Assessing Company:

Assessing Company:

London City Fire UK Ltd

Unit 2 Michael Manley Ind Estate

London - SW8 4TU

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E: admin@londoncityfire.com

ADRIAN QUINTAO - IFSM REGISTERED FIRE RISK ASSESSOR: C496 (Tier 2)

AUSTIN QUINTAO - IFSM REGISTERED FIRE RISK ASSESSOR: C526 (Tier 2)

Assessor:	Austin Quintao (AIFSM)
Signature:	 Austin Quintao, Wed, 15 Jan 2025, 8:18 am
Date of the Fire Risk Assessment:	Wed, 15 Jan 2025
Verifier:	Adrian Quintao (MIFSM / CFPA E DIP / Dip FD)
Signature:	 Adrian Quintao, Thu, 16 Jan 2025, 9:02 am
Date:	Thu, 16 Jan 2025
Assessment Review Date:	You should review the fire risk assessment annually from the date conducted.

Review Date Comments:
This fire risk assessment should be reviewed by a competent person by the date indicated or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

IT IS YOUR RESPONSIBILITY TO MANAGE FIRE SAFETY AND ANY SUBSEQUENT FIRE RISK ASSESSMENT REVIEW.

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Responsible Person:	Ltd Company (Director and / or Directors). Identified Responsible Person. Manager(s).
Other / Notes:	Richard Champkins
Position:	Operations Manager.
Business Name / Name:	Londonist.
Address of the Assessment:	Unit T11, Leyton Industrial Village, Argall Avenue.
Post Code:	E10 7QP
Unique Reference Number:	27708AQ2
LCF (Clik) Job Number:	27708
Emergency Protocol:	Single Stage (Simultaneous) Evacuation. A Single Stage Evacuation during a fire refers to a situation where all occupants of a building or a specific area evacuate simultaneously and immediately upon the detection of a fire or another emergency condition. In this scenario, there is no differentiation between different zones or floors, and everyone is instructed to evacuate to a designated assembly point or a safe location.
Guidance Document Used:	DCLG - Factories and Warehouses. This guide is intended for premises where the main use of the building or part of the building is a factory or warehouse. It may also be suitable where the premises adjoin other complexes. Also, where occupants handle and store flammable materials and substances. The guidance may also be supplemented by other guidance and / or British Standards - to include Approved Codes of Practice. DCLG Guidance - General. Relevant Approved Codes of Practice and Guidance.
Occupancy Numbers:	Staff: 5-8. Visitors: By appointment only.

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Introduction:

This Fire Risk Assessment is designed to highlight all the relevant fire safety issues appertaining to your 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.

In this report:

Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and/or responses provided by or on behalf of the Employer or other Responsible Person.

Unless otherwise stated, we have assumed (where applicable and relevant) that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).

Unless otherwise stated, we have assumed that information and documentation supplied to us by or on behalf of the Employer or other Responsible Person who has a bearing on this Fire Risk Assessment is current, true, accurate and not misleading.

The term 'Responsible Person' has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005.

This report reflects the circumstances found at the time of the inspection and does not take away the duties imposed on the Responsible Person for ensuring effective fire safety management within the premises on a day-to-day basis.

Methodology:

The methodology is intended to determine the risk-proportionate fire precautions required to protect building occupants including employees, contractors, visitors, sleeping occupants (where applicable) and members of the public and to protect people in the immediate vicinity of the building.

Note: It is not intended to address protection of property (the building and its contents) or the environment, or to address protection of a business, process, or activity against interruption.

Legal Statements:

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and where appropriate to make recommendations to ensure compliance with the current fire safety legislation.

The report does not address the potential losses relating to the "risk to property of business continuity, due to fire."

Errors & or omissions should be notified to London City Fire (UK) Ltd within 14 working days of receipt of this document, should this not be done, no liability for any claim for consequential liability damage or loss however so caused will be accepted by London City Fire (UK) Ltd (this 14 day period also includes any requested changes to information contained within the fire risk assessment).

This document remains the property of London City Fire (UK) Ltd until full payment has been received (unless prior agreement has been made to release the document prior to payment being made).

Responsibility for safe, appropriate and legal implementation of any remedial action rests with the client.

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How to Understand the Report:

HOW TO READ AND UNDERSTAND THE REPORT <<<<<<<<<<<<<<<<

This is a LIVE document and should be treated as such; this document may be used in any civil or legal context therefore it should be kept safe or backed up.

Each section has the relevant questions, positive comments, the record of shortcomings and actions to take (to include photos of shortcomings).

The timescales for rectifications are colour coded in line with the below (In block text recommendations) or additional comments may be present for rectification (or to enforce an issue or point).

The overall building risk rating is located at the end of the report with the summary.

.....

INEXPENSIVE AND QUICK TO RECTIFY:

Items that can be rectified immediately - 4 weeks at minimal cost or very minimal cost.

LOW:

Low priority to be actioned within 6 months-1year. Items of non-urgent priority or for future consideration – items that may improve safety (or building protection) over the very long term.

