

# **Fire Risk Assessment**

## **NBT Offices LTD FIRE RISK ASSESSMENT**

DATE: 01<sup>st</sup> March 2024  
REVIEW DATE: 01<sup>st</sup> March 2025

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## 1. PREMISES DESCRIPTION

Premises Name: Liverpool Road Studios  
Address: 113 Liverpool Road, Crosby, Merseyside, L23 5TD  
Use of Premises: Various (use class E)

Tel No: 0151 909 2223

Name and relevant details of the person who carried out the Fire Risk Assessment:

**Mr Miles Pearson BA (Hons) BArch ARB**

The Government Guide to Fire Safety Risk Assessment for Offices and Shops has been used as the standard for this assessment.

## 2. GENERAL STATEMENT OF POLICY

A Health & Safety policy is issued to each tenant company. This includes a section on 'Fire Safety'. It is the policy of NBT Offices LTD to protect all persons including employees, tenants, contractors and members of the public from potential injury and damage to their health which might arise from work activities. It is expected that all tenants will produce their own fire risk assessment for their individual health and safety company files.

Individual companies will provide and maintain safe and healthy working conditions, equipment and system of work for all employees and provide such information, training and supervision as they need for this purpose. NBT Offices LTD will give a high level of commitment to health and safety and will comply with all statutory requirements.

## 3. MANAGEMENT SYSTEMS

The Fire Safety Management Plan (both construction phase and tenanted phase) is contained with the Health and Safety file and it kept in the Landlord's office. The plan confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the five step approach detailed in the HM Government fire safety risk assessment guide. The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

To avoid doubt, NBT Offices Ltd are responsible for:

- Deciding the fire safety protective and preventative measures
- Ensuring they are implemented and communicated to other employees Routine periodic checks of all systems
- Fire alarm systems are to be checked weekly
- Fire extinguishers are to be checked annually.

## 4. GENERAL DESCRIPTION OF PREMISES

### **Building 01**

A two storey building in a fully refurbished former car showroom with a new steel frame floor.

All structural steel is protected by a 1hr protective lining of either two staggered layers of BG fireline (pink) board or two coats of fire-resistant paint to give a 1 hour protective surface. The building has a large protected fire stair which leads to a fire exit in the side access alley or the central corridor, giving occupants two means of escape. The restaurant units are separated from the office use using 1hour rated pyro glass and 1 hour frames, ensuring the two adjacent uses are properly separated. All ducting to the roof goes through 1 hour fire lined risers.

The building has fire exit location signs in multiple locations including the final exits, 3hr EM rated lights and fire alarm with call points at all exits. Green break glass panels are located by any mag-locked doors. All users to the office are familiar with the location and no one stays / sleeps in the building overnight. Each room has it's own heat and smoke detector on an addressable system. All offices have FD 30 doors with smoke seals with the exception of Co-working that is classes as the same space as the escape corridors. The layout is designed in accordance with BS 9999 and complies with approved document B.

The larger restaurant unit has 3 means of escape to the front and a fire exit to the rear of the unit. The smaller restaurant unit has 2 means of escape from the front and an exit door into the center atrium.

The overall building has 3 means of escape and escape routes are planned so there is no 'inner room' scenarios.

### **Building 02**

A single storey building of mostly own front door offices and a total of ten means of escape. All offices have FD 30 doors with vision panels and 1 hour fire lined walls where there is a use change. Main circulation lighting has 3 hour EM rated lights. The building is a very simple layout with clear means of escape through wide circulation spaces or the own front doors to the units.

The building has 12 means of escape and escape routes planned so there is no 'inner room' escape routes.

You can escape the overall site from the alley gate leading to Endbutt lane so there is no need to exit through building 1.

