Appendix B

Premises Fire Risk Assessment

Location:
British Transport Police Authority
10th Nov 2011

Occupiers Details and Description of Property:

Location	Activity	BTP Persons at Site	Special Needs at Site
BTPA The Forum 5th F North 74-80 Camden Street London NW1 0EG	Police Authority Business Office activities and meetings	Max 9 staff When meeting room in use more people in office	None identified

Description of Property	Normal Access	Alternative Means of Escape	Travel Distances
6 Storey brick built, other storeys rented by other offices	Lift and main staircase from lobby of property	Rear internal fire escape from office	Acceptable

Person Responsible for Premises		Assessment Originator	
Name:	Raquel Pazos	Name:	Mumtaz Mahmood
Signature:		Signature	M. Mahmood
Position:	Office Support Manager	Position:	H&S Adviser
Date:	10.11.11	Date:	10.11.11

Summary

	Potential hazards and processes identified that could lead to a fire occurring	Details	Control Measures
S.1	Sources of Ignition	• Electrical appliances, photocopier, toaster, radiators	PAT TESTING due Mar 2012, maintenance of gas appliances **[please check if boiler has been serviced]**
S.2	Sources of Fuel	• Paper, furniture, wood flooring, electrical items	Housekeeping
S.3	Hazardous Substances	• none	
S.4	Structural	• wood flooring	Housekeeping and maintenance

General Comments
FIRE SAFETY MANAGEMENT TRAINING RECOMMENDED FOR OIC

Managing Fire Safety and the Fire Risk Assessment. Good management of Fire Safety is essential to ensure that fires are unlikely to occur or if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in the premises is able to escape to a place of total safety easily and quickly.

The Regulatory Reform (Fire Safety) Order 2005 effective as of 1st October 2006 replaces and supersedes all previous fire safety legislation – ***the Fire Precautions Act 1971 and the Fire Precaution (Workplace) Regulations 1999 (as amended)*** – and consolidates fire safety provisions contained in other pieces of legislation not principally associated to Fire Safety. This Order also places the task of auditing and enforcement of the Act under local Fire Brigades

Albeit British Transport Police have effectively, for a number of years been highlighting and communicating the hazards and risks of fire through structured Fire Risk Assessments this new order adds further responsibilities by including items, among others, that were previously included in the Fire Certificate process which is now obsolete. The base objectives of the Fire Risk Assessment now are:

- ***Appoint*** one or more competent persons, depending on size and structure of premises, to carry out preventative and protective measures required by the Order. A competent person is someone with suitable training, experience and knowledge to be able to implement the measures effectively.
- ***Provide*** employees with clear and relevant information on the risks to them identified by the Fire Risk Assessment, about the measures taken to prevent fires – of which they should be part of – and how these measures will protect them if fire breaks out.
- ***Consult*** and appoint employees to carry out particular roles in connection with fire safety and proposals for improving fire safety.
- ***Have*** a method of informing all non-employees such as temporary or contract workers of the relevant risks to them, and provide them with information of who are the nominated competent persons(s) and about the fire safety procedures for the premises.
- ***Co-operate*** and co-ordinate in shared premises with other responsible persons making them aware of any significant risks found and how to effectively reduce or control those risks
- ***Consider*** the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- ***Establish*** a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances or processes.
- ***Through*** effective induction provide appropriate fire safety information, instruction and training to all new employees. This should be followed up periodically with further instruction especially if there is any change in the use or structure of the building.
- ***Ensure*** that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency egress routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an effective state in efficient working order and good repair.
- ***Employees*** are to co-operate with management and the nominated competent person to ensure that the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk

Fire and Emergency Plan. Ensure that a Fire Emergency Plan has been written up and that all persons in the Police Station are aware of the details and procedures. The plan should contain the following details:

- Action on discovering a Fire
- What to do if the Alarm sounds
- Contacting the Fire Brigade
- Evacuation procedures of the workplace
- Utility shut-off points
- Assembly points
- All Escape Routes and Fire Exits
- Responsibilities and duties of nominated personnel
- Training structure

The **Monthly Premises Management Log (HSPP 18)** will provide the ongoing review tool although this needs to be linked to other Policies and Procedures which will have a bearing on the review status of the Assessment. These links are as detailed at annex 'A' of this document

The following Premises Fire Risk Assessment ensures that relevant measures are taken to ensure that all **British Transport Police Premises** are compliant to the **Fire Safety Order of 2005.** On completion of the Assessment the form at Annex 'B' is to be completed detailing any action points and relevant prioritisation of any works required. A copy of the completed form is to be sent to the relevant Area Safety Adviser for action with the original being retained in the Police Station Health and Safety Pack.

Code	Activity and Hazard	Risk Level LMH	Procedures and Control Measures	In Place	Control Manager
1.0	***Prevention – risk of injuries to Officers, Staff, Visitors or Members of the Public through poor or inadequate housekeeping***				

1.1	***Combustible Materials***	L	• Ensure that there is no build up of the following combustibles and where there is an excess of materials that they are stored correctly:
			  • Paper
			  • Wood
			  • Cardboard
			• Limit quantities being used
			• Enforce 'Clear Desk' Policy
				Yes	OIC

1.2	***Flammable Materials***	L	• Limit use of flammable Materials • Keep substances locked up in a 'Fit for Purpose' storage container which is clearly marked • Keep Flammable storage units away from dedicated escape routes • Keep containers away from heat sources	Yes	OIC
1.3	***Waste Materials***	L	• Ensure that all waste is cleared from offices on a daily basis • Ensure that all waste is disposed of on a regular basis	Yes	OIC
1.4	***Furniture***	L	• Ensure that all furniture complies with EU Standards and that foam padding is effectively fire retardant	Yes	OIC

			• Ensure that worn or broken furniture is disposed of swiftly and correctly		
1.5	***Equipment and Machinery***	L	• Ensure that all equipment and machinery is 'Fit for Purpose' and has been assessed prior to being used • Ensure that all Portable Electrical items are tested in accordance with requirements (PAT) and labelled with test details • Ensure that all equipment vent and fan systems are free from obstruction and away from any combustible materials • Ensure all electrical equipment is properly shut down when not in use	No Yes Yes Yes	Air conditioning doesn't work in Andrew Figgures and Meeting Room (Estates aware of it but not done anything yet)
1.6	***Smoking***	L	• Ensure Force Smoking Policy is adhered to • Monitor dedicated smoking areas especially at end of day	Yes	OIC
1.7	***Visitors and Contractors***	L	• Ensure that all visitors and contractors sign in the relevant Log • Ensure that all visitors and contractors are made aware of fire safety, what to do and where to go in the event of a fire alarm sounding	Yes Yes	OIC
1.8	***Arson***	L	• Ensure that where possible suitable precautions have been taken or systems put in place to eliminate or reduce the threat and potential effects of an arson attack	Yes	OIC

Code	Activity and Hazard	Risk Level LMH	Procedures and Control Measures	In Place	Control Manager
2.0	***Escape – risk of injuries to Officers, Staff, Visitors and Members of the Public by failing to maintain the integrity of a safe means of escape***				
2.1	***Escape Routes***	M	• Ensure that all internal floors and floor coverings on the escape routes are satisfactory and is that the floor is level and even. • Ensure all external egress routes are kept clear of obstructions and safe to travel • If steps are deployed on this route ensure that they are effectively marked and illuminated • Ensure that travel distances from workstations and rest areas to specified fire escapes are within safe tolerances • Ensure that suitable means of escape are provided from all areas of the premise	Yes Yes Yes Yes Yes	OIC
2.2	***Fire Doors***	L	• Ensure that all Fire Doors open correctly and in the direction of travel of the escape route towards the emergency exits • Ensure that opening mechanisms on 'Final Exit Doors' work correctly and are signed up with instructions on how to open • Ensure fire doors are not wedged in the open position	Yes Yes Yes	OIC

2.3	***Stairwells***	L	• Ensure emergency stairwells are kept free of combustible and flammable materials • Ensure handrails, stair treads and nosings are in a satisfactory and safe condition	Yes Yes	OIC
2.4	***Emergency Lighting***	L	• Ensure that emergency lighting throughout the escape route is adequate • Ensure that emergency lighting is maintained on a regular basis	Yes Yes	OIC

2.5	***Signage***	L	• Ensure that correct and legible graphical / text signs clearly indicate the following:
			  • Exit and emergency exit routes
			  • Final exits
			  • Escape Door Opening Mechanisms
			  • Fire Safety Instructions
			• Ensure that viewing distances for signs are suitable
				Yes
				Yes
					OIC

2.6	***Walls and Partitions***	L	• Ensure that walls and partitions are suitably fire resistant • Ensure that the integrity of walls and partitions are intact with no holes or damage	Yes Yes	OIC
2.7	***External Doorways***	L	• Ensure that all external doorways have 'Keep Clear' signs are clearly displayed outside • Ensure daily checks are carried out to ascertain exit door is free from obstruction	Yes Yes	OIC
2.8	***Assembly Points***	L	• Ensure Assembly points are clearly marked and located at a safe distance from the building and away from any other hazards	Yes	OIC

Code	Activity and Hazard	Risk Level LMH	Procedures and Control Measures	In Place	Control Manager
3.0	***Communication – risk of injuries to Officers, Staff, Visitors and Members of the Public due to lack of awareness and suitable instruction***			Yes	
3.1	***Induction***	L	• Ensure that the Fire Action Plan is communicated to all personnel • Ensure that all new joiners, transferees, staff and probationers – are given appropriate instruction at the earliest opportunity and that they are made aware of the details of the Fire Action Plan • Reinforce fire awareness training for all officers and staff on an annual basis	Yes Yes verbal Yes (I N	OIC
3.2	***Fire Alarms***	L	• Ensure Fire Alarms are checked on a regular basis and that the checks are logged • Ensure that Fire Alarms are maintained on a regular basis and that the results are logged • Ensure that the alarms can be heard throughout the premises • Ensure that in shared accommodation that the alarms can be heard throughout the building • Ensure that all personnel are aware of what the Fire Alarm sounds like	Y Y Y Y Y	OIC
3.3	***Fire Detection***	L	• Ensure fire detection systems are suitably maintained at regular intervals	Landlord to	OIC

			• Ensure smoke alarms are working correctly and that batteries (where fitted) are changed on a regular basis	ensure all call points are tested	

3.4	***Signage***	L	• Ensure that correct and legible graphical / text signs clearly indicate the following:
			  • Exit and emergency exit routes
			  • Final exits
			  • Escape Door Opening Mechanisms
			  • Fire Alarm Call Points
			  • Fire Actions
			  • Fire Equipment identification & location
			  • Fire Extinguisher identification
			  • Fire Safety Instructions
			  • Hazard & Warning identification
			  • Safe Areas
			  • First Aid Equipment
			  • Prohibition
			• Ensure that viewing distances for signs are suitable
			• Ensure that all Fire and Emergency signs comply to BS 5499 and that are they easily visible even in reduced lighting
				Yes
				
				Yes
					OIC

3.5	***Fire Wardens***	L	• Ensure that sufficient and suitable 'Fire Wardens' are nominated and trained commensurate with the size of the premise	Sam Elvy and Laverne Bryant	OIC
3.6	***Visitors***	L	• Ensure that all visitors and contractors are aware of fire procedures • Ensure that in the event of a fire that a system	Yes Yes	OIC

			is in place to take account of all visitors		
3.7	Fire Log	L	• Ensure that the Fire Log sheet is kept up to date and it contains the relevant information	Yes 1/1/9	OIC

Code	Activity and Hazard	Risk Level LMH	Procedures and Control Measures	In Place	Control Manager
4.0	Confinement – risk of injuries to Officers, Staff, Visitors and Members of the Public due to poor building integrity and unsafe systems				
4.1	Fire Doors	L	• Ensure that all fire doors are correctly rated in respect to being effectively Fire Retardant and that they are fitted with vision panels • Ensure that all Fire Doors correctly open in the direction of travel of the egress route towards the emergency exits. • Ensure all Doors are correctly marked • Ensure that all door closers work correctly • Where fitted ensure auto-closers operate correctly. • Ensure that all doors are in a satisfactory and safe condition with intumescent seals – where fitted – in good order and clear of paintwork • Ensure that all opening devices – push bars, smash glass etc – operate correctly	Yes Yes Yes Yes Yes Yes	OIC
4.2	Stairwells	L	• Ensure that all stairwells are kept clear of obstructions and free from combustible and flammable materials and machinery • Ensure that all handrails, stair treads and	Yes Yes	OIC

