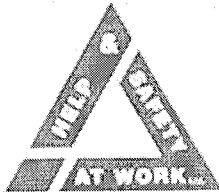


APPENDIX 1B – FIRE RISK ASSESSMENT



H.A.S.A.W LTD

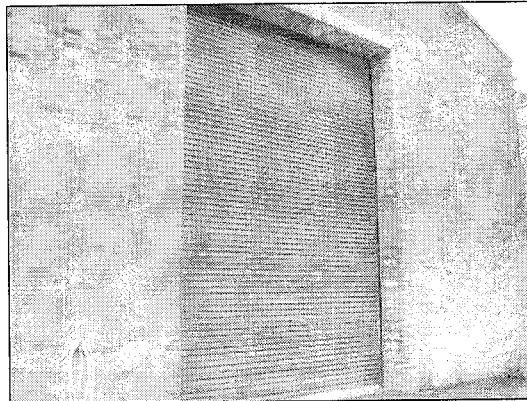
Specialists in Fire Protection & Prevention



Head Office
7 Midland Road
Thrapston
Northants
NN14 4JS

FIRE RISK ASSESSMENT REPORT

Single site/occupier



Address of property
Markfield Arts Ltd
100-108 Markfield Rd
London
N14 4QF

Telephone No.
07896-993830

Person responsible for fire safety
Mr Abhi Beltharia

Date of Fire Risk Assessment
25th June 2012

Assessor
Alfred Hake GFireEng

Reference
HS122506

Recommended Next Risk Assessment Review date.

June 2013

This fire risk assessment should be reviewed by the responsible person regularly so as to keep it up to date, and in any event by the date indicated above or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions.

Scope of Fire Risk Assessment

1. The Regulatory Reform (Fire Safety) Order 2005 (if the relevant premises are in England or Wales) or the Fire (Scotland) Act 2005 (if the relevant premises are in Scotland) require the Employer or other responsible person to carry out a fire safety risk assessment of the premises.

2. This risk assessment carried out is made to enable the Employer or other responsible person to comply with the legal requirements summarised in Paragraph 1 above.

3. This report is addressed to the Employer (or if applicable other responsible person in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company.

4. The risk assessment should be available for inspection.

5. This fire risk assessment should be reviewed by the responsible person regularly so as to keep it up-to-date and, in any event by the date indicated on the front page of this report or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions. By way of example and without limiting the general statement made above, the assessment should be reviewed following:

- a) Significant changes to work practices or procedures.
- b) A significant change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability.
- c) Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment.
- d) Significant changes to furniture and fixings and/or to displays or quantities of stock.
- e) The introduction or increase in the storage of hazardous substances.
- f) Any change in the fire precautions in the premises.
- g) Any near miss or fire incident.

and, in any event, at recommended intervals of no more than twelve months.

6. The hazards and/or risks identified (if any) in each section of this document increase the risk to life and/or property safety in and around the areas assessed.

7. The Employer, or other responsible person, should ensure that the additional fire safety controls, recommendations and actions set out in this document are effected to bring the assessed areas up to a standard that will ensure, so far as is reasonably practicable, the safety of any of his employees, any other person lawfully on the premises or any person in the immediate vicinity of the premises at risk from a fire on the premises.

8. The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, as applicable, impose various other obligations in relation to fire safety on responsible persons. We would be pleased to provide further guidance on these obligations but would like to draw your particular attention to the following:

Responsible persons must, amongst other things, provide their employees with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger to them.

9. In this report:

- a) 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.
- b) We have assumed 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).
- c) Unless otherwise stated, we have assumed that at the premises (i) all fire safety equipment, including fire doors and fire resistant partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.
- d) We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.
- e) We have assumed that information and documentation supplied to us by or on behalf of the Employer or other responsible person which has a bearing on this fire risk assessment is current, true, accurate and not misleading.
- f) The term "responsible person" has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005 [and the Fire (Scotland) Act 2005.

Index of sections *

Section A: General Information.

Section B: Fire Hazards and Ignition Sources.

Section C: Means of Escape in Case of Fire.

Section D: Emergency Escape Lighting.

Section E: Signs and Notices.

Section F: Fire Alarm and Fire Warning Arrangements.

Section G: Fixed and Portable Fire Extinguishing Equipment.

Section H: Management of Fire Safety.

Section I: Access for Fire Fighting and Fire Fighter Safety.

Section J: Schedule of Responsibilities.

Section K: Assessing the Risk.

Section L: Action Plan.

Section M: Premises Risk Categorisation.

Section N: Occupancy Figures

** Please note that in this report certain sections may have been deleted if they are not relevant to your premises*

A: GENERAL INFORMATION

DESCRIPTION OF PROPERTY

The property is a single storey, purpose built detached warehouse building

Premises risk level at the time of the risk assessment; NORMAL
(See section m)

Number of storeys, including basement floors in the building: 1

Number of storeys included in the risk assessment: 1

Approximate total floor area in M2 of the floors surveyed: 560

Approximate floor area in M2 of the footprint of the building: 560

Number of additional tenants/occupiers in the building: 0

Brief details of Construction:

Modern single storey construction, brick and block work walls with a concrete floor and a corrugated pitched roof

Occupiers Details:

Location of areas assessed i.e. 2 nd floor, common areas etc.	Activity and/or Process	No employed
Ground Floor	Office and public area	25*

USE OF PREMISES

The premises are used as A place of public entertainment

OCCUPIERS OF THE BUILDING

Approximate total numbers of persons employed in the whole premises:	25*
Approximate numbers of members of the public resorting to the premises:	450
Premises used out of hours?	Yes
Are persons specifically at risk?	No
Approximate total numbers known to sleep in the premises:	0
Disabled occupants?	No
Occupants in remote areas?	No
Is there any recent history of fires in the building?	No

Comments and other relevant issues noted (list)

The premises consist of a single storey brick built, mid to late XX century light industrial unit construction. With three exits, one situated at the front of the building and two at the rear. Furthermore, a roller shutter 3 metres wide is also featured at the front of the premises,
* It should be noted that at the time of inspection no one was employed and the figure of 25 employees is an expected figure subject to local authority licensing

B: FIRE HAZARDS AND IGNITION SOURCES

B1; Electrical Sources of Ignition

- | | |
|---|-----|
| a. Is portable appliance testing carried out? | Yes |
| b. Are electrical circuits and installations periodically tested and inspected? | Yes |
| c. Is there managerial control of personal electrical items? | Yes |
| d. If extension leads and adaptors are in use are they used safely? | Yes |
| e. Are electrical cables routed so as to avoid physical damage? | Yes |
| f. Is lightning protection provided for the building? | N/A |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B1, b, Mr Beltharia informed this inspector that PAT and circuit testing is undertaken, however no record of PAT or circuit testing was available at time of inspection

Indicate the appropriate risk level: High

B2; Smoking

- | | |
|--|-----|
| a. Is smoking permitted in any part of the building? | No |
| b. Is smoking managed in an appropriate and safe manner? | N/A |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B2, No comment required

Indicate the appropriate risk level: Normal

B3; Heating

- a. Are mains gas supplies connected? No
- b. Are fixed heating installations, gas appliances and boilers subject to regular maintenance by competent contractors? N/A
- c. Are portable heaters in use?
list the types; None seen
- d. Are portable heaters kept away from any combustible storage or refuse? N/A

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B3, No gas was seen on site except for a gas meter.