The Cake Studio is fire-lined with two layers of fireline (pink) board, giving it 60 minutes of separation from the other units in this building. This is due to the cooking equipment in this unit

## 5. FIRE SAFETY SYSTEMS WITHIN THE PREMISES

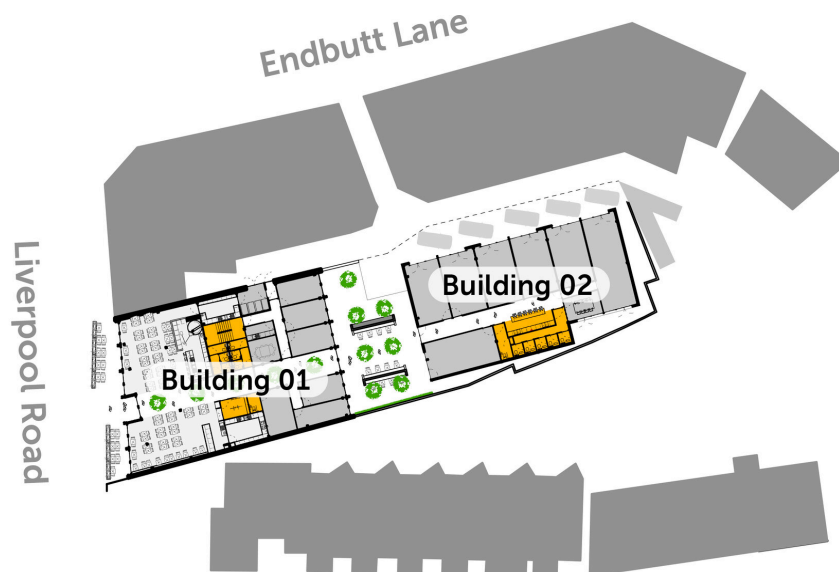
Fire Warning System: Hard-wired heat and smoke detection, break-glass system to BS 5839

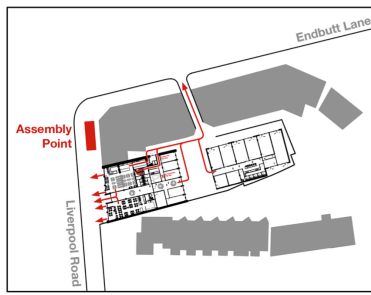
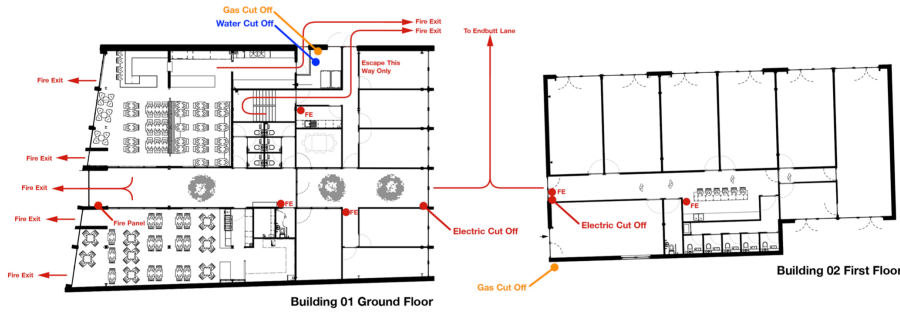
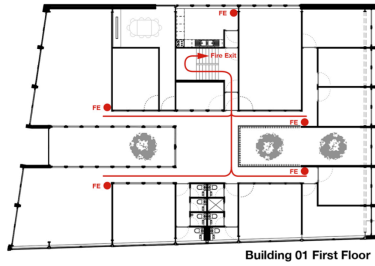
Electrical system complying to BS 5839: Part 1. Break-glass call points (RED) are provided throughout the building and emergency door release (green) panels are adjacent to any magnetically locked doors. Smoke detectors have been provided in the office units and all adjacent rooms except WCs. This is in accordance with the recommendations in the Offices and Shops Guide

Emergency Lighting: 3-hour battery backed lighting complying with BS 5266: Part 1 provided within the internal staircase, the first floor space, in the main ground floor escape corridors and entrance lobby in accordance with the latest approved building regulations documentation.

Extinguishers: Portable Fire-Fighting Equipment to BS EN3 provided in accordance with the Guide. These are located in the main entrance lobby area and across all floors as shown on the below plan.

