



Fire Risk Assessment

Innovation Centre and Extension



Indication of Level of Risk

University of York
Heslington
York
North Yorkshire
YO10 5DD

Fire Risk Assessment Reference: IC-010322
Planon Reference: 12708003



Departmental Responsible Person(s): *Claire Bennett*

Risk Assessment Carried Out By: *Simon Render (Assistant Fire Safety Officer)
Accompanied by Richard Fearnley (Facilities Assistant)*

Risk Assessment Carried out on: *1st March 2022*

Next Fire Risk Assessment due on: *March 2024*



GENERAL INFORMATION

THE PREMISES

Purpose Group & Use of premises	<p>Purpose Group: 3 Office Use: General Office space</p> <p>Purpose Group: 5 Assembly and Recreation Use: Laboratories</p>
Year of construction	Main building 1995 and the Extension was built in 2007
Brief details of building & construction (including number of floors & basements) (include any fixed fire-fighting equipment)	<p>Main Building Four storey building metal framed building with part brickwork / part insulated panels. Insulated panel flat roof. There are two protected staircase enclosures. At the north facing side of the building a Dry Riser is fitted in the protected staircase enclosure</p> <p>Extension Two storey metal framed building with part brickwork / part insulated panels. Insulated panel flat roof.</p>
General Information	<p>Main Building This is a multi-occupied building consisting of 4 floors. Ground, first and second are used as office accommodation, 3rd floor Plant room only. The layout is in form of a central atrium. The building is a purpose built building and therefore was designed around its current intended use. Constructed to meet Approved Document B-Fire Safety An extension to the building was built in 2007</p> <p>Extension Is a two storey building multi occupied building. The first floor is used for office space and the ground floor is a mixture of laboratory and office space</p>
Approximate footprint of the building (m²)	Main building 420m ² Extension 240 m ²
Aggregate floor area (m²)	m ²
Number of internal / external escape staircases	<p>Main Building 2 Protected Internal staircases, situated at each end of the building. One accommodation stairs</p> <p>Extension One protected staircase</p>
General purpose passenger lift	Yes passenger lift only in both buildings
Fire Alarm System (BS 5839:1)	This Building is fitted with an automatic fire detection system
Emergency Lighting (BS 5266)	This building is fitted with a reasonable standard of emergency escape lighting
Portable Fire Fighting Equipment (BS 5306)	This building is fitted with a reasonable provision of Portable Fire Fighting equipment
Access for Fire Service Acceptable?	Yes
Water supplies for Fire Service	Hydrant within 90m; Open water supply within
Listed building	No

THE OCCUPANTS

Multi-Occupancy	No
Number of employees (total number of persons employed to work)	Main Building Approximately 80 Extension Approximately 40
Approximate number of persons in the building at any one time (employees/members of the public/students)	Main Building Approximately 160 Extension 90

This Fire Risk Assessment has been produced based on the 5 steps of Risk Assessment & guidance given in the appropriate HM Government Regulatory Reform (Fire Safety) Order Guide.

The primary purpose is to provide an assessment of the risk to life from fire in these premises and to make recommendations to ensure compliance with fire safety legislation (Regulatory Reform Fire Safety Order 2005)

The primary purpose is to provide an assessment of the risk to life from fire in these premises and to make recommendations to ensure compliance with fire safety legislation (Regulatory Reform Fire Safety Order 2005) The nominated HSSD fire officer will carry out a type 3 fire risk assessment this will include the work involved in a type 1 FRA, and is non- destructive, but goes beyond the scope of the FSO by considering fire precautions, such as means of escape and fire detection within all flats. Roof voids will not form part of this FRA

This fire risk assessment should be reviewed by a competent person by the date indicated on the front page or earlier if there is a reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

The following check box section consists of some fire hazards that are considered in the fire risk assessment. This check box section is not necessarily exhaustive; there may be further hazards and measures to prevent fire in the course of the fire risk assessment, particularly if work processes give rise to more specific fire hazards.

Responsible persons: Claire Bennett

Identify Fire Hazards & Evaluate, remove, reduce the risk (Preventive measures - Steps 1 & 3)

ID	<u>Ignition Sources</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
1	<p>Smoking Is Smoking permitted anywhere on the premises? Is there a smoking policy in place and effectively enforced? Are all reasonable control measures in place?</p> <p>Existing Control Measures in place It is the policy of the University that all of its workplaces, teaching spaces and residential accommodation are smoke-free (which includes no smoking from windows, on roofs or in doorways) Smoking allowed in designated areas outside the building Students/Staff are all aware of University policy on smoking Disciplinary action & penalty procedures if evidence of smoking is acquired (within non designated smoking areas)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<p>Naked Flames Open fires, BBQ's, candles or night lights in use within or near the premises? All reasonable control measures in place?</p> <p>Existing Control Measures in place The University of York has a policy in place which prohibits the using or storing of candles, incense sticks/burners or other naked flames Barbeques only permitted in designated areas & should be more than 10m away from any building</p> <p>Departments that use naked flames as their normal activity have control measures in place i.e. Fuel sources kept to a minimum & remote from any naked flame, PPE worn, regular safety training of staff given by the Departmental Safety Officer (DSO)</p> <p>Hot Work permit in place for outside contractors & University maintenance personnel</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Identify Fire Hazards & Evaluate, remove, reduce the risk (Preventive measures - Steps 1 & 3)

ID	<u>Ignition Sources</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
3	<p>Cooking Equipment Applies to any heat producing cooking equipment/appliances including kettles on the premises (fixed or portable) Are they being used within an appropriate room? Are all reasonable control measures in place? Are they checked/tested on an acceptable frequency by a qualified person?</p> <p>Existing Control Measures in place The University of York has a policy which prohibits the use of any cooking appliances in areas other than designated areas (This includes the use of kettles, toasters, coffee & tea makers, rice cookers etc.)</p> <p>Designated Kitchen areas Cooking appliances checked on a regular basis by the estates department Facilities Managers/Departmental Safety Officers/Building Managers encourage staff/students to keep areas clean & tidy Fire Blankets are in place Fuel sources kept away from cooking areas</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<p>Heating Equipment Any electric heating units used on the premises (fixed or portable)? Any gas fueled heating units used on the premises (fixed or portable)? Includes Hair dryers, straighteners, curling tongs etc. All reasonable control measures in place? Are they checked/tested on an acceptable frequency by a qualified person?</p> <p>Existing Control Measures in place Portable heaters are not generally permitted for use within the University of York premises, however where they are deemed to be necessary, they are PAT tested on a set frequency, they must be in good condition, and placed away from any combustible items. If they are to be used long term, they should to be securely fixed in place (i.e. fixed to the wall)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	<p>Fixed Electrical Equipment Fixed electrical equipment should be checked at a set frequency by a qualified electrician (5 yearly)</p> <p>Existing Control Measures in place All electrical installations are regularly inspected by a competent electrical engineer, in accordance with the Electricity at Work Regulations 1989 (EAW Regulations). Low voltage equipment conforms to the requirements of the Electrical Equipment (Safety) Regulations 1994, including the requirement to be CE marked.</p> <p>All records of tests are kept in Facilities Managers Office (Innovation House)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	<p>Portable Electrical Appliances - PAT Tested? Are all portable electrical appliances PAT tested? Marked up as satisfactory with date of test?</p> <p>Existing Control Measures in place All University owned portable electric appliances are tested in line with an agreed maintenance schedule by competent personnel Personal portable electrical appliances brought in by staff / students must be PAT tested prior to use in communal areas.</p> <p>Portable electrical appliances were found within the building that were either: Un-tested</p> <ul style="list-style-type: none"> Kettle in Room 2.01 Kettle in Room 0.15 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Identify Fire Hazards & Evaluate, remove, reduce the risk (Preventive measures - Steps 1 & 3)

ID	<u>Ignition Sources</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
7	<p>Extension leads & Adapters Coiled up extension leads? – Bunched up cables – overloaded sockets – correct fuse?</p> <p>Existing Control Measures in place Coiled extension cables are to be fully unwound when in use Extension leads must be plugged directly into power socket, and must not be fitted into another extension cable (daisy chained) Block adaptors that are not fused and do not have a BS or CE mark are not permitted for use in University premises</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	<p>Hot Processes/Hot Work Safe area away from combustible items? Sufficient safety procedures? Sufficient training? Control measures in place?</p> <p>Existing Control Measures in place York Science Park (YSP) strict control measures over hot works carried out on the premises by outside contractors & in-house maintenance personnel (Including “hot work” permits for work involving cutting, welding, use of blowlamps, soldering equipment etc.)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	<p>Heating Boilers Clean, safe area away from combustible items? Are they checked/tested on an acceptable frequency by a qualified person?</p> <p>Existing Control Measures in place Several buildings are heated by the Universities Central Boiler house.</p> <p>Buildings that are not heated via Central Boiler House All Gas boilers are maintained as part of a maintenance contract Boilers that are housed in independent service riser cupboards are kept away from any other additional storage.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	<p>Battery Charging Units Clean, in a safe area away from combustible items?</p> <p>Existing Control Measures in place All industrial battery charging should be carried out in an appropriate area with suitable extraction. An individual risk assessment should be carried out for the area.</p> <p>Individual battery charging units (Mobile Phones/PDA's/Laptops etc.) All charging units present a slight fire hazard (especially some non-genuine charging units that do not comply with current safety regulations). Staff/Students asked to ensure only compliant chargers are used & are not left unattended whilst on charge.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	<p>Arson Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Could somebody set fire to the premises putting relevant persons within building at risk? Security sufficient to remove/reduce the risk of arson in & around the premises? CCTV?</p> <p>Existing Control Measures in place University of York Security staff patrol the York Science Park (YSP) areas (night time only) Avoidance of unnecessary fire load in close proximity to the building.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	<p>Contractors Are fire safety conditions imposed on outside contractors? Satisfactory control over works carried out in the building by outside contractors & in-house maintenance personnel (including “hot work” permits)?</p> <p>Existing Control Measures in place The University of York has strict control measures over works carried out on premises by outside contractors & in-house maintenance personnel using work permits (including “hot work” permits for work involving cutting, welding, use of blowlamps, soldering equipment etc.)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Identify Fire Hazards & Evaluate, remove, reduce the risk (Preventive measures - Steps 1 & 3)

ID	<u>Ignition Sources</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
13	<p>Lightning Does the building have a lightning protection system? Is the lightning protection system checked/tested on an acceptable frequency by a qualified person?</p> <p><u>Existing Control Measures in place</u> Checked by 3rd party contractor on a regular basis</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	<p>Any other source of ignition</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Identify Fire Hazards & Evaluate, remove, reduce the risk (Preventive measures - Steps 1 & 3)

15	<p><u>Dangerous Substances / Equipment / Processes</u> <u>(Explosive, Flammable, Corrosive, Oxidizing, Biohazards, Radiation, Magnetic, Lasers etc.)</u></p> <p>Are the hazardous properties known and documented? Is the storage of dangerous substances acceptable? Is the internal transportation of dangerous substances acceptable? Is the handling of dangerous substances acceptable? Dangerous substance waste - managed acceptably? Are the processes and substances compatible? Are all dangerous substances pipelines and containers suitably identified and marked? Suitable written work instructions and/or a permit to work system for working in hazardous zones? In the event of power failure, will a satisfactory level of safety be maintained? Are there dangerous substances used or processes carried out that require additional control measures to ensure safety of all relevant persons? Has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?</p> <p><u>Existing Control Measures in place</u> All hazardous substances properties are documented Larger quantities of flammable liquids are stored in purpose designed locked cabinets where possible Substance waste is managed safely COSHH risk assessments carried out for all hazardous substances used and suitable control measures in place Areas that require spark control have intrinsically safe equipment and lighting Regular general safety inspections are carried out by the departmental safety officer – a report is completed and all relevant persons are informed of any breach of safety regulations Induction training carried out for all new members of staff – detailing the hazardous substances and the control measures that are in place currently</p> <ul style="list-style-type: none"> AMUR Provide evidence that a COSHH Risk Assessment has been undertaken. Hampwell can you please confirm how much oil is stored? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Identify Fire Hazards & Evaluate, remove, reduce the risk (Preventive measures - Steps 1 & 3)

16	<p>Gas Cylinders Are gas cylinders stored in a well-ventilated, covered area? Are cylinders stored vertically and securely to prevent them from toppling Full and empty cylinders stored separately? Cylinders segregated by the properties of the gas? (flammable, inert, oxidant, and so on) Appropriate signage in place? Cylinders transported in accordance with BCGA guidelines (e.g. manual handling, PPE etc.)</p> <p>Existing Control Measures in place Where practical all gas cylinders are removed from buildings and gas is piped in with appropriate isolation points.</p> <p>Where gas cylinders are vital to the operation of the department:- Cylinders are stored vertically and securely to prevent them from toppling. Full and empty cylinders stored separately Cylinders segregated by the properties of the gas (flammable, inert, oxidant, and so on) Appropriate signage is in place Cylinders transported in accordance with BCGA guidelines (e.g. manual handling, PPE etc.)</p> <p>INFAI (UK) Copy of the Risk Assessment for the storage and use of Cylinders is required</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	<p>Furniture & soft furnishings Does the upholstered furniture meet BS 7176 or the Furniture and Furnishings (Fire) (Safety) Regulations 1988 or have they been treated with a proprietary fire-retardant treatment designed to enhance their fire performance (Particularly important on escape routes, access rooms - areas where escape may be compromised in the event of fire)</p> <p>Existing Control Measures in place All furniture purchased meets BS7176 and also the Furniture and Furnishings (Fire) (Safety) Regulations 1988</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	<p>Curtains & Drapes Treated with a proprietary fire-retardant treatment? (Particularly important on escape routes, access rooms - areas where escape may be compromised in the event of fire)</p> <p>Existing Control Measures in place Any curtains or drapes purchased will be made from fire retardant materials. Curtains & Drapes are not fitted within designated escape routes</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19	<p>Housekeeping – General (in areas other than Escape Routes & Staircases) Is the general standard of housekeeping adequate? Avoidance of unnecessary accumulation of combustible materials or waste? Combustible materials appear to be separated from ignition sources? Avoidance of inappropriate storage of combustible materials? Waste disposal areas – Wheelie bins – skips – evaluate remove reduce risk</p> <p>Existing Control Measures in place Facilities Managers to keep all areas tidy and free from combustible materials. Ignition sources kept away from fuel sources as much as is practically possible both within academic buildings, teaching spaces and college accommodation premises</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	<p>Wall & ceiling hangings (including decorations) Wall & Ceiling Hangings – Class 0 in escape routes? Avoid decorating escape routes, access rooms or areas where escape may be compromised in the event of fire (Christmas time decorations in particular)</p> <p>Existing Control Measures in place All walls & ceiling hangings are 'Class 0' in escape routes Decorations not permitted along escape routes particularly where escape is in one direction only. Staff aware of keeping decorations away from any ignition sources</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Identify Fire Hazards & Evaluate, remove, reduce the risk (Preventive measures - Steps 1 & 3)

21	<p><u>Maintenance / Cleaning of Cooking appliances & Cleaning of cooker hood extraction ducts & filters</u> Avoid the buildup of dust, grease, un-burnt food deposits etc. near cooking appliances, ventilation units & ducting</p> <p><u>Existing Control Measures in place</u> York Science Park manages the maintenance of extraction equipment.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22	<p><u>Any other source of fuel</u></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Identify Fire Hazards & Evaluate, remove, reduce the risk (Preventive measures - Steps 1 & 3)

ID	<u>Oxygen Sources</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
23	<p><u>Oxygen Sources - Ventilation / Air Handling units / Air Conditioning units</u> Auto shut off mechanism? Dampers fitted in ducting through FR construction?</p> <p><u>Existing Control Measures in place</u> Where assessed as required to shutdown, all ventilation and air handling units will be programmed into the fire alarm system cause and effect to automatically shut down. Fire dampers installed as required by Building Control at installation stage</p> <p style="color: red;">**Due to the nature of construction these are not checked as part of the FRA**</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	<p><u>Oxygen Sources – Extraction Ducting</u> Auto shut off mechanism? Dampers fitted through FR construction?</p> <p><u>Existing Control Measures in place</u> Estates Department manages the maintenance of extraction equipment. The shutdown of localized Extract Ventilation (LEV) is based against a departmental risk assessment in relation to process. Fire dampers installed as required by Building Control at installation stage</p> <p style="color: red;">**Due to the nature of construction these are not checked as part of the FRA**</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	<p><u>Oxygen Cylinders</u> Oxygen cylinders – removed to safe storage when not in use? Piped oxygen systems – isolated when not in use? Kept remote from ignition sources?</p> <p><u>Existing Control Measures in place</u> Where practical, oxygen to be piped into the building from an external well ventilated store with appropriate isolation points</p> <p>Where internally sited oxygen cylinders are vital to the operation of the department, the following applies: Cylinders must be stored vertically and securely to prevent them from toppling Empty cylinders to be removed from the building & stored in a well ventilated secure external store separately from full cylinders</p> <p>Ensure appropriate signage is in place</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	<p><u>Oxidizing chemicals</u> Produce their own oxygen in a fire situation – evaluate remove reduce</p> <p><u>Existing Control Measures in place</u> All hazardous properties are documented Larger quantities of oxidizing chemicals are stored in purpose designed locked cabinets Oxidizing Chemicals are kept to an absolute minimum Substance waste managed safely COSHH risk assessments carried out for all hazardous substances used and suitable control measures in place Appropriate signage is in place</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	<p><u>Any other source of oxygen</u></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Identify Life Risk & Evaluate, remove, reduce the risk (Preventive measures - Steps 2 & 3)

ID	<u>Life Risk</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
28	<p>Staff & Students Full time & part time staff and students</p> <p><u>Existing Control Measures in place</u> Completion of a fire risk assessment for all buildings in line with agreed University schedule. Compliance with University Fire Safety Policy.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
29	<p>Members of the public / guests / People unfamiliar with building Members of the public, seasonal workers, contractors, visitors, customers, guests unfamiliar with building may be reliant on trained staff to assist with evacuation in an emergency</p> <p><u>Existing Control Measures in place</u> Guests accompanied at all times Contractor induction scheme in place Fire warden / sweeper procedures in place within non-residential buildings</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30	<p>Vulnerable Persons / Persons with disabilities Risk of Mobility, hearing or vision impaired persons being unable to hear fire alarm & to make their way to a place of safety unaided. Have adequate measures been adopted to ensure these groups are adequately warned of fire? Consider Xenon flashing lights / vibrating pagers Written generic GEEPS & specific individual PEEPS completed where required? Buddy System / Pre-Alarm warning / Emergency Pager? Ability to get to a place of relative/ultimate safety without the intervention of NYFRS? Evacuation chairs? Tested during fire drills?</p> <p><u>Existing Control Measures in place</u> The University has a policy for the development of Personal Emergency Evacuation Plans in place to assist staff and students who require assistance to evacuate in an emergency Personal Emergency Evacuation Procedures (PEEP's) & Generic Emergency Evacuation Procedures (GEEP's) are carried out by Departmental Safety Officers/Heads of Departments in academic buildings and by the Facilities Manager in residential accommodation buildings. The University of York may use any of the following solutions as part of a written PEEP for personnel with a hearing impairment; Additional sounders/xenon lights/vibrating pagers/vibrating pillows/buddy systems etc.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31	<p>People asleep May not be awakened by fire alarm, slow to respond and can be disorientated</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	<p>Lone workers Security staff, Porters, cleaners, night workers</p> <p><u>Existing Control Measures in place</u> York Science Park (YSP) Lone Working procedures are in place</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
33	<p>Young workers i.e. under the age of 18 years of age</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	<p>People working in isolated areas Maintenance staff, staff on cranes, cat walks etc. with escape available in one direction only with excessive travel distances, or persons working in 'inner room' situations</p> <p><u>Existing Control Measures in place</u> Permit to work systems followed where in place Inner room situations – will have either detection in access room, vision panels, or in some cases both. York Science Park Lone Working procedure's to be followed</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Identify Life Risk & Evaluate, remove, reduce the risk (Preventive measures - Steps 2 & 3)



ID	<u>Life Risk</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
35	<p>People with language difficulties May not understand what is happening in a fire situation</p> <p>Existing Control Measures in place Each of the occupiers are required to have their own procedures / policy in place</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
36	<p>People under the influence of drink May be aggressive, disorientated, unruly, uncooperative</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	<p>Large Groups of people within a limited area Evacuation times may be excessive, panic & rush for exits may cause problems - Control measures in place?</p> <p>Existing Control Measures in place Agreed occupancy figures for events are agreed as part of the Events management procedures</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	<p>People using the building out of hours Normal staff not available to assist with evacuation - Control measures in place?</p> <p>Existing Control Measures in place Persons using the building out of hours will be limited to those who are familiar with the premises & aware of any risks within. They should be aware of the protective measures within the building. No high risk activities should take place out of normal working hours. All staff are expected to self-evacuate prior to security patrol investigating source of activation. Each of the occupiers are required to have their own procedures /policy in place</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
39	<p>Any other person(s) at risk</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Protective measures in place to reduce the risk (Evaluate & Reduce Risk - Step 3)


ID	<u>Means of Escape (Protective Measures)</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
40	<p>Compartmentation Compliant with B3 of the current building regulations when the building was constructed? Based on a visual inspection of readily accessible areas, is there any reason to question whether the building's compartmentation has been breached? Any recent upgrade or maintenance work that may have affected the compartmentation of the building? Are fire dampers fitted to protect critical means of escape?</p> <p>Existing Control Measures in place York Science Park (YSP) premises have been built in accordance with the building regulations current at that time Building alterations carried out in line with Approved Document B or equivalent standard. All building alterations are passed through the Fire Safety Team for approval.</p> <p>Confirm fire compartmentation in the following areas;</p> <ul style="list-style-type: none"> • Within the riser cupboards • Lift room. • Electrical Intake room • Communications room • Riser within room 1.14 • Plant room (Main Building) • Plant room (Extension) • Cleaners cupboard Innovation extension 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
41	<p>Escape routes Are there sufficient numbers of escape routes for the number of persons in the building? Are the escape routes of sufficient width for the numbers of persons likely to use them (ensure the width is checked at the narrowest point which is sometimes referred to as the pinch point) Do the escape routes have the correct level of protection to a point of ultimate safety? Floor coverings visually in good condition & well maintained? Inner Rooms / Access Rooms (Can all areas be reached without passing through more than one access room? Is there the correct level of protection i.e. AFD, Vision panel etc.) Avoidance of sliding or revolving doors? Class O materials? Are the Escape routes 'FIRE STERILE' areas (i.e. Limited combustible materials where there are alternative escape routes, NO Combustible materials where escape is in one direction only)</p> <p>Existing Control Measures in place University premises have been built in accordance with the building regulations current at that time to ensure escape routes are sufficient with regards numbers, width, FR protection etc. Any proposed alterations that materially affect the means of escape / escape routes go through the University fire team prior to Building Control to ensure compliance All University premises escape routes have been reviewed since the introduction of the Regulatory Reform (Fire Safety) Order 2005 to ensure compliance with code. Facilities Managers and staff to keep all corridors and escape routes tidy and free from combustible materials especially in routes that have escape in one direction only.</p> <p>1. The alternative exit from room 2.01 is obstructed</p> <p>2. Combustibles being stored in the corridor ground floor extension</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Protective measures in place to reduce the risk (Evaluate & Reduce Risk - Step 3)

ID	<u>Means of Escape</u> (Protective Measures)	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
	<p>There are two large fire doors leading into the atrium on the first floor which are held open on magnetic catches. In the “open position” they impede the means of escape from the offices leading into the staircase enclosure. However, they are deemed acceptable because;</p> <ul style="list-style-type: none"> the magnetic catches are linked into the fire alarm system and will automatically close when the fire alarm activates. The building is well managed. Fitting an alternative self- closing device may lead to these doors being propped open and therefore would not close in the event of a fire. 			
42	<p>Disabled Refuges Are there disabled refuges within the building? Are they suitable & sufficient? Located in a separate compartment, protected staircase, protected lobby or protected corridor? In an area sufficiently protected (or remote) from any fire risk from that leads to a protected staircase leading to a place of ultimate safety? Communications equipment checked/tested on an acceptable frequency by a qualified person?</p> <p>Existing Control Measures in place Premises that are furnished with a passenger lift will have disabled refuges on all upper levels either within the staircase enclosure or within a protected area adjacent to the staircase enclosure. Each refuge has communications intercom equipment which connects to the University security control. If for any reason the communications between this intercom and security control were to fail, there is a backup master intercom at ground floor level adjacent to the main fire alarm panel. Security services carry an evacuation chair in each response vehicle and are appropriately trained in its use.</p> <p>Main Building The disabled refuge located on the first floor requires some communications equipment, however I was informed that non -of the occupiers of the first floor currently employ any physically disabled staff. If this was to change then the communications issue would be reviewed</p> <p>Extension The building is furnished with a passenger lift however there are no disabled people currently employed on the first floor. If this was to change as above the communications issue would be reviewed</p> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Protective measures in place to reduce the risk (Evaluate & Reduce Risk - Step 3)

