

Pat-Shaw House

Assessment of fire risk and recommended actions: summary

Inspection: June 2023 A SUMMARY OF THE RECOMMENDATIONS SET OUT WITHIN SECTION C TO THE REPORT ASSESSMENT OF IDENTIFIED RISKS AND RECOMMENDED ACTION

KEY Action | Completed or on regular programme

\* Work in progress; completion by March 2024

@ Please call Michael Kilkelly with any queries

MUST DO	SHOULD DO	COULD DO
<p>No actions required</p>	<p><b>+</b> The portable electrical equipment provided in the Circa office on the ground floor appeared to have last been PAT tested in 2017.</p> <p><b>-</b> No prominent prohibition 'No Smoking' sign was observed in the ground floor main entrance lobby. The sign is inside the cupboard housing the fire alarm panel and is not visible when the doors are closed.</p> <p><b>+</b> The following significant issues were observed in relation to the compartment fire doors throughout the common areas:- Single self-closing perko chain on the door to the kitchen on the ground floor. The door did not self-close from any angle when tested at time of assessment. The door to the staff kitchen on the 1st floor bounced open when tested from the mid angle at time of assessment. Loose top hinge on the on LHS door to the stairs on 1st floor. No door handle to the riser cupboard housing distribution board 3 on the 1st floor. Door to main office on the 1st floor was wedged open on day of assessment. No lock on the door to the electrical intake cupboard located under the stairs on the ground floor.</p> <p>No self-closing mechanism on the door to the meeting room on the ground floor. No self-closing mechanism on the door to the small office/post room on the 1st floor.</p> <p>Slightly excessive gaps observed around the edges of the doors to the stairwell on the ground and 1st floors.</p> <p>Significant threshold gap (exceeding 10mm) were noted beneath the door to the meeting area opposite the kitchen on the ground floor.</p> <p>Significant threshold gaps (exceeding 10mm) were noted beneath the doors to the cupboard housing the electrical server, accessed via small office/post room on the 1st floor.</p> <p>1x screw missing in the top hinge of the LHS door of the double set from the ground floor main entrance lobby.</p> <p><b>+</b> No smoke detector observed in the cupboard housing the electrical server, accessed via small office/post room on the 1st floor. In addition, no smoke detection was observed within the large storage room, containing electrical server installation, accessed within the Circa office area on the ground floor.</p> <p><b>!</b> The fire extinguishing equipment provided is considered to be the correct types and installed in appropriate locations throughout. Staff should be provided with guidance covering the selection and use of the extinguishers provided; however, it should be emphasised that fire extinguishers should only be used to tackle small fires in the early stages, and that the priority for all staff should be evacuate in the event of a fire. It has been established that the fire extinguishers and fire blankets throughout are serviced annually.</p> <p><b>+</b> Two members of staff have been designated as fire marshals. However, the assessor was advised that these members of staff are not always onsite.</p> <p><b>-</b> It was established that a basic fire emergency plan has been produced and kept within the cupboard housing the fire alarm system control panel near the ground floor entrance. It is recommended that the documented emergency plan should be developed which outlines the roles of individual members of the building management team. Additionally, an arrangement should be established to produce and implement Personal Emergency Evacuation Plans (PEEPS) as required.</p>	<p><b>+</b> An arrangement should be maintained for the fixed electrical installations throughout the building to be subject to periodic inspections, in accordance with BS 7671. Distribution board 3 last inspected on 02.06.2022.</p> <p><b>!</b> The portable electrical equipment in place throughout has been individually PAT tested and certified (05.2022). It should be ensured that PAT testing is repeated periodically (at least every 2 years), and that only items incorporated into the PAT test regime are used in the building (this includes cleaners equipment stored on site).</p> <p><b>!</b> An arrangement should be maintained for the gas installations in place within the building to be subject to routine inspection and testing.</p> <p><b>!</b> Current levels of security and vigilance should be maintained in order to deter deliberate acts of arson.</p> <p><b>!</b> Combustible, flammable and cleaner's items observed stored inside the electrical intake cupboard located under the stairs on the ground floor.</p> <p>Items stored inside the boiler room/ cupboard on the ground floor.</p> <p>Items stored inside the riser cupboard housing distribution board 3 on the 1st floor.</p> <p>Combustible items close to electrical server installation within the small cupboard accessed in small office/ post room on 1st floor.</p> <p><b>!</b> The circulation routes were largely clear of storage. There was a chair stored near to the electrical intake cupboard located under the stairs on day of assessment.</p> <p>It was observed that bins have been stored close to the rear of the building. This is not considered to be an ideal arrangement; however, it is acknowledged that it is not practical to implement a suitable alternative arrangement. Levels of combustible storage at the rear of the building should be closely monitored. Standard office furniture in place.</p> <p><b>+</b> Excessive foam fire stopping has been used for breaches in the rear wall of the boiler cupboard/ room on the ground floor. This is not considered to be a suitable application of expanding foam.</p> <p><b>+</b> The hatch to the loft/ roof void is not of the adequate thickness to afford a notional 30 minutes fire resistance.</p> <p><b>+</b> The doors to the cupboard housing the fire alarm panel and other electrical installations, located LHS of the ground floor entrance lobby, are not of the adequate thickness to afford a notional 30 minutes fire resistance. No locks in place.</p> <p><b>!</b> The assessor considers that the fire doors throughout achieve a notional 30 minutes fire resistance. It was noted that smoke seals had not been fitted to the door edges of all fire doors. This is not considered to present a significant risk. The operability of the installed doorguard devices fitted to the fire doors should be checked during the routine testing and maintenance of the fire alarm system.</p> <p><b>-</b> No emergency lighting observed in the loft/ roof void, accessed above the 1st floor.</p> <p><b>-</b> It was noted that inconsistent Mandatory fire door signage had been displayed. Mandatory 'Fire Door - Keep Shut' signs had been incorrectly displayed on some of the compartment fire doors held open on doorguard devices, located on the first floor.</p> <p><b>+</b> A mandatory 'Fire Escape - Keep Clear' sign has not been displayed on the external side of the fire exit door located at the rear of the building - in accordance with the requirements of 'The Health &amp; Safety (Signs &amp; Signals) Regulations 1996.'</p> <p><b>+</b> No 'Keep Locked Shut' sign displayed on the door to the electrical intake cupboard located under the stairs on the ground floor.</p> <p>No 'Keep Locked Shut' sign has been displayed on the door to the riser cupboard housing distribution board 3 on the 1st floor.</p> <p>No 'Keep Locked Shut' signs on the doors to the cupboard housing the electrical server accessed via small office/ post room on the 1st floor.</p>