B3, Heating undertaken by an electrically powered industrial blower, No service record available at the time of inspection

Indicate the appropriate risk level: High

B4; Cooking

- a. Are catering facilities provided? Yes

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B4, a, Catering facilities consist solely of drinks making and food warming facilities, which are considered to be part of the electrical risk. No comment required.

Indicate the appropriate risk level: Normal

B5; Arson/Wilful Fire Raising

- a. Is external refuse managed adequately? Yes
- b. Are suitable external security arrangements in place? Yes
- c. Are suitable internal security arrangements in place? Yes
- d. Is the building vulnerable to arson? No

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B5, No comment required

Indicate the appropriate risk level: Normal

B6; Factory Processes

Do any potentially hazardous processes take place?

No

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B6, No comment required

Indicate the appropriate risk level: Low

B7; Storage and Housekeeping

a. Are large/abnormal amounts of combustible storage kept in the premises?

Yes

b. Is there a large or excessive fire loading?

Yes

c. If so are storage arrangements adequate?

Yes

d. Are highly flammable materials kept in the premises?

No

e. If so are storage arrangements adequate?

N/A

f. Are other hazardous materials kept in the premises?

No

g. If so are storage arrangements adequate?

No

h. Is general housekeeping satisfactory?

Yes

i. Is the upholstery of foam furniture in good condition?

No

j. Are significant ignition sources separated from combustible or highly flammable materials?

Yes

k. Is the use of highly flammable materials minimised?

Yes

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B7, a & b, The premises have a considerable amount of fabric wall hangings

B7, i, Soft furnishings to be checked for fire retardancy

Indicate the appropriate risk level: High

B8; Building Work and Outside Contractors

- | | |
|--|-----|
| At the time of the risk assessment, was any building work being carried out? | No |
| a. If so did this introduce any unusual hazards or ignition sources? | N/A |
| b. Is managerial control of contractors adequate and satisfactory? | N/A |
| c. Are any fire safety conditions imposed on contractors? | N/A |
| d. Is there a permit to work/ hot work permits scheme? | N/A |
| e. Do contractors work out of hours? | N/A |

Are occupants at risk from fire hazards and ignition sources, which have been introduced by builders/contractors? N/A

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

B8, No comment required

Indicate the appropriate risk level: Low

C: MEANS OF ESCAPE

Main Access to the building is via: a single entrance from the street via a set of double doors

C1; Alternative Means of Escape;

An alternative means of escape is provided.

The alternative means of escape are available via 2 final exit doors

- | | |
|--|-----|
| a. Are there adequate numbers of final exit doors? | Yes |
| b. Can all fire exits be immediately opened without the use of a key? | No |
| c. Are electronic security locks fitted to exit doors on escape routes? | No |
| d. If so are they appropriately and safely fitted and maintained? | N/A |
| e. Do fire exits open in the direction of escape? | Yes |
| f. Are sliding or revolving doors relied on for means of escape? | Yes |
| g. Is adequate artificial illumination provided where necessary? | Yes |
| h. Are the alternative exit route/s provided with appropriate fire exit signage? | No |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

C1, a, Rear exit door damaged

C1, b & f, A sliding door is designated an escape door which appeared locked at the time of inspection

C1, h, See section 'E' in 'Fire Action Plan'

Indicate the appropriate risk level: High

C2; Protection of Internal Escape Routes and Structural Integrity

a. Are any dead end exit routes adequately protected?	N/A
b. Are floor surfaces, stairs and handrails etc, safe?	Yes
c. Are exit routes adequately clear of storage and obstructions?	No
d. Are staircases kept clear of storage and obstructions?	N/A
e. Are existing fire doors installed to conform with British Standard 476?	No
f. Are fire doors held open by irregular means?	N/A
g. Are door holding devices fitted to fire doors?	N/A
h. If so are they appropriately and safely fitted, signed and maintained?	N/A
i. Are any fire doors or fire resisting partitions damaged?	No
j. Are existing fire resisting partitions installed to comply with British Standard 476 as far as could be ascertained?	Yes
k. Is there reasonable limitation of linings which might promote fire spread?	Yes
l. Are service shafts between floors adequately fire stopped?	N/A
m. Are doors to service riser shafts to a suitable fire resisting standard?	N/A
n. Is compartmentation considered to be of a reasonable standard?	N/A

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

C2, c, It was noticed that storage was seen on a inaccessible mezzanine area at the rear of the building situated above the curtain wall

C2, e, Doors to office not up to current fire door standard, additionally the electrical intake cupboard doors adjacent to the general office require to be fire resistant.

Indicate the appropriate risk level: High

C3; External Exit Routes

- | | |
|---|-----|
| a. Do external exit routes lead to a place of final safety? | Yes |
| b. Are external exit routes even and without obstructions or trip hazards? | No |
| c. Are external staircases, balconies and gangways examined by a competent person at not less than three yearly intervals. | N/A |
| d. Are external staircases, balconies and gangways properly and adequately protected from fire in the parent or adjacent occupancy? | N/A |
| e. Are external exit routes clear of obstructions, storage and refuse? | Yes |
| f. Are external exit routes considered satisfactory? | No |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

C3, b & f, The escape route from the rear of the building was covered in algae which made the concrete slippery furthermore it was noticed that the bodies of dead birds were also fouling the walkway

Are persons at risk from means of escape deficiencies? Yes

Indicate the appropriate risk level: High

D: EMERGENCY ESCAPE LIGHTING

Description: Stand alone non-maintained units

- | | |
|---|-----------|
| a. Maintained by | Not Known |
| b. Serviced to comply with the current British Standard 5266: | N/A |
| c. Tested to comply with the current British Standard 5266: | N/A |
| d. Date of last service: | N/A |
| e. Records up to date: | N/A |
| f. Is the emergency lighting system in good physical condition? | Yes |
| g. If no emergency lighting is provided or required indicate the justification. | /AN |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

D, Emergency lighting required to be maintained over exit doors and escape routes. Lighting not extended to all areas and no records of tests or servicing seen at time of inspection

Are occupants at risk from emergency lighting deficiencies? Yes

Indicate the appropriate risk level: High

E: SIGNS AND NOTICES

Existing signs and notices provided comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and/or British Standard 5499 part 4-2000

Additional signs required?

