**FIRE RISK ASSESSMENT review**

*in accordance with Publicly Available Standard PAS 79:2011 (British Standards Institute): Fire Risk Assessment - Guidance and a recommended methodology* *(with additions)*

<table>
<thead>
<tr>
<th>Responsible Person:</th>
<th>Director of Estates in conjunction with Council &amp; the Vice Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of Property:</td>
<td>Medway Building, University of Kent, Chatham Maritime, Kent ME4 4AG</td>
</tr>
<tr>
<td>Person(s) Consulted:</td>
<td>Maintenance, Security, FM, Reception and other staff</td>
</tr>
<tr>
<td>Assessor:</td>
<td>Andrew Briggs, MIFSM, MIIRSM</td>
</tr>
<tr>
<td>Date of Fire Risk Assessment:</td>
<td>17th May - 12th October 2018</td>
</tr>
<tr>
<td>Date of Previous Fire Risk Assessment:</td>
<td>3rd Sept 2009, 15th Aug 2005</td>
</tr>
<tr>
<td>Suggested Date for Review:</td>
<td>October 2020 or in event of significant change</td>
</tr>
</tbody>
</table>

Document dated 12th October 2018
<table>
<thead>
<tr>
<th>1.0 The Building</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Number of floors</td>
<td>4</td>
</tr>
<tr>
<td>1.2 Approximate floor area:</td>
<td>Not reviewed at this time</td>
</tr>
<tr>
<td>1.3 Construction Details:</td>
<td>Brick &amp; concrete with flat roof</td>
</tr>
<tr>
<td>1.4 Occupancy:</td>
<td>Academic &amp; administrative</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.0 The Occupants</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Maximum numbers:</td>
<td>3rd floor 177 total, 2nd floor 198 total, 1st floor 121 total, Ground floor 102 total</td>
</tr>
<tr>
<td></td>
<td>See Timetabling website for individual teaching rooms &amp; bookable spaces. Contact Safety, Health &amp; Environment Unit to determine limits for unusual events.</td>
</tr>
<tr>
<td>2.2 Maximum number of staff at any one time:</td>
<td>Within above limits</td>
</tr>
<tr>
<td>2.3 Maximum number of members of public:</td>
<td>Within above limits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.0 Occupants at Special Risk</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Sleeping occupants:</td>
<td>Nil</td>
</tr>
<tr>
<td>3.2 Occupants with disabilities:</td>
<td>Regular/expected</td>
</tr>
<tr>
<td>3.3 Occupants in remote areas:</td>
<td>Plant rooms, roof, window cleaning access on gantries behind brise-soleil</td>
</tr>
<tr>
<td>3.4 Others:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<p>| 4.0 Fire Loss Experience |  |</p>
<table>
<thead>
<tr>
<th>4.1 Fires in past 10 years:</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2 Cost of fire losses:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

5.0 Other Relevant Information

| 5.1 Detail: | N/A |

6.0 Relevant Fire Safety Legislation

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.2 Enforced by:</td>
<td>Kent Fire &amp; Rescue Service</td>
</tr>
<tr>
<td>6.3 Other legislation significant to fire safety provisions in this building:</td>
<td>The Planning (Listed Buildings and Conservation Areas) Regulations 1990</td>
</tr>
<tr>
<td>6.4 Enforced by:</td>
<td>Local Planning Authority</td>
</tr>
</tbody>
</table>
The following is based on BS 9999 concepts and principles, which may be used in conjunction with official guidance in assessing risks. Categories relevant to the building are highlighted.

### Risk category

<table>
<thead>
<tr>
<th>Risk category</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Occupants who are awake and familiar with the building</td>
<td>Staff; students</td>
</tr>
<tr>
<td>B</td>
<td>Occupants who are awake and unfamiliar with the building</td>
<td>Occasional visitors (minor)</td>
</tr>
<tr>
<td>C</td>
<td>Occupants who are likely to be asleep:</td>
<td>Prohibited (building not suitable for sleeping accommodation)</td>
</tr>
<tr>
<td>C1</td>
<td>long-term individual occupancy</td>
<td></td>
</tr>
<tr>
<td>C1i</td>
<td>long-term managed occupancy</td>
<td></td>
</tr>
<tr>
<td>C1ii</td>
<td>short-term occupancy</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Occupants receiving medical care</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Occupants in transit</td>
<td></td>
</tr>
</tbody>
</table>

### Fire growth rate(s)

<table>
<thead>
<tr>
<th>Category</th>
<th>Fire growth rate</th>
<th>Typical fire growth parameter, kJ/s³</th>
<th>Locations (where specific) &amp; categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Slow</td>
<td>0.0029</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Medium</td>
<td>0.012</td>
<td>Most locations</td>
</tr>
<tr>
<td>3</td>
<td>Fast</td>
<td>0.047</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ultra-fast</td>
<td>0.188</td>
<td></td>
</tr>
</tbody>
</table>

**Risk profiles:** Range A2 to B2

**Management level therefore required:** 2 (Security intervention covers emergency requirements)

*See BS 9999:2008 section 8.3*

**Environmental risks**

Fire-fighting water runoff (containing combustion products) to soil/surface water drainage/controlled waters; temporary release of combustion products to atmosphere; temporary local nuisance; no other impact likely

**Heritage aspects**

Building does not have Listed status.

**Business continuity (University)**

Moderate to serious effect

**Business continuity (some Schools)**

Serious to catastrophic event
<table>
<thead>
<tr>
<th>INDEX</th>
<th>DETAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.0</td>
<td><strong>Electrical Sources of Ignition</strong></td>
</tr>
<tr>
<td>7.1</td>
<td>Reasonable measures taken to prevent fires of electrical origin?</td>
</tr>
<tr>
<td>7.2</td>
<td>Fixed installation periodically inspected and tested? Portable appliance testing carried out? Suitable policy regarding use of personal electrical appliances? Suitable limitation of trailing leads and adaptors?</td>
</tr>
<tr>
<td>7.3</td>
<td>Continue to ensure PAT and fixed installation testing is carried out regularly.</td>
</tr>
<tr>
<td>8.0</td>
<td><strong>Smoking</strong></td>
</tr>
<tr>
<td>8.1</td>
<td>Are reasonable measures taken to prevent fires as a result of smoking? Prohibited where appropriate? Signs at entries? Arrangements for smokers? No evidence of breaches?</td>
</tr>
<tr>
<td>9.0</td>
<td><strong>Arson</strong></td>
</tr>
<tr>
<td>9.1</td>
<td>Does basic security against arson appear reasonable? Absence of fire load available for ignition in vulnerable areas? (Proximity to or presence within building)</td>
</tr>
<tr>
<td>9.2</td>
<td>See also 13.5.</td>
</tr>
<tr>
<td>10.0</td>
<td><strong>Portable Heaters &amp; Heating Installations</strong></td>
</tr>
<tr>
<td>10.1</td>
<td>Is the use of portable heaters avoided as far as practicable?</td>
</tr>
<tr>
<td>10.2</td>
<td>Portable electrical heaters with open elements, such as fan or radiant heaters, must not be used - see published guidance. If used, maintain safe separation distance between heaters and combustible materials.</td>
</tr>
<tr>
<td>10.3</td>
<td>Are fixed heating installations subject to regular maintenance?</td>
</tr>
<tr>
<td>11.0</td>
<td><strong>Cooking</strong></td>
</tr>
<tr>
<td>11.1</td>
<td>Are reasonable measures taken to prevent fires as a result of cooking? Is all essential maintenance up to date and recorded?</td>
</tr>
<tr>
<td>11.2</td>
<td>Are filters changed and ductwork cleaned regularly? Are suitable extinguishing appliances available?</td>
</tr>
<tr>
<td>12.0</td>
<td><strong>Lightning</strong></td>
</tr>
<tr>
<td>12.1</td>
<td>Does the building have a lightning protection system?</td>
</tr>
</tbody>
</table>
### 13.0 Housekeeping

| 13.1 | Is the standard of housekeeping adequate? | Y | Ensure that housekeeping programme continues to include prompt removal of combustible materials and waste. |
| 13.2 | Are combustible materials separated from ignition sources? | Y | Continue to maintain safe separation distance of ½ metre between appliances and combustible materials throughout building. |
| 13.3 | Is there avoidance of unnecessary accumulation of combustible materials or waste? | Y | Appliances and combustible materials/surfaces in corridors and the central staircase are tolerable at present, but must not be allowed to proliferate further. Any additional noticeboards, posters etc should be within fire resisting enclosures. Combustibles in the L3 East corridor have been reduced since the previous fire risk assessment. |
| 13.4 | Is there appropriate storage of combustible materials? | Y | Continue to ensure that open skips and combustible materials are placed at least 8m from the building, and secure. 8 metre distance is understood to be a requirement of the University’s insurers; other sources specify variously from 5 to 12m. |
| 13.5 | Is there avoidance of inappropriate storage of combustible materials? | Y | Old hexagonal cardboard recycling bins in corridors should be replaced with more robust types. |

### 14.0 Outside Contractor, Building Works and Maintenance Hazards

| 14.1 | Is there satisfactory control over works carried out in the building by maintenance personnel and outside contractors? | Y | All works must be planned, contracted and safeguarded through Estates. Suitable controls (including Permits To work where appropriate) will be administered by Estates. |
| 14.2, 3 | Are adequate fire safety conditions imposed on outside contractors? | Y | As above. |

### 15.0 Dangerous Substances

<p>| 15.1 | Have the hazardous properties of dangerous substances been considered? If relevant, has a risk assessment been carried out according to the Dangerous Substances and Explosive Atmospheres Regulations 2002? | Y | Very small quantity of flammable solvent in Sport &amp; Exercise Sciences must continue to be kept in flammables cabinet, and should not be increased without further fire risk assessment. The exterior of the flammables cabinet should display the hazard symbol. Continue to ensure that any dangerous substances temporarily introduced (e.g. by contractors) are known and logged, that appropriate controls are in place, and that all relevant information can be made immediately available to the Fire &amp; Rescue Service in the event of an emergency. |
| 15.2 | Is there adequate information on safety provided by the supplier on any relevant safety data sheet? | Y | |
| 15.3 | Has account been taken regarding: |
| ● the special, technical and organisational measures and the substances used and their possible interactions. | X |
| ● the amount of the substance involved | X |
| ● where the work will involve more than one dangerous substance, the risk presented by such substances in combination | X |
| ● the arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances | X |
| ● any other measures introduced as a result of the RRO | X |
| 15.4 | Are there safe systems of work for maintenance, where there is the potential for a high level of risk? | X |</p>
<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>X</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15.5</td>
<td>Are sufficient control measures in place to counter the likelihood that an explosive atmosphere will occur and its persistence including adjacent areas?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>15.6</td>
<td>Are sufficient control measures in place to counter the likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>15.7</td>
<td>Has account been taken regarding the scale of the anticipated effects?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>15.8</td>
<td>Is sufficient additional safety information available to enable the assessment to be completed?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>16.0</td>
<td>Other Significant Risks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.1</td>
<td>Are there other significant ignition sources present?</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>16.2</td>
<td>Are there other significant fuels present?</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>INDEX</td>
<td>DETAIL</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
<td>-----</td>
<td>----</td>
</tr>
<tr>
<td>17.0</td>
<td>Means of Escape from Fire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.1</td>
<td>Is it considered that the building is provided with reasonable means of escape in case of fire? (Except per actions indicated below)</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>17.2</td>
<td>Adequate design of escape routes? (Calculate for room and premises occupancy numbers &amp; types, where relevant.)</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>17.2 suppl.</td>
<td>Is a suitable assembly point specified?</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>17.2 ii</td>
<td>Adequate provision of exits? (Calculate for room and premises occupancy numbers &amp; types, where relevant.)</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>17.2 ii suppl.</td>
<td>In the case of roof access, are there adequate exits/routes?</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>17.2 iii</td>
<td>Are exits easily and immediately openable where necessary? (Alarm-linked features such as electronic door release mechanisms to be verified as compliant, functional and suitably failsafe)</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>17.2 iv</td>
<td>Do escape exits open in the direction of escape where necessary?</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>17.2 v</td>
<td>Avoidance of sliding or revolving doors as fire exits where necessary?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.2 vi</td>
<td>Are there satisfactory means for securing exits?</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>17.2 vii</td>
<td>Are there reasonable travel distances where there is a single direction of travel?</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>17.2 viii</td>
<td>Are there reasonable travel distances where there is an alternative means of escape?</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>
### 17.2 ix

