



# **Fire Risk Assessment – Borough High Street**

## FIRE RISK ASSESSMENT

### Report of Audit and Inspection

#### Premises Details

Occupier	The University College of Osteopathy
Premises Address	275 Borough High Street, London SE1 1JE
Premises Description	5 storey building with a rear car park
Times premises are in use	Monday-Wednesday: 6am – 9.30pm Thursday-Friday: 6am – 11.30pm Saturday-Sunday: 8am-9730pm
Use and maximum no. people present	The building is used as a teaching centre for student osteopaths.
Date	March 2020
Review Date	March 2021

#### CONTENTS

1. Fire Hazards .....	3
1.1 Sources of Ignition .....	3
1.2 Sources of Fuel .....	3
1.3 Sources of Oxygen.....	4
1.4 Hazards from Work Processes .....	4
2. People at Risk .....	5
3. Detection and Prevention .....	6
4. Records and training .....	7
Appendix 1: Fire extinguisher locations.....	8

## 1. FIRE HAZARDS

### 1.1 SOURCES OF IGNITION

Hazard	Control Measures	Action required	Progress
Electrical equipment	All electrical equipment is PAT Tested. Kitchen equipment in SU is not in use and has been disconnected.		
Wiring and electrical sockets	The building has a Periodic Inspection of the wiring every 5 years.	Due to be carried out July 2020	
Smoking	Smoking is not allowed near the building. Cigarette bin provided in the student outside seating area		
Oil filled radiator under switchboard desk	Heater is never left unattended and is switched off when the desk is not in use. Signage in place to remind users to turn it off when finished.		
Gas fired boilers	Maintenance contract on boilers carried out by a registered contractor – includes servicing of flue and pipework		
Fan heaters in offices	Fan heaters are signed out in the morning and must be returned at the end of the day. Fan heaters are to be provided by the UCO only and not to be brought in from home.	Review process to ensure it is still being met	Complete March 2020
High density of electrical equipment in server room	2 a/c units installed – one to act as back up. Maintenance contract in place		

### 1.2 SOURCES OF FUEL

Hazard	Control Measures	Action Required	Progress
General office equipment	Room users are encouraged to keep rooms tidy and remove any		

	<p>redundant items.</p> <p>Annual Health and Safety walk rounds are carried out</p>		
Paper	<p>Paper is not stored near sources of ignition wherever possible.</p> <p>Posters near corridors and fire escapes are either displayed in covered notice boards or laminated</p>		
Rubbish	<p>Rubbish is stored in plastic bins in central recycling points on each floor and in large metal 1100L bins to the rear of the building. The internal bins are emptied daily and the external bins twice/week</p>		
Gas cylinder from SU BBQ	<p>Gas cylinder is kept outside at ground level away from building entrances and away from sources of ignition</p>		
Cleaning products	<p>Cleaning products stored securely in cleaners cupboard away from sources of ignition. Cleaners trained in COSHH Regulations before commencing work on site. COSHH safety data sheets available for all products.</p>		

### 1.3 SOURCES OF OXYGEN

1.3.1 There are no sources of oxygen other than the air.

### 1.4 HAZARDS FROM WORK PROCESSES

1.4.1 No processes carried out by internal staff produce fire hazards.

1.4.2 Occasionally contractors are employed to carry out a task which involves hot works. In these cases, a hot works permit is issued to the contractor by the Facilities Department before any work is carried out.

## 2. PEOPLE AT RISK

2.1 Core hours of the building:	Monday to Friday	08:00-17:00
2.2 Additional opening hours:	Monday to Friday	06.00-08.00, 17:00-21:30/23.30
	Saturday and Sunday	08.00-19.30

- 2.3 The building is used by staff and students as well as visitors and room hirers. Approximately every alternate weekend is timetabled for teaching on the part time course and therefore the number of staff and students in the building is on a par with the week days.
- 2.4 There are two routes out of the building: the fire escape to the rear of the building and the main staircase in the middle of the building. There are four fire exits on the ground floor. The lifts should not be used in the event of a fire and signage is up to inform building users of this. Floor plans are located in the main lift lobby of each floor showing the evacuation routes. Evacuation plans are located in teaching rooms
- 2.5 There is an evacuation chair on 2<sup>nd</sup> floor to assist disabled people in leaving the building and refuge points are marked on the evacuation plans.
- 2.6 New staff and students are given an introduction to Health & Safety as part of their induction and are shown the location of the fire escapes and given access to a copy of the Health & Safety Policy and the Evacuation Procedures.
- 2.7 On some occasions we have contractors working in remote parts of the building eg lift shaft, plant room (basement or roof space). Fire alarm sounders and extinguishers are located in these areas. Health & Safety advice is available to all contractors – see separate Control of Contractors Policy for more detail.
- 2.8 Room hire groups are provided with a pack before their event which includes Health & Safety information and fire procedures. At the beginning of any CPD course the tutor informs the group of the nearest fire exits and the safety procedures. Plans are located around the building to allow all building users to locate the nearest fire escape. Evacuation procedures are included in CPD packs.

### 3. DETECTION AND PREVENTION

2.1 The building is fitted with a fire alarm system to alert people to evacuate the building in the event of a fire. The system consists of:

- 1 x HAES Systems Excel Control Panel (installed December 2010) (16 zones, 12 used)
- 61 x Smoke detectors
- 23 x Call points
- 39 x Sounders

3.2 The detectors are grouped into 12 zones which are listed in the Fire Log Book and displayed inside the Fire Alarm Panel

3.3 The alarm is connected to a Red Care phone line monitored 24hrs/day

3.4 The system is either triggered automatically by the smoke detectors or manually by the call points.

3.5 Fire drills are carried out annually around the beginning of October.

3.6 In the event of a power failure, emergency lighting will illuminate the rooms and corridors. There are 164 emergency lights distributed throughout the building providing ample lighting.

3.7 There are sufficient fire extinguishers throughout the building (see appendix 1 for locations)

Type of extinguisher	Use	Quantity
Water	Organic solid materials such as wood, cloth, paper, plastics etc. Do not use on electrical appliances	28
Carbon Dioxide	Electrical equipment	13
Dry Powder	Burning metals	1

3.8 During core hours and timetabled weekend teaching hours, trained fire wardens are in the building to ensure everyone follows the procedures and evacuates in a timely and orderly fashion. There are fire wardens for each floor with additional people trained to ensure adequate coverage. Procedures are given to each fire warden detailing their role and responsibilities in the event of a fire.

3.9 Fire doors are marked with signs and are kept closed at all times. Doors to rooms with limited access are fitted with door retainers ensuring they close automatically when the fire alarm sounds. All doors in the path of a fire exit are fitted with thumb turn latches to ensure they can be opened from inside in the case of an emergency. All magnetically locked doors are fitted with green break glass units. By breaking the glass, the magnets will automatically release allowing the doors to remain unlocked.

3.10 In September 2018 the main fire doors on floors 1-4 were replaced. These have been added to the PPM schedule and are maintained annually by an external contractor.

#### 4. RECORDS AND TRAINING

4.1 The fire alarm is tested weekly at 8am on Mondays and records kept in the Fire Log Book. Weekly building inspections are carried out to ensure fire exits are clear and no hazards have arisen. Records are kept in the Fire Log Book.

4.2 Building Evacuations are recorded in the Fire Log Book

4.3 Annual reviews are carried out of the Fire Risk Assessment and Health & Safety Risk Assessment unless changes are made and the review is brought forward.

4.4 The UCO's Fire Safety contractor services and inspects the Emergency Lights, Fire Extinguishers and Alarm System at the following frequencies:

<b>Service</b>	<b>Frequency (per annum)</b>	<b>Month due</b>
Fire Alarm Maintenance	2	September, March
Emergency Lights	1	November
Fire Extinguishers	1	September

4.5 Records of their visits are kept in the Fire Log Book.

4.6 Fire Warden training lasts for two years. Regular reviews are carried out of the number of fire wardens available and training carried out as necessary. Records of these are kept in the HR department.

**APPENDIX 1: FIRE EXTINGUISHER LOCATIONS**

Site	Floor	Location	Type
BHS	-1	Boiler Room	CO2
BHS	-1	Boiler Room	Powder
BHS	0	Goods lift	CO2
BHS	0	Goods lift	H2O
BHS	0	Rear Fire Exit	H2O
BHS	0	SU Bar in	H2O
BHS	0	G.02 fire exit	H2O
BHS	0	G.02 fire exit	CO2
BHS	0	SU Corridor	H2O
BHS	0	SU Corridor	H2O
BHS	0	SU Corridor	CO2
BHS	0	Lift lobby	H2O
BHS	1	Rear Fire Exit	H2O
BHS	1	Goods lift	H2O
BHS	1	Goods lift	CO2
BHS	1	Clinic filing	H2O
BHS	1	Clinic filing	CO2
BHS	1	Main exit	H2O
BHS	1	Main exit	H2O
BHS	2	Rear Fire Exit	H2O
BHS	2	Goods lift	H2O
BHS	2	2.08/2.09	H2O
BHS	2	2.08/2.09	CO2
BHS	2	Main exit	H2O

BHS	2	Main exit	H2O
BHS	3	Rear Fire Exit	H2O
BHS	3	Outside 3.10	CO2
BHS	3	Goods lift	H2O
BHS	3	ICT Dept	CO2
BHS	3	Main exit	H2O
BHS	3	Main exit	H2O
BHS	3	Library	H2O
BHS	3	Library	CO2
BHS	3	Library Fire exit	H2O
BHS	4	Main exit	H2O
BHS	4	Main exit	H2O
BHS	4	Main exit	CO2
BHS	4	Rear Fire Exit	H2O
BHS	4	Goods lift	H2O
BHS	4	Outside 4.10	CO2
BHS	4	Outside 4.10	H2O
BHS	4	Roof plant rm	CO2