Yes

If so please see the recommendations in section L, action plan.

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

E, See section 'E' in 'Fire Action Plan'

Are occupants at risk from signage deficiencies? Yes

Indicate the appropriate risk level: High

F: FIRE ALARM AND FIRE WARNING ARRANGEMENTS

Description of System: Manual with partial automatic detection.

a. Maintained by	Not Known
b. Does the system appear to conform to British Standard 5839 part 1?	Yes
c. Serviced to comply with British Standard 5839 part 1?	No
d. Tested to comply with British Standard 5839 part 1?	No
e. Date of last service?	Not Known
f. Records up to date?	No
g. Alarm connected to a remote monitoring centre?	No
h. History of false alarms?	No

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

F, No records of tests or servicing seen at time of inspection

F, Fire detection system does not cover the entire premises

Are occupants at risk from fire alarm deficiencies? Yes

Indicate the appropriate risk level: High

G: FIXED AND PORTABLE FIRE EXTINGUISHING EQUIPMENT AND INSTALLATIONS.

G1; The following types of portable fire extinguishers are provided on site:
Carbon Dioxide Water

- | | |
|--|-----|
| a. Are fire extinguishers adequate for the current risk? | Yes |
| b. Are fire extinguishers correctly sited and correctly identified by signage? | No |
| c. Are fire extinguishers adequately secured in position and not obstructed? | No |
| Extinguishers serviced by: unserviced | |
| d. Are fire extinguishers serviced in accordance with British Standard 5306? | No |
| e. Records up to date: | No |
| f. Date of last service? | N/A |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

G1, Fire extinguisher not signed or secured to wall

G1, d, No records of tests or servicing seen at time of inspection

Are occupants at risk from fire extinguisher deficiencies? Yes

Indicate the appropriate risk level: High

H: MANAGEMENT OF FIRE SAFETY

H1; Fire Routine and Emergency Plan

- a. Is there an established fire routine and emergency plan? No
- b. Are all necessary issues, included in the plan? No

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

H1, a & b, No codified fire routine and emergency plan in use at this time

H2; Training and Drills

- a. Are all staff given fire instruction on induction? No
- b. Are all staff given periodic refresher training at suitable intervals? No
- c. Have all staff been made aware of the emergency plan? No
- d. Are staff trained to recognise and use the fire extinguishers? No
- e. Are fire wardens appointed and trained? No
- f. Are there adequate numbers of fire wardens? No
- g. Are staff other than fire wardens designated to assist where necessary? No
- h. Evacuation drills held? No
- i. Date of last evacuation drill? N/A

Comments and other relevant issues noted (list)

H2, All section, No training or drills undertaken to date

H3; Record Keeping

- a. Is a dedicated fire log book maintained? No
- b. Are all appropriate records maintained? No

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

H3, a & b, No fire log book or records seen at time of inspection

H4; Disabled Persons and Visitors

- | | |
|--|-----|
| a. Are disabled persons employed? | No |
| b. Do disabled persons frequent premises? | Yes |
| c. Is management of disabled procedures satisfactory? | No |
| d. Is the procedure part of the fire routine, emergency plan and staff training? | No |
| e. Do visitors frequent the premises? | Yes |
| f. Is the managerial procedure for visitors satisfactory? | No |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

H4, At the time of inspection no disabled persons were employed, however it is reasonable to expect that a disabled person may at some time in the future be employed or that a disabled person may have cause to visit the above establishment. No procedures for disabled staff or disabled visitors in place at this time

No formal procedure for disabled/able bodied staff/visitors in use at this time

Are any persons at risk from management deficiencies? Yes

Indicate the appropriate risk level: High

I: ACCESS FOR FIRE FIGHTING & FIRE FIGHTER SAFETY

- | | |
|--|-----------|
| a. Is access for fire brigade vehicles satisfactory? | Yes |
| b. Is access for fire fighters on foot satisfactory? | Yes |
| c. Is access for fire fighting or means of escape clear and unobstructed? | Yes |
| d. Date of last Fire Brigade inspection, if known? | Not Known |
| e. Have the Fire & Rescue Service been advised of any changes to the building or occupancy? | Not known |
| f. Are local water supplies / hydrants adequate and suitably near to the building? | Yes |
| g. Are the local Fire Service made aware of any hazardous materials or issues, which might be hazardous when fire fighting? | N/A |
| h. Is external signage provided to warn fire fighters of storage hazards? | N/A |
| i. Are suitable fire-fighters switches provided? | N/A |
| j. Has the responsible person considered any issues, which might significantly damage or effect the environment in case of fire? | N/A |
| k. Has the possibility of fire spread to or from adjoining or adjacent buildings been considered by the responsible person? | N/A |

Comments and other relevant issues noted (list)

Note: see recommendations in the action plan/recommendations section of this report.

I, No comment required

Are occupants, the environment or fire fighters at risk from access or managerial deficiencies? No

Indicate the appropriate risk level: Normal

J: SCHEDULE OF RESPONSIBILITIES

The fire precautions listed below and the recommendations in this document, are required to be maintained by the responsible person at all times when the premises are occupied and should include contractors and cleaning staff employed to work in the premises.

Means Of Escape	Should be kept clear, available at all times when the premises are occupied and be kept free from ALL obstructions and combustible materials. They should be properly maintained and all fire doors onto means of escape should be kept closed when not in use.
Locks and Fastenings	All doors through which persons may have to pass to evacuate the building should only be fastened so that they can be easily and immediately be opened by one easy method without the use of a key.
Fire Alarm System	Where a workplace is equipped with fire detectors and alarms, they should be in operational order whilst the premises are occupied, and be maintained and tested to comply with the relevant code of practice.
Electrically Operated Doors	All doors fitted with electrically operated door release mechanisms should release open in the event of a power failure, or in the event of the fire alarm sounding. Where appropriate they should also be fitted with a break glass release point.
Portable Fire Fighting Equipment	A workplace should be provided with appropriate fire fighting equipment which should be kept available for use at all times, and be properly maintained to comply with the latest codes of practice.
Fire Signs and Notices	All fire signs and notices should be kept visible and in good order, and be fixed permanently.
Emergency Escape Lighting	Where installed, should be in good working order, be maintained and comply with the relevant codes of practice.
Training	All employees and contractors employed to work in the premises should be trained in the fire procedures. Up to date records of training should be maintained and employers should nominate employees (fire wardens) to assist in implementing the fire safety measures of the organisation.
Physically or Sensory disabled Persons	Procedures for physically or sensory impaired persons should be in place and special arrangements made as appropriate.
Steps, Stairs and Corridor Surfaces	Should be maintained in good order with non slip surfaces so they will not be a hazard to persons escaping in case of fire.
Furniture and Equipment	Should not be placed so as to cause an obstruction to persons, and should be placed so as to afford free passage to persons in case of fire
Fire Hazards	All combustible items of storage should be kept in such a way that they do not represent a fire hazard. Any flammable material should be kept to a minimum, and should be stored safely so as not be exposed to risk of ignition.
Fire Precautions Records and Fire Emergency Plan	All Fire related records and Fire Emergency Plans/procedures should be kept up to date and be available for inspection by any authorised person. The Fire Emergency Plan should be in a written format.

K: ASSESSING THE INDIVIDUAL RISKS

In order to assign priority to the risks identified, assessors must determine how likely the threat posed by each hazard is to happen. The simplest method of carrying out this prioritisation exercise is through the use of the matrix below.

In this matrix, assessors need firstly to determine how serious the hazard is (is it life threatening or merely an annoyance). This allows the assessor to place the hazard on the severity scale of the matrix (Low – Very High), running an imaginary line vertically from this placement gives one series of reference points.

Assessors now need to determine the probability of the threat actually happening (is it likely to happen almost daily, or is it unlikely to ever happen). Once this probability has been determined an imaginary line can be horizontally run from the identified probability on the left of the matrix to where it meets the imaginary vertical line already run from the severity scale. Where the two lines cross gives the resultant prioritisation for action to be taken (see key).

Likelihood	Very Likely <i>Could occur on a daily basis, or at least more than once per week</i>				
	Likely <i>Could occur more than once a month.</i>				
	Unlikely <i>Could occur within a year</i>				
	Remote <i>Only likely to occur once in a lifetime</i>				
		Low <i>negligible or light smoke inhalation only</i>	Medium <i>light to heavy smoke inhalation</i>	High <i>heavy smoke inhalation & risk of burns</i>	Very High <i>risk of serious injury or death</i>
		Severity			

KEY

	Immediate action
	Action completed within 1 month
	Action completed within 3 months
	Action completed within 6 months

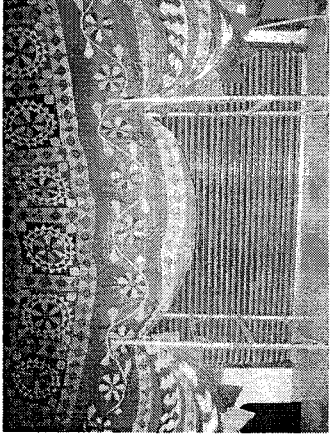
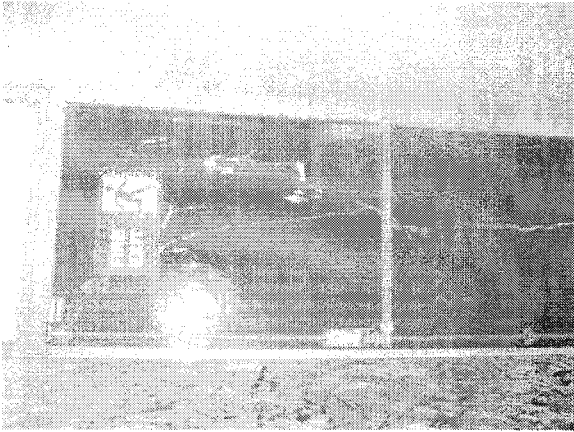
L: ACTION PLAN

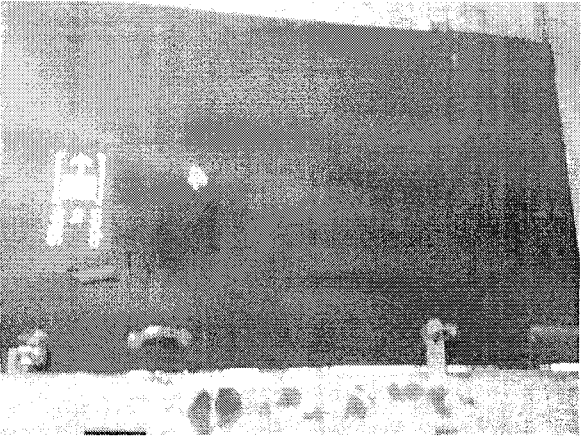
The action plan which follows, sets out the risks to be eliminated or minimised to an acceptable level.

The action plan identifies the risk by cross reference to the various section where the deficiency has been identified (e.g. B.1.a. portable appliance testing)

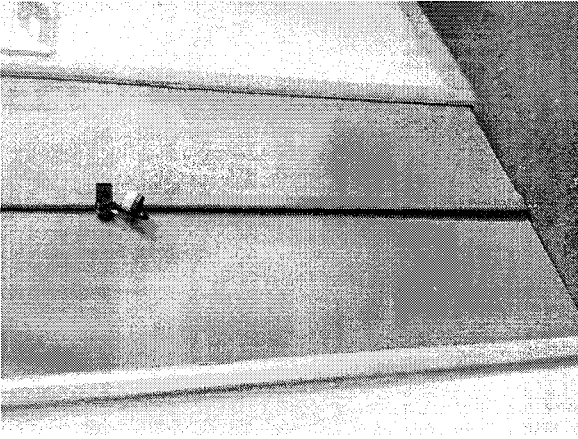
It provides details of the identified risk, the recommended action required to eliminate or minimise the risk and the priority given to the risk (e.g. action should be completed within one month)


Section	Action	Priority Recommended time frame	Date Completed (Client Action)
B1	It is recommended that consideration is given to the electrical safety testing (PAT) of all electrically powered appliances and associated equipment, premises and other machines on an annual basis. General electrical circuits should be tested and checked by a competent contractor every five years.	One Month	
B3	Air conditioning plant/ electrically powered heaters, should be subject to periodic servicing by a suitably registered person in accordance with the manufacturers recommendations. Records of this work should be maintained in the fire log book.	One Month	
B7	<p>If the cover of soft furniture is damaged, the fire retardant qualities of that item cannot be guaranteed. Responsible person should check all soft furniture for damage weekly, and arrange for any damaged item to be repaired or replaced. This check should be recorded in the Fire Safety Log Book.</p> <p>The use of flame -retardant upholstered furniture and soft furnishings will substantially reduce the fire risk. All furnishings should comply with 'The Furniture and Furnishings (Fire Safety) Regulations 1988, as amended.</p> <p>Wall and ceiling linings, drapes and other hanging textiles should be of a fire retardant material or be appropriately treated with fire retardant chemicals. Textile fabrics that are capable of meeting these standards include durably flame retardant treated cotton and 100% flame retardant polyester. 100% monocyclic is also suitable if available.</p> <p>The retention of the flame retardant properties of textiles is dependant on the use of the correct laundry procedure being followed. Careful note of all wash and care instructions should be followed. Advice should be sought from the supplier if no instructions are readily available.</p>	Immediate	

