REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Responsible Person:	The Chancellor, Masters and Scholars of the University of Cambridge
Address of Premises:	Faculty of History, Sidgwick Avenue, Cambridge CB3 9DA
Building Code:	S017
Drawing Reference:	See Section 5
Person(s) Consulted:	Mr S. Corbett, Custodian
Assessor:	A. Stapleton
Date of Fire Risk Assessment:	4th March 2021
Date of Previous Fire Risk Assessment:	20th March 2018
Suggested Date for Review by the University[1]:	March 2022
Suggested Date for Fire Safety Specialist Review[2]:	March 2025
BAFE SP205 Certificate Number:	LS0128398

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Fire Safety Consultants

[1] This risk assessment should be reviewed internally by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there have been significant changes, or if a fire occurs.

[2] This fire risk assessment should be repeated periodically by competent fire safety specialists as indicated above. It is University policy that each fire risk assessment undertaken by C.S. Todd & Associates Ltd should be fully repeated by CSTA typically every three years (subject to the significant findings) following the date of the previous CSTA fire risk assessment or at such earlier time as the University considers that specialist advice is required.

CONTENTS

INTRODUCTION

About This Report

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.

The report begins by setting out general information relating to the premises (Sections 1-7). This is followed by consideration of fire hazards that may be present and the measures to eliminate or control them (Sections 8-17). The measures in place to protect people in the event of fire are considered next (Sections 18-25), followed by a review of the arrangements for managing fire safety in your premises (Sections 26-29). We then conclude with our qualitative assessment of the risk to life from fire.

Recommendations

Our recommendations are outlined in an Action Plan. This sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect people from fire. It is particularly important that you study the Action Plan, and, if any recommendation in the Action Plan is unclear, you should seek clarification.

You are advised that this risk assessment forms only the foundation for management of fire safety in your premises and compliance with the Fire Safety Order. You should act on the recommendations in the Action Plan and record what you have done. This will demonstrate to the enforcing authority your commitment to fire safety and to fulfilling your legal obligations.

Reviewing Your Fire Risk Assessment

The Fire Safety Order requires that you keep your risk assessment under review. A date for routine review is given on the front of this report, but you should review the report sooner should there be any reason to suspect it is no longer valid, if a significant change takes place or if a fire occurs.

Record of Fire Safety Arrangements

The Fire Safety Order requires that you give effect to '*arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protection measures*'. These are the measures that have been identified by the risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order. You must record these arrangements. While this fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, much of the information contained in this report will coincide with the information in that record.

Scope and Limitations of the Fire Risk Assessment

We have conducted the fire risk assessment in accordance with the Fire Industry Association's publication 'Fire Risk Assessors – Standard Scope of Services'.

We have based our assessment on the situation we were able to observe while at the premises and on information provided to us, either verbally or in writing. Unless otherwise stated, our surveys do not involve destructive exposure, and it is not always possible to see in all rooms and areas, nor inspect less readily accessible areas, such as voids above ceilings. Therefore, it is necessary to rely on a degree of sampling and also reasonable assumptions and judgement.

External Wall Construction of Buildings in which People Sleep

If the building that is subject to this fire risk assessment contains accommodation in which people sleep, attention is drawn to the Ministry of Housing, Communities & Local Government Consolidated Advice Note for building owners of multi-storey, multi-occupied residential buildings, dated January 2020 (https://www.gov.uk/government/publications/building-safety-advice-for-building-owners-including-fire-doors).

The Advice Note recommends that building owners should consider the risk of external fire spread as part of the fire risk assessment for multi-occupied residential buildings. The Advice Note further recommends the assessment of the fire risks of any external wall system, irrespective of the height of the building.

Consideration has been given to external wall construction within this fire risk assessment. However, consistent with guidance to fire risk assessors from the Fire Industry Association (FIA), assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment.

Accordingly, this fire risk assessment may recommend that further appraisal and assessment of the fire risks associated with external wall construction and any cladding be carried out. In this case, it is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding, of this building.

Any such assessment by specialists should follow the process set out in the CAN and as noted in diagram 1 of that document. This assessment should show how the external wall construction supports the overall intent of Requirement B4(1) in Part B of Schedule 1 to the Building Regulations 2010, namely that "the external walls of the building shall adequately resist the spread of fire over the walls and from one building to another, having regard to the height, use and location of the building". In this connection, the assessment should address this functional requirement (regardless of the height of the building) and not just the recommendations set out in guidance that supports the Regulations (e.g. Approved Document B under the Regulations). The assessment should not just comprise a statement of either compliance or non-compliance with the functional requirement or the guidance, but should include a clear statement on the level of risk and its acceptability.

This assessment by specialists should take into account a number of factors, including, but not necessarily limited to:

- The type of evacuation strategy used in the building, i.e. simultaneous, staged, phased or 'stay put' and the anticipated evacuation time should evacuation become necessary;
- Suitability of the facilities for firefighting, including firefighting access for the fire and rescue service;
- The construction of the external walls, including any cladding and its method of fixing;
- The presence, and appropriate specification of, cavity barriers;
- The height of the building;
- The vulnerability of residents;
- Exposure of external walls or cladding to an external fire;
- Fire protection measures within the building (e.g. compartmentation, automatic fire suppression, automatic fire detection);
- Apparent quality of construction, or presence of building defects;
- The combustibility of the building structure and the use of modern methods of construction, such as timber framing, CLT, etc.;
- The location of escape routes;
- The complexity of the building; and
- The premises' emergency plan including an assessment of the adequacy of any staffing levels for the type of evacuation method employed.

Dangerous Substances

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the *general fire precautions* (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that you have met the duties under Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) that apply to you, including carrying out a risk assessment of the relevant work activities.

BAFE SP205 Scheme

We are certificated under the BAFE Fire Protection Industry Scheme SP205 Part 1 Life Safety Fire Risk Assessment and are authorised to issue a certificate of conformity for this fire risk assessment. You will find this at the end of this report.

Disclaimer

The purpose of this report is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The submission of this report constitutes neither a warranty of future results by C.S. Todd & Associates Ltd, nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

EXECUTIVE SUMMARY

Our assessment is that the risk to life from fire in these premises is 'Tolerable' (as defined later in this report). We have concluded this by taking into account the likelihood of fire and the consequences for life safety in the event of fire.

Our main findings are as follows:

- Suitable controls are in place to minimise the hazard from fire, although scope for improvement has been identified, including removing storage where it is close to electrical equipment, replacing extension leads with hard wire sockets and improving storage.
- Suitable fire protection measures are in place, although minor improvements are necessary, such as replacing the thumb-turn devices on final exit doors and ensuring that fire-resisting doors are working effectively.
- The standard of fire safety management in the premises was only adequate and improvement is needed; for example, in relation to refresher training and routine testing.

Full details of the findings can be found later in this report. There are 19 short to medium-term and two long-term recommendations, which are set out in the Action Plan.

Although the risk to life is considered 'Tolerable', the standard of fire safety measures is only adequate and it is important that the recommendations referred to above are given suitable priority.

GENERAL INFORMATION

1. THE PREMISES

1.1	Number of floors:	9: Basement, lower ground, ground, and 1st to 6th floors.
1.2	Approximate floor area:	1,250m^2 on ground floor.

1.3 Brief details of construction:

A building with a mixture of brick and glazed walls, concrete floors, and a pitched roof.

1.4 Occupancy:

Offices, lecture rooms and library.

2. THE OCCUPANTS

2.1	Approximate maximum number of employees at any one time:	40
2.2	Approximate maximum number of other occupants at any one time (e.g. students, visitors, members of the public):	450 (see Section 5).
2.3	Approximate total number of people present in the building:	490

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1	Sleeping occupants:	None.
3.2	Disabled employees:	None.
3.3	Other disabled occupants:	Occasional student or visitor.
3.4	Occupants in remote areas and lone workers:	Site maintenance staff and occasional contractors.
3.5	Young persons employed:	None.
3.6	Others:	Occasional contractors.

4. FIRE LOSS EXPERIENCE

Date	Brief details	Cause	Action taken (if any)

None since the last fire risk assessment.

5. OTHER RELEVANT INFORMATION

- The building is occupied by the History Department.
- The building is a stand-alone building on the Sidgwick Road site.
- The numbers indicated in 2.2 are maximum numbers of students, assuming all lecture rooms (300 persons) and the library (150 persons) are filled to capacity at the same time. Typically, the numbers are far less than this, with the normal average of approximately 50 students using the library and not all lecture rooms in use at the same time. Prior to final exams, the library could see a maximum capacity of 150 students using the facility.
- The building is Grade II Listed and was completed in 1968.
- The design of the building at this time was seen as modern and ground breaking in its internal design. However, it did not meet accepted standards and upgrades were made during the 1970s and 1980s to meet with the fire safety standards of that time. These improvements better support the means of escape provision in the building, but are non-compliant with current accepted standards.
- The building references are:
  - S017-B0-MiCAD-Basement
  - S017-LG-MiCAD-Lower Ground Floor
  - S017-00-MiCAD-Ground Floor
  - S017-01-MiCAD-First Floor
  - S017-02-MiCAD-Second Floor
  - S017-03-MiCAD-Third Floor
  - S017-04-MiCAD-Fourth Floor
  - S017-05-MiCAD-Fifth Floor
  - S017-06-MiCAD-Sixth Floor

6. REFERENCES

- Account has been taken of the guidance supporting the legislation that is relevant to the premises.
- Where relevant, reference may also have been made to the guidance supporting the building regulations and other sources applicable to new buildings. However, this does not imply that existing premises should be brought up to current day standards retrospectively.
- Unless stated elsewhere, the full titles of British Standards and other specific references used or quoted in the report are given on the last pages.

7. RELEVANT FIRE SAFETY LEGISLATION

7.1 The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005.

7.2 The above legislation is enforced by:

Local fire and rescue authority.

7.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010):

None.

7.4 The other legislation referred to above is enforced by:

—

7.5 Is there an alterations notice in force? Yes ☐ No ☑

7.6 Comments:

You are reminded that material alterations involving means of escape, fire warning systems or structural fire precautions require approval from a building control body.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

8. ELECTRICAL SOURCES OF IGNITION

8.1 Are reasonable measures taken to prevent fires of electrical origin? Yes ☐ No ☑

8.2 More specifically:

Fixed installation periodically inspected and tested?	N/A Unk[3]	☐	Yes	☑	No	☐
Portable appliance testing carried out?	N/A	☐	Yes	☑	No	☐
Suitable control over the use of personal electrical appliances?	N/A	☐	Yes	☑	No	☐
Suitable limitation of trailing leads and adapters?	N/A	☐	Yes	☐	No	☑

8.3 Comments and hazards observed:

- The University has a risk-based programme in place for periodic test and inspection of fixed installations through Estate Management.
- Departments are responsible for portable appliance testing.
- There are extension leads used to permanently supply power to electrical equipment.

9. SMOKING

9.1 Are reasonable measures taken to prevent fires as a result of smoking? Yes ☑ No ☐

9.2 More specifically:

Smoking prohibited in the building?			Yes	☑	No	☐
Smoking prohibited in appropriate areas?	N/A	☑	Yes	☐	No	☐
Suitable arrangements for those who wish to smoke?			Yes	☑	No	☐
Smoking policy appeared to be observed at the time of inspection?			Yes	☑	No	☐

[3] "Unknown".

9.3 Comments and hazards observed:

- 'NO SMOKING' signs are displayed in the building.
- Persons wishing to smoke are required to leave the building to do so.
- There was no evidence of inappropriate smoking at the time of survey.

10. ARSON

10.1 Does basic security against arson by outsiders appear reasonable[4]? Yes ✓ No

10.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes ✓ No

10.3 Comments and hazards observed:

- The University site benefits from having a security presence, and contract security staff perform routine patrols. However, there is no permanent security presence in the building.
- No anti-social behaviour has been reported in the area.
- Waste bins are located outside in designated areas.
- Waste is cleared from the building daily into waste receptacles.
- The commercial waste bins are emptied on a regular basis.

11. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS

11.1 Is there satisfactory control over the use of portable heaters? N/A Yes ✓ No

11.2 Are fixed heating and ventilation installations subject to regular maintenance? N/A Yes ✓ No Unk

11.3 Comments and hazards observed:

- Heating to the Faculty of History building is from gas-fired boilers in its own plant room.
- All heating systems are maintained under a programmed, planned maintenance schedule through Estate Management.