## 6. FIRE PLAN DRAWING:





## FIRE ACTION



1. Sound The Alarm Using The Red Break Glass Points
  2. Dial 999 To Call The Fire Brigade
  3. Only If Safe: Tackle The Fire Using The Appliances Provided  
Do Not Endanger Yourself Or Other In Doing So
- On Hearing The Alarm
4. Leave The Building By The Nearest Available Exit- Please See Plan Above
  5. Close All Doors Behind You
  6. Go To The Assembly Point Indicated To The Left



7. Do Not Take Risks
8. Do Not Stop To Collect Personal Belongings
9. Do Not Re-enter The Building For Any Reason Unless Allowed To Do So
10. Never Keep Fire Doors Open

THIS PLAN, DISPLAYED NEAR THE FIRE ALARM PANEL AND KITCHENS, ALSO INDICATES THE POSITION OF MAINS GAS, ELECTRICITY AND WATER ISOLATION VALVES IN ORDER TO ASSIST EMERGENCY SERVICES IF THEY NEED TO FORCE AN ENTRY OUTSIDE NORMAL BUSINESS TIMES.

### 7. IDENTIFY FIRE HAZARDS

All gas meters and boilers are located in a ventilated store room, There is 'mains gas' supplying the gas boilers and a separate shut off valve within this space. This room is lined with 2 staggered layer of fireline (pink) board therefore is 60minute separated from all other areas of the building.

Both restaurants have emergency gas shut off valves and yellow break glass points.

THE FIRE PLANS DISPLAYED IN THE ENTRANCE AND KITCHENS SHOW THE LOCATION OF ALL THE GAS, WATER AND ELECTRIC SHUT OFF FACILITIES.

The kitchen space is the only room where the use of toasters and microwaves are permitted as this room has a fire door between this room and the main circulation spaces.

Smoking is not allowed in the building and there are no other significant ignition sources within the workplace.

Bins are to be stored to the side of the building. No storage or dumping of waste or any materials outside of the bins is allowed. If it doesn't fit in the bin it must be taken to a commercial waste centre by the tenant.

The work processes are commensurate with normal office premises. There are no processes that pose a significant fire hazard. All electrics are new and installed by a qualified electrician. Any adjustments to the building's electrics can only be done by the management company who will use a qualified electrician to undertake the works.

## **8. PEOPLE AT RISK & REFUSE AREAS**

Occupants are distributed throughout the building and all tenants are given an induction including all safety procedures on first using the premises. It is the responsibility of the individual tenants to provide their own fire risk assessment and arrange indications for all their employees. Tenants are made responsible for their guests during any evacuation.

Cleaning staff who work before or after normal working hours may be isolated in the building. These persons are given a safety induction including all fire safety procedures on first being employed on the premises, a copy of this is provided to the cleaning company who employs them. An agreement is in place that the cleaners' employer will provide the staff with general fire safety training including the use of fire extinguishers. Please contact the cleaning contractor for more details.

Visitors and contractors are signed in with the management company. All contractors who may be working on the site have been accepted as approved contractors with a general 'permit to work' system in place. Any disability, where it is not so obvious what assistance may be needed, is checked by consulting the Government Fire Safety Risk Assessment Guide to Means of Escape for Disabled People.

## **9. MEANS OF ESCAPE – HORIZONTAL EVACUATION**

All tenants are to be trained in what actions to take on hearing the alarm or discovering a fire. Systems are in place as described in Section 8 regarding people with disabilities or sensory impairments. There are sufficient fire exits from the premises of suitable width and within acceptable travel distances in accordance with the current building regulations. These will allow all persons in the premises to evacuate safely in the event of fire. Emergency exits open outwards in escape direction.

It is anticipated that a fire in the building would be a slow to medium growth fire involving paper and wood type materials. It is also anticipated that any fire would be noticed fairly soon after ignition by persons, due to the working practices of the building. Furthermore, most areas and escape routes are covered by automatic smoke detectors. This automatic smoke detection provides early warning for employees or cleaners who may be isolated e.g. working late.