Section	Action	Priority Recommended time frame	Date Completed (Client/Action)
	 <p>Hanging fabrics</p>		
C1	<p>The under mentioned door was found to be damaged and difficult to open:- Rear exit door</p> <p>This door is required for means of escape and must be easily and immediately open-able from within, at all times that the premises are occupied in order to prevent persons being impeded/trapped in the event of fire.</p> 	Immediate	

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	<p>Rear exit door</p> <p>b & f. Sliding or revolving doors are not normally considered suitable for use on escape routes unless there are likely to be no more than five persons who may need to use them.</p> <p>The use of padlocks/chains etc is acceptable to secure doors when the premises are unoccupied. However, there must be a management system in place to remove them on occupation; this can be a numbered chain board in reception etc, for instant visual confirmation that the padlocks/chains etc, have been removed from the exits.</p>  <p>Sliding door rear exit</p>	<p>immediate</p>	
C2	<p>c. Items which pose a potential fire hazard or those which could cause an obstruction should not be located in or near areas which are intended for use as a means of escape in an emergency. In particular the following items should never be located in protected routes from the place of entertainment; or part of it: electrical equipments, such as photocopiers, portable heaters of any type,</p>	<p>Immediate</p>	

Subject	Action	Priority Recommended time frame	Date Completed (Client/Action)
	<p>heaters which have unprotected naked flames or radiant bars, fixed heaters using a gas supply cylinder, where the cylinder is within the escape route,</p> <p>oil-fuelled heaters or boilers,</p> <p>cooking appliances,</p> <p>upholstered furniture,</p> <p>coat racks,</p> <p>temporarily stored items including items in transit, eg furniture, beds, bicycles, laundry,</p> <p>waste bins etc,</p> <p>lighting using naked flames,</p> <p>gas boilers, pipes, meters or other fittings (except those permitted in the standards supporting the building regulations and installed in accordance with the 'Gas Safety Regulations).</p> <p>Gaming and/or vending machines; Electrical equipment (other than normal lighting, emergency escape lighting, fire alarm systems, or equipment associated with a security system)</p> <p>e, The following fire doors should be upgraded or replaced, so that they comply with the definition 'fire resisting' as defined by British standard 476 :- Office doors. The doors to be provided with approved smoke seals and intumescent strips fitted to the top and both edges of the above mentioned fire door to prevent the passage of smoke and fire putting persons/premises at risk. Additionally any glazing within the doors to provide the required fire resistance. Any reference to fire resistance means a minimum of 30 minutes, in accordance with BS 476 unless otherwise stated.</p> <p>The electrical fuse board which is located within staircase enclosures and on an exit route, should be enclosed with fire resisting construction. The doors should be constructed of fire resisting material in order to provide a full thirty minutes fire resistance as defined by British standard 476. The door should be provided with a lock and the cupboard should be kept locked shut when not in use and bear a sign to that effect. Electrical intake cupboard doors required to be of fire resisting</p>	<p>One Month</p>	

Action	Priority Recommended time-frame	Date Completed (Client Action)
<p>construction are to be permanently marked on the outside, with a blue circular notice bearing the words KEEP LOCKED SHUT or FIRE DOOR KEEP LOCKED SHUT in white letters not less than 5 mm in height on the outer face of such doors.</p>  <p>Electrical intake cupboard doors</p>	<p>b & f, External escape routes that lead to a place of safety must be kept clear, free from obstructions and immediately available at all times. The external exit routes should be provided with an even, safe surface, which is without trip or slip hazards. Primary and secondary lighting should be provided over the entire external escape route</p>	<p>Immediate</p>
C3		

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	 <p>Side exit route</p>		
D	<p>It is recommended that consideration is given to the provision of a servicing contract with a competent contractor who should maintain and test the emergency lighting system in accordance with the recommendations of British Standard 5266-8:2004 and be available to carry out repairs as necessary. All emergency light records should be kept within a dedicated fire log book</p> <p>It is recommended that a survey is made by an electrical engineer on all parts of the premises in order to ascertain how much light would be available in the event of a failure of the power supplies. Where it is apparent that the lack of lighting would endanger persons attempting to leave the premises in the event of a fire then consideration should be given to installing emergency lighting which will illuminate all appropriate areas to ensure that the system conforms to the requirements of British Standard 5266: 1-2005. Final exit doors and external escape routes to be provided with maintained emergency lighting.</p>	<p>One Month</p> <p>One Month</p>	

Section	Action	Priority Recommended time frame	Date Completed (Client's Action)
	<p><i>Maintained is generally used in places of assembly like theatres, cinemas, clubs and halls, the full list is contained within the BS 5266. These premises usually dim the lights during the time the premises are occupied and the emergency escape lighting prevents total darkness.</i></p>		
E	<p>Electrical intake cupboard doors required to be of fire resisting construction are to be permanently marked on the outside, with a blue circular notice bearing the words KEEP LOCKED SHUT or FIRE DOOR KEEP LOCKED SHUT in white letters not less than 5 mm in height on the outer face of such doors.</p> <p>Doors fitted with a panic latch or panic bolt fastening are to be indicated with the words PUSH BAR TO OPEN in block lettering at least 50 mm high. The lettering should normally be white on a green background and positioned immediately above the panic bar or on the operating bar if there is sufficient flat surface to accommodate the size of lettering.</p> <p>FIRE EXIT KEEP CLEAR signs should be placed on the outer surface of all doors that provide the final exit from a designated escape route.</p> <p>To make the presence of fire fighting equipment obvious, a notice bearing the words FIRE EXTINGUISHER, as appropriate, in white block lettering a minimum of 15 mm in height on a red background, should be provided.</p> <p>TO FIRE EXIT notices in bold white lettering on a green background should be positioned at each change of direction or part of the escape route where the exit door or doors are not readily visible to person using the escape route. The notices should incorporate a directional arrow facing towards the direction of escape and the 'running man' pictogram. Where necessary this should be suspended about head height.</p> <p>FIRE EXIT notices should be placed on the surfaces of all doors (direction of travel) that provide the final exit from a designated escape route or any doors, which act as and have any reciprocal bypass arrangement for any emergency egress. These signs should be in bold white lettering on a green background and include the 'running man' pictogram.</p>	One Month	

