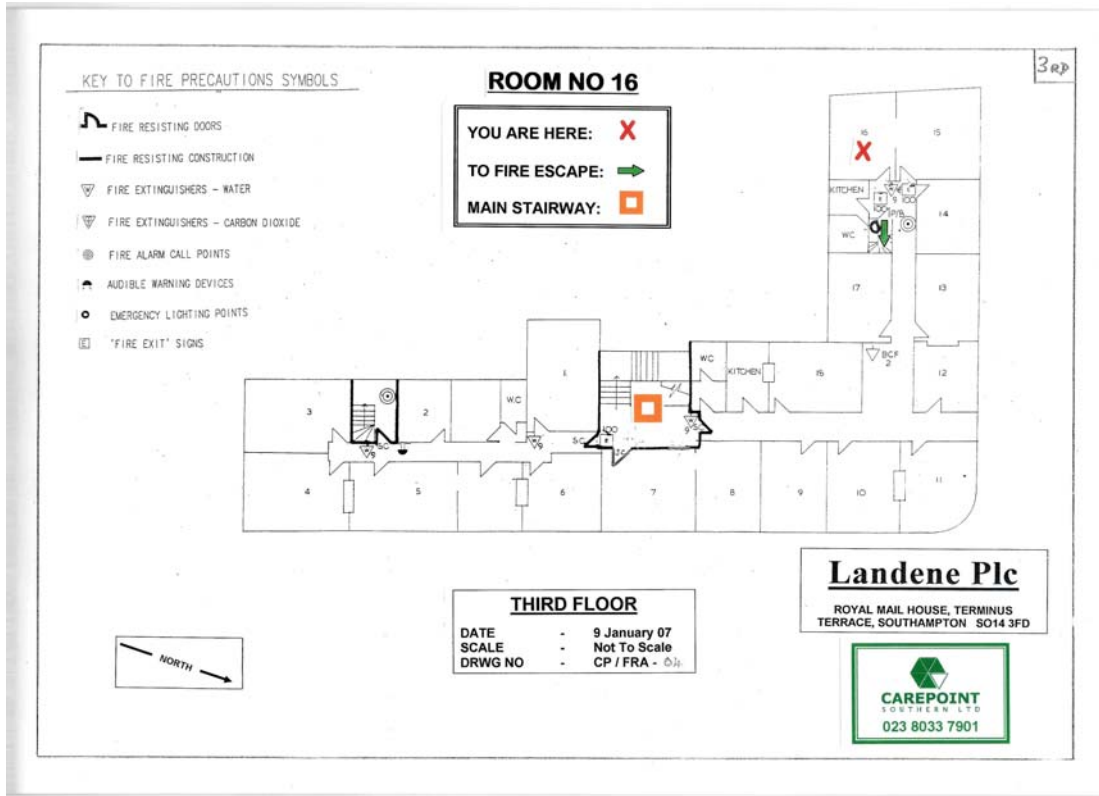


THIRD FLOOR
 DATE 9 January 07
 SCALE Not To Scale
 DRWG NO CP / FRA - 04

Landene Plc
 ROYAL MAIL HOUSE, TERMINUS
 TERRACE, SOUTHAMPTON SO14 3FD



3rd



Appendix B

Emergency Action Plan (EAP)

Emergency Action Plan (EAP)

Staff Fire Procedure

Instruction to Staff – action in case of fire.

Fire Instructions

IF YOU DISCOVER A FIRE:

- 1 Immediately operate the nearest fire alarm call point.***
- 2 If qualified to do so, attempt to put out the fire, if possible, with the appliances provided but without taking personal risk.***

ON ALERTING THE ALARM OF FIRE:

- 3 The office manager will call the fire brigade immediately.***
- 4 Leave the building and report to the person in charge of the assembly point adjacent to the London Hotel Public House.***
- 5 The fire precautions officer or his deputy on the office floor or department will take charge of any evacuation and ensure that no one is left in his/her area on evacuating the building.***

Use nearest available exit.

Do not stop to collect personal belongings

Do not re-enter the building.

Appendix C

Fire Safety Logbook

FIRE SAFETY LOGBOOK

PREMISES ADDRESS:

Royal Mail House,
Terminus Terrace,
Southampton,
Hants,
SO14 3FD.

Log Book Version 2.0 (October 2006)

AN INTRODUCTION TO YOUR LOG BOOK

The Regulatory Reform (Fire Safety) Order 2005 requires the 'responsible person' for a premises to ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair. Additionally, where there are employees, they should be provided with adequate safety training. The Order requires that tests, maintenance and safety training are capable of being audited to ensure they are being carried out.

This fire safety log book has been prepared to assist the 'responsible person' in co-ordinating and maintaining a fire safety record keeping system.

Whilst this book is not comprehensive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation in respect of keeping fire safety records.

It is recommended that this log book is kept in a loose leaf format with new record keeping pages being photocopied or downloaded when required.

The log book should be kept up to date and readily available for inspection by the Fire and Rescue Service when required.

It should be noted that it is an offence for a person to knowingly make a false entry.

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**USEFUL TELEPHONE NUMBERS
(IN AN EMERGENCY DIAL 999)**

Fire fighting equipment maintenance and repairs.	CANON FIRE PROTECTION TEL 01730 815209	Fire alarm maintenance and repairs.	CANON FIRE PROTECTION
Emergency lighting maintenance and repairs.	CANON FIRE PROTECTION	Building maintenance	LCL, 07747 605854
Environmental Health Department			
Health and Safety Executive			

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LIST OF COMPETENT PERSONS/FIRE WARDENS

Name DAVID HURLOCK LANDENE PLC. 07747 605854	Dept	Tel. Ext. 07747 605854
Deputy WILLIAM HURLOCK LANDENE PLC		07748 636371
Name	Dept	Tel. Ext.
Deputy		
Name	Dept	Tel. Ext.
Deputy		
Name	Dept	Tel. Ext.
Deputy		
Name	Dept	Tel. Ext.
Deputy		
Name	Dept	Tel. Ext.
Deputy		

Log Book Version 2.0 (October 2006)

SAFETY TRAINING AND DRILLS

Safety training should be given to employees so that they are aware of the following:-

- What to do if they discover a fire
- How to raise an alarm of fire.
- What to do if they hear the fire alarm
- Where fire extinguishers are located and how to use them (if it safe to do so)
- Escape routes from the building
- The whereabouts of the evacuation assembly point(s)
- How to call the Fire and Rescue Service
- Arrangements for the evacuation of people with special needs
- The dangers associated with obstruction of fire exits and wedging open of fire resisting doors

Safety training should be given:-

- At the time they are first employed,
- On their being exposed to new or increased risks, and,
- At periodic intervals as appropriate. (at least annually, depending upon the nature of the risk)

Safety drills should be carried out:-

- At periodic intervals appropriate to the nature of the risk. (a minimum of one safety drill each year is recommended)
- All employees **MUST** evacuate the premises regardless of seniority or commitments

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FIRE ALARM SYSTEM

The fire alarm test should be carried out in accordance with the manufacturer's instructions and the current British Standard.

IT IS IMPORTANT THAT ANY TESTING OF THE FIRE ALARM SHOULD NOT RESULT IN A FALSE SIGNAL OF FIRE

DAILY - Inspect the panel for normal operation of the system. Where provided, check that the connection to the monitoring centre is functioning correctly.

WEEKLY TEST BY USER – Carry out a test and examination to ensure that the system is capable of operating under alarm conditions, namely:-

Operate a manual call point at approximately the same time each week using a different call point for each successive test. Where appropriate inform the monitoring control centre prior to the test.

QUARTERLY INSPECTION OF BATTERIES - Batteries and their connections should be examined by a person who is competent in battery maintenance. Electrolyte levels should be checked and topped up as necessary.

PERIODIC INSPECTIONS AND TESTS BY A FIRE ALARM ENGINEER - These should be carried out by a competent person, e.g. a fire alarm engineer. Requirements for these inspections and tests will depend upon the type and design of the system.

Note: Where the weekly test proves onerous the Fire and Rescue Service may agree to it being carried out monthly. However, this only applies to certain modern fire alarm systems that are tested by a suitably competent person and where such a change of test frequency is supported by a risk-assessment. No agreement will be given where automatic door release mechanisms operated by the fire alarm system are installed. Where such devices are installed the fire alarm should continue to be tested for operation weekly.

FIRE DETECTORS

- i. Carry out a regular visual inspection of each detector to check for damage, excessive accumulations of dirt, heavy deposits of paint and other conditions likely to interfere with correct operation.
- ii. Each detector should be checked and tested for correct operation and sensitivity in accordance with the manufacturer's instructions and the current British Standard.

MEASURES TO REDUCE UNWANTED ALARMS

False alarms will not only disrupt business operations but may also contribute to death or injury should Fire and Rescue Service resources be deployed answering false alarms when they should be attending incidents where life or property is in danger. To reduce the probability of false alarms on systems incorporating automatic fire detectors it is very important that a suitable system of testing and maintenance is in place. The cause of any false alarm should be properly investigated with measures being taken to avoid a repetition.

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**AUTOMATIC DOOR RELEASE MECHANISMS
ACTIVATED BY THE FIRE ALARM SYSTEM**

WEEKLY - In conjunction with the fire alarm test, check that all the doors are being released and closing fully into the door rebates.

Note: All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

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EMERGENCY LIGHTING

Emergency lighting tests should be carried out in accordance with the manufacturer's instructions and the current British Standard.

DAILY - Where there is a central power supply, carry out a visual inspection of indicators to ensure the system is in a ready condition.

MONTHLY - Simulate a failure of the normal lighting supply for sufficient time to allow all luminaires to be checked for correct operation. Check each luminaire for any obvious signs of damage or deterioration, including the cleanliness and general condition of lenses and diffusers.

ANNUALLY - Simulate a failure of the normal lighting supply for the full duration of the battery and carry out a check of the charging arrangements to ensure proper functioning.

Note: All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

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FIREFIGHTING EQUIPMENT

Portable Fire Extinguishers

Portable fire extinguisher tests should be carried out in accordance with the manufacturer's instructions and the current British Standard.

MONTHLY - Check to ensure each extinguisher is in position, accessible, not discharged, damaged or lost pressure (if fitted with a pressure indicator) and that operating instructions are clean, legible and face outwards. Where circumstances require, e.g. where extinguishers are in exposed locations or particularly susceptible to theft or damage, the monthly checks should be carried out more frequently.

ANNUALLY - Portable fire fighting equipment should be inspected by a competent person in accordance with the manufacturers instructions.

Note: All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

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MISCELLANEOUS TESTS AND CHECKS

Means of escape, together with the measures provided for the protection of means of escape, should be inspected at periodic intervals. The inspections should ensure all internal and external exit routes are unobstructed and that exit door furniture and fire-door self-closing devices operate efficiently. Additionally, fire resisting doors and partitions should be in satisfactory repair and all safety signs and notices should be legible and properly displayed.

Note: All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

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