			nosings are in a satisfactory and safe condition • Ensure that light levels are adequate	Yes	
4.3	***Emergency Lighting***	L	• Ensure that all emergency lighting within work areas and on the egress route is effective and fit for purpose	Yes	OIC
4.4	***Asbestos***	L	• Ensure that premise been checked for the presence of asbestos • If asbestos is present then ensure that all areas affected have been listed and are made aware of to the authorities in the event of a fire	No asbestos (2003)	LB
4.5	***Utilities***	L	• Ensure that all utility shut-off points – gas, electrics and water are clearly marked and easily accessible	Landlord	OIC
4.6	***Electrical Safety***	L	• Ensure that electrical Installation checks have been carried out at the recommended periodicity and that the results are in tolerances and have been recorded • Ensure that all electrical switches, sockets and trunking are compliant and are they in a safe condition • Ensure that all Portable Electrical items are tested in accordance with requirements (PAT) and labelled with test details	Yes done Jun 2011 Yes Yes due 2012 June	OIC
4.7	***Walls and Partitions***	L	• Ensure that all walls and partitions throughout the premise are suitably fire resistant • Ensure the walls and partitions are in a good state of repair • Ensure that any structural changes are logged and that integrity is not affected	Yes Yes	OIC

Code	Activity and Hazard	Risk Level LMH	Procedures and Control Measures	In Place	Control Manager
5.0	***Suppression – risk of injuries to Officers, Staff, Visitors and Members of the Public due to ineffective fire fighting equipment or use by persons not suitably trained***				
5.1	***Portable Fire Fighting Equipment***	L	• Ensure suitable and sufficient portable fire extinguishers are provided commensurate with type and size of premise • Ensure that extinguishers are located correctly either mounted on the wall or in purpose built floor trays • Ensure that all portable fire fighting appliances are in date for test and subject to regular maintenance routines • A separate Risk Assessment will be required if training for personnel on how to use Fire Extinguishers is deployed	Yes Yes **CHECKED JUN 2011**, n/a	OIC
5.2	***Fixed Fire Fighting Equipment***	L	• Ensure that any fixed fire fighting systems – hose reels, sprinkler systems etc. – are tested on a regular basis • Ensure that fixed systems are maintained on a regular basis	n/a n/a	LANDLORD

Code	Activity and Hazard	Risk Level LMH	Procedures and Control Measures	In Place	Control Manager
6.0	***Special Areas – risk of injuries to Officers, Staff, Visitors and Members of the Public due to unusual and not normally encountered hazards***				
6.1	***Property Stores***		• Ensure flammable property / evidence is stored correctly in fireproof cabinet • Ensure Bio-hazardous property / evidence is clearly marked and stored correctly • Ensure that correct warning signs are displayed on the entrance door indicating hazards within	n/a	
6.2	***Detention Units***		• Ensure that all Custody Officers and Staff are aware of how to safely evacuate detainees • Ensure procedures are adhered to in respect of smoking articles in cells • Enforce 'No Smoking' Policy within cell areas	n/a	
6.3	***External Compounds***		• Ensure all external bins are kept locked shut • Where skips are deployed ensure that they are secure and kept away from boundary fences • Where flammable materials are stored ensure that the container is kept locked and stored materials are kept to a minimum		Landlord's responsibility
6.4	***Premises Adjacent Railways***		• Ensure that premise / railway boundaries are kept clear of rubbish or combustible materials	n/a	

			• Be aware of risks of residual magnetism and potential power surges caused by railway electrical systems		

Code	Activity and Hazard	Risk Level LMH	Procedures and Control Measures	In Place	Control Manager
7.0	***Communication to Outside Authorities – risk of injuries to Fire Officers due to lack of awareness and suitable instruction of BTP Premise***				

7.1	***Premises Guide for Fire Brigades***
	
	Guides should be clearly marked up and located outside the main entrance door in a sealed weatherproof container or just inside the main door. The information contained should be in a plan format but without mention to specific and possibly sensitive areas
		L	• Ensure that an up to date guide detailing relevant information of the premises and a basic line drawing plan is available at the main entrance to the building for use by Fire Authorities.
			• Ensure that the following items of information are included:
			  • Portable and fixed fire fighting apparatus listed with relevant locations
			  • Type of Fire Detection System employed
			  • Location of Fire Alarm Panel
			  • Location of all Utility shut-off points including Gas / Water / Electricity
			  • Location of storage facility for any harmful, flammable or explosive substances
			  • Relevant Safety Data Sheets identifying potentially dangerous or
				N/A	LANDLORD

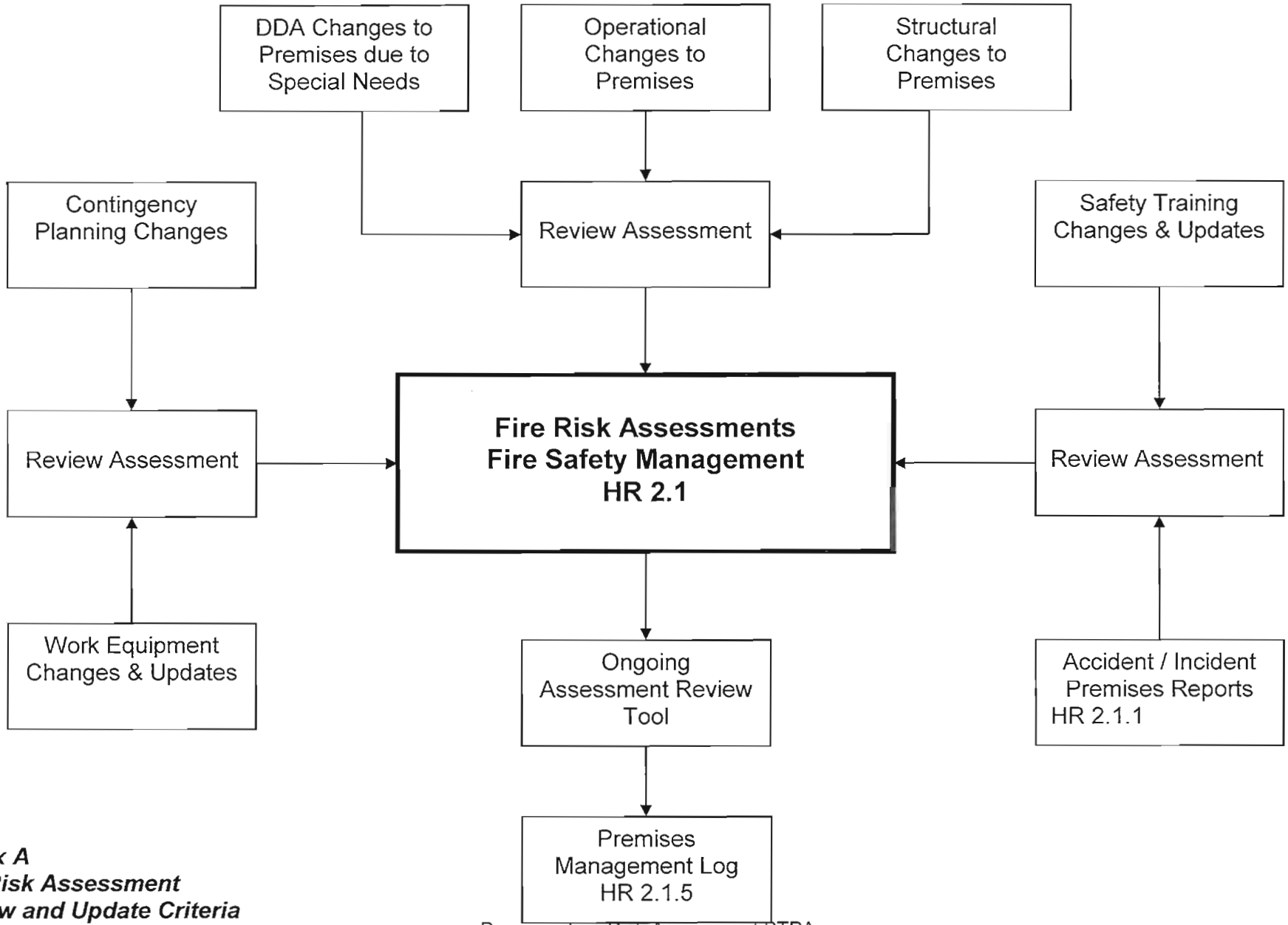
			harmful substances or chemicals • If Asbestos is present in the building then details of type and location • Location of nearest Water Hydrant		

Details of Fire Fighting Equipment:

Equipment	Type	Quantity	Date Last Tested
Portable Fire Extinguisher	CO2	2	**Sept 2011**
	Water		
	AFFF (Foam)		
	Dry Powder	2	**Sept 2011**
	Fire Blanket	1	
Fixed Fire Fighting Equipment	Hose Reels		
	Sprinkler system		
	Others		

Details of Fire Alarm System:

Equipment	Type	Date last Tested
Not available		



Annex A
Fire Risk Assessment
Review and Update Criteria

Annex B – Outstanding and Actionable Items:

Action Required	Priority & Deadline
FIRE SAFETY MANAGEMENT TRAINING FOR RESPONSIBLE PERSON details given in Inspection report	JUN 2012