Turner & Townsend

Fire Risk Assessment

For 103 Princess Street

103 Princess Street, Manchester, Greater Manchester, M1 6DD

FIRE RISK RATING

LIKELIHOOD	SEVERITY	RISK
MEDIUM	**MODERATE HARM**	**MODERATE**

EVACUATION STRATEGY
Simultaneous

CLIENT	Manchester City Council (T&T)
VALID BETWEEN	26/05/2023 - 26/05/2024
ASSESSED BY ASSESSED ON	Ian Wilkinson 26/05/2023
APPROVED BY APPROVED ON	Gareth Jeffery 09/06/2023
ASSESSMENT REF.	RB-DLVSKE
VERSION	1

MANCHESTER
CITY COUNCIL

CERTIFICATE OF CONFORMITY

LIFE SAFETY FIRE RISK ASSESSMENT

The life safety elements of this fire risk assessment comply with the BAFE SP205 scheme which ensures that we and our risk assessment staff have met the required technical and quality management standards.

Turner & Townsend Project Management Ltd (BAFE NSI00672) certify all requirements in the BAFE SP205 scheme in respect of life safety fire risk assessment have been complied with. Any questions can be addressed to the assessor or the quality manager.

Assessors draw on a variety of methodologies (including PAS79), guidance, and statutory legislation. In this assessment the assessor has paid specific attention to: Regulatory Reform (Fire Safety) Order 2005, and the Fire Safety Act (2021). HM (DCLG) Offices & Shops Guidance, & HM (DCLG) Places of Small & Medium assembly

ASSESSMENT AND CERTIFICATE REFERENCE
RB-DLVSKE

ASSESSED ON, BY
26/05/2023, Ian Wilkinson AIFire

APPROVED / VALIDATED ON, BY
09/06/2023, Gareth Jeffery (Fire Risk Assessor)
BSc (Hons) MIFSM CertFDI DipFD

START DATE RECOMMENDED REVIEW DATE
26/05/2023 — 26/05/2024

SIGNIFICANT FINDINGS
35 Actions / 26 Controls

PRODUCED FOR
Manchester City Council (T&T)

RESPONSIBLE PERSON
Manchester City Council

SPECIFICATION CONFIRMS TO
Our own internal quality system.

ASSESSMENT SCOPE
Fire Risk Assessment. This FRA only relates to the areas of the building which are under the direct control of Manchester City Council.

Assessed Property

PROPERTY NAME
103 Princess Street

PROPERTY REFERENCE
RB-JYWYI1

ADDRESS
103 Princess Street
Manchester
Greater Manchester
M1 6DD

FIRE RISK RATING

LIKELIHOOD **MEDIUM**	SEVERITY **MODERATE HARM**	RISK **MODERATE**
Normal fire hazards for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).	Reasonable risk of fire spread involving multiple occupants which could result in significant injury.	Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.

ASSESSING / ACCREDITED ORGANISTAION
Turner & Townsend Project Management Ltd

THIRD PARTY CERTIFICATION BODY
NSI, Sentinel House, 5 Reform Road, Maidenhead, SL6 8BY

2 PROPERTY

Address

PROPERTY NAME
103 Princess Street

PROPERTY REFERENCE
RB-JYWYI1

OCCUPANT TYPES
Contractors, Mentally Disabled, Physically Disabled, Staff, Visitors

ADDRESS
103 Princess Street
Manchester
Greater Manchester
M1 6DD

Property Details

General Details

Responsible Person
Manchester City Council

Building Description
This building is a multi-occupied premises which is divided into two sections, one of the sections is occupied by the people's museum and is mainly used for storage purposes and is only occupied occasionally with staff members attending maybe once or twice a week.

Whilst the other section of the building is occupied by the mechanics institute who appear to occupy a small section of the ground and first floor, whilst also occupying the whole of the second and third floors. The mechanics section of the premises is open to the public and has rooms available for hire purposes. There is a variety of Rooms available for hire. They are suitable for Meetings, Conferences, Seminars and Social events. Rooms can be organised to seat from 6 persons to 180 persons. The entrance for the mechanics section of the building is located on Major Street, which has wheelchair ramp at the entrance whilst there is a lift to all floors.

The people's museum only occupies the basement, ground and first floor areas. The main entrance to this section of the building is located on Princess Street but is no longer used. The people's museum section of the building is now entered via the side entrance which is located on Hart Street.

Construction Description
The Mechanics Institute is a grade II listed building. The building was designed in an Italian palazzo style. It consists of three tall storeys with a basement and blind attic storey and is constructed of brick with stone dressings. The site is awkwardly shaped and the parallelogram plan is stepped at the sides.

Fire History
The assessor was advised that there hasn't been any recent history of fires at this location.

Emergency Access
The access to this building for any attending fire service would mainly be via Major Street which would provide access to the Mechanics section, the entrance to this building vis Princess Street is currently not being used, while access to the People's section would be via the Hart Street entrance. The underground car park can be accessed via a shutter entrance which is located at the rear of the building on Abingdon Street. There is currently some form of construction work being undertaken on the adjacent building to this premises and there has been a portacabin erected within Hart Street which would impede on any fire service vehicle access.