[4] **Note:** C.S. Todd & Associates Ltd are not specialists in the field of security. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

12. COOKING

12.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A ☐ Yes ☑ No ☐

12.2 More specifically:

Filters cleaned or changed and ductwork cleaned regularly? N/A ☑ Yes ☐ No ☐ Unk

12.3 Comments and hazards observed:

- The Custodian Office (Reception) is provided with a kettle, coffee machine and fridge.
- Vending machines are provided in the 1st floor junior common room.
- Hot drinks-making facilities are provided in the 2nd floor senior common room.
- The 4th floor staff kitchenette has hot drinks-making facilities, a microwave oven and a fridge.

13. LIGHTNING

13.1 Does the building have a lightning protection system? Yes ☑ No ☐

13.2 Comments and deficiencies observed:

None.

14. HOUSEKEEPING

14.1 Is the overall standard of housekeeping adequate? Yes ☐ No ☑

14.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes ☐ No ☑

Avoidance of unnecessary accumulation or inappropriate storage of combustible materials or waste? Yes ☑ No ☐

14.3 Comments and hazards observed:

- Office 6.33 has amounts of paper and combustibles located within it in a haphazard manner.
- Combustible items were found in the base of the main electrical intake room, electrical panel/store in the library and the sump room.
- The electrical equipment in the offices adjacent to the north staircase, on most floors, had combustible items stored adjacent to them.

15. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

15.1 Is there satisfactory control over works carried out in the building? Yes ✓ No

More specifically:

Where appropriate, are fire safety conditions imposed on outside contractors? N/A Yes ✓ No Unk

Where appropriate, is a permit to work system used (e.g. for 'hot work')? N/A Yes ✓ No Unk

Are suitable precautions taken by in-house maintenance personnel who carry out works? N/A Yes ✓ No Unk

15.2 Comments:

- The University has an approved contractor scheme.
- 'Hot work' is controlled by a permit to work scheme.
- Suitable guidance documents on the control of contractors can be found in the References at the end of the report.

16. DANGEROUS SUBSTANCES[5]

16.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises[6]? N/A ✓ Yes No

16.2 Comments:

This risk assessment only considers the impact of the use or storage of dangerous substances to the extent necessary to determine the adequacy of the general fire precautions required under the Order to ensure the safety of relevant persons in the event of fire.

17. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

17.1 Hazards:

None.

17.2 Comments:

—

[5] For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

[6] Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

FIRE PROTECTION MEASURES

18. MEANS OF ESCAPE

18.1	Is the design of the means of escape considered adequate?			Yes	✓	No
18.2	More specifically:					
	Do the staircase and exit capacities appear to be adequate for the number of occupants[7]?			Yes	✓	No
	Are there reasonable distances of travel:					
	– where there is escape in a single direction?	N/A		Yes	✓	No
	– where there are alternative means of escape?	N/A		Yes	✓	No
	Is there adequate provision of exits?			Yes	✓	No
	Do fire exits open in direction of escape, where necessary?			Yes	✓	No
	Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?	N/A	✓	Yes		No
	Are the arrangements provided for securing exits satisfactory?	N/A		Yes	✓	No
	Is there a suitable standard of protection designed for escape routes?	N/A		Yes	✓	No
	Are there reasonable arrangements for means of escape for disabled people?	N/A		Yes	✓	No

18.3 Comments and deficiencies observed:

- The building is designed (in broad terms) as a right-angled triangle, with offices and lecture rooms on the upper six floors running along two sides of the building. The library is located on the lower ground floor and fills the space between the two sides, with a glass atrium above it, up to the 6th floor level.
- The building is provided with three staircases for means of escape from the upper floor levels, termed north, south and east. The north staircase is located at the junction of the two sides, with the south and east staircases at either end.
- A large amount of original internal glazing is located on the escape routes within the corridors and

[7] Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) not carried out.

staircases in this building. Other than the fire-resisting glazing installed as part of the retrospective fire safety upgrades, none of the original glazing is indicated as being fire resistant. The glazing, which has been in place for nearly 50 years, is considered to be reasonably thick and durable; it is assumed that, given that management control, the level of combustibles within the library, and the large smoke reservoir created by the atrium design, temperatures from a fire would not be sufficient to affect the glazing on the escape routes during an evacuation and, therefore, this is accepted as tolerable.

- The north staircase:
  - This is the main staircase that runs from the basement to the 6th floor level. The staircase is provided with a dry rising main, but no form of ventilation is provided for this staircase.
  - A glazed door provides protection to the 1st level of staircase, and is fitted with a self-closing device, intumescent strips and smoke seals. There are no markings on the glazing to indicate fire resistance, although it is understood to be the case.
  - Upgrades to the offices, lecture rooms and corridors immediately beyond the glazed staircase door on the 1st to 6th floor levels have included the provision of FD30S standard, fire-resisting doors, with fire-resisting glazing above the doors. It is assumed that this has been a retrospective attempt to form lobby protection to the staircase at the upper floor levels.
  - At ground floor, the staircase opens into the main entrance area, which has no lobby or fire-resisting door protection. The large areas of glazing surrounding the base of the staircase overlook the library and form the entrance. The glazing is the original glazing and is not marked to indicate any fire resistance standards.
  - In addition, there are unprotected notice boards (see 14.3), televisions and the Custodian's Office/Reception Room, which is open (see below), at the base of the staircase.
  - The lower ground floor is separated from the main staircase and ground-floor entrance area by a single FD30S standard, fire-resisting door. All doors leading into the lecture rooms are solid fire-resisting doors. However, these have not been provided with self-closing devices, intumescent strips or smoke seals.
  - The basement is separated from the upper levels by the retrospective installation of two FD30S standard, fire-resisting doors.

  - Air heating plant is located within the staircase enclosure behind original solid doors/access panels, with vents into the staircase.
- The south staircase:
  - This staircase runs from the basement to the 6th floor level. The staircase is vented by openable windows.
  - A glazed door provides the 1st level of staircase protection, and is fitted with a self-closing device, intumescent strips and smoke seals. There are no markings on the glazing to indicate fire resistance, although it is understood to be the case.
  - On the 3rd to 6th floor levels, an office or staff room opens directly onto the staircase and all rooms have been provided with FD30S standard, fire-resisting doors.
  - From the 2nd floor level, the staircase descends to the 1st floor, where a final exit is available that opens onto an external brick/stone set of steps leading to ground floor level.
  - At 2nd floor level, glazing overlooks the atrium of the library. There are no markings to indicate any fire resistance of this glazing.
  - The staircase continues down to ground floor level, where it links to the main entrance corridor (which runs past the library entrance door and Custodians Office/Reception and links to the base of the north staircase). A fire exit is available from here at ground floor level.
  - The basement is separated from the upper levels by the retrospective installation of two FD30S standard, fire-resisting doors.
  - Air heating plant is located within the staircase enclosure behind original solid doors/access panels, with vents into the staircase.
- The east staircase:
  - This staircase runs from the 1st to the 6th floor level and is vented by openable windows.
  - A glazed door provides the 1st level of staircase protection, and is fitted with a self-closing device, intumescent strips and smoke seals. There are no markings on the glazing to indicate fire resistance, although it is understood to be the case.
  - Other than 1st and 3rd floors, an office opens directly onto the staircase and all have been provided with FD30S standard, fire-resisting doors.
  - At 1st floor level, the staircase is provided with a final exit that opens onto an external brick/stone set of steps leading to ground floor level.

- Air heating plant is located within the staircase enclosure behind original solid doors/access panels, with vents into the staircase.

- The main ground-floor corridor links the north and south staircases and provides access to the library. The corridor has floor to ceiling, original solid glazing overlooking the library. There are no markings to indicate any fire resistance to this glazing.
- As indicated above, the Custodian's Office is located in this corridor and the office has grown from the original, low-tech reception area. It has been enclosed in a reasonable, solid construction and provided with a self-closing door. A small, sliding glazed window opens from the room into the base of the north staircase.
- The corridor is sub-divided by fire-resisting doors separating the north and south staircases.
- The library is located on the lower ground floor and is accessed from the main ground-floor corridor, via internal accommodation stairs. The library is mainly open plan, with a few small offices on the periphery. A mezzanine within the library is accessed via two sets of stairs.
  The atrium above the library rises to 6th floor level, where natural vent fans are continuously running.
- An alternative fire exit is available via the Audio Visual room, which, via a set of external brick/stone steps, rises to ground floor level.
- The lower ground floor lecture rooms are accessed via the north staircase and have means of escape either through the north staircase and main building entrance, or through the large lecture room, which has a door into the library Audio Visual room leading through to the final exit door.
- The basement is separated from the upper levels by two FD30S fire-resisting doors, which, it appears, are additions from the original design. The means of escape from the basement are via either the north or south staircases.

18.4 Are the escape routes available for use and suitably maintained? Yes ☐ No ☑

More specifically:

Are fire-resisting doors maintained in sound condition and self-closing, where necessary[8]? N/A ☐ Yes ☑ No ☐

[8] Based on sampling of doors. This fire risk assessment is not a door condition survey and will not necessarily identify all fire-resisting door issues that might exist within the building.

	Is the fire-resisting construction protecting escape routes in sound condition[9]?	N/A	☐	Yes	☐	No ☑
	Are all escape routes clear of obstructions?			Yes	☐	No ☑
	Are all fire exits easily and immediately openable?			Yes	☐	No ☑

18.5 Comments and deficiencies observed:

- Departments are responsible for inspecting fire-resisting doors on a regular basis.
- The opening devices on the final exit doors from the south and east staircases are a thumb-turn style device.
- There was an excessive build-up of leaves on the external concrete staircase from the archive room.
- There is some ducting within the service riser contained in the north staircase. It was unclear if the ducting left in the enclosure is also present at ground and basement levels, therefore breaching the fire resistance of the staircase.
- The doors to the basement floor lobby have excessive gaps around their edges.
- There are some damaged or missing smoke seals.

19. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

19.1 Is it considered that there is:

	Compartmentation of a reasonable standard[9]?			Yes	☐	No ☑
	A reasonable limitation of linings that may promote fire spread?			Yes	☑	No ☐
19.2	As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire[10]?	N/A	☐	Yes	☑	No ☐
19.3	Has the risk of fire spread over the external walls been considered?			Yes	☑	No ☐

19.4 Comments and deficiencies observed:

- By sampling, there are no breaches in the walls or floors protecting the means of escape observed.

[9] This fire risk assessment is based on visual inspection of readily accessible areas, with a degree of sampling where appropriate. It will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

[10] A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

- It was noted that voids in the basement to ground floor slab have been filled with excessive amounts of indeterminate foam.
- While we have taken note of the construction of the external walls of this building, it is often not possible in a fire risk assessment of this nature to determine, in detail, the propensity of such walls to spread fire externally. In order to comment definitively on this, specialist investigation, which may involve testing of materials and invasive survey, is sometimes necessary to determine the exact details of the external wall construction or the nature of all the materials used and whether suitable cavity barriers have been fitted, where applicable. Unless such an investigation has been carried out, it has been necessary to complete this risk assessment on the assumption that there is no undue risk of such fire spread.

20. EMERGENCY ESCAPE LIGHTING

20.1 Is there a reasonable standard of emergency escape lighting system present[11]? N/A ☐ Yes ☑ No ☐

20.2 Comments and deficiencies observed:

Emergency escape lighting is provided in all circulation spaces and means of escape routes.

21. FIRE SAFETY SIGNS AND NOTICES

21.1 Is there a reasonable standard of fire safety signs and notices? N/A ☐ Yes ☐ No ☑

21.2 Comments and deficiencies observed:

- There is a number of different styles of fire action notices with differing descriptions of assembly points.
- A fire extinguisher is located within an old hose reel cupboard in the library, but there is no signage indication of their location.

22. MEANS OF GIVING WARNING IN CASE OF FIRE

22.1 Is a reasonable fire detection and alarm system provided[12]? N/A ☐ Yes ☑ No ☐

22.2 Is there remote transmission of alarm signals? N/A ☐ Yes ☑ No ☐ Unk

[11] Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

[12] Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

22.3 Has a zone plan been displayed? N/A ☐ Yes ☑ No ☐

22.4 Comments and deficiencies observed:

- The fire detection and alarm system is of the addressable type, with the main control panel located within the basement corridor and a repeater panel adjacent to the main entrance.
- The system has good coverage of automatic fire detection and is generally in accordance with a Category L2 system, as defined in BS 5839-1.
- A fire alarm zone plan is located adjacent to the fire alarm control panel.
- There are ceiling tiles missing in the basement corridor, near to the fire alarm control panel. This can cause a delay in the actuation of the fire alarm system in the event of a fire.
- Fire alarm systems are monitored by the University's security control centre. During day-time hours, a five minute "call challenge" applies before the fire and rescue service is summoned, in order to filter out false alarms.

23. MANUAL FIRE EXTINGUISHING APPLIANCES

23.1 Is there reasonable provision of manual fire extinguishing appliances? N/A ☐ Yes ☑ No ☐

23.2 These comprise:

Portable fire extinguishers: ☑ Hose reels: ☐ Fire blankets: ☑

23.3 Are all fire extinguishing appliances readily accessible? N/A ☐ Yes ☑ No ☐

23.4 Comments and deficiencies observed:

- Former hose reels located in the upper floor office corridors have been removed and the covers secured shut. However, signage still indicates their location.
- Of minor note, there are two fire extinguishers within the library that are not mounted on the wall or on stands.
- A small dry powder fire extinguisher is provided in the basement corridor, adjacent to the plant rooms. It is now common for these to be replaced with CO_2 fire extinguishers due a perceived, but small, risk associated with use of powder in small spaces.

24. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS[13]

24.1 Type of fixed system:

None.

24.2 Comments:

—

25. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT[14]

25.1 Type of fixed system:

Dry rising main.

25.2 Comments:

—

25.3 Is there suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc? N/A ☑ Yes ☐ No ☐

25.4 Comments:

—

[13] Relevant to life safety and this risk assessment (as opposed to property protection).

[14] Relevant to life safety and this risk assessment (as opposed to property protection).

MANAGEMENT OF FIRE SAFETY

26. PROCEDURES AND ARRANGEMENTS

26.1 Safety Assistance:

The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the Responsible Person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:

University Fire and Asbestos Manager, with further assistance from external fire safety consultants.

26.2 Fire safety at the premises is managed by[15]:

- Director of Operations for Estate Management (fabric of the building).
- Head of Institution(s) (day to day operations).
- Fire Safety Manager.
- Deputy Fire Safety Manager.

26.3 Is there a suitable record of the fire safety arrangements? N/A ☐ Yes ☑ No ☐ Unk

Comments:

- Comprehensive documented policies and procedures are in place, which are relevant to the fire safety management of all University premises. These include a Fire Safety Policy and Fire Safety Manager's Handbook.
- Building-specific information comprises an emergency action plan and fire evacuation plan.
- Fire strategy information, including details of compartmentation, is being incorporated in emergency action plans.

26.4 Has a DOFRA been completed? N/A ☐ Yes ☐ No ☑

Comments:

The DOFRA is out of date.

26.5 Are procedures in the event of fire appropriate and properly documented, where appropriate[16]? Yes ☑ No ☐

[15] This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

[16] Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

More specifically:

Are there suitable arrangements for summoning the fire and rescue service? Yes ✓ No ☐

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? Yes ✓ No ☐

Are there suitable arrangements for ensuring that the premises have been evacuated? Yes ✓ No ☐

Is there a suitable fire assembly point(s)? N/A ☐ Yes ✓ No ☐

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A ☐ Yes ✓ No ☐

Comments:

- A simultaneous evacuation procedure is in place, which involves lecture staff supervising the evacuation of students, and the remaining students and staff self-evacuating.
- Security staff monitor evacuations from the permanently manned office and attend buildings undertaking evacuations.
- The fire assembly point is on the plaza to the side of the building near the raised faculty building.
- The information box for the fire and rescue service is located on the wall of the north staircase near the repeater fire alarm control panel.

26.6 Are persons nominated to use fire extinguishing appliances? N/A Unk ☐ Yes ✓ No ☐

Comments:

Staff receive appropriate training in accordance with the University's policies and procedures.

26.7 Are persons nominated to assist with evacuation, including evacuation of disabled people? N/A Unk ☐ Yes ✓ No ☐

Comments:

Staff receive appropriate training in accordance with the University's policies and procedures.

26.8 Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits?) N/A Unk ☐ Yes ✓ No ☐

Comments:

Familiarization visits are carried out at the discretion of the fire and rescue service.

26.9 Are routine in-house inspections of fire precautions carried out (e.g. in the course of health and safety inspections)? N/A ☐ Yes ☑ No ☐ Unk

Comments:

Inspections are being carried out by occupying departments.

27. TRAINING AND DRILLS

27.1 Are all staff given adequate fire safety instruction and training? N/A ☐ Yes ☐ No ☑

More specifically:

Are they trained on induction? N/A ☐ Yes ☑ No ☐

Are they given periodic refresher training? N/A ☐ Yes ☐ No ☑

Are they given additional training to cover any specific roles and responsibilities? N/A ☐ Yes ☑ No ☐

Is the content of training provided considered adequate[17]? N/A ☐ Yes ☑ No ☐

Comments:

- The University provides fire training packages covering the roles of Fire Safety Managers and fire wardens, the use of fire extinguishers, the use of evacuation aids and general staff fire awareness.
- Occupying departments are responsible for induction training in fire safety.
- There is no structured programme to ensure staff are undertaking their refresher training.

27.2 Are fire drills carried out at appropriate intervals? N/A ☐ Yes ☑ No ☐

Comments:

Fire drills are carried out on an annual basis; however, it has been over a year since the last evacuation was completed due to the COVID-19 pandemic. Once the building is occupied again, a fire drill will be carried out.

[17] Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.

27.3 When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? N/A ☐ Yes ☑ No ☐

Comments and deficiencies observed:

To the extent appropriate, occupying departments are responsible for ensuring that employees of another employer are aware of the fire risks in the premises and the fire procedures that apply.

28. TESTING AND MAINTENANCE

28.1 Is there adequate maintenance of the workplace? Yes ☑ No ☐

Comments and deficiencies observed:

None.

28.2 Are weekly tests and periodic servicing of fire detection and alarm system carried out? N/A ☐ Yes ☑ No ☐ Unk

Comments and deficiencies observed:

Weekly testing is carried out locally, with periodic servicing arranged by Estate Management (records are held centrally).

28.3 Are monthly and annual testing routines for emergency escape lighting carried out? N/A ☐ Yes ☐ No ☑ Unk

Comments and deficiencies observed:

Currently, monthly testing is not carried out locally due to limited numbers of staff able to undertake it, with annual full discharge testing arranged by Estate Management (records are held centrally).

28.4 Is annual maintenance of fire extinguishing appliances carried out? N/A ☐ Yes ☑ No ☐

Comments and deficiencies observed:

Annual servicing is arranged by Estate Management.