<table>
<thead>
<tr>
<th>Question</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there suitable protection of escape routes?</td>
<td>Y</td>
<td>Continue to ensure that designated fire doors are never held open unless automated (see also 17.2 ix suppl. 1). Escape route from L0 East through KMTV studios: all rooms off the short studio corridor are provided with smoke detection, and an alternative unprotected escape route is available via the foot of the central staircase, hence KMTV room doors are not required to be designated fire doors. See also 17.2 iii. The building is understood to be designed with only partial smoke-stop compartmentation/protection for adequate life safety, as approved when built and subsequently challenged &amp; verified through KFRS audit. Details are not currently available however - see 18.0 suppl.</td>
</tr>
</tbody>
</table>

### 17.2 ix suppl. 1

<table>
<thead>
<tr>
<th>Question</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are escape routes suitably/tolerably fire sterile?</td>
<td>Y</td>
<td>Continue to keep escape staircases entirely fire-sterile and to limit content of corridors (especially dead-end stubs) and central staircase. See also 13.3.</td>
</tr>
</tbody>
</table>

### 17.2 ix suppl. 2

<table>
<thead>
<tr>
<th>Question</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where automatic devices are fitted to designated fire doors, are they of an appropriate type, and is appropriate automatic fire detection fitted?</td>
<td>Y</td>
<td>See further comments at 17.1. Other fire doors off the central staircase should be automated if occupants/users tend to keep them open.</td>
</tr>
</tbody>
</table>

### 17.2 x

<table>
<thead>
<tr>
<th>Question</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitable fire precautions for all inner rooms?</td>
<td>Y</td>
<td>Lift-up section of counter in Finance Office off M1-18 relieves an otherwise noncompliant “inner inner room” condition, and must continue to be kept unobstructed and available at all times - strict requirement. Although irregular, lift-up counter is assessed as adequate means of escape (few occupants, familiar with premises) but must be reviewed in advance in case of any occupants with relevant impairments. Continue to ensure that all escape routes and gangways, including through rooms, remain unobstructed at full width at all times.</td>
</tr>
</tbody>
</table>

### 17.2 xi

<table>
<thead>
<tr>
<th>Question</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all escape routes unobstructed?</td>
<td>Y</td>
<td>Note - primary escape route from L0 East is through KMTV studios to the north-facing exit and must remain available and unobstructed at all times. Ensure KMTV staff are aware of this requirement. See also 17.2 iii.</td>
</tr>
</tbody>
</table>

### 17.3

<table>
<thead>
<tr>
<th>Question</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are Safe Areas (refuges) suitably provided, protected, signed and accessible?</td>
<td>Y N</td>
<td>Provide standard University refuge signs at refuges in the West staircase. EVCs at existing refuges (West staircase only) connect to Reception desk within the building, which would not be staffed during evacuations, and if unanswered, to Greenwich Gatehouse Security.</td>
</tr>
</tbody>
</table>

### 17.3 suppl. 1

<table>
<thead>
<tr>
<th>Question</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the EVC (emergency voice communication) system compliant with BS 5839-9:2011 (or functional equivalent) provided at all Safe Areas (refuges)?</td>
<td>N</td>
<td>(1) Provide Emergency Voice Comms and standard University refuge signs at refuges on East external escape staircase. (2) Connect all refuge EVCs to Canterbury Security (see also 21 suppl. 1). (3) Until these upgrades are made, Fire Marshals, Security and/or FM must continue to make visual checks of the East external refuges during all evacuations. (4) EVCs should be upgraded to comply with BS 5839-9 or justified functional equivalent (University-wide requirement). EVCs at existing refuges (West staircase only) connect to Reception desk within the building, which would not be staffed during evacuations, and if unanswered, to Greenwich Gatehouse Security.</td>
</tr>
</tbody>
</table>

### 17.3 suppl. 2

<table>
<thead>
<tr>
<th>Question</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are provisions and resources for assisting escape adequate for the number of people who may require assistance?</td>
<td>Y</td>
<td>Arrangements should be reviewed in advance when groups of people with particular evacuation requirements are to use the premises. Campus Security assistance is expected to be adequate for normal user levels.</td>
</tr>
</tbody>
</table>

### 17.3 suppl. 3

<table>
<thead>
<tr>
<th>Question</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all other foreseeable disability-related fire &amp; evacuation risks mitigated?</td>
<td>N</td>
<td>University-wide recommendation to link disabled toilet alarm signals to Campus Security Control.</td>
</tr>
</tbody>
</table>

### 17.3 suppl. 4

<table>
<thead>
<tr>
<th>Question</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are marked up plans available showing all fire resisting construction?</td>
<td>N</td>
<td>Building plans showing all fire resisting construction should ideally be provided - however in view of the single fire compartment design, this is considered a relatively minor issue. At least one of the two fire doorsets to the West escape staircase lobby on each level is fitted with intumescent strips and smoke seals.</td>
</tr>
</tbody>
</table>

### 18.0

#### Measures to Limit Fire Spread and Development

<table>
<thead>
<tr>
<th>Question</th>
<th>Action</th>
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</tr>
</thead>
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<td>N</td>
<td>Building plans showing all fire resisting construction should ideally be provided - however in view of the single fire compartment design, this is considered a relatively minor issue. At least one of the two fire doorsets to the West escape staircase lobby on each level is fitted with intumescent strips and smoke seals.</td>
</tr>
<tr>
<td>18.1</td>
<td><strong>Is it considered that there is compartmentation of a reasonable standard?</strong> <em>(Including e.g. fire-stopping of service penetrations)</em></td>
<td>Y</td>
</tr>
<tr>
<td>18.1 suppl. i</td>
<td><strong>Is there potential for fire spread between compartments through void spaces?</strong></td>
<td></td>
</tr>
<tr>
<td>18.1 suppl. ii</td>
<td><strong>Is it considered that there is reasonable limitation of linings that may promote fire spread?</strong></td>
<td>Y</td>
</tr>
<tr>
<td>18.2</td>
<td><strong>As far as can be reasonably ascertained, are fire dampers provided as necessary to prevent critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?</strong></td>
<td></td>
</tr>
<tr>
<td>18.3</td>
<td><strong>Are cladding &amp; fascia systems of suitable design, materials and condition?</strong></td>
<td>Y</td>
</tr>
</tbody>
</table>

**19.0 Escape Lighting**

| 19.1 | **Is a reasonable standard of escape lighting provided?** | Y | Unlikely to comply fully with revised BS 5266, and should be upgraded during future refurbishments, but appears adequate subject to ongoing checks by Estates. | Tolerable, but should be corrected at next refurbishment: some directional escape route signs are of obsolete Euro format (replace with EN ISO 7010:2012 type); ‘straight on’ signs should display up arrow unless there is a downward change of level. Various doors to plant rooms, risers, store cupboards etc are not marked “Fire Door Keep Locked” but are routinely kept locked; where this management practice is reliable, the absence of such signs is tolerable. |

**20.0 Fire Safety Signs and Notices**

| 20.1 | **Does the building have a reasonable standard of fire safety signs and notices?** | N | (1) Correct various fire door signs (M2-10, M2-12 & M3-12 should display only “automatic fire door keep clear”); fit “fire door keep shut” signs to M1-16a door. (2) Provide “do not use lift in event of fire” signs on all levels. (See also 17.3 suppl. 1 & 2.) | Tolerable, but should be corrected at next refurbishment: some directional escape route signs are of obsolete Euro format (replace with EN ISO 7010:2012 type); ‘straight on’ signs should display up arrow unless there is a downward change of level. Various doors to plant rooms, risers, store cupboards etc are not marked “Fire Door Keep Locked” but are routinely kept locked; where this management practice is reliable, the absence of such signs is tolerable. |
| 20.1 suppl. 1 | **Are fire safety signs of appropriate size for viewing distances?** | N | Height in mm of standard rectangular escape signs should be minimum of 100/17 x distance in m. Provide larger or additional directional escape route signs in corridors where insufficient. Pendant double-sided signs are recommended at all doors into West escape staircase. | |
| 20.1 suppl. 2 | **Are fire safety signs specific to people with disabilities provided in suitable locations and positions?** | Y | | |

**21.0 Means of Giving Warning in Case of Fire**
| 21.1 | Is a reasonable manually operated electrical fire alarm system provided? | Y | Positions of manual call points near the West staircase varies on each floor - this is tolerable but not ideal, and increases the importance of local induction information. |
| 21.2, 3 | Is automatic fire detection provided in building? (Throughout building? Part(s) of building only?) Is the extent of automatic fire detection generally suitable for the occupancy and risk? | Y | Fire alarm system should be linked to Canterbury Security Control Room (currently repeats to Greenwich Gatehouse). |
| 21 suppl. 1 | Is the fire alarm system audible throughout the premises? | Y | Sounders in the West escape staircase should be repositioned or replaced with flashing beacons, to permit verbal communication over refuge telephones (justified deviation from BS5839) - University-wide requirement. Appears adequate, subject to ongoing verification that 65dB is attained throughout. |
| 21 suppl. 2 | Is the fire alarm system perceptible throughout the premises to persons who might not hear the alarm signal? | Y | Flashing beacons are fitted in circulation areas and some other spaces. |
| 21 suppl. 3 | If unwanted fire alarm signals occur, are they acceptably infrequent? | Y | |
| 22.0 | Portable Fire Extinguishing Appliances | | |
| 22.1 | Is the provision of portable fire extinguishers reasonable? | Y | |
| 22.2 | Are hose reels provided? | N, X | |
| 22.3 | Are all fire extinguishing appliances readily accessible? | Y | |
| 23.0 | Automatic Fixed Systems | | |
| 23.1 | Is there a suitable sprinkler or water based system, gaseous local application or total flooding provided that is adequate for the risk present? | N, X | |
| 24.0 | Other Fixed Systems and Equipment | | |
| 24.1 | Are there suitable smoke control facilities for the risk present? | X | |
| 24 suppl. 2 | Is there suitable provision of a fire-fighters' switch(es) for high voltage luminous discharge tube signs etc? Has suitable notice of these been given to the Fire & Rescue Authority, including switch colouring and marking? | X | |
| 24 suppl. 3 | Does automatic control or shutdown of ventilation systems in the event of fire alarm activation result in safe conditions throughout (e.g. fire doors unimpeded by air movements from closing)? | Y | |
## Procedures and Arrangements

### 25.1 Fire safety is managed by: Director of Estates and line management.

### 25.2 Are suitably and sufficiently competent persons appointed to assist in undertaking and ensuring the preventive and protective measures (i.e. relevant general fire precautions)?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Y</td>
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</tr>
</tbody>
</table>

### 25.3, 4 Is there a suitable record of fire safety arrangements? Procedures properly documented? Suitable arrangements for ensuring that the premises have been evacuated? Suitable fire assembly point(s)? Adequate procedures for evacuation of persons with disabilities?

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Y</td>
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</tr>
</tbody>
</table>

Fire Safety Manual Appendix in revised University format will be issued with this fire risk assessment (replacing previous Fire Emergency Plan).

### 25.3, 4 suppl. Are suitable and sufficient arrangements in place for investigating fire alarm activations, summoning the Fire & Rescue Service, meeting them on arrival and providing relevant information including hazards to firefighters?

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Y</td>
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</tr>
</tbody>
</table>

Security and/or FM response.

Kent Fire & Rescue Service statements, reflecting national fire brigade policy: "From 2 April 2013, any premises reporting an automatic fire alarm sounding will be required to confirm to 999 staff that there is a fire, or signs of fire, before any fire fighting response is sent", requiring "trained, designated people who can safely investigate the cause of the fire alarm and escalate or downgrade the situation as required".

### 25.5 Are persons nominated and trained to use fire extinguishing appliances?

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Y</td>
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</tbody>
</table>

Security and FM staff (completion of training pending for newer staff).

In most buildings, it is usually recommended that the majority of staff do not receive fire extinguisher training except for information/instruction on the basic principles of their use. For all persons except those fully trained, fire extinguishers should not be used unless necessary in order to escape.

### 25.6 Are persons nominated and trained to assist with evacuation, including evacuation of persons with disabilities?

<p>| | |</p>
<table>
<thead>
<tr>
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<th></th>
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<tbody>
<tr>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

Continue to ensure sufficient fire marshals and nominated and trained insofar as possible.

### 25.7 Is there appropriate liaison with the Fire & Rescue Service (e.g. any relevant notifications, familiarization visits etc)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

A 'premises information pack’ should be prepared for Fire & Rescue Service operations (Estates projects team are progressing).

Otherwise as per Building Control/Approved Inspector arrangements to date / general University liaison with Kent Fire & Rescue Service.

### 25.8 Is a system of routine in-house, local inspections of fire precautions implemented?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

Continue to implement regular local checks and inspections of fire safety features. Key requirements of this fire risk assessment should be covered.

### 25 suppl. Is there sufficient local awareness of PEEP requirements for regular building users who may need assistance or pre-planning to escape safely (including all potentially relevant conditions)? Would such persons be identified and referred?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

Ensure/promote awareness and continue to identify where PEEPs might be required; contact Michelle Dawson, SHE Unit confidentially in each case. See also section 17.3.

## Training and Drills

### 26.1 Are all staff given adequate fire safety instruction and training on induction?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

Continue to provide adequate fire safety instruction and training to all staff on induction.
### Fire Risk Assessment

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>26.1</strong></td>
<td>Are all students and/or visitors given adequate fire safety information and instruction at an appropriate time?</td>
<td>Y</td>
</tr>
<tr>
<td><strong>26.2</strong></td>
<td>Are all staff given adequate periodic fire safety refresher instruction and training at suitable intervals?</td>
<td>Y</td>
</tr>
<tr>
<td><strong>26.3</strong></td>
<td>Does all staff training (and student/visitor information, as appropriate) provide information, instruction or training on the following: fire risks in the building, fire safety measures, action in the event of fire and on hearing the alarm signal, operation of manual call points, location and use of fire extinguishers, means of summoning the Fire &amp; Rescue Service, identity of persons nominated to assist with evacuation, identity of persons nominated to use fire extinguishing appliances?</td>
<td>Y</td>
</tr>
<tr>
<td><strong>26.4</strong></td>
<td>Are staff with special responsibilities (e.g. fire marshals) given additional training?</td>
<td>Y</td>
</tr>
<tr>
<td><strong>26.5</strong></td>
<td>Are fire drills carried out at appropriate intervals, and in accordance with official guidance?</td>
<td>Y</td>
</tr>
<tr>
<td><strong>26.5i</strong></td>
<td>Are results of drills satisfactory?</td>
<td>~</td>
</tr>
<tr>
<td><strong>26.6</strong></td>
<td>When the employees or visitors of another employer work or are accommodated in the premises:</td>
<td></td>
</tr>
<tr>
<td><strong>26.6i</strong></td>
<td>Is the employer given appropriate information (e.g. on fire risks and general fire precautions)?</td>
<td>Y</td>
</tr>
<tr>
<td><strong>26.6ii</strong></td>
<td>Is it ensured that the employees and visitors are provided with adequate instructions and information?</td>
<td>Y</td>
</tr>
<tr>
<td><strong>27.0</strong></td>
<td>Inspection, Testing and Maintenance</td>
<td></td>
</tr>
<tr>
<td><strong>27.1</strong></td>
<td>Adequate maintenance and inspection of premises by competent persons?</td>
<td>Y</td>
</tr>
<tr>
<td><strong>27.2</strong></td>
<td>Weekly testing and periodic servicing of fire detection and alarm system?</td>
<td>Y</td>
</tr>
<tr>
<td><strong>27.3</strong></td>
<td>Monthly and annual testing routines for emergency lighting?</td>
<td>Y</td>
</tr>
<tr>
<td><strong>27.4</strong></td>
<td>Annual maintenance of fire extinguishing appliances?</td>
<td>Y</td>
</tr>
<tr>
<td>27.5</td>
<td>Periodic inspection of external escape staircases and gangways?</td>
<td>Y</td>
</tr>
<tr>
<td>27.5 supp.</td>
<td>Is there adequate provision for ensuring external escape staircases and gangways remain passable at all material times during inclement weather?</td>
<td>Y</td>
</tr>
<tr>
<td>27.6</td>
<td>Six-monthly testing and annual inspection of rising mains and/or hydrants?</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Nearby hydrant serving Medway, Rochester and Gillingham buildings appears to be on land probably controlled by University of Greenwich. Ongoing maintenance should be verified.</td>
<td></td>
</tr>
<tr>
<td>27.7</td>
<td>Weekly and monthly testing, six monthly inspection and annual testing of evacuation and/or fire-fighting lifts?</td>
<td>X</td>
</tr>
<tr>
<td>27.8</td>
<td>Weekly testing and periodic inspection of sprinkler installations?</td>
<td>X</td>
</tr>
<tr>
<td>27.9</td>
<td>Routine checks of final exit doors and/or security fastening?</td>
<td>Y</td>
</tr>
<tr>
<td>27.10</td>
<td>Annual inspection and test of lightning protection systems?</td>
<td>Y</td>
</tr>
<tr>
<td>27.11</td>
<td>Other relevant inspections or tests: (including e.g. ductwork dampers, fire shutters, venting systems, door holdback devices, electronic door release systems)</td>
<td>Y</td>
</tr>
<tr>
<td>28.0</td>
<td>Records</td>
<td></td>
</tr>
<tr>
<td>28.1</td>
<td>Are appropriate records kept for:</td>
<td></td>
</tr>
<tr>
<td>28.1 i</td>
<td>Fire drills?</td>
<td>Y</td>
</tr>
<tr>
<td>28.1 ii</td>
<td>Fire training?</td>
<td>Y</td>
</tr>
<tr>
<td>28.1 iii</td>
<td>Fire alarm tests?</td>
<td>Y</td>
</tr>
<tr>
<td>28.1 iv</td>
<td>Emergency escape lighting tests?</td>
<td>Y</td>
</tr>
<tr>
<td>28.1 v</td>
<td>Maintenance and testing of other fire protection systems?</td>
<td>Y</td>
</tr>
<tr>
<td>29.0</td>
<td>Young Persons</td>
<td></td>
</tr>
<tr>
<td>29.1</td>
<td>Have the following matters been taken into particular account in risk assessment in respect of young persons:</td>
<td>The building does not pose particular risks relevant to Young Persons, given expected levels of supervision etc.</td>
</tr>
<tr>
<td>29.2</td>
<td>The inexperiance, lack of awareness of risks and immaturity of young persons</td>
<td>X</td>
</tr>
<tr>
<td>29.3</td>
<td>The fitting out and layout of the premises</td>
<td>X</td>
</tr>
<tr>
<td>29.4</td>
<td>The nature, degree and duration of exposure to physical and chemical agents</td>
<td>X</td>
</tr>
<tr>
<td>29.5</td>
<td>The form, range, and use of work equipment and the way in which it is handled;</td>
<td>X</td>
</tr>
<tr>
<td>29.6</td>
<td>The organisation of processes and activities</td>
<td>X</td>
</tr>
<tr>
<td>29.7</td>
<td>The extent of the safety training provided or to be provided to young persons</td>
<td>X</td>
</tr>
<tr>
<td>29.8</td>
<td>Risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC on the protection of young people at work</td>
<td>X</td>
</tr>
<tr>
<td>30.0 Behavioural Aspects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------</td>
<td></td>
</tr>
<tr>
<td>30.1 Is there evidence from previous fire drills and other emergencies indicating that some occupants may be unaware, unwilling or fail to evacuate? (Aside from disability-related)</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>30.2 Is there evidence of disregard of fire safety provisions amongst building occupancy and/or management?</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>30.3 Is there evidence of significant human interference with fire safety provisions?</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>30.4 Are other significant behavioural aspects foreseeable?</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Schools' management should ensure that no person ever sleeps on the premises, and prevent/minimise the possibility of occupants' inebriation due to the effects of alcohol and other substances.</td>
<td></td>
</tr>
<tr>
<td>INDEX</td>
<td>DETAIL</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>31.0</td>
<td>Fire Strategy - building design/layout</td>
<td></td>
</tr>
<tr>
<td>31.1</td>
<td>The building is on four floors and is designed as a</td>
<td>The building is designed as a single fire compartment with partial smoke-stop</td>
</tr>
<tr>
<td></td>
<td>single fire compartment with partial smoke-stop</td>
<td>separation of the central staircase, which is not intended as a primary escape</td>
</tr>
<tr>
<td></td>
<td>separation of the central staircase, which is not</td>
<td>route. A fully protected escape staircase is provided to the West and an</td>
</tr>
<tr>
<td></td>
<td>intended as a primary escape route. A fully protected</td>
<td>external escape staircase to the East.</td>
</tr>
<tr>
<td></td>
<td>escape staircase is provided to the West and an</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>external escape staircase to the East.</td>
</tr>
<tr>
<td>31.2</td>
<td>The evacuation strategy is simultaneous and immediate</td>
<td>The evacuation strategy is simultaneous and immediate for the entire building</td>
</tr>
<tr>
<td></td>
<td>for the entire building and all occupants except,</td>
<td>and all occupants except, briefly, those tasked with coordinating the</td>
</tr>
<tr>
<td></td>
<td>briefly, those tasked with coordinating the</td>
<td>evacuation. The assembly point is on the bridge nearby.</td>
</tr>
<tr>
<td></td>
<td>evacuation. The assembly point is on the bridge</td>
<td></td>
</tr>
<tr>
<td>31.3</td>
<td>The building is adequately provided with access routes</td>
<td>The building is adequately provided with access routes for firefighting by</td>
</tr>
<tr>
<td></td>
<td>for firefighting by the Fire &amp; Rescue Service. Fire</td>
<td>the Fire &amp; Rescue Service. Fire hydrants are available nearby and are</td>
</tr>
<tr>
<td></td>
<td>hydrants are available nearby and are maintained in</td>
<td>maintained in an operational state.</td>
</tr>
<tr>
<td></td>
<td>an operational state.</td>
<td></td>
</tr>
<tr>
<td>32.0</td>
<td>Fire Strategy - systems</td>
<td></td>
</tr>
<tr>
<td>32.1</td>
<td>The fire alarm system provides for manual operation</td>
<td>The fire alarm system provides for manual operation and/or automatic</td>
</tr>
<tr>
<td></td>
<td>and/or automatic detection in order to give sufficiently</td>
<td>detection in order to give sufficiently early warning of fire to all</td>
</tr>
<tr>
<td></td>
<td>early warning of fire to all occupants. Various alarm-</td>
<td>occupants. Various alarm-linked devices support the safe use of escape</td>
</tr>
<tr>
<td></td>
<td>linked devices support the safe use of escape routes</td>
<td>routes by occupants and tenable conditions for firefighters.</td>
</tr>
<tr>
<td></td>
<td>by occupants and tenable conditions for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>firefighters.</td>
<td></td>
</tr>
<tr>
<td>32.2</td>
<td>The fire alarm sounds immediately in all areas on</td>
<td>The fire alarm sounds immediately in all areas on activation of any call</td>
</tr>
<tr>
<td></td>
<td>activation of any call point or automatic detector.</td>
<td>point or automatic detector. There is no pre-alarm investigation period or</td>
</tr>
<tr>
<td></td>
<td>There is no pre-alarm investigation period or</td>
<td>“double knock” arrangement.</td>
</tr>
<tr>
<td></td>
<td>“double knock” arrangement.</td>
<td></td>
</tr>
<tr>
<td>32.3</td>
<td>The fire alarm system currently repeats only to</td>
<td>The fire alarm system currently repeats only to Greenwich Gatehouse.</td>
</tr>
<tr>
<td>33.0</td>
<td>Fire Strategy - particular risks</td>
<td></td>
</tr>
<tr>
<td>33.1</td>
<td>The building contains few/near trivial fire risks</td>
<td>The building contains few/near trivial fire risks beyond those normally</td>
</tr>
<tr>
<td></td>
<td>beyond those normally associated with academic and</td>
<td>associated with academic and office type environments.</td>
</tr>
<tr>
<td></td>
<td>office type environments.</td>
<td></td>
</tr>
<tr>
<td>33.2</td>
<td>Management must ensure that no part of the building</td>
<td>Management must ensure that no part of the building contains sleeping</td>
</tr>
<tr>
<td></td>
<td>contains sleeping occupants at any time.</td>
<td>occupants at any time.</td>
</tr>
<tr>
<td>33.3</td>
<td>Various persons with disabilities, impairments or</td>
<td>Various persons with disabilities, impairments or other conditions</td>
</tr>
<tr>
<td></td>
<td>other conditions compromising their ability to</td>
<td>compromising their ability to evacuate safely may be present at any time.</td>
</tr>
<tr>
<td></td>
<td>evacuate safely may be present at any time. Some of</td>
<td>Some of these must be regarded as “vulnerable”, i.e. at potentially</td>
</tr>
<tr>
<td></td>
<td>these must be regarded as “vulnerable”, i.e. at</td>
<td>significant enhanced risk due to their inability to perceive or respond to</td>
</tr>
<tr>
<td></td>
<td>potentially enhanced risk due to their inability to</td>
<td>the alarm signal, or inability to self-evacuate. Standard University</td>
</tr>
<tr>
<td></td>
<td>perceive or respond to the alarm signal, or inability</td>
<td>procedures, supplemented by local measures, are in place to plan and</td>
</tr>
<tr>
<td></td>
<td>to self-evacuate. Standard University procedures,</td>
<td>facilitate their safe evacuation.</td>
</tr>
<tr>
<td></td>
<td>supplemented by local measures, are in place to plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and facilitate their safe evacuation.</td>
<td></td>
</tr>
<tr>
<td>34.0</td>
<td>Fire Strategy - management</td>
<td></td>
</tr>
<tr>
<td>34.1</td>
<td>Building management maintains an active policy of</td>
<td>Building management maintains an active policy of fire training, fire</td>
</tr>
<tr>
<td></td>
<td>fire training, fire prevention and precautions,</td>
<td>prevention and precautions, inspection, evacuation arrangements/procedures</td>
</tr>
<tr>
<td></td>
<td>inspection, evacuation arrangements/procedures and</td>
<td>and regular review of all these.</td>
</tr>
<tr>
<td></td>
<td>regular review of all these.</td>
<td></td>
</tr>
</tbody>
</table>
### 34.2

Evacuation is full and immediate for the entire building on activation of the fire alarm. Evacuation arrangements include coordination by Security and/or FM staff; central coordination by the Canterbury Security control room (on receiving telephone call from Greenwich FM); sweeping of designated areas by trained fire marshals to confirm full evacuation insofar as practicable; assistance of persons with disabilities as necessary and/or according to individual Personal Emergency Evacuation Plans; prevention of persons re-entering the building; etc.

### 34.3

Where Fire Marshalling is not practicable, standard University arrangements for lecturers/tutors/session leaders taking reasonable responsibility for students/attendees apply. When/where local staff are not available, Campus Watch provide assistance to persons with disabilities.

### 34 suppl.

Regarding business continuity comments (Risk & Fire Growth worksheet) - BFPEM Evaluator L-curve (Fire Service College, Aug 2005) predicts a high probability that a fire will be limited, based on a design fire originating in e.g. open plan office 3-04.

### 35.0 Fire Strategy - significant change

### 35.1

This fire risk assessment and the Fire Emergency Plan must be reviewed in advance in the event of significant change.
This simple risk indicator is based on a more general health and safety risk level estimator in BS 8800.

<table>
<thead>
<tr>
<th>Fire hazard ▼</th>
<th>Potential consequences of fire ►</th>
<th>Slight harm</th>
<th>Moderate harm</th>
<th>Extreme harm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Trivial OR tolerable risk *</td>
<td>Tolerable</td>
<td>Moderate risk</td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td>Tolerable risk</td>
<td>Moderate risk</td>
<td>Substantial risk</td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>Moderate risk</td>
<td>Substantial risk</td>
<td>Intolerable risk</td>
<td></td>
</tr>
</tbody>
</table>

* at discretion of Fire Risk Assessor

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the risk of fire (probability of ignition) at this building is:

- Low / highly unlikely
- Medium / unlikely
- High / likely

- following completion of recommendations of this fire risk assessment

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

- Slight harm
- Moderate harm
- Extreme harm

- following completion of recommendations of this fire risk assessment

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

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slight harm:</td>
<td>Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which a fire occurs).</td>
</tr>
<tr>
<td>Moderate harm:</td>
<td>Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.</td>
</tr>
<tr>
<td>Extreme harm:</td>
<td>Significant potential for serious injury or death of one or more occupants.</td>
</tr>
</tbody>
</table>

Therefore it is considered that the risk to life from fire at this building is:

- Trivial
- Tolerable
- Moderate

- following completion of recommendations of this fire risk assessment
Actions and timeplans should involve effort and urgency proportional to risk. The following control plan is based on BS8800:

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Action and Timescale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trivial</td>
<td>No action is required and no additional detailed records need be kept.</td>
</tr>
<tr>
<td>Tolerable</td>
<td>No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost, and various corrective actions may be required.</td>
</tr>
<tr>
<td>Moderate</td>
<td>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 may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.</td>
</tr>
<tr>
<td>Substantial</td>
<td>Considerable resources may 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.</td>
</tr>
<tr>
<td>Intolerable</td>
<td>Building (or relevant area) should not be occupied until the risk is reduced.</td>
</tr>
</tbody>
</table>
**Action Plan**

**Note** - only remedial/salient items appear below. Other general requirements are also necessary - see previous worksheets. Functional equivalents to specified actions may be considered.

<table>
<thead>
<tr>
<th>REFERENCE</th>
<th>ACTION REQUIRED</th>
<th>PRIORITY</th>
<th>RANKING</th>
<th>RESPONSIBILITY</th>
<th>TARGET DATE</th>
<th>COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.0</td>
<td>Housekeeping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.5</td>
<td>Old hexagonal cardboard recycling bins in corridors should be replaced with more robust types.</td>
<td>3A/B</td>
<td>Estates</td>
<td>Short to medium term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.0</td>
<td>Means of Escape from Fire</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.3 suppl. 1</td>
<td>Provide standard University refuge signs at refuges in the West staircase.</td>
<td>2A</td>
<td>Estates</td>
<td>Short term</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>17.3 suppl. 2</td>
<td>(1) Provide Emergency Voice Comms and standard University refuge signs at refuges on East external escape staircase. (2) Connect all refuge EVCs to Canterbury Security (see also 21 suppl. 1). (3) Until these upgrades are made, Fire Marshals, Security and/or FM must continue to make visual checks of the East external refuges during all evacuations. (4) EVCs should be upgraded to comply with BS 5839-9 or justified functional equivalent (University-wide requirement).</td>
<td>1A</td>
<td>(1, 2) 113</td>
<td>Estates</td>
<td>Short term</td>
<td>(1, 2, 4) √</td>
</tr>
<tr>
<td>18.0</td>
<td>Measures to Limit Fire Spread and Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.3</td>
<td>Rain Screen cladding poses nil compliance issues and nil or negligible life safety risks (building &lt;18m, no sleeping risk, full fire alarm system, well managed, Security incident response). However, elements of Rain Screen cladding system should be verified and considered regarding fire spread potential and property protection/business continuity.</td>
<td>4B</td>
<td>Estates Projects (survey to complete)</td>
<td>Medium term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.0</td>
<td>Fire Safety Signs and Notices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.1 suppl. 1</td>
<td>Height in mm of standard rectangular escape signs should be minimum of 100/17 x distance in m. Provide larger or additional directional escape route signs in corridors where insufficient. Pendant double-sided signs are recommended at all doors into West escape staircase.</td>
<td>2A</td>
<td>Estates</td>
<td>Short</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>20.1</td>
<td>Height in mm of standard rectangular escape signs should be minimum of 100/17 x distance in m. Provide larger or additional directional escape route signs in corridors where insufficient. Pendant double-sided signs are recommended at all doors into West escape staircase.</td>
<td>68</td>
<td>Estates</td>
<td>Short</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.1</td>
<td>Height in mm of standard rectangular escape signs should be minimum of 100/17 x distance in m. Provide larger or additional directional escape route signs in corridors where insufficient. Pendant double-sided signs are recommended at all doors into West escape staircase.</td>
<td>623350</td>
<td>Estates</td>
<td>Short</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACTION PLAN</td>
<td>FIRE RISK ASSESSMENT</td>
<td></td>
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</tr>
<tr>
<td>21.4</td>
<td>Fire alarm system should be linked to Canterbury Security Control Room (currently repeats to Greenwich Gatehouse).</td>
<td>3A+B</td>
<td>84</td>
<td>Estates</td>
<td>Short to medium</td>
<td>✓</td>
</tr>
<tr>
<td>35.0</td>
<td><strong>Fire Strategy - significant change</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35.1</td>
<td>This fire risk assessment and the Fire Emergency Plan must be reviewed in advance in the event of significant change.</td>
<td>1A/B</td>
<td>All</td>
<td>Ongoing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PRIORITY** (approx. to Fire Service College Fire Safety Engineering Division scale)

**Category A. Fire Risk to Persons:**

1A - A serious life safety risk and/or a major, serious or overt contravention of current fire safety legislation and/or official guidance.

This matter requires immediate attention and must be given high priority.

2A - An important life safety issue and/or a contravention of current fire safety legislation and/or official guidance, that may lead to enforcement action if not addressed.

This matter requires attention with the minimum of delay.

3A - A significant life safety issue which, in combination with other significant findings, may result in an increased risk to persons.

Advised to implement programme of work or action in accordance with good fire safety practice.

4A - A life safety issue recommended for consideration in accordance with good fire safety practice. 

Advised to implement action or programme of work as appropriate.

**Category B. Fire Risk to Property, Business Continuity, Environment, Amenity, Heritage etc.**

1B - A serious risk of damage by fire (with possible legal implications, depending on the enforcing authority involved).

This matter requires immediate attention and must be given high priority.

2B - An important potential fire damage issue (with possible legal implications, depending on the enforcing authority involved).

This matter requires attention with the minimum of delay.

3B - A significant potential fire damage issue which, in combination with other significant findings, may result in an increased risk to the property.

Advised to implement programme of work or action in accordance with good fire protection/prevention practice.

4B - A property protection issue recommended for consideration as a medium or longer term objective in accordance with good fire prevention/protection practice.

Advised to implement action or programme of work as appropriate.