Building Classification
Commercial

Number of Staircases
Two

Number of Storeys
Five - Basement - Third floor

Number of Final Exits
This building has four final exits, two of which only appear to be in use, these are he main entrance to the Mechanics section on Major Street and the entrance/ exit on Hart Street

Lifts
Passenger Lift

Means of Escape
Dual Means of Escape

Lobbied Stairwells
Yes

Occupancy Details

Building Usage & Occupancy
The building is a multi-occupied premises, with one section being occupied by the People's museum on a once to twice a week occupancy for storage purposes. Whilst the Mechanics Institute section of the premises is open five days a week minimum and occasionally on weekends, this section of the building is open to members of the public to attend meetings and conferences.

Location and Neighbours
This building is located on Princess Street, Manchester and appears to be surrounded by other commercial premises, whilst there is a large public car parking section to the rear of the building located off Abingdon Street.

Operating Hours
Monday - Friday " Mechanics" 07.30 - 23.00. Whilst the People's Museum once a week 09.30 - 17.00

Site Contacts & Key Personnel
Manchester City Council - Elliw Hughes - Property Advisor.
The Mechanics Institute - Joanne Marshall.
The People's Museum - Mike Prescott, Sam Jenkins.

Fire Precautions

Emergency Lighting
Complies with BS5266

Extinguishers
Complies with BS5306

Fire Detection
BS 5839 - 1 L3 system

Evacuation Strategy
Simultaneous

Evacuation Strategy Notes
The assembly point for this building is NCP carpark located to the rear of building on Abingdon Street.

3 BUILDING LAYOUT

The building comprises of a shared basement area, whilst there is a small underground car parking facility, also located within the basement is the main electrical intake room, a gas meter room, and sum storage rooms which are occupied by the people's museum, the underground car park also has a sprinkler system installed with the main sprinkler stop valve and equipment located within a caged section. The boiler room is located within the basement section of the mechanics occupied area, along with the lift motor room.

The building has two staircases, one main staircase which is within the mechanics section of the building, whilst there is an alternative escape stair which is within the people's section of the premises and services all floors. There are two escape access doors from the people's section of the premises which lead into the mechanics demise, these are located at the ground floor and first floor levels. The ground floor section disperses into the staircase area of the ground floor, whilst the first-floor door opens into a small corridor section of the first-floor office area of the mechanics part of this building.

The basement section of the building has parking facilities for a small number of vehicles which would be around six. There is a main electrical intake in the basement which feeds the people's museum section. The basement has a sprinkler system installed and coverage of this system is extended into certain storage rooms. The main sprinkler system operating system and sprinkler stop valve is located within a caged section. The building has two staircases one of which is a accommodation staircase and a rear protected staircase. The rear protected staircase is shared staircase between both tenants.

The ground and first-floor sections of the building are mainly occupied by the people's museum. Whilst the Mechanics Institute mainly occupy both the second and third floor sections of the building. The building has a passenger lift which is located within the ground floor part of the Mechanics section of the premises.

FLOOR	ROOMS & USE	FINAL EXITS
Basement	Underground car park, Boiler Room, lift motor room, storage rooms, electrical intake room, gas meter room,	Two
Ground Floor	Entrance foyers, store rooms, archive rooms, offices, toilets	Three
First Floor	Collections room, small work rooms/ offices, archives store, banner room, kitchenette, register and records room, disused IT room, store room, office., kitchen, toilets'.	Two
Second Floor	Main hall, congres room, bar, UIA insurance room, toilets, Jack Flanagan room, The woods room, Frances Dean room, store rooms.	Two
Third Floor	Store rooms, Mary Quaile room, trade union room, toilets, Alcove room, Peterloo room, John Tocher room.	Two

4 SIGNIFICANT FINDINGS

This assessment identifies 35 actions and 26 controls.

35 ACTIONS	INCOMPLETE
SHORT TERM	15
MEDIUM TERM	18
LONG TERM	1
RECOMMENDATION	1

26 CONTROLS	ONGOING
ALL	26

Sources of Ignition

? Are reasonable and appropriate measures taken to prevent fires of electrical origin?