28.5 Are periodic inspections of external escape staircases and gangways carried out? N/A ☑ Yes ☐ No ☐ Unk

Comments and deficiencies observed:

—

28.6 Are six-monthly inspections and annual testing of rising mains carried out? N/A ☐ Yes ☑ No ☐ Unk

Comments and deficiencies observed:

Arranged by Estate Management (records are held centrally).

28.7 Are weekly and monthly testing, six-monthly inspections and annual testing of fire-fighting lift(s) carried out? N/A ✓ Yes ☐ No ☐ Unk

Comments and deficiencies observed:

—

28.8 Are weekly tests and periodic inspections of sprinkler installations carried out? N/A ✓ Yes ☐ No ☐ Unk

Comments and deficiencies observed:

—

28.9 Are routine checks of final exit doors and/or security fastenings undertaken? N/A ☐ Yes ✓ No ☐ Unk

Comments:

Electronic locks are being tested monthly by the Fire Safety Manager.

28.10 Is there an annual inspection and test of the lightning protection system? N/A ☐ Yes ✓ No ☐ Unk

Comments:

The University has a programme in place for periodic inspection and testing through Estate Management.

28.11 Other relevant inspections or tests:

None.

Comments:

—

29. RECORDS

29.1 Are there appropriate records of:

Fire drills? N/A ☐ Yes ✓ No ☐ Unk

Fire training? N/A ☐ Yes ✓ No ☐ Unk

Fire alarm tests?	N/A ☐	Yes ☑	No ☐	Unk
False alarms?	N/A ☐	Yes ☑	No ☐	Unk
Emergency escape lighting tests?	N/A ☐	Yes ☑	No ☐	Unk
Maintenance and testing of other fire protection systems and equipment?	N/A ☐	Yes ☑	No ☐	Unk

29.2 Comments:

- Records of testing undertaken locally are kept in a file or book.
- Servicing records are held centrally by Estate Management.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79:

Potential consequences of fire ➔ **Likelihood of fire ⬇**	**Slight harm**	**Moderate harm**	**Extreme harm**
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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:

Low ☐ **Medium** ☑ **High** ☐

In this context, a definition of the above terms is as follows:

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:

Slight harm ☑ **Moderate harm** ☐ **Extreme harm** ☐

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.

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but is unlikely to result in 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:

Trivial ☐ **Tolerable** ☑ **Moderate** ☐ **Substantial** ☐ **Intolerable** ☐

Comments:

An explanation as to why the risk has been rated as shown above is given in the Executive Summary.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated in PAS 79:

Risk Level	Action and Timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. 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.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO 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 REPEATED REGULARLY.

ACTION PLAN – SHORT TO MEDIUM TERM RECOMMENDATIONS

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial ☐ **Tolerable** ☑

† Priorities:

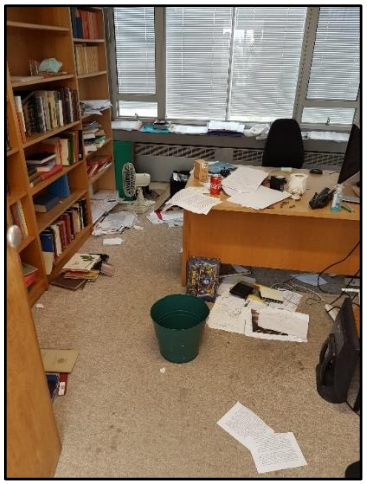
1. **Breach of legislation, having the potential for serious harm to relevant persons.**
2. **Breach of legislation, but not considered to constitute a potential for serious harm to relevant persons.**
3. **Necessary for best practice, but existing situation unlikely to constitute a potential for serious harm to relevant persons.**

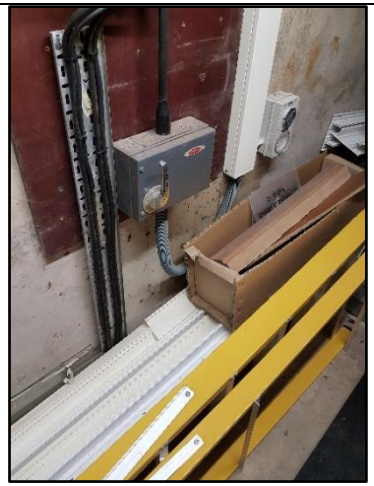
†† Suggested Timescale:

A. **Immediately or as soon as reasonably practicable. In the case of items that require capital work, steps should be taken as soon as reasonably practicable to progress the work.**
B. **Short term. In the case of items that require capital expenditure, steps should be taken in the short term to progress the work. (Suggested timeframe: within 3 months.)**
C. **Medium term. (Suggested timescale: within 6 months.)**
D. **Medium term. (Suggested timescale: within 12 months.)**

The full titles of British Standards and other references are given on the last pages of this report.

Item	Report Section	Recommendation	Priority †	Timescale ††	Action Taken	Date Completed
1.	8.3	The extension leads used to permanently supply power to electrical equipment in the graduate rest area kitchen and the reception should be replaced with fixed wire sockets.	3	C		

Item	Report Section	Recommendation	Priority †	Timescale ††	Action Taken	Date Completed
		 				
2.	14.3	Office 6.33 has excessive amounts of paper and combustibles located within, in a haphazard manner. The occupant should be reminded to keep combustible items to a minimum and improve their housekeeping standards. 	2	B		
3.	14.3	The combustible items located in the electrical intake room should be removed and the area kept clear.	2	B		

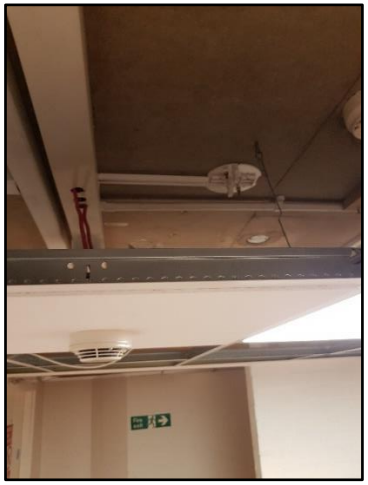
Item	Report Section	Recommendation	Priority †	Timescale ††	Action Taken	Date Completed
						
4.	14.3	The electrical equipment in offices adjacent to the north staircase should have a clear space of 500mm around it. 	2	B		
5.	18.5	The Custodians Office has grown from the original low-tech reception area. It has been enclosed in a reasonable, solid construction and provided with a self-closing	2	C		