MEDIUM:

Medium priority to be actioned within 2-6 months (OR 6-12 months as stated by the assessor). *Breaches in legislation that may require medium/long term action to resolve – due to planning and implementation of any surveys / inspection – for example.*

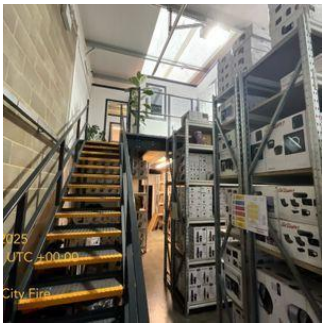
HIGH***

Immediate priority to be actioned within 24 hours to 8 weeks. *Breaches of legal requirements, which could* ***cause significant injury if left or set dangerous conditions*** *and requires immediate short-term action.*

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General Building Images:

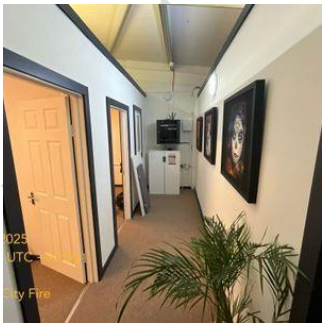
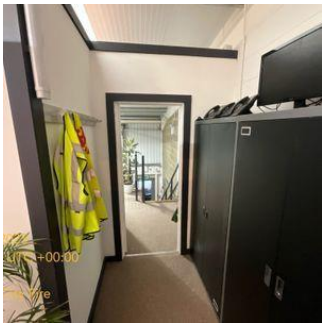


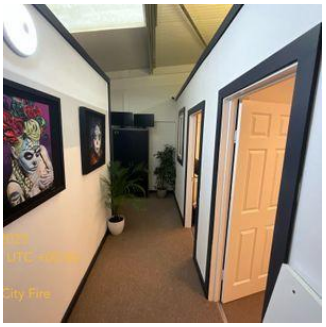
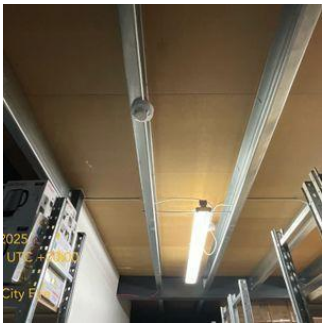








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Type of Building:	• The warehouse unit has been occupied by The Londonist since October 2024. The warehouse unit is of a modern construction that is comprised of a small ground floor and mezzanine level. • The ground floor consists of a small area used for storage of electrical equipment, a small kitchenette, toilet and rear storeroom. • The mezzanine level contains four small offices.
Floor space of area assessed:	Approximately 90msq.
Number of internal stairwells:	One open plan access stairwell to the mezzanine level.
Number of external stairwells:	None.
Number of Floors:	Ground floor. Mezzanine level(s).
Construction of external walls:	Concrete. Lower Block walls with upper composite walls / cladding (Portal Frame).
Construction of Internal walls:	Concrete. Timber Stud Wall with Plasterboard (Or lathe & plaster finish).
Additional Wall Description(s):	None.
Construction of Floors:	Concrete. Timber.
Additional Floor Description(s):	None.
Roof Description:	
Additional Roof Description:	Pitched style industrial roof with supporting portal frame.
Out Buildings / Stores or Carparks Etc:	External car parking - 1-3 cars.
Other:	None.
Primary Use:	Commercial Business (Warehouse).
Primary use (Additional):	Warehouse used for storage.
Secondary usage:	Administration.
Areas not assessed / Not covered by the assessment:	All areas outside of the business.
Have there been any reported Fires? Have there been any reported significant near misses? Have there been any reported Enforcement Notices Issued?	There have been no reported fires. There have been no reported significant near misses. There has been no reported enforcement action by the Fire & Rescue Service, the Local Authority or any other enforcing body.
Additional / Outcome / Outcome of any investigation etc:	None.
Residential Scope:	**None.**

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Occupancy:	Awake and Familiar with the environment: (Staff and / or customers for example who are familiar) - It is anticipated that this type of occupant will largely be able to self-evacuate with little assistance and will normally try to exit the building (or area) in the manner entered, via the main entrance. Awake and Unfamiliar with the environment: (Customers / Visitors / Similar) - It is anticipated that this type of occupant will largely be able to self-evacuate with little / or minimal assistance from staff and will normally try to exit the building (or area) in the manner they entered, via the main entrance. General visitors to the building / property (to include those who may have disabilities or impairments). Temporary workers. Contractors. Those who work on site who are not employees.
Other not mentioned above:	None.
Timescale building (or area) is in use:	The building (or relevant area) is in use / occupied standard day working hours: 8-9 hours.
Other not mentioned above:	None.

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Sources of Ignition:	Electrical Installations. Portable Electrical Equipment. Portable Heaters. Lighting and Light Fittings. Kitchenette - Small electrical (Microwave, kettle, and toaster for example). Consumer Units(s).
Other not mentioned above:	None.
Sources of Fuel:	Paper. Rubbish and Refuse (Small Volumes). Furniture (Tables and chairs). Wood Furniture. Stored stock (Boxed / Packed). Vertically stored stock (Boxed / Packed). Construction related materials (Timbers, materials, plastics and similar). Dusts.
Other not mentioned above:	None.
Sources of Oxygen:	Natural ventilation.
Other not mentioned above:	None.

