



FIRE RISK ASSESSMENT

Regulatory Reform (Fire Safety) Order 2005

CITY OF WESTMINSTER COLLEGE – COCKPIT THEATRE

Responsible person or organisation: Ms Lynsey Hughes (Facilities & Support Services Administrator)

Person consulted: Ms Deb Jones (Technical Manager)

Purpose of assessment: Initial inspection



Address of premises

Gateforth Street
London
NW8 8EH

Assessor: Review completed by Mr Charles Austin, verified by Mr Chris Willmott MIFireE

Date of fire risk assessment: 18th November 2021

Date of previous fire risk assessment: Unknown

Suggested date for review: 18th November 2022

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier times as there is a reason to suspect that it is no longer valid, or if there has been a significant change in relation to the areas to which it relates or in the event of a fire.



INTRODUCTION

This Fire Risk Assessment has been completed by Workplace Fire & safety Limited and complies with current legislation – the **Regulatory Reform (Fire Safety) Order 2005**, the associated Home Office Guidance documents relevant for your type of premises and it conforms to the PAS79 specification. If you have received this report by email, we will have included a link to the Department for Communities and Local Government website, where you will find copies of the Home Office Guidance documents. It is important that the Responsible Person reads this Fire Risk Assessment carefully and makes themselves aware of all the significant findings herein.

It falls to the Responsible Person to review all the significant findings or risk the enforcing authority issuing an enforcement notice that requires you to make certain improvements or, in extreme cases, a prohibition notice that restricts the use of all or part of your premises until improvements are made. Please refer to the Home Office Guidance document for a full explanation of the roles and responsibilities of the Responsible Person.

This Fire Risk Assessment is designed to highlight all the relevant fire safety issues appertaining to your premises primarily in relation to life risk of the occupants and secondarily the premises. The extent of the survey undertaken is dependent on levels of access to various parts of the building. It is not always practical to assess areas such as ceiling voids and wall cavities but where there are concerns that further special assessment of these areas is required this will be highlighted within the report.

Provided alongside the Fire Risk Assessment is an “Action Plan”, (if appropriate) which provides a detailed list of requirements that may need to be addressed in order to become fully compliant. These action points are marked according to the specific section of the Fire Risk Assessment to which they refer to help cross-reference the two documents and further marked as High, Medium and Low priority to help the Responsible Person manage the implementation of the remedial actions. The items are listed systematically within the Action Plan according to the specific layout of the premises, generally starting at the top and working down to the final exit(s) of each building within the premises.

All terms used in these documents are explained within the glossary section of the Home Office Guidance document.



The Premises

Building(s) description

Premises use: Educational Premises

Building 1

Main Building

Construction date: 1971

Alteration / extension dates: None

Construction details: Brick

Number of storeys: Three

Number of stairwells / staircases: Two



Part 1 - Identifying Fire Hazards

For a fire to start, three things are needed:

- **As source of ignition;**
- **fuel; and**
- **oxygen**

If any one of these is missing a fire cannot start. Taking measures to avoid the three coming together will therefore reduce the chances of a fire occurring.

Sources of ignition:

Potential ignition sources in your premises can be identified by looking for possible sources of heat which could get hot enough to ignite material found in your premises.

Indications of 'near misses', such as marks on furniture or fittings, discoloured or charred electrical plugs and sockets, cigarette burns etc., can help you identify hazards which you may not otherwise noticed.

Sources of fuel:

Anything that burns is fuel for a fire. You need to be aware of the things that will burn reasonably easily and are in sufficient quantities to provide fuel for a fire or cause it to spread to other fuel sources.

You should also consider the materials used to line walls and ceilings.

Sources of oxygen:

The main source of oxygen for a fire is in the air around you. This generally falls into two categories: natural airflow through doors, windows and other openings; or mechanical air conditioning systems and air handling systems.

Additional sources of oxygen can sometimes be found in materials used or stored within the premises.



Sources of Ignition

A Fixed or portable heaters. (See Part 3, Section 1.5)

- Are there any electrical, gas or oil fired fixed or portable heaters? Yes No NA
- Are heaters kept clear of combustible materials? Yes No NA

B Hot processes. (See Part 3, Section 1.5)

- Are there any hot processes other than cooking that take place? Yes No NA
- Are hot processes & work undertaken strictly controlled in laboratories, workshops and classrooms? Yes No NA

C Cooking appliances, hot ducting, flues, filters & naked flames. (See Part 3, Section 1.5)

- Is cooking equipment installed, used and maintained in accordance with manufacturer's instructions? Yes No NA
- Are excessive grease deposits removed from extraction equipment in kitchens on a regular basis? Yes No NA
- Are **appropriate** emergency gas & electric shut off valves fitted? Yes No NA

D Occurrences of arson, deliberate ignition or vandalism. (See Part 3, Section 1.1, 1.2 & 1.3)

- Are there any occurrences of arson, deliberate ignition or vandalism? Yes No NA
- Has action been taken to prevent any parts of the premises being vulnerable to arson or vandalism? Yes No NA

E Electrical installations. (See Part 3, Section 1.6)

- Is appropriate PATesting carried? Yes No NA
- Are staff prohibited from bringing in their own equipment? Yes No NA
- Are fixed electrical installations checked every 5 years? Yes No NA

F Chemical agents. (See Part 3, Section 1.4)

- Are there any chemical agents in rooms or laboratories? Yes No NA
- Is safe storage and correct labelling followed? Yes No NA

G Radioactive sources. (See Part 3, Section 1.4)

- Are there any radioactive sources in rooms or laboratories? Yes No NA
- Is safe storage and correct labelling followed? Yes No NA



- H Smoking.** (See Part 3, Section 1.7)
- Is a no smoking policy in place and implemented? Yes No NA
- Is there a designated smoking area? Yes No NA
- I Halogen light fittings and display lighting equipment.**
- Are there any halogen light fittings or display lighting equipment? Yes No NA
- Is there sufficient clear space between light fittings and combustible materials? Yes No NA
- J Central heating boilers.** (See Part 3, Section 1.6)
- Is central heating equipment installed, used and maintained in accordance with manufacturer's instructions? Yes No NA
- K Hot surfaces and obstructed equipment.** (See Part 3, Section 1.5)
- Are there any hot surfaces or obstructed equipment? Yes No NA
- L 'Near miss' incidents.**
- Are there any signs of scorch marks or cigarette burns on fixtures and fittings? Yes No NA
- Are there any signs of discoloured or charred plugs or sockets? Yes No NA

Sources of Fuel

- M Flammable liquids on the premises.** (See Part 3, Section 1.4)
- Are there any flammable liquids on the premises? Yes No NA
- Are only minimum quantities kept on the premises? Yes No NA
- When not in use are stocks kept in secure storage? Yes No NA
- N Flammable gases on the premises.** (See Part 3, Section 1.4)
- (Other than for central heating or cooking)*
- Are there any flammable gases on the premises? Yes No NA
- Are only minimum quantities kept on the premises? Yes No NA
- When not in use are stocks kept in secure storage? Yes No NA
- O Displays and teaching materials.** (See Part 3, Section 1.11)
- Is there combustible display material in protected routes? Yes No NA
- Are fire retardant display materials used whenever possible? Yes No NA
- Are displays kept in appropriate cabinets / display boards? Yes No NA



P Paper, books, packaging, clothing or computer equipment.

(See Part 3, Section 1.2, 1.3 & 1.11)

Are there any paper, books, packaging or computer equipment in protected routes? Yes No NA

Are there any cloakrooms in protected routes? Yes No NA

Q Props and scenery in drama departments.

(See Part 3, Section 1.11)

Are there any props and scenery in drama departments? Yes No NA

Are display materials, scenery and stands fire retardant? Yes No NA

Is scenery or props not in current use kept in an approved store? Yes No NA

R Textiles, soft furnishings and gym mats.

(See Part 3, Section 1.11)

Are there any textiles or soft furnishings in protected routes? Yes No NA

Are foam mats kept in a fire resisting room or store? Yes No NA

Are all furniture and curtains fire retardant? Yes No NA

Is all furniture in good condition and covers are not damaged? Yes No NA

S Waste and litter products. (See Part 3, Section 1.2)

Has a system been developed for the storage and disposal of combustible waste? Yes No NA

Sources of Oxygen

T Oxidizing chemicals. (See Part 3, Section 1.4)

Are there any oxidizing chemicals? Yes No NA

Are only minimum quantities kept on the premises? Yes No NA

When not in use are stocks kept in secure storage? Yes No NA

U Oxygen supplies from cylinder or piped storage.

(See Part 3, Section 1.4)

Are there any oxygen supplies from cylinder or piped storage? Yes No NA

Are cylinders adequately ventilated and not near heat sources or flammable materials / oil or grease? Yes No NA



V Pyrotechnics containing oxidizing materials.
(See Part 3, Section 1.4)

Are there any pyrotechnics that contain oxidizing materials? Yes No NA

Are staff aware of HSE guidance on the use of pyrotechnics? Yes No NA



Part 2 - Identifying People at Risk

The risk assessment process requires that all people potentially at risk due to a fire in the premises are identified.

To do this you must know where and how people are working in the premises and who may reasonable expected to be on the premises such as visitors and contractors.

In evaluating the risk to people with disabilities you will need to discuss their individual needs with them and if required seek professional advice.



People at Risk

Employees at any one time on the premises:	20
Employees with PEEP's:	0
Pupils/students at any one time on the premises:	0
Pupils/students with PEEP's:	0
Visitors at any one time on the premises:	170
Residents (sleeping) at any one time on the premises:	0
Person-Centred Fire Risk Assessment – sent to client:	NA
Contractors at any one time on the premises:	2
Young children/babies at any one time on the premises:	0
Any lone working within premises:	No



Part 3 – Fire Risk Assessment and Fire Precautions

Good management of fire safety in your premises is essential to ensure that any fire safety matters that arise are always effectively addressed.

In smaller premises, this can be achieved by the manager or owner responsible for general health and safety, however in larger premises it is good practice for a senior manager to have overall responsibility for fire safety.

Your fire safety policy should be flexible enough to allow for modification and should be set out in writing, it should be recognised that fire safety operates at all levels within an organisation.



Section 1 – Fire risks and preventative measures

1.1 Are current arrangements for the control of arson suitable and sufficient? Yes AP NA

Comment: Security alarm, secure access & CCTV.

1.2 Are current arrangements for the control of housekeeping suitable and sufficient? Yes AP NA

Comment:

1.3 Are current arrangements for the control of storage facilities suitable and sufficient? Yes AP NA

Comment:

1.4 Are current arrangements for the storage, display and use of dangerous substances suitable and sufficient? Yes / No AP NA

Comment:

1.5 Are current arrangements for the use of equipment and machinery suitable and sufficient? Yes AP NA

Comment:

1.6 Are current arrangements for electrical safety suitable and sufficient?

Portable Appliance testing / inspection

Yes AP NA

Date: 21st September 2021
Frequency: Yearly
Contractor: Net Works UK Ltd

Records inspected: Yes

Electrical installations testing

Yes AP NA

Date: 4th February 2021
Frequency: 5 yearly
Contractor: Southern County Services Ltd

Records inspected: Yes

Gas installations testing

Yes AP NA

Date: 6th October 2021
Frequency: Yearly
Contractor: Stellar Mechanical Ltd

Records inspected: Yes



Is the lightning / earthing protection inspected regularly?

No AP NA

Date:
Frequency:
Contractor:

Records inspected: No

Comment: See action plan.

1.7 Are the current arrangements for smoking suitable and sufficient? Yes AP NA

Comment:

1.8 Are current arrangements for managing building work and alterations suitable and sufficient:

Was the fire risk assessment reviewed before work commenced? Yes / No AP NA

Have the contractors carried out a risk assessment under the **Construction (Design and Management) Regulations?** Yes / No AP NA

Comment:

1.9 Is the existing layout and construction suitable and sufficient:

Each building or part has been assessed against the architect or surveyors "fire safety strategy" commensurate with the age of the original building, alteration or refurbishment.

Are vertical shafts such as stairwells secured? No AP NA

Are doors onto protected routes working correctly and maintained? No AP NA

Are corridors that exceed 30m in length adequately subdivided? Yes / No AP NA

Are automatic door release mechanisms working correctly? Yes AP NA

Do false ceilings **appear** to be appropriately fire stopped? Yes / No AP NA

Do services passing through floors and ceilings **appear** to be fire stopped? Yes AP NA

Comment: The current fire safety strategy for the Building provides for a combination of limited, inconsistent and age related fire compartmentation, fire detection and alternative means of escape from corridors to secure the egress of occupants.

See action plan.

1.10 Are corridors and stairways used as escape routes clear of hazards? Yes AP NA

Comment:



1.11 Are the means of restricting the spread of fire and smoke appropriate to the fire strategy in force when the building(s) were constructed/ altered:

Catering facilities

Yes / No AP NA

Combustible contents

No AP NA

Display material and decoration

No AP NA

Comment: See action plan.

1.12 Are the facilities within the building suitable and sufficient to help occupants with special needs?

Yes AP NA

Comment: Subject to an assessment of individual and shared needs.



Section 2 – Fire detection and warning systems

2.1 Are manual call points suitable and sufficient? Yes AP NA

Comment:

2.2 Is the automatic fire detection system suitable and sufficient? Yes AP NA

Comment: The Building is provided with an L2 system.

2.3 Is the weekly / regular testing of the automatic fire detection system suitable and sufficient? Yes AP NA

Records inspected: Yes

2.4 Is the maintenance of the automatic fire detection system suitable and sufficient? Yes AP NA

Date: 3rd September 2021

Frequency: Quarterly

Contractor: Integral

Records inspected: Yes



Section 3 – Fire fighting equipment & facilities

- 3.1 Is the provision & location of portable fire fighting equipment suitable and sufficient? Yes AP NA

Comment: Fire extinguishers should be positioned on escape routes, close to the exit from the room (kitchen, hall & boiler room etc.) or floor, or the final exit from the building.

- 3.2 Is the testing of portable fire fighting suitable and sufficient? Yes AP NA

Date: August 2021
Frequency: Yearly
Contractor: Workplace Fire & Safety Ltd

Records inspected: Yes

CO2 extinguishers have a 10 year life span.

Water extinguishers have a 20 (Plus) year life span, with 5 yearly discharge tests.

Foam extinguishers have a 20 (Plus) year life span, with 5 yearly discharge tests.

Dry Powder extinguishers are of limited use within buildings and aren't suitable for recharging.

Fire blankets are only required in kitchens with deep fat fryers.

Comment:

- 3.3 Is the provision and testing of fixed installations suitable and sufficient? (e.g. dry risers, sprinklers, hosereels) Yes / No AP NA

Date:
Frequency:
Contractor:

Records inspected: NA

- 3.4 Is the provision and testing of other installations (including those for firefighters) suitable and sufficient? (e.g. smoke ventilation) Yes / No AP NA

Date:
Frequency:
Contractor:

Records inspected: NA



Section 4 – Escape Routes

- 4.1 Is the level of risk in relation to travel distances suitable and sufficient? Yes AP NA
Comment:
- 4.2 Are the escape routes suitable? Yes AP NA
Comment:
- 4.3 Does the fire-resisting construction appear to be appropriate to the fire strategy in force when the building(s) were constructed/ altered:
Doors, walls, floors and ceilings No AP NA
Cavity barriers, fire stopping and dampers in ducts Yes AP NA
Comment: See action plan.
- 4.4 Are the escape routes suitable and sufficient for the number of occupants likely to use them? Yes AP NA
Comment:
- 4.5 Where room capacity exceeds 50 people, do doors open in the direction of travel? Yes AP NA
Comment:
- 4.6 Are the escape routes suitable and sufficient for occupants with impaired mobility? (**Also see 1.12**) Yes AP NA
Comment:
- 4.7 Are the width and capacity of escape routes suitable and sufficient? Yes AP NA
Comment:
- 4.8 Are the arrangements for inner rooms suitable and sufficient? Yes / No AP NA
Comment:
- 4.9 Are alternative exits from a **room** suitable and sufficient? Yes / No AP NA
Comment:
- 4.10 Are arrangements for basements suitable and sufficient? Yes AP NA
Comment:
- 4.11 Are the arrangements for reception areas suitable and sufficient? Yes AP NA
Comment:



4.12 Are the arrangements for external stairways suitable and sufficient? Yes / No AP NA

Comment:

4.13 Is the maintenance of lift / s appropriate to use & application? Yes / No AP NA

Date:
Frequency:
Contractor:

Records inspected: NA

4.14 Are the arrangements for roof exits suitable and sufficient? Yes / No AP NA

Comment:

4.15 Are the arrangements for revolving, sliding, wicket & roller doors suitable and sufficient? Yes / No AP NA

Comment:

4.16 Are the arrangements for **final exit doors** and escape away from the premises suitable and sufficient? Yes AP NA

Comment:

4.17 Are the arrangements for marquees, tents and temporary structures suitable and sufficient? Yes / No AP NA

Comment:

4.18 Are the arrangements for high security facilities suitable and sufficient? Yes / No AP NA

Comment:

4.19 Are the arrangements for childcare facilities suitable and sufficient? Yes / No AP NA

Comment:



Sections 5 – Emergency escape lighting

- 5.1 Is the provision of emergency / escape lighting suitable and sufficient? Yes AP NA

Comment: Emergency lighting is provided in all the appropriate areas of the premises used during hours of darkness.

- 5.2 Is the monthly/ regular testing of emergency lighting suitable and sufficient? Yes AP NA

Records inspected: Yes

- 5.3 Is the maintenance of emergency lighting suitable and sufficient? Yes AP NA

Date: 21st September 2021
Frequency: Yearly
Contractor: Integral Ltd

Records inspected: Yes



Section 6– Signs and notices

6.1 Is the positioning and provision of escape signs suitable and sufficient?

Yes AP NA

Comment:



Section 7 – Recording, planning, informing, instructing and training

7.1 Are fire safety records suitable and sufficient? Yes AP NA

Comment:

7.2 Are fire safety site plans suitable and sufficient? Yes AP NA

Comment:

7.3 Is the emergency plan suitable and sufficient? No AP NA

Comment: Fire action notice required. See action plan.

7.4 Is suitable and sufficient liaison with the fire and rescue service carried out? Yes AP NA

Comment:

7.5 Is suitable and sufficient induction training carried out? Yes AP NA

Comment:

7.6 Is suitable and sufficient staff training carried out? Yes AP NA

Records inspected: Yes

7.7 Is suitable and sufficient fire marshal training carried out? Yes AP NA

Records inspected: Yes

7.8 Are suitable and sufficient fire drills carried out? Yes AP NA

Date: 16th October 2021

Frequency: Monthly

Records inspected: Yes



FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800:

Potential consequences of fire ► Fire hazard ▼	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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

Low
 Medium
 High

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

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

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which a fire occurs).

Moderate harm: Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.



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

Trivial Tolerable Moderate Substantial Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and timescale
Trivial	No further action is currently required, but ensure detailed records are maintained.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.
Substantial	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.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.



ACTION PLAN

The following recommendations on the attached action plan should be reviewed and implemented where appropriate in order to manage the fire safety risk appropriately.

The Fire Service retains responsibility for the enforcement of current fire safety legislation, namely The Regulatory Reform Order (Fire Safety) 2005. Should they visit your premises and carry out an inspection they are at liberty to serve an Alteration, Enforcement or Prohibition Notice on you if they consider certain fire safety issues within the premises are lacking.

To assist you in this process the following Risk level Definition has been adopted:

- High - Urgent action required suggest rectification within 1 month**
- Medium - Medium term action required suggest rectification within 3 months**
- Low - Long term action required suggest rectification within 6 month**