Section	Action	Priority Recommended time frame	Date Completed (Client / Action)
	<p>All fire resisting self closing doors are to be permanently marked on each side at eye level with a blue circular notice bearing the words FIRE DOOR KEEP SHUT in white letters not less than 5 mm in height.</p> <p>Printed FIRE ACTION notices should be displayed at conspicuous positions in the premises. They should state in concise terms the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement, located in prominent positions, such as staff notice boards and fire alarm call points.</p> <p>All fire resisting self closing doors are to be permanently marked on each side at eye level with a blue circular notice bearing the words FIRE DOOR KEEP SHUT in white letters not less than 5 mm in height.</p> <p>In cases where the final exit door has no approved type locking device fitted or push bar, then the direction of door swing should be indicated, ie:- Push door to open or Pull to open</p> <p>No Smoking signs to be placed in a prominent position The above instructions should also appear in other languages most commonly used by staff.</p>		
F	<p>It is recommended that consideration be given to initiating a servicing contract with a competent contractor who should maintain and test the fire alarm system in accordance with British Standard 5839-1:2002. All servicing should be recorded in the fire log book</p> <p>It is strongly recommended that consideration is given to upgrading the existing fire alarm to a category L1 type fire alarm system, installed to the requirements of British Standard 5839:1-2002. Covering all areas of the premises</p>	<p>One Month</p> <p>Three Months</p>	
G1	<p>The fire extinguishers provided should be serviced and maintained in accordance with British Standard 5306:pt3 and a record of the results kept in a log book.</p>	<p>Immediate</p>	

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	<p>It is recommended that arrangements are made to have all fire extinguishers hung on brackets or placed within floor stands which are affixed to the walls and that recorded managerial checks are initiated which should ensure that the fire extinguishers provided are in position and available for use at all times and not obscured/ obstructed by storage or refuse.</p> <p>Fire extinguishers should normally be located in conspicuous positions on escape routes, preferably near exit doors form both the building and each storey. Wherever possible, fire-fighting equipment should be grouped to form fire points. These should be clearly visible or their location clearly and conspicuously indicated so that fire points can be clearly identified.</p> <p>It is considered best practice is to create "fire points" adjacent to each fire exit door comprising exit signage, fire alarm actuation point, emergency lighting (where required), fire action notice and fire fighting equipment. A suitable fire extinguisher must be made readily available near to any hot work being carried out for the fire safety protection of the operative</p>	Immediate	
H1	The fire action notices which are recommended in section E, will be considered a site sufficient emergency plan,		
H2	<p>All staff must be aware of any responsibilities they may have if the building needs to be evacuated and all staff must receive training in the fire emergency plan and escape routes available.</p> <p>This training should also be provided for persons on irregular duties or shift duties outside normal working hours, including part-time staff, cleaners etc.</p> <p>Instruction should be given by a competent person at such intervals as to ensure that everyone at work has received fire safety training, preferably at least twice in each period of twelve months. It is particularly important that management ensure that all newly appointed and temporary staff are made aware of the means of escape and fire procedures at the commencement of their employment.</p>	Three Months	

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	<p>Training should be based on written instructions but it is important that they are specific to these premises and the current occupier. Reliance upon a standard instruction of a type used by many large organisations may not be satisfactory without modification to suit your individual need.</p> <p>As a minimum, all staff should receive the following training,</p> <p>They should be told if they have any special duties when the fire alarm sounds.</p> <p>They should receive instruction about all the items listed in your emergency plan and the evacuation procedures.</p> <p>They should be given instruction in how to maintain a safe venue by keeping fire-resisting doors shut and keeping the escape routes clear of obstructions, sources of ignition and combustible storage.</p> <p>They should be told of the importance of keeping the fire fighting equipment available.</p> <p>They should be shown how were required to safely shut down machinery before leaving the building.</p> <p>Fire warden and specialist training</p> <p>A Fire Warden should be appointed to take charge of the evacuation when the fire alarm sounds, the Fire Wardens should ensure that everyone leaves the building and they should check the toilets and other enclosed spaces where people may be.</p> <p>On arrival at their assembly point, they should conduct a roll call and then report to the Fire Safety Officer or senior person present. The location of the fire or cause of the alarm should be reported to the officer in charge of the first fire appliance to attend if this information is known.</p> <p>The Fire Wardens should receive training to use the fire extinguishers provided. If a small fire is discovered they should fight the fire with the extinguishers provided</p>		

Section	Action	Priority Recommended time frame	Date Completed (plan, Action)
	<p>if they consider they can do so without taking personal risks. The Fire Wardens should also receive instruction on maintaining the fire precautions and report any defects to the responsible person.</p> <p>It is recommended that the safe management of any disabled person or visitor to the premises is considered and included in the training which fire wardens receive.</p> <p>In order to assist young, infirm, disabled or sensory impaired people to escape from fire it may be necessary for staff to be trained in the correct procedures to cope with this eventuality. The need to provide direction and guidance for persons who are unfamiliar with the premises, e.g. visitors etc, should be taken into account. Outside contractors, where appropriate, should also be considered when formulating training needs.</p> <p>Fire evacuation drills</p> <p>A practice fire drill should be carried out at least once and preferably twice each year simulating conditions in which, where appropriate, one of the escape routes from the building is considered to be unavailable. During these drills the fire alarm should be operated or the alarm of fire raised verbally by a member of staff who is told of a supposed outbreak of fire, and thereafter the fire routine should be rehearsed as fully as circumstances allow.</p> <p>Training records</p> <p>All training and instruction should be recorded in a log book. The following are examples of matters which may need to be included in such a record:- See section 'H3 Record Keeping' in the fire action plan!</p> <p>The date of the instruction or exercise. The duration and the name of the person giving the instruction or drill. The names of the persons receiving the instruction or taking part in the drill. The nature of the instruction or drill.</p> <p>Fire fighting equipment</p>		

Section	Action	Priority Recommended time frame	Date Completed (Item Action)
	<p>It is recommended that employees are trained in the use of the fire extinguishers provided. It should be remembered that persons attempting to use the extinguishers, without training, may be at risk from a fire through inappropriate use and a lack of fire fighting awareness. Article 13 of The Regulatory Reform (Fire Safety) Order imposes a duty on employers to provide adequate training for any persons who may be expected to use the equipment that they have provided.</p>		
H3	<p>It is recommended that a dedicated fire log book is provided, in which all fire related records should be maintained.</p> <p>The log book records remind management to complete regular training, tests and checks. Failure to carry out the tests etc could result in increased risk due to failure of the fire precautionary arrangements in an emergency.</p> <p>Maintain comprehensive records in the fire log book provided of all:-</p> <ul style="list-style-type: none"> fire alarm actuations, servicing and tests, emergency light tests, servicing and checks, staff fire training, fire evacuation drills, fire extinguisher checks and tests, means of escape checks, portable electrical appliance tests, checks of any portable lamps or torches. 	Three Months	
H4	<p>No detailed procedure or policy was found on site, which deals with all aspects of access and egress, for disabled staff/visitors in the event of an emergency</p>	Three Months	