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SECTION 1:
FIRE PREVENTION:

ELECTRICAL INSTALLATIONS AND INSPECTIONS::	Are fixed installations periodically inspected and tested? (e.g., every 5 years)	No
PAT TESTING (Portable Appliance Testing):	Is portable appliance testing carried out on a risk assessed basis?	No
ELECTRICAL LEADS AND CABLES:	Is there a suitable limitation of trailing leads and adaptors?	Yes

Comments (Positive and / or Actions Required for Compliance):

Cables and adaptors are maintained at a reasonable and manageable level. The expected demand for electricity is appropriately distributed via suitable number of leads, adaptors, and sockets to prevent overheating.

All electrical wall sockets observed on the day were in good order and visually in good condition (no signs of overheating or damage were observed).

ISSUE 1:

Maintenance dates for the electrical installation were not observed.

Remedial Action Required:

Periodic inspection and testing should be carried out only by electrically competent persons, such as registered electricians. They will check the condition of the electrics against the UK standards for the safety of electrical installations, BS 7671 – Requirements for Electrical Installations (IEE Wiring Regulations). Every 5-10 years.

If it cannot be confirmed that the above has been carried out within the last 5 years by a competent Electrical Engineer, then this should be carried out as soon as possible. No records were available at the time of this inspection to demonstrate that this had been carried out.

Priority to be rectified: HIGH***

It was stated on the day of the assessment that electrical installation maintenance is the landlord's responsibility, ensure you obtain a copy of the certificate for future fire risk assessments.

ISSUE 2:

PAT Testing has not been conducted on Portable Electrical Appliances. Unknown shortcomings may be present.

Remedial Action Required:

PAT Testing will ensure all equipment is serviceable, maintained and inspected by a Qualified / Competent Person who is able to identify shortcomings in safety standards. In an environment such as this, annual testing is recommended.

Priority to be rectified: **Inexpensive and quick to rectify.**

Images of shortcomings for rectification:





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SMOKING:	Is smoking permitted in appropriate areas with facilities to extinguish smoking materials?	NA
Comments (Positive and / or Actions Required for Compliance):	There is a strict no smoking policy within all internal areas of the business unit. No smoking signage was observed.	
Images of shortcomings for rectification: None.		

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PORTABLE HEATERS:	If portable heaters are used, are suitable measures taken to minimise the hazard of ignition of combustible materials due to the use of portable heaters?	Yes

Comments (Positive and / or Actions Required for Compliance):	The portable heaters observed were in good order. Portable heaters observed were appropriate for the environment and occupancy. The probable heaters observed were in positions that will not ignite combustible materials. Portable heaters observed were being maintained and were visually in good order.

Images of shortcomings for rectification: None.

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ARSON PREVENTION AND SECURITY:	Does basic security against arson by outsiders or other persons appear reasonable?	Yes
ARSON PREVENTION AND SECURITY:	If applicable, is the communal main entrance door provided with an arson proof letterbox?	NA

Comments (Positive and / or Actions Required for Compliance):

The entrance door noted was in good order and secure.

The shutter noted was in good order and secure.

CCTV is present in suitable locations to deter criminal activity.

Images of shortcomings for rectification: None.

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EXTERNAL FIRE LOAD:	Is there an absence of a potential for a fire load / combustibles near the premises to be set alight?	Yes

Comments (Positive and / or Actions Required for Compliance):	All external areas were free and clear from fire loads. Keeping external areas clear of fire loads is crucial for fire safety because it minimizes the risk of fire ignition and reduces the potential for a fire to spread rapidly. Fire loads, such as combustible materials, vegetation, debris, and waste, serve as fuel that can intensify a fire's severity and speed. By maintaining clear spaces, especially near buildings, fences, and other structures, the risk of embers igniting these materials is significantly lowered.

Images of shortcomings for rectification: None.

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COMBUSTIBLES AND SOURCES OF IGNITION:	Are all areas free of hazards such as combustibles being in close contact with sources of ignition?	Yes
Comments (Positive and / or Actions Required for Compliance):	Combustible materials were not observed to be in close contact with sources of ignition.	

Images of shortcomings for rectification: None.

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WASTE DISPOSAL:	Are there suitable means to dispose of refuse and waste?	Yes
Comments (Positive and / or Actions Required for Compliance):	Sufficient waste and litter bins are provided, and arrangements are made for their frequent emptying.	
Images of shortcomings for rectification: None.		

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LIGHTNING PROTECTION:	Has the building occupier or responsible person obtained information from a competent person regarding the requirement of lighting protection?	No

Comments (Positive and / or Actions Required for Compliance):

ISSUE 1:

Lightning Protection - Not established on the day of the assessment.

Remedial Action Required:

Lightning is a source of ignition in a small proportion of fires.

Contact a Lightning Protection Specialist for advice and Guidance.

Priority to be rectified: LOW

Images of shortcomings for rectification:



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FIXED HEATING:	Are fixed heating installations / systems used within the premises?	NA
Heating System Maintenance:	Are fixed heating installations subject to regular maintenance?	NA
Comments (Positive and / or Actions Required for Compliance):	There are no fixed heating systems in the building.	

Images of shortcomings for rectification: None.

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KITCHEN / COOKING FACILITIES DESCRIPTION:	The small kitchenette is on the ground floor to the rear and gas cooking is not conducted. All appliances are electrical to include a kettle, toaster and coffee maker. All areas were in good order on the day of the assessment.	
DUCTING AND FILTERS:	Are filters / ducting cleaned or changed regularly?	NA
GAS EQUIPMENT SAFETY CHECK:	Has a gas safety check been conducted on gas burning appliances (kitchen)?	NA
EMERGENCY ISOLATIONS (KITCHEN / COOKING):	Are suitable emergency isolations present?	Yes
Comments (Positive and / or Actions Required for Compliance):	Standard electrical sockets are present to shut down equipment and isolate power in the event of a fire. A CO2 extinguisher is approximately 5m from the entrance of the kitchenette.	

Images of shortcomings for rectification: None.

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DSEAR:	If flammables are used or stored in the business or property - Has a risk assessment been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	NA
DSEAR:	Are substances stored in suitable areas in containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	NA
COSHH:	If COSHH substances are present (not DSEAR), are they stored correctly and is there a COSHH Management System in place?	NA

Comments (Positive and / or Actions Required for Compliance):	COSHH and DSEAR substances were not observed on the day of the assessment.

Images of shortcomings for rectification: None.

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OTHER SIGNIFICANT FIRE HAZARDS:	Is there an absence of additional significant fire risk that warrants consideration?	Yes

Comments (Positive and / or Actions Required for Compliance):	The work processes are commensurate with the business premises. There are no processes that pose a significant fire hazard.

Images of shortcomings for rectification: None.

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SECTION 2:
FIRE PRTOECTION:

Means of Escape:	Is it considered that the premises are provided with reasonable means of escape?	Yes
Means of Escape:	Are travel distances reasonable when there is escape in a single direction?	Yes
Means of Escape:	Are travel distances reasonable when there is escape in two directions?	NA
Means of Escape:	Is ventilation provided where required?	NA
Means of Escape:	Are escape routes reasonably protected?	Yes
Means of Escape:	Is there adequate provision of exits? (And do they open in the direction of escape where required?)	Yes
Means of Escape:	Are exits easily and immediately open-able where necessary without the use of a key?	Yes
Means of Escape:	Are escape routes clear and readily available?	Yes
Means of Escape:	Does the evacuation plan fit with the floor space factors?	Yes
Means of Escape:	Identify inner rooms. Are they appropriately covered?	Yes
Means of Escape:	Identify dead end corridors. Are they appropriately covered?	Yes
Means of Escape:	Specifically, are disabled and / or impaired occupants able to escape in the event of a fire?	Yes

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Comments (Positive and / or Actions Required for Compliance):

There is a single direction of escape from within the business unit and the furthest travel distance from the mezzanine level is 13m.

The offices on the mezzanine level and kitchenette do not have fire doors, however taking into account the small travel distance and a fire alarm with an L3 coverage, this is deemed acceptable.

Staff on the mezzanine level head down the open plan access stairwell to escape, the final exit door is 2m from the base of this stairwell.

There are a suitable number of exits for the number of people expected to be in the building.

- Exit 1: 930mm

The building was found to have a fire exit with a suitable:

- Thumb turn lock.

The escape route was found to be clear and readily available on the day of the assessment.

The building does have suitable access and means of escape for disabled occupants via:

- Sufficiently wide fire exits onto flat ground where they can further escape - Ground floor only.

The dead ends observed were suitable due to:

- The presence of automatic fire detection in the escape route and rooms.
- An acceptable travel distance.

Where the only way out of a room is through another room - an unnoticed fire in the outer room could trap people in the inner room.

The inner rooms observed are acceptable due to the presence of:

• A vision panel between the two rooms providing adequate vision to give an indication of the conditions in the outer room and the means of escape.

• An automatic smoke detector in the outer room that will sound a warning in the inner room.

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Shortcomings and Corrective Actions:	None.

Images of shortcomings for rectification: None.

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MEANS TO LIMIT THE SPREAD OF FIRE:	Is compartmentation of a reasonable standard?	Yes
Means to limit the spread of fire:	Is there a reasonable limitation of linings that may promote fire spread internally?	Yes
Means to limit the spread of fire:	Is there a reasonable limitation of linings that may promote fire spread externally?	Yes
Means to limit the spread of fire:	Is there an absence of fixed cladding on the external surfaces of the building that could accelerate fire spread (or other such as balconies etc, linings, netting, or other)?	Yes
Means to limit the spread of fire:	As far as can be reasonable ascertained, are fire dampers provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke, and combustion products in the early stages of a fire?	NA

Comments (Positive and / or Actions Required for Compliance):	All areas observed on the day of the assessment were in good order and free from any form of shortcoming. All areas observed on the day of the assessment were in good order with no visible or obvious signs of failures in fire stopping around pipes, cables, and other penetrations. All areas observed on the day of the assessment were in good order with no visible or obvious signs of failures in linings (internal) that may promote fire spread. All areas observed on the day of the assessment were in good order with no visible or obvious signs of failures in linings (external) that may promote fire spread.

Images of shortcomings for rectification: None.

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EMERGENCY LIGHTING:	Is it considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?	Yes
Comments (Positive and / or Actions Required for Compliance):	The Emergency Escape Lighting System observed covers the following: • Exit door / Escape routes. • Emergency escape signs. • Changes in floor level. • Windowless rooms and toilet accommodation exceeding 8m^2. • Firefighting equipment / Fire alarm call points. Via visual assessment only - emergency lighting is installed in accordance with BS 5266 Part 1: 2016 – Code of Practice for the Emergency Escape Lighting of Premises.	
Images of shortcomings for rectification: None.		

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MEANS TO RASIE THE ALARM:	Is there a suitable means to raise the alarm in the event of a fire? (Hand bell / electrical / manual / automatic fire detection) and is it suitable for the level of risk and occupancy? In accordance with BS 5839 Part 1: 2017 / BS 5839 Part 6: 2019.	Yes
Means to raise the alarm:	If required - is the alarm connected to a remote transmission of alarm signals to a monitoring station or other?	NA
Means to raise the alarm:	Is a suitable fire alarm zone description or zone diagram displayed?	NA

Comments (Positive and / or Actions Required for Compliance):

A fire alarm and detection system is present in the building.

Installed in accordance with BS 5839 Part 1: 2017 – Fire Detection and Alarm Systems.

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

The level of coverage is:

L3 - This category is designed to give early warnings to everyone. Detectors are placed in all escape routes and all rooms that open onto an escape route.

Images of shortcomings for rectification: None.

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SAFETY SIGNAGE:	Is it considered that there is a reasonable standard of fire safety signs and notices?	Yes
	Although the above is generally in order, a shortcoming(s) has been identified.	
Comments (Positive and / or Actions Required for Compliance):	Signage observed: Directional signage. **ISSUE 1:** There are no Fire Action Notices. **Remedial Action Required:** Fire Action Notices should be displayed in areas where there are Manual Call Points with the assembly point clearly displayed. Priority to be rectified: **Inexpensive and quick to rectify.**	

Images of shortcomings for rectification:



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FIRE EXTINGUISHERS:	Is there a reasonable provision of portable fire extinguishers? In accordance with BS 5306-8:2012.	No
Fire Extinguishers:	Are they mounted accordingly with signage (or on stands)?	Yes
Fire Extinguishers:	Are hose reels provided?	NA
	Although the above are generally in order, a shortcoming(s) has been identified.	

Comments (Positive and / or Actions Required for Compliance):

The following fire extinguishers were observed in the business unit: 1 x CO2 & 1 x Dry Powder.

ISSUE 1:

- There are not sufficient numbers (There are no fire extinguishers on the mezzanine level).
- The extinguishers are poorly signed.

Remedial Action Required:

Extinguishers should be installed in accordance with BS 5306-8:2012. They should be in positions where **competent persons** are able to utilise them in the event of an emergency.

The following are required:

- Foam Extinguishers (Cream): Class A (Solid), B (Flammable Liquid)
- Carbon Dioxide Extinguishers (Black): B (Flammable Liquid) & Electrical

Priority to be rectified: HIGH***

ISSUE 2:

A dry powder fire extinguisher is present.

Remedial Action Required:

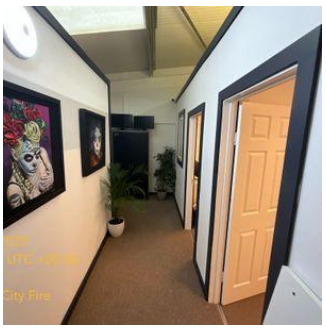
This dry powder extinguisher must be removed (as there are no flammable gasses or liquids) and replaced with a foam extinguisher.

Priority to be rectified: HIGH***

Using a dry powder fire extinguisher in a confined space can cause breathing problems because the fine powder disperses quickly and saturates the air, reducing oxygen levels and creating an environment filled with particulate matter. The powder is designed to smother fires by interrupting chemical reactions, but its small particles can irritate the respiratory system when inhaled, leading to coughing, throat irritation, or more severe respiratory distress in individuals with pre-existing conditions like asthma. Additionally, the dense cloud of powder can impair visibility and make evacuation more challenging, increasing the risk of accidents or prolonged exposure.

Images of shortcomings for rectification:





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AUTOMATIC FIRE EXTINGUIHSING SYSTEMS:	Type of fixed system and location: (Gas suppression systems, sprinklers/misting systems etc)	NA
OTHER RELEVANT FIXED SYSTEMS:	Are there any other relevant fixed systems?	Yes
Comments (Positive and / or Actions Required for Compliance):	A Green Manual Override box is present by the main entrance door (an electrical door locking system is present).	

Images of shortcomings for rectification: None.

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SECTION 3:
MANAGEMENT OF FIRE SAFETY + EMERGENCY PLANNING:

The person with the overall responsibility for fire safety (Planning, organisation, control, monitoring and review):	Richard Champkins.
The person / company with responsibility for fire safety risk assessment:	London City Fire UK Ltd.
The person / company with responsibility for fire safety risk assessment:	Please refer to the above comment.
The person with responsibility for developing and reviewing the premises Fire Safety Management Plan which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire:	Richard Champkins.
The person with responsibility for staff training:	Richard Champkins.
The person with responsibility for Information distribution.	Richard Champkins.
The named person who is the main resident contact to address issues and shortcomings:	N/A.

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MANAGEMENT:	Is a competent person(s) appointed (Internal) to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? (Although staff may have completed online training, are they are competent to perform safety checks, operate alarms, emergency lights and other relevant systems).	Yes
Management:	Are competent persons appointed (external or otherwise) to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	Yes
Management:	Is there written Fire Policy? (May be a Health and Safety Policy or included in a Health and Safety Policy)	Yes
Management:	Are responsibilities clearly written down in a fire management document? Fire Safety Roles and Responsibilities clearly defined - Managers, staff, fire marshals etc.	Yes
Management:	Is there a suitable record of the fire safety arrangements? Under article 11, the responsible person must make and implement arrangements for planning, organising, controlling, monitoring and review of the preventative and protective measures required by the Order.	Yes
Management:	Are procedures in the event of a fire appropriate and properly documented? Emergency Actions – Specific action all persons must take upon activation of the alarm or discovery of a fire, specific to the building and business.	No
Management:	Are there suitable arrangements for summoning the Fire and Rescue Service? And is information available in relation to hazards and hazards to Fire Fighters?	No
Management:	Is there a plan of the building available indicating basic layout and any areas of significant risk?	NA
Management:	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	No
Management:	Are persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	No

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Comments (Positive and / or Actions Required for Compliance):

You do have an internal nominated staff member(s) with suitable and sufficient training for them to be able to manage fire safety.

Names noted - Richard Champkins.

A professional person (or persons) or company (or companies) has been nominated to maintain and repair fire safety systems. Names noted were:

- 1: London City Fire UK Ltd - Fire Extinguishers / Fire Risk Assessment.
- 2: Caplan - Fire Alarm system.

A fire safety management system is present to ensure that:

- Fire safety objectives are set and clearly communicated throughout the organisation.
- A suitable fire safety management structure is developed along with clearly defined roles and responsibilities.
- A suitable and sufficient assessment of fire risks is undertaken (and reviewed) throughout the relevant areas of all premises owned, occupied and/or managed by the organisation.
- Appropriate action plans for improvement to fire precautions are recorded and actioned.
- Fire risk assessments are maintained up to date and are reviewed as appropriate.
- A suitable programme of fire safety training is developed and implemented.
- A robust system for the monitoring and reporting of fire incidents, false alarms, unwanted fire signals and other fire safety issues is developed and implemented.
- Staff roles and responsibilities are recorded, they are detailed and clear.
- Health and safety is managed by Peninsula and the fire safety management system is incorporated to include a fire policy, and all management fire safety equipment check logs and staff training.

ISSUE 1:

There is no written Fire and Emergency Plan. With no formal written fire and emergency plan, staff may not be aware of their duties or legal obligations. This may lead to confusion which could result in the injury of a staff member or other in the building or vicinity.

Remedial Action Required:

The person responsible is under a duty to provide appropriate procedures to be followed in the event of serious and imminent danger from fire to relevant persons. Develop and implement a written Fire and Emergency plan.

- Your emergency plan should be appropriate to your premises and should include:
- How people will be warned if there is a fire / What staff should do if they discover a fire.
- How the evacuation of the premises should be carried out / Identification of key escape routes.
- Arrangements for fighting fire & Contingency plans, e.g., restrictions on the use of the building, for when life safety systems are out of order, e.g., fire-detection and warning systems.
- How the fire and rescue service and any other necessary services will be called and who will be responsible for doing this.
- You must have a plan in place for the evacuation of disabled people (Customers / Visitors) - (without FRS Assistance).

Priority to be rectified: **HIGH*****

ISSUE 2:

There is no readily available information and equipment for staff / fire marshals in the event of a fire or evacuation.

Remedial Action Required:'

The fire marshal(s) should have appropriate information and equipment to assist them in managing any evacuation. This could include a bag with the following contents:

- Fire Marshal High Vis / Torches.
- Management Emergency Contact Numbers / Note pads and spare pens.

Priority to be rectified: **Quick and easy to rectify.**

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TRAINING AND FIRE DRILLS:	Are all staff given adequate fire safety instruction and training on induction?	Yes
Training and Fire Drills:	Have staff received Basic Fire Awareness Training (All those who have not completed Fire Marshal Training)?	No
Training and Fire Drills:	Are nominated staff provided with Fire Marshal Training?	Yes
Training and Fire Drills:	Are there enough Fire Marshals for the building, occupancy, and level of risk?	Yes
Training and Fire Drills:	Are fire drills carried out at appropriate intervals and a record of such drills maintained?	No
Date of the last Fire Drill:	No dates observed.	
Training and Fire Drills:	When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g., on fire risks and fire safety measures)?	Yes
RESIDENT INFORMATION:	Are residents provided with information about what to do in the event of a fire, how to use a fire blanket and / or emergency plans (what to do in the event of a fire)?	NA
Resident Information:	Are residents provided with information security and arson prevention?	NA

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Comments (Positive and / or Actions Required for Compliance):

A fire safety training program does start first and foremost when a new employee starts work, this comes in the form of an induction process.

An induction program is the process used within many businesses to welcome new employees to the company and prepare them for their new role.

Induction training does in-corporate (as a minimum) basic fire awareness within the building, how to raise the alarm and what to do in the event of an evacuation.

The person responsible is made known and who is responsible at management level.

2 x Fire Marshals are present that received in person training which was conducted at Londonist head office in 2023.

ISSUE 1:

No evidence was observed to confirm that all staff have undergone Basic Fire Awareness Training.

Remedial Action Required:

The below is required for all staff to comply with the Regulatory Reform (Fire Safety) Order 2005.

Basic Fire Awareness Training. This course gives staff an all-round knowledge of what to do in the event of a fire, how to prevent a fire from happening in the first place and gives hands on practical experience of tackling a fire with a fire extinguisher.

Priority to be rectified: HIGH***

ISSUE 2:

There is no record of Fire Drills.

If people do not regularly participate in fire drills, then reactions may be:

- In accurate.
- Slow.
- Confused.

Remedial Action Required:

The below is required to comply with the Regulatory Reform (Fire Safety) Order 2005.

Fire Drills:

Once the emergency plan has been developed and training is given, you will need to evaluate its effectiveness. The best way to do this is to perform a fire drill. This should be carried out at least every 6 months or as required. If you have a high staff turnover, you may need to carry it out more often.

Priority to be rectified: HIGH***

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SECTION 4:
MAINTENANCE AND RECORDS:

Fire Alarm & Detection - Service:	Is periodic servicing of the fire detection and fire alarm system in date?	Yes	: 12/2024
Fire Alarm & Detection - Test:	Is weekly (or monthly) testing of the fire detection and fire alarm system undertaken?	No	
Emergency Lighting - Service:	Are emergency lights in date for annual maintenance?	Yes	: Landlord Responsible.
Emergency Lighting - Test:	Is monthly testing of the emergency lighting system undertaken?	No	
Portable Fire Extinguishers - Service:	Are portable fire extinguishers in date for annual maintenance?	No	: No dates observed
Portable Fire Extinguishers - Test:	Are monthly checks of portable fire extinguishers undertaken?	No	
Ventilation - Service:	Are the means to vent / clear smoke in date for periodical maintenance?	NA	: N/A.
Ventilation - Test:	Are weekly / monthly checks of vents (or means to clear smoke) undertaken?	NA	
Risers - Service:	Are risers in date for annual testing?	NA	: N/A.
Risers - Test:	Are risers subject to six monthly inspections?	NA	
Fire Fighting Lifts - Service:	Are fire fighting lifts in date for six monthly / annual inspections and maintenance?	NA	: N/A.
Fire Fighting Lifts - Test:	Are fire fighting lifts subject to weekly / monthly checks?	NA	
Sprinkler Systems - Service:	Are sprinkler systems subject to periodic maintenance?	NA	: N/A.
Sprinkler Systems - Test:	Are sprinkler systems subject to weekly tests?	NA	
Ansul Systrems:	Are ansul systems (or similar) in date for 6 monthly periodical maintenance?	NA	: N/A.
CO Alarms - Service:	Are CO Alarms (or similar) in date for periodical maintenance?	NA	: N/A.
CO Alarms - Test:	Are CO Alarms (or similar) subject to weekly / monthly checks?	NA	: N/A.
Plant and Machinery:	Are plant and machinery systems in date in accordance with PPM's (Preventative Planned Maintenance)? (Or is there e record of planned maintenance).	NA	: N/A.
Means of Escape:	Are routine checks of final exit doors and/or security fastenings undertaken? TO INCLUDE internal and external checks, where required?	Yes	: None.
Additional not noted above:	None.		

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Comments (Positive and / or Actions Required for Compliance):	**ISSUE 1:** The noted equipment is not subject to regular staff / in-house checks: • Fire alarm and detection system. • Emergency lighting system. • Portable fire extinguishers. **Remedial Action Required:** To comply with the Regulatory Reform (Fire Safety) Order 2005, equipment must be subject to regular internal checks. Conducting internal safety checks on fire safety equipment is crucial for ensuring compliance with British Standards and manufacturers' guidance while maintaining a safe working environment. Regular checks help identify potential faults, damage, or malfunctions in equipment. **Priority to be rectified:** HIGH***

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Records:	Are records generally acceptable?	No

Comments (Positive and / or additional Actions):

ISSUE 1:

On the day of the assessment fire safety records were not observed.

It was stated on the day of the assessment that staff log all fire safety checks on Brightsafe.

Remedial Action Required:

The fire safety logbook and maintenance record should remain on the premises at all times. Under the regulatory reform (fire safety) order, it is a legal requirement for managers and building owners to take responsibility for the fire safety within their property, this means that a designated 'responsible person' is charged with keeping an accurate record of all details pertaining to fire safety. The fire safety logbook should be available for inspection by any Fire Officer who inspects your premises under the Regulatory Reform (Fire Safety) Order 2005.

It should also be available to relevant employees, or any service engineer as required.

The fire safety logbook and online management system should record regular checks and record findings on:

-
    - All escape routes are clear and exits can be easily opened.
    - Fire extinguisher maintenance + Management / Staff checks.
    - All fire alarm system maintenance + Management / Staff checks.
    - Emergency light system maintenance + Management / Staff checks.

Priority to be rectified: HIGH***

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SECTION 4:
RISK RATING AND SUMMARY:

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 in this context, a definition of the above terms is as follows:	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).
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: 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).
OVERALL RISK RATING:	Tolerable - No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Fire & Rescue Service Visit:	There is no requirement, at this stage for an advisory / familiarisation visit.
Summary:	TOLERABLE - Your assessment has been found to be Tolerable – therefore it is assessed that no major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost. You are reminded that as the assessment has been found to be tolerable, you are still required to implement all the recommendations for compliance in accordance with the Regulatory Reform (Fire Safety) Order 2005. Compliance with the Regulatory Reform (Fire Safety) Order 2005 is paramount as it ensures the safety of individuals. By adhering to the Order's regulations, businesses, and organisations fulfil their legal obligations to safeguard the lives of employees, customers, and visitors (+Residents where applicable). Moreover, compliance minimises the risk of fire incidents through the implementation of proactive measures such as fire risk assessments, proper maintenance of fire safety equipment, and clear emergency procedures. Beyond legal requirements, adherence to the Order fosters a culture of fire safety, promoting awareness and preparedness among occupants.

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EXECUTIVE SUMMARY:

The Escape Route: The escape route is of a simple design with a single direction of escape from the mezzanine level and one direction of escape from the ground floor.

Compartmentation: Compartmentation on the day of the assessment was good.

Safety Systems: Fire alarm systems, emergency lights and fire extinguishers.

A dry powder fire extinguisher is present.

This dry powder extinguisher must be removed (as there are no flammable gasses or liquids) and replaced with a foam extinguisher.

Using a dry powder fire extinguisher in a confined space can cause breathing problems because the fine powder disperses quickly and saturates the air, reducing oxygen levels and creating an environment filled with particulate matter. The powder is designed to smother fires by interrupting chemical reactions, but its small particles can irritate the respiratory system when inhaled, leading to coughing, throat irritation, or more severe respiratory distress in individuals with pre-existing conditions like asthma. Additionally, the dense cloud of powder can impair visibility and make evacuation more challenging, increasing the risk of accidents or prolonged exposure.

Management: A fire safety management system is present however access was not gained on the day to confirm the dates of staff fire safety checks to include, weekly fire alarm tests, monthly fire extinguishers and emergency light checks.

Records: Fire safety records were not observed on the day of the assessment.

Areas of fire safety that are up to date to include:

- Building Fire Safety Management Arrangements.
- Roles and Responsibilities.
- Training for all staff with the provision of Fire Marshals.
- Ongoing management.

As the person responsible you have:

- Carried out a fire risk assessment of the premises and will review it regularly.
- Tell old staff or their representatives about the risks you've identified.
- Put in place, and maintain, appropriate fire safety measures.

All shortcomings noted in the report are easily rectifiable.

Failure to comply with the Fire Safety Order can result in an Informal Notification recommending changes where the failures are low risk; or, where more serious, can lead to formal steps ranging from the issuing of an Enforcement Notice through to a prosecution.

With regards to Substances Hazardous to Health, the below must be present, if you start using substances:

- A nominated responsible person.
- A Register (list of substances present)
- COSHH Risk Assessments and Hazard Safety Data Sheets.

(You should also have a COSHH Management System, and it should be maintained and be up to date in accordance with the Control of Substances Hazardous to Health Regulations 2002).

Contractor works and Hot Works:

It is your responsibility to control works – you may require the advice of a competent person / advisor or rely on a contractor. Prior to any works, ensure all works have been assessed, a competent person must be utilised – this is your responsibility.

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Guidance and Regulations:

Regulatory Reform (Fire Safety) Order 2005.

The Fire Safety Act 2021.

The Fire Safety (England) Regulations 2022.

Health and Safety at Work Act 1974 / Regulatory Reform (Fire Safety) Order 2005 / The Housing Act 2004

BS 9991: 2015 - Fire safety in the design, management, and use of residential buildings.

BS 9999: 2017 - Fire safety in the design, management, and use of buildings.

Management of Health and Safety at Work Regulations 1999

Gas Safety (Installation and Use) Regulations 1998

Gas Safety (Installation and Use) Regulations 1998 Approved Code of Practice and guidance.

BS 7273-4:2015 - Code of practice for the operation of fire protection measures. Actuation of release mechanisms for doors.

BS 7671 – Requirements for Electrical Installations (IEE Wiring Regulations)

BS 8214: 2016 – Code of Practice for Fire Door Assemblies

BS 5306 Part 3: 2017 – Fire Extinguisher Installations and Equipment on Premises. Commissioning and Maintenance of Portable Fire Extinguishers.

BS 5266 Part 1: 2016 – Code of Practice for the Emergency Escape Lighting of Premises.

BS 5839 Part 6: 2019 – Fire Detection and Alarm Systems - This Code of Practice covers fire alarm

systems starting from a simple self-contained battery smoke alarms right through to major systems with central panel(s) in accordance to BS 5839-Pt 1.

BS 5839 Part 1: 2017 – Fire Detection and Alarm Systems.

BS 5499 Part 4: 2013 – Safety Signs. Code of Practice for Escape Route Signing.

Safety signs and signals. The Health and Safety (Safety Signs and Signals) Regulations 1996. Guidance on Regulations Gas Safety (Installation and Use) Regulations 1998 Approved Code of Practice and guidance.

BS 7273-4:2015 - Code of practice for the operation of fire protection measures. Actuation of release mechanisms for doors.

BS 476-22: 1985 - Fire tests on building materials and structures. Method for determination of the fire resistance of non-loadbearing elements of construction.

BS 5306-3:2009 - Commissioning & maintenance of portable fire extinguishers.

BS 7346-8:2013 - Components for smoke control systems. Code of practice for planning, design, installation, commissioning and maintenance.

BS 8300:2009: 2010 - Design of buildings and their approaches to meet the needs of disabled people.

Approved Documents (and Related British Standards):

The Department for Communities and Local Government publishes guidance called 'Approved Documents' on ways to meet building regulations.

These contain:

- General guidance on the performance expected of materials and building work to comply with the building regulations.
- Practical examples and solutions on how to achieve compliance for some of the more common building situations.
- LACORS and DCLG Fire Risk Assessment Suit of Guidance.

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