Item	Report Section	Recommendation	Priority †	Timescale ††	Action Taken	Date Completed
		door. The sliding, glazed opening is not fire resisting and should be fitted with a fire shutter, interlinked with the fire detection and alarm system, to descend on actuation.				
6.	18.5	The thumb-turn devices on the final exit doors from the staircases should be replaced with push pads. 	2	B		
7.o	18.5	The excessive build-up of leaves outside the exit from the archive room in the library should be cleared and the area kept clear thereafter.	2	B		

Item	Report Section	Recommendation	Priority †	Timescale ††	Action Taken	Date Completed
						
8.	18.5	It shoud be determined if the ducting within the north staircase service riser undermines the fire resistance protecting the staircase. If it does, then the defects should be repaired or replaced with materials that achieve 30 minutes of fire resistance.	2	B		
9.	18.5	The doors to the basement floor lobby should be adjusted to ensure that the gaps on the top and leading edges are no more than 4mm and the remaining gap is filled by the smoke seals.	2	B		

Item	Report Section	Recommendation	Priority †	Timescale ††	Action Taken	Date Completed
						
10.	18.5	The missing smoke seal on the door to the seminar Room 11 should be replaced.	2	B		
						
11.	19.4	It should be ensured that contractors, when breaching floors or walls during refurbishments or construction, repair the voids with appropriate fire-resisting materials.	2	C		

Item	Report Section	Recommendation	Priority †	Timescale ††	Action Taken	Date Completed
12.	21.2	The fire action notices should be standardised, with a clear description of the assembly point, and be placed by all 'break glass' call points.   	2	B		
13.	21.2	The fire extinguishers within an old hose reel cupboard in the library should have signage indicating their location. 	2	B		

Item	Report Section	Recommendation	Priority †	Timescale ††	Action Taken	Date Completed
14.	22.4	The ceiling tiles missing in the basement corridor near to the fire alarm control panel should be replaced. 	2	B		
15.	23.4	The wording on the covers indicating fire hose reels, located on upper floor levels, should be removed.	3	B		
16.	23.4	The two fire extinguishers located on the floor within the library should be placed on stands.	2	B		

Item	Report Section	Recommendation	Priority †	Timescale ††	Action Taken	Date Completed
						
17.	26.4	A DOFRA should be completed for this building.	3	C		
18.	27.1	It was noted that the Custodian and building fire wardens are concerned that they have not received refresher training in the last two years. Refresher training should be provided to staff, in line with University policy, and to support staff if this is specifically requested.	2	B		
19.	28.3	The emergency escape lighting should be subject to monthly testing to ensure that it is in good working order in accordance with the requirements of BS 5266-8.	2	B		

ACTION PLAN – LONG TERM RECOMMENDATIONS

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, a 'Tolerable' risk to life:

All Recommendations in this Action Plan have a Priority of 3 and a Timescale of E

† Priorities:

3. Necessary for best practice, but existing situation unlikely to constitute a potential for serious harm to relevant persons.

†† Suggested Timescale:

E. Long term. (E.g. at the time of upgrading or refurbishment.)

The full titles of British Standards and other references are given on the last pages of this report.

Item	Report Section	Recommendation	Action Taken	Date Completed
1.	18.5	At the time of next building refurbishment, all fire-resisting doors should be reviewed and those not provided with intumescent strips and smoke seals should have them fitted.	3	D
2.	23.4	Consideration should be given to removing the dry powder fire extinguisher at the time of replacement.	3	D

REFERENCES

Guidance in Support of Fire Safety Legislation

HM Government Guides to Fire Safety Risk Assessment, DCLG:

- Offices and Shops.
- Factories and Warehouses.
- Sleeping Accommodation.
- Residential Care Premises.
- Educational Premises.
- Small and Medium Places of Assembly.
- Large Places of Assembly.
- Theatres, Cinemas and Similar Premises.
- Open Air Events and Venues.
- Healthcare Premises.
- Animal Premises and Stables.
- Transport Premises and Facilities.
- Means of Escape for Disabled People.

Guidance in Support of Building Regulations

Approved Document B Vol 2, 2006 edition (as amended).

Fire Safety Design and Management

BS 9991:2015. *(Incorporating corrigendum No. 1.) Fire safety in the design, management and use of residential buildings. Code of practice*.

BS 9999:2017. *Fire safety in the design, management and use of buildings. Code of practice.*

Fire Detection and Fire Alarm Systems

BS 5839-1:2017. *Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises.*

BS 5839-6:2019+A1:2020. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises.*

BS 5839-8:2013. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of voice alarm systems.*

BS 5839-9:2011. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems.*

Fire Extinguishing Appliances

BS 5306-1: 2006. *Code of practice for fire extinguishing installations and equipment on premises - hose reels and foam inlets.*

BS 5306-3:2017. *Fire extinguishing installations and equipment on premises. Commissioning and maintenance of portable fire extinguishers. Code of practice.*

BS 5306-8:2012. *Fire extinguishing installations and equipment on premises - Selection and positioning of portable fire extinguishers - Code of practice.*

BS EN 3. *Portable fire extinguishers.*

BS EN 671-3:2009. *Fixed fire-fighting systems. Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with lay-flat hose.*

BS EN 1869:2019*. Fire blankets.*

Emergency Escape Lighting

BS 5266-1:2016. *Emergency lighting - Code of practice for the emergency lighting of premises.*

BS 5266-8:2004. (BS EN 50172: 2004). *Emergency escape lighting systems.*

BS EN 1838:2013. *Lighting applications – Emergency lighting.*

Fire Safety Signs

BS 5499-4:2013. S*afety signs. Code of practice for escape route signing.*

BS ISO 3864-1:2011. *Graphical symbols. Safety colours and safety signs. Design principles for safety signs and safety markings.*

BS EN ISO 7010:2020+A1:2020. *Graphical symbols – Safety colours and safety signs – Registered safety signs.*

BS 5499-10:2014. *Guidance for the selection and use of safety signs and fire safety notices.*

Fixed Fire Extinguishing Systems and Equipment

BS EN 12845:2015+A1:2019. *Fixed fire-fighting systems. Automatic sprinkler systems. Design, installation and maintenance.*

BS 9990:2015. *Non-automatic fire-fighting systems in buildings. Code of practice.*

Lightning

BS EN 62305-1:2011. *Protection against lightning. General principles.*

BS EN 62305-2:2012. *Protection against lightning. Risk management.*

BS EN 62305-3:2011. *Protection against lightning. Physical damage to structures and life hazard.*

BS EN 62305-4:2011. *Protection against lightning. Electrical and electronic systems within structures.*

Miscellaneous

BS 7176:2007+A1:2011. *Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites.*

BS 7273-4:2015+A1:2015. *Code of practice for the operation of fire protection measures. Actuation of release mechanisms for doors*.

BS 7671:2018+A1:2020. *Requirements for Electrical Installations. IET Wiring Regulations. Eighteenth Edition.*

IET Code of Practice for In-service Inspection and Testing of Electrical Equipment. Fifth Edition.

BS 8899:2016. *Improvement of fire-fighting and evacuation provisions in existing lifts. Code of practice.*

PAS 79:2012. *Fire risk assessment - Guidance and a recommended methodology.*

Published Guidance on Control of Contractors

Standard Fire Precautions for Contractors Engaged on Crown Works, Department of Environment, HMSO.

Fire Prevention on Construction Sites. Fire Protection Association.

Fire Safety in Construction. HSG168 (2nd edition) HSE.

BAFE SP205 CERTIFICATE OF CONFORMITY

Certificate Number	LS	0128398

Life Safety Fire Risk Assessment
Gold Approved Scheme
CERTIFICATE OF CONFORMITY

Security.Improved

This certificate is issued by the Approved Company named in Part 1 of the Schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the Schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

SCHEDULE		
Part 1	**NSI Life Safety Fire Risk Assessment Gold Approved Organisation**	
	C.S. Todd & Associates Ltd	
	BAFE Registration Number	
	NSI 00342	
Part 2	**Name of Client**	
	The Chancellor, Masters and Scholars of the University of Cambridge	
Part 3	**Address of premises for which the fire risk assessment was carried out**	
	Faculty of History, Sidgwick Avenue, Cambridge CB3 9DA	
	Part or parts of the premises to which the fire risk assessment applies	
	All areas (see report for details).	
Part 4	**Brief description of the scope and purpose of the fire risk assessment**	
	The purpose of the fire risk assessment is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. It does not address the risk to property or business continuity from fire.	
Part 5	**Effective date of the fire risk assessment**	04 March 2021
Part 6	**Recommended date for review of the fire risk assessment**	March 2022

We, being currently a NSI Approved BS EN ISO 9001 organisation in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule under the control of our Quality Management System (identified on our NSI approval certificate) and with all other requirements as currently laid down within BAFE SP205 Scheme in respect of such fire risk assessment.

Signed (for and on behalf of the issuing Approved organisation)	
Job Title	Senior Consultant (Validator)
Date	21 April 2021

Life Safety Fire Risk Assessment Gold is an Approval Scheme of Insight Certification Ltd, Sentinel House, 5 Reform Road, Maidenhead, Berkshire, SL6 8BY

BAFE, Bridges 2, The Fire Service College, London Road, Moreton-in-Marsh, GL56 0RH.

RG8070.2 12/12

1 This certificate is used subject to NSI Regulations and Rules of the NSI LIFE SAFETY FIRE RISK ASSESSMENT GOLD Approval Scheme.

2 NSI reserves the right to conduct an audit by an authorised representative of NSI during normal business hours, with the permission of the customer, of the fire risk assessment and its related premises in order to ensure that the said risk assessment complies with BAFE Scheme document SP205-1 (the Scheme) Section 7 and generally.

3 NSI requires every NSI LIFE SAFETY FIRE RISK ASSESSMENT GOLD Approved Company to issue a Certificate of Conformity in accordance with the Scheme for all fire risk assessments it carries out that wholly or partly address life safety.

4. The Certificate of Conformity when completed is a clear statement that the Approved Company conducted the fire risk assessment for life safety, it is suitable and sufficient and compliant with the BAFE SP205-1 Scheme document and is certified by a registered competent fire risk assessor.

5 Where life safety and other aspects of fire protection are addressed in the same fire risk assessment a Certificate of Conformity shall be issued but the certificate shall make clear that the certificate applies only to the life safety aspects of the fire risk assessment and not further or otherwise.

6 Should the customer be dissatisfied with the fire risk assessment covered by this certificate, he/she should at first contact the Approved Company at its local office. If satisfaction is not obtained, the customer should address a written complaint to the customer services department at the head office of the Approved Company. If the customer remains dissatisfied, he/she may address a written complaint, outlining the nature of his/her dissatisfaction and the circumstances of the fire risk assessor company's response, to the Customer Care Manager at NSI.

NSI will not normally consider complaints unless the Approved company has been given the opportunity to resolve the dispute as set out above.

Subject thereto and as hereinafter provided, NSI will endeavour to assist in the resolution of the dispute between the contracting parties, provided always that NSI will not deal with or be involved in any discussions or negotiations with either party with regard to financial or other loss, claims or potential loss claims, outstanding payments or construction and/or interpretation of the Approved Company's terms and conditions of contract.

NSI shall not be liable for any act or omission arising from any assistance it may provide as hereinbefore provided unless such act or omission is shown to have been fraudulent or deceitful.

7 This Certificate confirms conformity with the requirements of BAFE Scheme document SP205-1 applicable at the date of issue by the issuing company. NSI does not undertake to investigate any query or complaint in relation to future changes to BAFE scheme documents, policies or other regulations that render the fire risk assessment in need of further updating. In that event, the appropriate update should be carried out by a company holding NSI LIFE SAFETY FIRE RISK ASSESSMENT Approval.

8 NSI does not accept any responsibility or liability for any fire risk assessment produced by the Approved Company

9 Unless the issuing company's obligation to NSI in respect of the fire risk assessment are undertaken by another NSI Approved Company, NSI will not enforce its Rules or Standards on the Approved Company or on its successor in business in respect of any fire risk assessments after the issuing company ceases to hold NSI LIFE SAFETY FIRE RISK ASSESSMENT Approval.

10 The Certificate is issued subject to the terms and conditions of the company issuing the certificate for the fire risk assessment service.

11 On this certificate and in these terms and conditions, where the context permits, the reference to the issuing company shall include any Approved Company who shall undertake the issuing company's obligations to NSI in respect of the fire risk assessment.

Footnote.
"SP205" is a Scheme Document published by the British Approvals for Fire Equipment (BAFE).

RG8070.2 12/12 (Word 2007)