ID	<u>Means of Escape (Protective Measures)</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
43	<p>Staircases Are there sufficient numbers of staircases in the building? Is the width of the stairs sufficient? (Also take into account width at pinch point) Do the staircases have the correct level of protection? Is there double door protection (60 min) for basements? External staircases well maintained? Are the Staircases 'FIRE STERILE' areas (i.e. NO Combustible materials)</p> <p>Existing Control Measures in place Escape staircases are designated as protected staircases and should be fire sterile areas with no storage of combustible material. Staircases are of sufficient width to accommodate the maximum occupancy of all upper floors.</p> <p>Central staircase – reception – pigeon holes with combustible items – this is an ‘accommodation stair’ – should not be used for escape purposes as is at present – THIS IS NOT A PROTECTED STAIRCASE (see photo)</p> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
44	<p>Travel Distances Are the travel distances reasonable (both single direction & with an alternative means of escape) Do the Travel Distances comply within the appropriate HM Government RRO guides?</p> <p>Existing Control Measures in place Travel distances have been assessed and are deemed compliant with the RR(FS)O guide for the category of risk</p> <p>Extension (Liaison with Mick Elliott Fire Officer)</p> <p>Travel Distance from furthest point on 1st floor (rooms 1.31A and 1.31B) is in excess of the maximum allowed (as stated in the HM Government risk assessment guidance document - travel in one direction only) deemed not compliant with the RR(FS)O requirements for the category of risk ...</p> <p>Compensatory Features; Alarm System to BS 5839 Part 1, Fire Doors opening onto the escape route, Simultaneous Evacuation, Fire Drills undertaken, the building is well managed.</p> <p>The occupancy on the first floor extension is low however should this change I would recommend that there is another alternative fire exit from this area</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
45	<p>Occupancy numbers Are any rooms / floors over occupied? Floor space factors compliant?</p> <p>Existing Control Measures in place Agreed occupancy figures are in line with approved code and managed through the room booking office. Occupancy figures are assessed as part of the formal fire risk assessment in all existing buildings.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Protective measures in place to reduce the risk (Evaluate & Reduce Risk - Step 3)

ID	<u>Means of Escape (Protective Measures)</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
46	<p><u>Fire Doors & Final Exit Doors</u></p> <p>Open in direction of travel? (Required for doors that need to accommodate more than 60 persons) Exit width compliant? (width of door sufficient for the number of persons that are likely to use the exit) Held open by unauthorized means? Easily opened from the inside without the use of a key or code? In good condition – correct level of FR – self closing - strips & seals – glazing FR - conforms to BS476 – well maintained & tested? Fire Doors that do not conforming to BS476 – In good condition? – treated with intumescent products? – self closing - strips & seals – certificate stating will hold back smoke & fire for 30 minutes – well maintained & tested? Any wicket, sliding, lifting, shutters or revolving doors? (Not generally acceptable as escape doors) Fire doors fitted with automatic hold open devices, either electro-magnetic type linked to fire alarm or “Dorgard” battery operated – not acceptable in certain cases (single escape routes in sleeping accommodation (also AFD required on both sides of door & sounder near unit). Doors to be closed at pre-set times at night. Are they checked/tested on an acceptable frequency by a competent person?</p> <p><u>Existing Control Measures in place</u></p> <p>Fire doors are checked by York Science Park (YSP) contractors and staff. Any defects are reported to Facilities Managers to rectify All service shaft doors/storeroom doors on escape routes should be kept locked shut as per “FIRE DOOR KEEP LOCKED” signage</p> <p>1. The following internal fire door(s) were found to be in need of adjustment/repair to the self-closing device to ensure that they close fully onto the rebate.</p> <ul style="list-style-type: none"> • Room 2.22 • Room 2.19 • Room 2.12 • Room 2.11 • Alternative exit from room 1.23 • Room 1.25 • Alternative exit from room 1.14 • Cleaning store 1st floor near to room 1.12 • 1st floor large fire door near to room 1.25 • Alternative exit from kitchen room 0.33 (Extension) • Room 1.31 Infai (UK) <p>2 The following internal fire door(s) were found without a positive action self-closing device;</p> <ul style="list-style-type: none"> • Room 2.01 • Room 0.23 • Innovation room (ground floor) <p>3 At time of FRA there was no access to room 0.22C Wireless Watchman</p> <p style="text-align: center;">**Magnetic Fire Door Hold open device / Magnetic Security Locking device release mechanisms are not checked as part of the FRA**</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Protective measures in place to reduce the risk (Evaluate & Reduce Risk - Step 3)

ID	<u>Means of Escape (Protective Measures)</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)

Protective measures in place to reduce the risk (Evaluate & Reduce Risk - Step 3 continued)

ID	<u>Fire Alarm & Automatic Detection (Protective Measures)</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
47	<p>Fire Alarm Adequate means of raising the alarm? - from shouting "FIRE" to use of rotary gongs, air horns, to full BS5839:1 AFD system Is the fire alarm checked/tested on an acceptable frequency by a qualified/competent person?</p> <p><u>Existing Control Measures in place</u> Full BS5839:1 Fire detection and fire alarm systems for buildings. Code of practice for system design, install, commissioning and maintenance.</p> <p>Fire Alarm "Cause & Effect" to be checked to ensure ... door locking mechanism releases ...</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
48	<p>Manual break glass point Adequate number of actuation points? Correctly sited? Covered to reduce false actuations? (Persons should have to travel no more than 45m to reach a break glass point)</p> <p><u>Existing Control Measures in place</u> Manual call points (MCP) are prominently sited, readily distinguishable from non-fire alarm call points and are distributed such that, from any point in the building, it is impossible to leave the storey or the building without passing a manual call point. MCP is fitted with an approved cover to reduce accidental operation.</p> <p>Break glass protective cover found to be not installed</p> <ul style="list-style-type: none"> • Plant room (Main Building) • Plant room (Extension) 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
49	<p>Automatic Fire Detection Are areas where a fire could develop undiscovered (and critically affect escape routes) provided with automatic fire detection? Are there an adequate number of detectors in the critical areas? Are all detectors of a suitable type and correctly sited? Where fire resisting self-closing doors are held open by devices that release the door on operation of the fire alarm is there a smoke detector on each side of the door? Are all detectors fully serviceable (have they been tampered with, covered or removed)</p> <p><u>Existing Control Measures in place</u> The premises are fitted with a fire detection and alarm system conforming to BS 5839:1. Smoke detection is provided along with manual call points and adequate alarm sounder coverage Level of Detection appears to be, L3 standard</p> <p>Room 1.14 has been divided into two rooms. As a result one of the smoke detectors in this room is very close to the new internal wall and would not be as effective, however there is another smoke detector within this room</p> <p>No Automatic Fire Detection in the Riser Cupboards</p> <p style="text-align: center;">**Assessment based on a visual inspection, but with no verification to compliance with relevant British Standards carried out**</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Protective measures in place to reduce the risk (Evaluate & Reduce Risk - Step 3 continued)

ID	<u>Fire Alarm & Automatic Detection</u> (Protective Measures)	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
50	<p>Fire Alarm Audibility Can the alarm be heard throughout the building? (65dB in most premises – 75dB in sleeping risk at the bed head) Do all the sounders have the same characteristics i.e. sound the same?</p> <p>Existing Control Measures in place Fire Alarm audibility levels have been checked in University buildings to ensure compliance with BS5839-1 Regular fire drills have highlighted any areas where audibility levels may not be adequate in isolated areas – Estates notified & additional sounders fitted where required All sounders have the same characteristics</p> <p style="text-align: center;">**Assessment based on a visual inspection, but with no verification to compliance with relevant British Standards carried out**</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Protective measures in place to reduce the risk (Evaluate & Reduce Risk - Step 3 continued)

ID	<u>Emergency Lighting</u> (Protective Measures)	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
51	<p>Borrowed light Borrowed light can sometimes be sufficient to ensure persons can escape during the hours of darkness without the need for an electrical emergency light system</p> <p>Existing Control Measures in place Where borrowed light is not sufficient, emergency lighting has been fitted conforming to BS5266.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
52	<p>Torches Would this type of light be sufficient for the type & use of these premises?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	<p>Electrical Emergency Lighting System Are there sufficient numbers of emergency lights to adequately illuminate all internal escape routes, exit doors and signs, change in levels? Maintained or non-maintained types – Correct type of units used in all areas? Conforms to BS5266? Are they checked/tested on an acceptable frequency by a qualified/competent person?</p> <p>Existing Control Measures in place Electrical Emergency lights conforming to BS5266 fitted: sufficient numbers to adequately illuminate all internal escape routes, exit doors and signs, change in levels</p> <p style="text-align: center;">**Assessment based on a visual inspection, but with no test of luminance levels or verification to compliance with relevant British Standards carried out**</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
54	<p>External Escape Route Lighting Adequately lit by borrowed lighting or electrical emergency lights where necessary?</p> <p>Existing Control Measures in place Borrowed light from adjacent street lights, and adjacent buildings etc. give a level of illumination to aid persons to see their way to a place of ultimate safety away from the building. In areas where it is considered that the borrowed light is not sufficient, additional external emergency lights conforming to BS5266 are fitted as required</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Protective measures in place to reduce the risk (Evaluate & Reduce Risk - Step 3 continued)


ID	<u>Fire Fighting Equipment (Protective Measures)</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
58	<p><u>Sprinklers/Fixed Installations</u> Where the premises or plant is provided with fixed installations for fighting fire, is there a procedure to ensure they are inspected, maintained and tested at an acceptable frequency? Is the sprinkler main stop valve locked in the open position? Are they checked/tested on an acceptable frequency by a qualified/competent person?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59	<p><u>Fire mains/Risers</u> Inlets sited correctly & Accessible for Fire Service? Outlets locked close with leather strap? Maintained in good working order? Clearly signed and illuminated? Are they checked/tested on an acceptable frequency by a qualified/competent person?</p> <p><u>Existing Control Measures in place</u> Are installed as part of the fire strategy for the building / area or as a requirement of building regulations All installations are maintained in line with the appropriate current standard through York Science Park</p> <p>Riser Checked September 2019</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Protective measures in place to reduce the risk (Evaluate & Reduce Risk - Step 3 continued)


ID	<u>Signage & Notices (Protective Measures)</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
60	<p><u>Escape Route signage / Fire Exit Signage</u> Correctly signed at changes of direction and at suitable distances?</p> <p><u>Existing Control Measures in place</u> All fire safety signage in line with the University of York fire safety signs policy</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
61	<p><u>Fire Door - General signage</u> Fire doors ('Fire Door Keep Shut' & 'Fire Door keep locked shut' etc.) 'Push Bar to Open' or 'Turn to unlock' signage etc. Final Exit doors "FIRE EXIT KEEP CLEAR" on the outside to prevent them being obstructed? 'Dorgard' devices signage</p> <p><u>Existing Control Measures in place</u> All fire safety signage in line with the University of York fire safety signs policy</p> <p>'Fire Exit Keep Clear' signage required on the external face on the following doors</p> <ul style="list-style-type: none"> Main Building looking out towards side car park 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Protective measures in place to reduce the risk (Evaluate & Reduce Risk - Step 3 continued)