It is anticipated that all employees and persons in the building would have evacuated the building in less than two minutes, before any escape route becomes untenable. All door fastenings can be easily opened from the inside without the use of any keys (thumb turn locks) and all escape routes lead to a place of safety in the open air.

All escape routes internal and external, are covered by Emergency Lighting which operates automatically if the power to the lighting circuits fails.

## **10. FIRE SAFETY SIGNS AND NOTICES**

There are adequate fire safety signs and notices in the premises in accordance with the Guide. All emergency exit routes and doors are adequately signposted with green 'running-man'. Fire Action Notices are displayed beside each break glass. All self-closing fire doors display 'Fire Door – Keep Shut' signs. Fire doors to cupboards/store display 'Fire Door – Keep Locked Shut' signs.

Fire extinguisher positions are marked by appropriate glow in the dark signs showing the type.

## **11. FIRE WARNING SYSTEM**

The system is described in section 5 of this assessment and is a continuous sounder. It is a manual / electric fire warning system comprising manual call points and automatic smoke detection. It is audible in all areas and will warn all persons resorting to the building when operated. This is serviced annually in accordance with British Standard 5839. It is tested weekly using a different break-glass point for each test. This is all in accordance with the Guide.

## **12. EMERGENCY LIGHTING SYSTEM**

The system is described in section 5 of this assessment. It is an adequate 3-hour battery backed type emergency lighting system using low energy florescence and LED lights. These are serviced annually and is checked monthly by simulating a lighting power failure for 10 minutes to make sure all lighting units work correctly. Fire safety signs will be checked at the same time. The specification of this unit and the replacement bulb type is stated in the tenant manual.

## **13. FIREFIGHTING EQUIPMENT**

There are a sufficient number of fire extinguishers correctly mounted on wall brackets and located throughout the premises in accordance with the Guide. They are adequate for the risks within the premises and will be serviced annually.

## **14. MANAGEMENT – MAINTENANCE ROUTINE**

All electrics in the building are new (2018) and installed by a qualified electrician. The gas boilers are new (2018) and will be serviced annually by a 'Gas-Safe' registered contractor G.A.S. Corgi Ltd.

Self-closing doors and door seals are to be checked monthly by the Services Manager and recorded. Regular checks will be made to ensure no occupants are leaving cycles, combustible or any other objects in the stair and fire escape routes. Electric bike batteries are not allowed to be stored in the circulation areas.

The fire alarm will be tested on a weekly basis and checked annually. All portable fire fighting equipment will be checked at the same time.

## **15. METHOD FOR CALLING THE FIRE SERVICE**

Upon discovery of a fire the occupant must call 999 immediately and raise the alarm if it has not already set off automatically. In the event that no phone is available then please seek assistance from the neighbouring premises.

## **16. EMERGENCY ACTION PLAN (EAP)**

There is an Emergency Action Plan for fire, bomb threat and gas leak emergencies. The Emergency Action Plan for fire is attached at the end of this report.

## **17. TRAINING**

Its recommended that fire evacuation drills are carried out six every six months by the tenant. All tenants will be informed as to the location of all fire systems and escape routes; how to activate the fire alarm and the importance of leaving all escape routes clear.

## **18. FIRE SAFETY DEFICIENCIES**

All tenants are asked to report any defective fire doors, walls, portable fire fighting equipment and alarm systems to the management company immediately.

## **19. EMERGENCY ACTION PLAN**

**ASSEMBLY POINT:** Pavement outside the building - see fire notice.

### **ACTION ON DISCOVERY OF FIRE:**

SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT LEAVE THE BUILDING BY THE NEAREST FIRE EXIT DO NOT RE-ENTER THE BUILDING REPORT TO THE ASSEMBLY POINT. CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING) OR NEIGHBOUR'S PHONE LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM – FIRE ALARM SIGNAL IS A CONTINUOUS BELL LEAVE THE BUILDING BY THE NEAREST EXIT DO NOT RE-ENTER THE BUILDING REPORT TO THE ASSEMBLY POINT RECEPTIONIST WILL CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING) OR NEIGHBOUR'S PHONE LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

### **VISITORS:**

ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY