



**Brighton & Hove
City Council**

Fire Risk Report

Brighton and Hove City
Council

Syndicate Wing

Brighton Centre

Kings Road

Brighton, BN1 2GR

Survey Date 25 Nov 2017

Surveyed By Grant Ritchie

Review Period 1 yr

Review Date Nov 2018

Report Date 07 Nov 2017

Responsible Person

Type of Building

Use of Premises

No. of floors (inc grd) 2

Approx size m²

359.5m²

113m²

**Brief details of
construction**

FIRE LOSS EXPERIENCE

OTHER RELEVANT INFORMATION

RELEVANT FIRE LEGISLATION

Approx no. of Employees	x
Approx no. of Children	NA
Approx no. of Volunteers	x
Approx total max no.	x

Sleeping Occupants	30
Disabled Occupants	0
Occupants in Remote Areas/Lone Workers	NA
Young Persons	tbc
Others	tbc
Occupancy Numbers	40

Overview

The Syndicate Wing is part of the Brighton Centre Complex. The Wing is arranged over two floors and is accessed by both stairs and a lift. The Wing is separated from the main building by pairs of fire resisting doors providing 1hrs fire separation.

The Wing has been designed to operate as either a combined element of the main Brighton Centre or a stand alone space.

As the Wing is intended for conference facility it can easily accommodate the numbers of service users and staff we are considering.

The Wing is provided with an adequate fire alarm and system of emergency lighting.

Although not designed for this I see no fire related risk that should prevent the proposed use as a night shelter.

As the Wing is part of the Brighton Centre it falls under the main buildings maintenance regime.

The Brighton Centre has a good standard of housekeeping and appropriate testing procedure.

A significant element of successful fire safety management is staff training and awareness. As the Shelter is still being established some of these issues will need to be addressed when staff are identified.

I recommend in the report that staff induction includes both Shelter managers and the Brighton Centre Building manager to ensure a understanding of both the service and the surrounding.

I further recommend that this assessment is reviewed when the Shelter has opened to ensure that the items which cannot currently be assessed have been adequately addressed.

The risk assessment identifies the risk as **moderate** *"It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period"*

In my opinion the risk will reduce to **tolerable** *"No major additional controls required. However, there might be a need for improvements that involve minor or limited cost"* when the staff are appointed and recommended training and controls are put in place.

1.9 Fire Risk Assessment

Fire Hazards and Their Elimination or Control

1.0 ELECTRICAL SOURCES OF IGNITION

1.1	Reasonable measures taken to prevent fires of electrical origin?	<input type="text" value="yes"/>
1.2	Suitable limitation of trailing leads and adapters?	<input type="text" value="yes"/>
1.3	Suitable policy regarding the use of personal electrical appliances?	<input type="text" value="yes"/>
1.4	Free from any other electrical hazards?	<input type="text" value="Yes"/>

2.0 SMOKING

2.1	Reasonable measures taken to prevent fires as a result of smoking?	<input type="text" value="yes"/>
2.2	Smoking prohibited in the building, including 'No Smoking' signage?	<input type="text" value="no"/>

Smoking is prohibited however no signage provided.

2.3	Smoking prohibited in appropriate areas?	<input type="text" value="yes"/>
2.4	Suitable arrangements for those who wish to smoke?	<input type="text" value="yes"/>
2.5	This policy appeared to be observed at time of inspection?	<input type="text" value="yes"/>
2.6	Free from any other smoking hazards?	<input type="text" value="yes"/>

3.0

ARSON

3.1	Does basic security against arson by outsiders appear reasonable (1)?	<input type="text" value="yes"/>
3.2	Is the external perimeter to the building free from combustible materials (i.e. rubbish, contractor's waste, etc.)?	<input type="text" value="yes"/>
3.3	Free from any other arson hazards?	<input type="text" value="yes"/>

4.0**PORTABLE HEATERS AND HEATING INSTALLATIONS**

4.1

Is the use of portable heaters avoided as far as practicable?

4.2

If portable heaters are used is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided?

4.3

If portable heaters are used are suitable measures taken to minimize the hazard of ignition of combustible materials?

4.4

Free from any other portable heaters and heating installation hazards?

5.0**COOKING**

5.1

Are reasonable measures taken to prevent fires as a result of cooking?

5.2

Filters changed and ductwork cleaned regularly?

5.3 Suitable extinguishing appliances available?

5.4 Free from any other cooking hazards?

6.0 LIGHTNING

6.1 Does the building have a lightning protection system?

7.0 HOUSEKEEPING

7.1 Combustible materials appear to be separated from ignition sources?

There is a good standard of housekeeping in the Bton Centre

7.2 Avoidance of unnecessary accumulation of combustible materials or waste?

7.3 Avoidance of inappropriate storage of hazardous materials?

7.4 Free from any other housekeeping issues?

8.0	HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS
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8.1	Are fire safety conditions imposed on outside contractors?	<input type="text" value="yes"/>
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8.2	Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?	<input type="text" value="yes"/>
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8.3	If there are in house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits?	<input type="text" value="yes"/>
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8.4	Free from any other hazards introduced by outside contractors and building works?	<input type="text" value="yes"/>
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9.0	DANGEROUS SUBSTANCES
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9.1	If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	<input type="text" value="na"/>
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10.0	OTHER SIGNIFICANT FIRE HAZARDS
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10.1	Are there any other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions?	<input type="text" value="no"/>
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Fire Protection Measures

11.0

MEANS OF ESCAPE FROM FIRE

- 11.1 It is considered that the building is provided with reasonable means of escape in case of fire.
The Syndicate Wing is provided with two Fire Exits at each level which lead to a suitable exit via a protected staircase.
- 11.2 Adequate design of escape routes?
The escape routes are adequate for the size and layout of the building
- 11.3 Adequate provision of exits?
The room is separated by demountable partition. This partition includes a exit door leading to an adjacent space. In its current configuration the room capacity is 120 people.
- 11.4 Exits easily and immediately operable where necessary?
To limit access to the main building some doors will be secured. It is recommended that before the shelter opens staff walk the building and exit routes through to the final exit to ensure they are unlocked and available.
- 11.5 Fire exits open in direction of escape where necessary?
- 11.6 Avoidance of sliding or revolving doors as fire exits where necessary?
- 11.7 Satisfactory means for securing exits?
See 11.4 above

11.8	Reasonable distances of travel where there is a single direction of travel?	<input type="text" value="NA"/>
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Alternative exits are available from all parts of the room it is proposed to use.

11.9	Reasonable distances of travel where there are alternative means of escape?	<input type="text" value="yes"/>
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11.10	Suitable protection of escape routes?	<input type="text" value="Yes"/>
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It is proposed to use the front fire exit route as an entrance. This is acceptable however it is recommended that the amount of combustible material is kept to a minimum and that any furniture used is kept to a minimum and arranged so to not impede escape.

11.11	Suitable fire precautions for all inner rooms?	<input type="text" value="NA"/>
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11.12	Escape routes unobstructed?	<input type="text" value="yes"/>
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See 11.10

11.13	It is considered that the building is provided with reasonable arrangements for means of escape for disabled people.	<input type="text" value="No"/>
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If service users who are unable to use the stairs are present evacuation chairs will be required to be located on each exit route. Any disabled service user will require a personal emergency evacuation plan PEEP

12.0	DOORS
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12.1	Are all internal and final exit fire doors and associated features, (e.g. hinges; self closers; other ironmongery; glazing; door frames; strips and seals; etc. fully compliant?) (2)	<input type="text" value="yes"/>
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The internal doors are maintained in an adequate condition and regularly checked by site maintenance staff.

12.2 Avoidance of wedging open of fire doors?

12.3 Can all emergency doors be easily and immediately opened by any person in an emergency without a key, card, code or digital lock?

13.0 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

13.1 It is considered that there is compartmentation of a reasonable standard (3)

13.2 It is considered that there is reasonable limitation of linings that might promote fire spread.

13.3 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? (3), (4)

13.4 Where applicable, is there two door separation between the basement and ground floor level?

There is lobby protection between the Syndicate Wing and the main building.

14.0

EMERGENCY ESCAPE LIGHTING

14.1

Reasonable standard of emergency escape lighting system provided? (5)

yes

15.0

FIRE SAFETY SIGNS AND NOTICES

15.1

Reasonable standard of fire safety signs and notices i.e. fire action notices, directional signage, final fire exit signage, fire door signage, etc.?

yes

The basic level of signage is appropriate.

16.0 MEANS OF GIVING WARNING IN CASE OF FIRE

16.1 Reasonable manually operated electrical fire alarm system provided?

16.2 Automatic fire detection provided?

16.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk?

The fire alarm appears to be of a L2 Standard.

16.4 Remote transmission of alarm signals?

The alarm is monitored by 24hr security in addition to a direct dial to a monitoring service

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

17.0 MANUAL FIRE EXTINGUISHING APPLIANCES (WHERE PROVIDED)

17.1 Reasonable provision of portable fire extinguishers?

17.2 Hose reels provided?

Are all fire extinguishing appliances readily accessible?

17.3 It is recommended that fire extinguishers are located in supervised staff areas and not distributed into the general space to avoid misuse.

18.0

RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

na

19.0

OTHER RELEVANT(7) FIXED SYSTEMS AND EQUIPMENT

19.1

Is there smoke control, (ventilation for means of escape), provided in stairwells?

na

19.2

Is there a wet/dry riser within the building?

No

Not required for the Syndicate Wing specifically

19.3

Suitable provision of fire fighters switch(es) for high voltage luminous tube signs, etc.

na

Management of Fire Safety

20.0

PROCEDURES AND ARRANGEMENTS

20.1 Fire safety is managed by: (8)

Duty Managers

20.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)? (9)

yes

9

Fire Procedures

20.3 Is there a suitable Emergency Evacuation Plan (EEP) for the property?

yes

There is a EEP for the building however a simple procedure for the night shelter is required

20.4	Are there suitable arrangements for summoning the fire and rescue service?	yes
20.5	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
20.6	Are there suitable arrangements for ensuring that the premises have been evacuated?	yes
20.7	Is there a suitable fire assembly point(s)? <i>A suitable assembly point will need to be identified for the Night Shelter</i>	yes
20.8	Are there adequate procedures for evacuation of any disabled people who are likely to be present? <i>As proposed any evacuation for clients who use a wheel chair will require the use of an evacuation chair. This will need to be identified in a procedure and suitable training given.</i>	
20.9	Persons nominated and trained to use fire extinguishing appliances? <i>It is not currently BHCC policy to encourage the use of PFFE</i>	no
20.10	Persons nominated and trained to assist with evacuation, including evacuation of disabled people? <i>TBC when staffing identified</i>	NO
20.11	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)? <i>ESFR have been advised of the proposed Night Shelter. They know the Centre well and make regular visits</i>	Yes
20.12	Effective liaison and communication between two or more responsible persons Liaison between the Shelter Manager and Bton Centre staff will need to be set up on appointment of Shelter personal	TBC

20.13 Other procedures relating to fire in place?

yes

21.0 TRAINING AND DRILLS

- 21.1 Have all staff been given adequate fire safety instruction and training on induction? No
Staff will have a briefing form the Centre Building Manager including hearing the operation of the fire alarms
- 21.2 Have all staff been given adequate fire safety awareness training? NO
If staff are current BHCC staff they are likely to have received training in the recent months however fire awareness refresher is recommended as part of staff induction to the Night Shelter.
- 21.3 Are all staff given adequate periodic refresher training at suitable intervals? NA
See above

Where training is given does it provide information, instruction or training on the following:

- 21.4 Fire risks in the premises? TBC
This is to be included in the staff induction
- 21.5 The fire safety measures in the building? TBC
This is to be included in the staff induction
- 21.6 Action in the event of fire? TBC
This is to be included in the staff induction
- 21.7 Action on hearing the fire alarm signal? TBC
This is to be included in the staff induction
- 21.8 Method of operation of manual call points? TBC
This is to be included in the staff induction

21.9	Location of fire extinguishers? <i>This is to be included in the staff induction</i>	TBC
21.10	Means for summoning the fire and rescue service? <i>This is to be included in the staff induction</i>	TBC
21.11	Identity of persons nominated to assist with evacuation (i.e. fire wardens/evac buddy)? <i>This is to be included in the staff induction</i>	TBC
21.12	Identity of persons nominated to use fire extinguishing appliances?	no

Training for Persons with Special Responsibilities

21.13	Are staffs with special responsibilities (e.g. fire wardens/evac buddies/fire risk assessors) given additional training? <i>The Shelter manager / supervisor will need to have an induction from the Brighton Centre Building Manager. In addition the Shelter manager / supervisor will have responsibility for the evacuation plan and therefore will need to be briefed as to its contents.</i>	TBC
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Fire Drills

21.14	Are fire drills carried out at appropriate intervals? <i>The Centre has a regular process of drilling. In view of the likely clients it is not recommended that drills are undertaken when clients are in occupation however all staff should have a practice drill including sounding the alarm</i>	TBC
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When the employees of another employer work in the premises:

21.15	Is their employer given appropriate information (e.g. on fire risks; general fire precautions; and fire extinguisher training (if appropriate))?	TBC
21.16	Is it ensured that the employees are provided with adequate instructions and info? <i>See above</i>	TBC

22.0**TESTING, MAINTENANCE AND RECORDS**

22.1	Weekly fire alarm tests?	<input type="text" value="yes"/>
22.2	Periodic servicing of fire detection and alarm system? <i>Inspection regime certificated by a engineer</i>	<input type="text" value="yes"/>
22.3	Monthly visual inspection of emergency lighting system?	<input type="text" value="yes"/>
22.4	Periodic servicing of emergency lighting system? <i>Inspection regime certificated by a engineer</i>	<input type="text" value="yes"/>
22.5	Monthly visual inspection of fire extinguishing appliances (Inc. hoses where applicable)?	<input type="text" value="yes"/>
22.6	Annual maintenance of fire extinguishing appliances (Inc. hoses where applicable)? <i>Serviced by engineer under contract</i>	<input type="text" value="yes"/>
22.7	Periodic inspection of external escape staircases and gangways? <i>A new set of stairs has been provided.(Please see the comment regarding uninsulated glazing)</i>	<input type="text" value="yes"/>
22.8	Weekly and monthly testing, six monthly inspection and annual testing of fire lifts?	<input type="text" value="na"/>

22.9	Periodic inspection of sprinkler installations? <i>Sprinklers cover loading bay and car park only..</i>	yes
22.10	Routine checks of final exit doors and/or security fastenings? <i>These checks are made and recorded by the site manager</i>	yes
22.11	Wet/dry riser annual inspection?	yes
22.12	Annual inspection of fire doors? (Resident front doors excluded) <i>Regular checks and repairs by site maintenance staff</i>	yes
22.13	Annual gas safety certificate?	yes
22.14	Fixed electrical wiring and installation certificate?	yes
22.15	Annual inspection and test of lightning protection system?	yes
22.16	Annual portable appliance testing (PAT)? <i>Checked in accordance with Local Authority guidance on frequency.</i>	yes
22.17	Annual fixed heating installations?	yes

22.18	Annual Evacuation Chair service records? <i>This will be provided if required depending on client need</i>	TBC
22.19	Personal Emergency Evacuation Plan (PEEP)? <i>This will be provided if required depending on client need</i>	TBC
22.20	Regular review of the fire risk assessment <i>This FRA will be reviewed prior to operation but when staff are appointed and during the operation of the shelter.</i>	yes
22.21	Curtains and furnishings?	NA
22.22	Other relevant inspections or tests? <i>Certification Dates</i>	

The overall risk level for this building is calculated by the multiplying the likelihood of fire with the potential consequences that may result from a fire. This takes the building type and use, occupants, level of fire protection afforded, management arrangements, etc. into account:

Likelihood of fire -

Medium

High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.
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).
Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Potential level of harm -

Medium

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

Overall Risk

Medium

	Extreme	Moderate	Slight
High	Intolerable	Substantial	Moderate
Medium	Substantial	Moderate	Tolerable
Low	Moderate	Tolerable	Trivial

Intolerable Building (or relevant area) should not be occupied until the risk is reduced.

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.

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

Trivial No action is required and no detailed records need be kept.

With controls in place residual risk rating is:

Moderate

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

1.10 References

The following is a list of useful reference documentation that may be considered as 'Benchmark standards' and which have, where relevant, been referred to for the purposes of producing this report and risk assessment:

Fire risk assessment guides:

- A. Fire Safety Risk Assessment (Offices and Shops)
- B. Fire Safety Risk Assessment (Factories and Warehouses)
- C. Fire Safety Risk Assessment (Sleeping Accommodation)
- D. Fire Safety Risk Assessment (Residential Care Premises)
- E. Fire Safety Risk Assessment (Educational Premises)
- F. Fire Safety Risk Assessment (Small and Medium Places of Assembly)
- G. Fire Safety Risk Assessment (Large Places of Assembly)
- H. Fire Safety Risk Assessment (Theatres, Cinemas and Similar Premises)
- I. Fire Safety Risk Assessment (Open Air Events and Venues)
- J. Fire Safety Risk Assessment (Healthcare Premises)
- K. Fire Safety Risk Assessment (Transport Premises and Facilities)
- L. Fire Safety Risk Assessment (Animal Premises and Stables)
- M. Fire Safety in Purpose Built Blocks of Flats

Building Regulations:

- N. Building Regulations – Approved Document B
- O. Building Regulations – Approved Document M

British Standards

- P. British Standard 9999 – Code of Practice for Fire Safety in the Design, Management and Use of Buildings

Q. British Standard 5839:part 1 – Fire Alarm Systems/Associated Equip

R. British Standard 5266 – Emergency Lighting Systems

S. British Standard EN3 and 5306 – Fire Extinguishing Equipment

T. British Standard 5499 – Fire Safety
Signs

U. British Standard 8214 – Fire Door Assemblies

V. British Standard 476 – Fire Testing of Structural
Elements

Legislation

V. British Standard 476 – Fire Testing of Structural
Elements

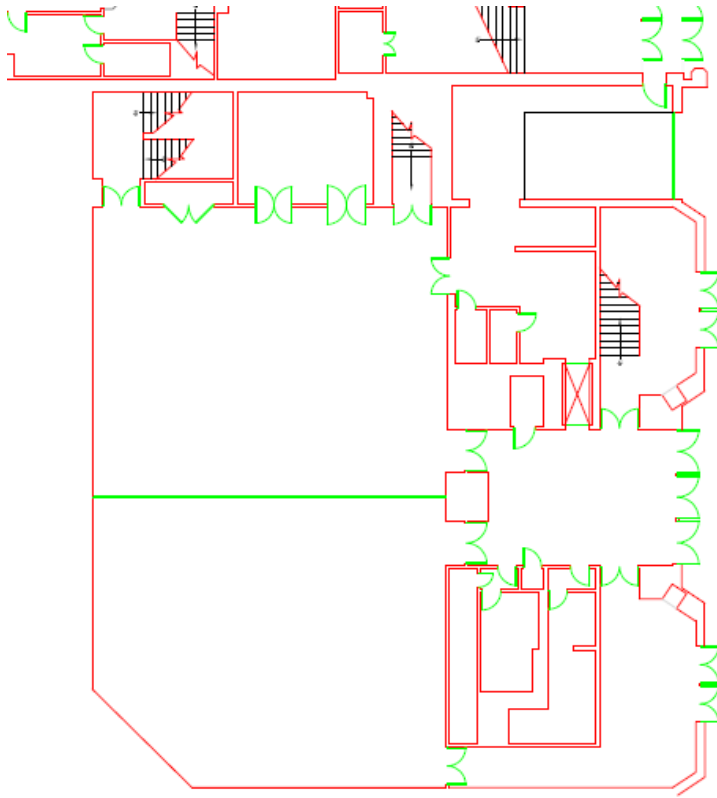
V. British Standard 476 – Fire Testing of Structural
Elements

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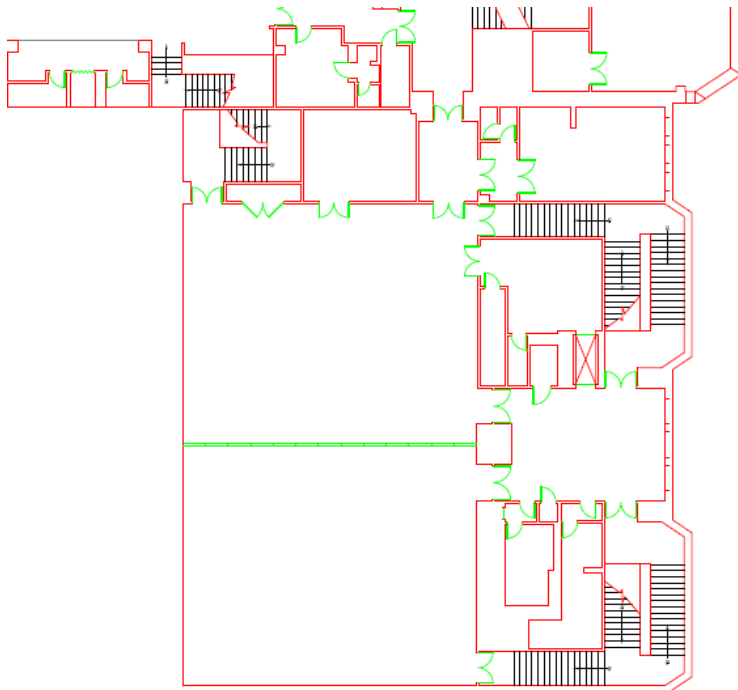
FIRE ACTION PLAN

No. **Risk**

Code	Risk Description	Sub Element	Comment



Level 1



Level 2