ID	Signage & Notices (Protective Measures)	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
	<ul style="list-style-type: none"> Extension Park Central Cafe 			
62	<p>Fire-fighting equipment signage Immediately visible & correctly signed where required?</p> <p><u>Existing Control Measures in place</u> All fire safety signage in line with the University of York fire safety signs policy</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
63	<p>Fire Assembly Points signage Adequately signed to prevent confusion? Adequately lit?</p> <p><u>Existing Control Measures in place</u> Signage fitted in accordance with current standards: BS ISO 7010 graphic symbols, safety colours and signs</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
64	<p>Dangerous Substances / Equipment / Process Signage Adequately signed to indicate their presence and danger?</p> <p><u>Existing Control Measures in place</u> Signage fitted in accordance with current standards: BS ISO 7010 graphic symbols, safety colours and signs</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65	<p>No Smoking/No Naked Lights signage Is there an adequate number of signs where flammable substances or explosives are stored or used?</p> <p><u>Existing Control Measures in place</u> Signage fitted in accordance with current standards: BS ISO 7010 graphic symbols, safety colours and signs</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
66	<p>Fire action Notices (N1) Are N1 Fire Action Notices displayed at each manual break glass point and study bedroom?</p> <p><u>Existing Control Measures in place</u> (N1) Fire Action Notices are displayed adjacent to all fire alarm break glass points</p> <p>Fire action notice (N1) required adjacent to each fire alarm break glass point:</p> <ol style="list-style-type: none"> Both Plant Rooms Communications room <p>There are Fire Action Notices throughout the building but they are not exactly the same as the University's Fire Action Notices</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Protective measures in place to reduce the risk (Evaluate & Reduce Risk - Step 3 continued)

ID	<u>Signage & Notices (Protective Measures)</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
67	<p>Fire Safety Signs and Notices (Other) Is there suitable & sufficient signage for: F/B Inlets, Disabled refuges etc? Signage in good condition? Unobstructed, legible and firmly fixed? Complies with the Safety Signs and Signals Regulations? Complies with the University of York standard?</p> <p>Existing Control Measures in place All fire safety signage in line with the University of York fire safety signs policy</p> <p>Dry Riser signage missing Ground floor near to the male toilet</p> 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record, Plan, Inform, Instruct & Train (Step 4)

ID	Planning	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
68	<p><u>Fire Management Plan (FMP) (fire safety procedures / Emergency Plan)</u></p> <p>Is the FMP available / completed / suitable and sufficient? Everybody coordinating & cooperating with each other i.e. Security/Porters/Fire wardens/ Managers? Written generic & specific emergency evacuation plans (GEEP's & PEEP's) part of FMP? Does it consider the evacuation of disabled persons to a place of ultimate safety without being reliant on the intervention of the Fire & Rescue services? Out of hour's procedures considered? Large groups of people – procedures considered? Sweeper & Fire Warden procedures OK? Numbers of trained Sweepers / Wardens OK? Access for Fire & Rescue service pumps & Aerial platform OK? Is it tested with Fire Evacuation Drills? Are fire drills being carried out at an acceptable frequency?</p> <p><u>Existing Control Measures in place</u> The 'University Policy and Management Procedure' (Fire Safety) document details the actions that should be taken to produce an Emergency Plan/ and that this plan should be tested by carrying out a fire drill (every term for residential buildings & annually for non-residential buildings). This plan should also include GEEP's & PEEP's (where required) Heads of Department/Facilities Managers will have completed a Fire Management Plan based on their knowledge of the building & processes/procedures carried out on a day to day basis The plan should include how the Emergency services would gain access to the site and access to all floors within the building (including how to access firefighting shafts where applicable) Risk information packages will be brought to an emergency incident by security staff (higher risk buildings that warrant a risk package)</p> <p>A fire management plan is required to be completed for this building</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
69	<p><u>Business continuity plan</u> Are there contingency plans in place in the event of a serious incident?</p> <p><u>Existing Control Measures in place</u> Business continuity plans for all buildings are prepared by departments The department must keep a copy of the relevant Business Continuity Plan available an up to date. This plan should be available as requested in the event of an incident</p> <p style="text-align: center;">**This plan is not checked as part of the FRA**</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Record, Plan, Inform, Instruct & Train (Step 4)

ID	<u>Informing</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
70	<p><u>Risks within Premises</u> Are all relevant persons informed about the risks within the premises?</p> <p><u>Existing Control Measures in place</u> All departments should have in place a local departmental safety officer (DSO) who should communicate on significant risks within the building and those highlighted in the FRA. Departmental induction must take place Suitable and sufficient risk assessments must be in place for risk activities and communicated to the relevant persons. Heads of department have access to the FRA and action plans. Staff may request sight of the FRA from Health, Safety & Security Department</p> <p>All occupiers of the premises should carry out individual fire risk assessments to highlight the risks within their part of the building taking into account any processes carried out along with details of control measures that they have in place to ensure the safety of relevant persons along with details of Instruction / training, planning and recording. Each of the occupier's fire risk assessments must take into account the findings within this fire risk assessment</p> <p>Where there is more than one occupier, each occupier is responsible for different parts of the building; it is important that YSP Ltd liaise with them and inform them of any significant risks that has been identified. By liaising you can co-ordinate your resources to ensure that your actions and working practices do not place others at risk if there is a fire, and a co-ordinated emergency plan operates effectively.</p> <p>Cooperation and coordination between each responsible person is vital to the safety of all relevant persons</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
71	<p><u>Preventive & Protective measures</u> Are all relevant persons informed about the 'Preventive & Protective measures' within the premises?</p> <p><u>Existing Control Measures in place</u> Annual Fire safety training & induction training along with departmental safety procedures, detail the preventive measures that should be taken by all relevant persons within the premises</p> <p>Staff are informed about the protective measures within the building during the Induction training, which should include information on the escape routes and signage, fire doors, fire detection, emergency lighting, firefighting equipment etc. The Fire risk Assessment details the protective measures within the building which is available to all staff on request</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
72	<p><u>Information for the Emergency Services</u> Are procedures in place to give relevant information to the Emergency Services about the risks and fire-fighting facilities within the building at an incident? Have the Emergency Services been invited to carry out a familiarization visit? Information given regarding fire service access to the building?</p> <p><u>Existing Control Measures in place</u> Security Department (First Responders) will have additional information / plans for nominated high risk areas Risk packs have been prepared for nominated high risk areas in consultation with DSO and FSO DSO is responsible for updates Health, Safety and Security will audit and ensure a hard copy is available through the Security control room</p> <p>Suitable and sufficient risk pack not prepared for high risk area; Infai UK Ltd and AMUR</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record, Plan, Inform, Instruct & Train (Step 4)

ID	Training	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
73	<p>Induction training (Staff & Students) Have all newly appointed staff / students / other relevant persons received fire safety Induction training? Is this training suitable & sufficient?</p> <p><u>Existing Control Measures in place</u></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
74	<p>Fire Safety Staff Training (General) Is the training given to staff carried out at a suitable frequency? Is the training suitable & sufficient?</p> <p><u>Existing Control Measures in place</u> Annual on-line general fire safety training is carried out by all staff</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
75	<p>Training Young Persons Employed (under 18) Have all young employees (under 18) received suitable fire safety training? Have their guardians been informed about the risks & the preventive / protective measures within the building?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76	<p>Fire Wardens / Sweeper Training Have sufficient number of staff been trained to carry out sweeper / warden duties? Received adequate training in the last 12 months and has this training been adequately competency assessed? Do appointed persons have sufficient equipment to carry out their duties – <i>tabards, clipboards, megaphone etc?</i></p> <p><u>Existing Control Measures in place within non-residential accommodation & regular staff</u> The University has a comprehensive system for training staff as sweeper/ fire warden which is carried out by the University Health Safety & Security department (HSSD) Heads of Departments/Facilities Managers ensure there are sufficient numbers of persons within their departments to carry out these duties All Sweepers/wardens are easily identifiable (marked tabards) Refresher training carried out when required/requested Procedures tested during fire drills</p> <p>Unable to establish whether sufficient numbers of staff have been trained</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
77	<p>Fire Extinguisher Training Have all staff with particular duties been given training on the type and use of fire extinguishers?</p> <p><u>Existing Control Measures in place within non-residential accommodation & regular staff</u> Staff that are required to have extinguisher training based on the risk within the premises are given suitable training as required by the HSSD or Departmental Safety Officers (DSO) in Chemistry / Physics / Biology buildings. Fire Wardens are given both theoretical and practical training on the use of fire extinguishers. This training is given by HSSD or DSO</p> <p>Unable to establish whether sufficient numbers of staff have been trained</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Record, Plan, Inform, Instruct & Train (Step 4)

ID	<u>Recording</u>	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
78	<p>Fixed Electrical inspections test records Have the Fixed Electrical tests been carried out by a qualified electrician (5 yearly) Documental evidence of compliance?</p> <p>Existing Control Measures in place York Science Park (YSP) keep computerized records for all fixed wire testing.</p> <p>“All fixed wiring inspection and testing is carried out by York Science Park (YSP), records showing frequency, scope and details of last tests are held by the York Science Park (YSP).</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
79	<p>Fire Doors & Final Exit Doors test records Self-closing devices checked & recorded? Hold open devices checked & recorded? Documental evidence of compliance?</p> <p>Existing Control Measures in place Departmental Fire Warden to maintain a log of departmental monthly fire door checks York Science Park (YSP) keep computerized records of tests and maintenance carried out on all fire doors</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
80	<p>Fire alarm test records Checked & tested at required intervals? Documental evidence of compliance?</p> <p>Existing Control Measures in place Alarm system maintained in line with BS5839 Every week, a manual call point is operated during normal working hours</p> <p>Periodic inspection and servicing is carried out by a competent person with specialist knowledge of fire detection and alarm systems (competence of a fire alarm servicing organization is assured as third-party certificated, by a UKAS-certificated certification body, to carry out inspection and servicing of fire alarm systems)</p> <p>All records of tests are kept in Facilities Managers Office (Innovation House)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
81	<p>Emergency light test records Checked & tested at required intervals? Documental evidence of compliance? Emergency lighting test records in line with BS EN 1838?</p> <p>Existing Control Measures in place Emergency light testing is carried out by the University Estates department in line with the British Standard 5266. These tests are recorded within the red folder which is kept adjacent to the fire alarm panel. Tests are also recorded electronically and kept in Facilities Managers Office (Innovation House)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
82	<p>Fire-fighting equipment test records Checked & tested at required intervals? Documental evidence of compliance?</p> <p>Existing Control Measures in place Firefighting equipment is tested annually by a third party maintenance contractor.</p> <p>All records of tests are kept electronically and kept in Facilities Managers Office (Innovation House)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
83	<p>Fire Mains / Risers maintenance records Checked & tested at required intervals? Documental evidence of compliance?</p> <p>Existing Control Measures in place Fire mains and risers are tested six monthly / annually by a third party maintenance contractor.</p> <p>All records of tests are kept electronically and kept in Facilities Managers Office (Innovation House)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Record, Plan, Inform, Instruct & Train (Step 4)

ID	Recording	Not Applicable	Satisfactory with existing Control Measures	Additional Control Measures required (see Action Plan)
84	<p>Fire Evacuation Drill records Have all evacuation drills been recorded?</p> <p>Existing Control Measures in place Facilities Managers are responsible for completing records of fire drills within the Red Fire Safety folder (located at fire alarm panel) and they also complete the 'Fire Evacuation Drill record' form which is placed in the following fire safety shared drive ... \\storage.its.york.ac.uk\hssd\Firerisk</p> <p>Evacuation Drill 19/11/21</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
85	<p>Fire Safety Training records (staff) Documental evidence of compliance?</p> <p>Existing Control Measures in place Basic fire safety training for staff is carried out annually using an online fire safety training package</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
86	<p>Fire Safety Test Records (Red Log Book) General standard of ALL fire safety test record keeping acceptable? Tidy / Organised / On correct form / legible etc.</p> <p>Existing Control Measures in place Fire safety records are kept within the red folder placed adjacent to main fire alarm panel. Estates update records when scheduled testing etc. has been carried out. Estates manager maintains the log book to ensure it is kept tidy / Organized / legible etc. & the recording sheets are replaced when required.</p> <p>All records of tests are held centrally at Innovation House</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

 **Where red checkbox is selected - Additional Control Measures are required (see Action Plan)**

The Action Plan (where applicable) is completed separately & sent to the relevant person(s) to carry out the recommendations. These recommendations are intended to ensure that the fire risk is reduced to, or maintained at, a tolerable level.

Risk Rating

The following table is created using risk-based control plans based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action
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.
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.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.

Summary of the Fire Risk Assessment

	Tolerable	Based on the Risk Assessment & the Control Measures that are currently in place as detailed, the Risk Level is summarized as 'Tolerable'.
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