Section	Action	Priority Recommended time frame	Date Completed (Column Action)
	<p>Any disabled person in the premises could be at risk unless suitable disability procedures are devised, which take all issues and staff into account and are understood by all appropriate staff members.</p> <p>It is recommended that the safe management of any disabled persons in the premises is actively considered and included in the fire emergency plan and training. In practice this may include the need to enquire with staff and visitors as to any special needs they may have in the event of an emergency and then require the provision of adequate and appropriate arrangements as a result.</p> <p>Disability can occur in many forms and staff and fire wardens should be vigilant in order to identify persons who may need assistance in some way. Planning for these eventualities should take place prior to an emergency so that arrangements can be put in place immediately they are needed.</p> <p>The difficulties of people with a wide range of physical or mental disabilities must be taken account of.</p> <p>Therefore, in order to meet the requirements of the Disability Discrimination act, consideration may be necessary for the provision of visual or physical signals to augment the audible fire alarm warning as appropriate and additional physical measures may be necessary.</p> <p>Under the disability discrimination act, if disabled people could realistically expect to use the service, which you provide, then you must anticipate any reasonable adjustments that could make it easier for that right to be exercised. Accordingly if disabled people are going to be in your premises, then you must also provide safe means for them to leave if a fire occurs.</p> <p>Where disabled employees (it is appreciated that you do not have any employees with disabilities at this present time, however that may change at any time) and other disabled people frequently use your premises you may need to develop an individual 'personal emergency evacuation plan' (PEEP)</p>		

Section	Action	Priority Recommended time frame	Date Completed (Client/Atston)
	<p>VISITORS</p> <p>It is recommended that the safe management of visitors to the premises is considered and included in the fire emergency plan and training. As a general rule it might be considered appropriate that the host member of staff is made responsible for the safety of visitors in case of fire and that a visitors book is maintained which would be used to aid roll call after a fire evacuation had taken place.</p>		

N: OCCUPANCY FIGURES

100-108 Markfield Road **Occupancy figures**

Introduction

Mr Abhi Beltharia requested HASAW to conduct a survey of the above premises to ascertain the correct occupancy figures to apply to the building. Mr Beltharia has been provisionally given an occupancy figure of 450 persons.

The premises consist of a single storey brick built, mid to late XX century light industrial unit construction. With three exits, one situated at the front of the building and two at the rear. Furthermore, a roller shutter 3 metres wide is also featured at the front of the premises, which is at this time not included in the local authority calculation as a designated means of escape.

At the time of inspection the building was not in use or furnished and the internal layout has not been finalised.

The premises are at time of writing awaiting a fire risk assessment which should be read in conjunction with this report.

The intended use of the premises appears to be for the purposes of public entertainment and the occupancy figures have been based on that usage.

Occupancy Figures - general principles

The occupant capacity is an essential factor in assessing means of escape.

To calculate the occupancy factor the following needs to be taken into consideration:

The calculations set out below are relevant to premises of a good general standard of construction, with sound foundations supporting walls of block, brick, stone, or modern insulated treated wood construction, supporting a substantial roof of traditional construction. The internal walls, floors and ceilings are to be sound, and covered by non combustible surface coverings, doors should be substantial and well fitting. The services and equipment should be to the required certificated standards, being tested and maintained.

Should the premises not be to these standards, it may be necessary to assess that a fire could spread through the premises more quickly. Therefore, the time given for the evacuation of persons could be reduced. A reduction in the time to evacuate a premises or room will affect the overall occupancy limit provided.

With this in mind a premises with a less than an adequate standard of construction, could have occupancies restricted by as much as 20% from the calculations provided below.

1. *Confirm what the specific room/area within the building is used for i.e. dancing, seating, standing, etc. In areas where fixed seating is provided, the major part of the occupancy capacity will be determined by the number of seats available. In areas without fixed seating the capacity will be calculated by the available floor areas. If the maximum use is to be made of the building, the available exits should be sufficient in number and width to permit safe evacuation of the calculated occupancy of persons within the building.*
2. *The calculated occupant capacity of a premises or part thereof should be determined by:*
 - a) *In areas where fixed seating is provided:*
 - i. *If individual seats, by the number of such seats.*
 - ii. *If bench seats, or similar continuous seating, by dividing the total width of such seating by 450mm. i.e a 4.5 metre length of fixed seating = 4.5m = 4500mm divide by 450 mm = 10. Therefore 10 persons could be permitted to sit at the fixed seating area.*
 - b) *In other areas (including standing areas occupied together with fixed seating) divide the floor area into metres² by the relevant occupancy load factor.*

Note: Toilets, bar serving areas, DJ booths, stores, fixed furniture and similar areas are to be excluded.

Occupancy Table Load Factors	
Use of Room or Floor	Occupant Load Factor (m ² per person)
Assembly Dance Hall, Venue for Pop Concert and like occasion, Queuing Area	0.5 *
Bar	0.3 to 0.5

3. Exit capacity.

Although the calculated number of persons can be accommodated in a specific room or premises, there has to be provision to get these people from the room in the event of emergency. Therefore, there has to be a sufficient number of exit doors available, each of adequate width, to allow all persons in the room/premises to evacuate as quickly as possible.

Each door width should be a minimum of 750mm (900mm for disabled exit and access).

To measure the usable width of an opening, i.e. when the door is fully open, the measurement must take into consideration any projections into the doorway or elsewhere around the exit route from the opening in the room.

*The number of persons who could be expected to exit through a 750mm opening within a specified time would be 60 persons. Therefore, a guide for larger rooms would be:
1050mm opening - 220 persons*

For door width larger than 1050mm an extra person can be added to every 5mm added to the door width. No individual exit door leaf should be greater than 2m in width.

Maximum total in premises at any one time.

The approximate area of the premises is 643m². Situated in one corner of the building is an office and in another corner toilet facilities, which occupies about 83m² leaving approximately 560m² of the public area available. Using the above figure of 0.5m² per person the occupancy figure before means of escape is considered is **1120 persons**

The escape routes available need to be calculated to ensure that there are sufficient exits from each part of the building for persons to escape safely.

Means of escape figures

The current exits available are two exit doors at the rear of the building which due to their location and proximity should be counted as one exit. The widths of each is 750mm and 1220mm respectively, the latter at this time is fitted with a sliding door (see risk assessment for further guidance) and one exit at the front of the building of 1700mm. (a further exit has been proposed to be formed where the roller shutter is now).

Exit A (tea area rear door) 750mm = 60 persons

Exit B (rear sliding door) 1220mm = 220 + (For door width larger than 1050mm an extra person can be added to every 5mm added to the door width) 34 = 254

Exit C (front entrance door) 1700mm = 220 + (For door width larger than 1050mm an extra person can be added to every 5mm added to the door width) 130 = 350

On this basis the exits A & B (due to their close proximity) have a combined or aggregated total of (60+254) 314 persons.

Exit C has 350 persons.

Discounting the largest exit which may be put out of action due to fire i.e., exit C (350 Persons) the proposed maximum occupancy figure incorporating the current door configuration is **314 Persons**.

Proposal to increase the current occupancy figures

In order to obtain a theoretical occupancy of approximately 1000 person the following proposals may be considered:

Taking into account the existing double exit doors at the front of the building, which allow for 350 persons to leave the building safely, it is recommended that a further two sets of exit doors of 1500mm each are formed within the existing space occupied by the roller shutters.

Furthermore, at the rear of the building three additional exit doors to be formed, each of approximately 1500mm (the existing sliding opening may be incorporated within the proposed new rear doors). It should be noted openings equivalent to the rear exit doors should be provided within the curtain wall that is located toward the rear of the building.

The proposed exits would provide a revised occupancy as follows:

Rear escapes

1 X 1500mm doors = 220 persons + a further 90 persons = 310 persons

2 X 1500mm doors = 440 persons + a further 180 persons = 620 persons

3 X 1500mm doors = 660 persons + a further 270 persons = 930 persons.

Front escapes

Existing door of 1700mm = 220 persons + 130 persons = 350

2 X 1500mm doors = 440 persons + a further 180 persons = 620 persons

Providing a total of **970 persons**.

The new doors at the front and rear of the building are each to be considered as one escape route allowing total evacuation from either the front or the rear of the building.

As we cannot tell where the fire will start, the largest exit is always discounted in case the fire stops people using it. So discount the largest exit and this is the maximum exit capacity, which in this case will remove either the front escape routes or the rear escape routes in their entirety.

Taking into account the above guidance, the proposed front exit routes will provide escape for 970 persons and the rear escape routes for 930 persons.

The final proposed theoretical occupancy should not exceed **930* persons**.

M: PREMISES RISK CATEGORISATION

Generally, workplaces can be categorised as either High Normal or Low Risk

High = Where highly flammable or explosive materials are stored or used (other than in small quantities).

Where unsatisfactory structural features are present such as :-

- a) a lack of fire resisting separation;
- b) vertical or horizontal openings through which fire, heat and smoke could spread;
- c) long and complex escape routes created by extensive subdivision of large floor areas by partitions, or the distribution of display units in shops or machinery in factories;
- d) large areas of flammable/combustible or smoke producing surfaces on walls or ceilings.

Where permanent or temporary work activities are carried out which have the potential for fire to start and spread such as :-

- e) workshops in which highly flammable materials are used, eg paint spraying;
- f) areas where the processes involve the use of naked flame, or produce excessive heat;
- g) large kitchens in works canteens or restaurants;
- h) refuse chambers or waste disposal areas;
- i) areas where foamed plastics or upholstered furniture are stored.

Where there is a significant risk to life in case of fire, such as where :-

- j) sleeping accommodation is provided for staff, the public or other visitors in significant numbers;
- k) treatment or care is provided where the occupants have to rely upon the actions of limited numbers of staff for their safe evacuation;
- l) there is a high proportion of elderly or infirm people, or people with temporary or permanent physical or mental disabilities, who need assistance to escape;
- m) groups of people are working in isolated parts of the premises such as basements, roof spaces, cable ducts and service tunnels etc;
- n) large numbers of people are present relative to the size of the premises (e.g. sales at department stores) or in other circumstances where only a low level of assistance may be available in an emergency (e.g. places of entertainment).

Normal = Where any outbreak of fire is likely to remain confined or only spread slowly, allowing people to escape to a place of safety.

Where the number of people present is small and the layout of the workplace means they are likely to be able to escape to a place of safety without assistance.

Where the workplace has an effective automatic warning system, or an effective automatic fire-extinguishing, suppression or containment system, which may reduce the risk classification from high risk.

Low = Where there is minimal risk to peoples lives and where the risk of fire occurring is low, or the potential for fire, heat and smoke spread is negligible.

FIRE DETECTION AND ALARM SYSTEM COMMISSIONING CERTIFICATE

Certificate Reference:

DETAILS OF THE CLIENT

Client: **MARKFIELD ART LTD**
 Address: **SUITE 17789 LOWER GROUND FLOOR**
145-157 ST JOHN STREET
ECA 4RN

DETAILS OF THE FIRE DETECTION AND ALARM SYSTEM

Installation Address: 100-108 MARKFIELD ROAD LONDON N15 4QF	The Installation is: New An alteration An addition <input checked="" type="checkbox"/>
Extent of system covered by this certificate: ALL NEW SOUNDERS, CALL POINT AND BEACONS	

SYSTEM EXAMINATION AND RECOMMENDATIONS

- All equipment operates correctly
 - Installation work is, as far as can reasonably be ascertained, of an acceptable standard
 - The entire system has been inspected and tested in accordance with the recommendations of Clause 39.2c) of BS 5839-1:2002
- The system performs as required by the specification prepared by:
- | | |
|-----|--------------------------------------|
| N/A | a copy of which I/we have been given |
|-----|--------------------------------------|
- Taking into account the guidance contained in Section 3 of BS 5839-1:2002, I/we have not identified any obvious potential for an unacceptable rate of false alarms
 - The documentation described in Clause 40 of BS 5839-1:2002 has been provided to the user

The following work should be completed before/after (delete as applicable) the system becomes operational:
 None

The following potential causes of false alarms should be considered at the time of the next service visit:
 None

Before the system becomes operational, it should be soak tested in accordance with the recommendations of Clause 35.2.6 of BS 5839-1:2002 for a period of:
 N/A weeks
 (Enter a period of either one week, such period as required by the specification, or such period as recommended by the signatory to this certificate, whichever is the greatest, or insert N/A if not applicable.)


CERTIFICATE OF COMMISSIONING

I/We being the competent person(s) responsible (as indicated by my/our signatures below) for the commissioning of the fire alarm system, particulars of which are set out above CERTIFY the the said work for which I/we have been responsible complies to the best of my/our knowledge and belief with the recommendations of Clause 39 of BS5839-1:2002, except for the variations, if any, stated in this certificate.

Variations from the recommendations of Clause 39 of BS 5839-1:2002 (see BS 5839-1:2002, Clause 7).

None

The extent of liability of the signatory/signatories is limited to the work described above.
 For the **COMMISSIONING** of the system:

Name: **J. NELSON** Position: **FIRE ALARM ENGINEER** Signature:  Date: **26/9/12**

DETAILS OF THE ELECTRICAL CONTRACTOR

Trading Title:
 Address:
 Registration Number:
 Telephone Number:
 Postcode:

RELATED REFERENCE DOCUMENTS

Design Specification Ref No:	N/A	Date issued:	N/A	Electrical Installation Certificate No:	N/A	Date issued:	N/A
Design Drawings Ref No(s):	N/A	Date issued:	N/A	Fire Alarm Design Certificate No:	N/A	Date issued:	N/A
'As Fitted' Drawing No(s):	N/A	Date issued:	N/A	Fire Alarm Installation Certificate No:	N/A	Date issued:	N/A