NO

MEDIUM TERM

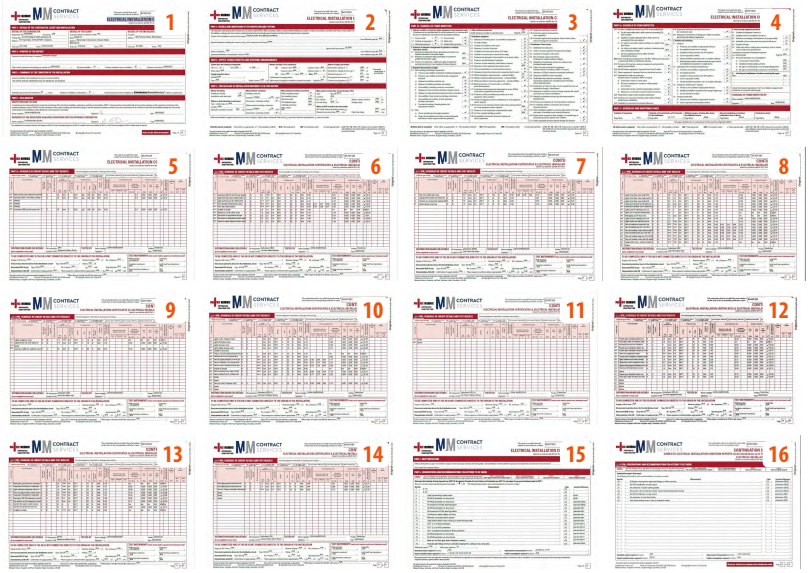
HIGH

REFERENCE RB-B9XRKF
DUE 26/06/2023
CATEGORY Maintenance: Electrical and Gas Inspections

- The outcome of the 5 year fixed wire test deemed the system unsatisfactory. No evidence that 'C' category defects have been addressed in relation to their risk level and closed out.

  Ensure that 'C' category defects identified as a result of the fixed wire test are addressed within a time frame appropriate to their risk level and closed out.

  LOCATION Electrical Installation Condition Report



- As this assessment only covers the common areas and sections of this building which are under the control of Manchester City Council. Any PAT testing of equipment within the non common areas would be the responsibility of the tenants and therefore should be covered as part of their own fire risk assessments.
- As this assessment only covers the common areas and sections of this building which are under the control of Manchester City Council. There was no evidence of any extension cables/ adaptors being used. Any type of such equipment within the non common areas would be the responsibility of the tenants and therefore should be covered as part of their own fire risk assessments.

? Are reasonable measures taken to prevent fires as a result of smoking?

YES

- Smoking (including e-cigarettes) is prohibited in all areas. Appropriate signage is installed in accordance with the requirements of The Smoke-free (Signs) Regulations 2012.

Measures to Prevent Arson

? Are the security arrangements on-site considered to be reasonable?

YES

- The building has CCTV and an intruder alarmed within the mechanics institute section only. Whilst within the People's museum section there is a separate intruder alarm and access control system for entering the building.

? Is there any external fire load which could be considered an arson risk?

NO

- There was quite an amount of rubbish that had built up at the side of the entrance to the people's section of this building.

  MCC should consult with the occupiers " people's museum" about cleaning up this external section.

  LOCATION External walkway People'smuseum

  SHORT TERM
  LOW
  REFERENCE RB-6QCZM4
  DUE 26/06/2023
  CATEGORY Housekeeping and Policy: Escape Routes

- Within the underground car parking section it was noted that there were some plastic bin bags that had been filled, unsure of the contents, plus some cardboard. As this section of the building is accessible from both the areas and also the possibility of tailgating through the vehicle access shutter, there is the potential for deliberate fire setting.

  MCC should consult with both tenants to establish who the bin bags belong to and they should be disposed of appropriately. MCC and tenants should introduce a schedule for monitoring this section of the building to prevent a reoccurrence.

  LOCATION Basement car park

  17

  18

  SHORT TERM
  MEDIUM
  REFERENCE RB-1E6U9D
  DUE 02/06/2023
  CATEGORY Housekeeping and Policy: Flammable Material Storage

- External areas are clear of any fire loading which could present an arson risk. There was a small amount of rubbish that had built up at the side of the path on Hart Street, which has been actioned above.

- The basement underground car parking section of this building is were the wheelie bins are located.

  19

Heating Installations

? Are all heating appliances & installations subject to regular maintenance & kept clear of combustibles?

NO

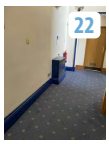
- No certification evidence for the servicing/maintenance of the gas installation.

  Confirm that the gas installation has been serviced within the last 12 months and the building has a valid gas safety certificate in accordance with the Gas Safety (Installation and Use) Regulations 1998.

  LOCATION Gas Safety

  MEDIUM TERM
  MEDIUM
  REFERENCE RB-JCADNC
  DUE 26/08/2023
  CATEGORY Maintenance: Electrical and Gas Inspections

- The premises is heated by a central heating system using low pressure water radiators and a central boiler. There are also electrical heaters located within the main staircase of the "Mechanics" area of the building. It also appears that there is air conditioning within the "People's Museum" section of the building.



Are there suitable measures taken to prevent fires as a result of cooking? **YES**
This fire risk assessment is only for areas and sections of this building that are under the control of Manchester City Council and the only sections of this building that has kitchen facilities are under the control of either tenant. These areas would therefore be covered by each tenants own fire risk assessment.

Hazards Introduced by Contractors & Building Works

Are fire safety conditions imposed on those undertaking building works/repairs on-site? **YES**

- External contractors working on behalf of the Responsible Person are accredited and their competency periodically assessed.

Are there any flammable/hazardous substances on-site, & are they managed & controlled appropriately? **NO**

- There are no significant quantities of hazardous substances stored on site

Are there any other significant fire hazards or process hazards which could impact on the general fire precautions in the building & are appropriate arrangements in place to manage these risks? **NO**

- No other significant fire hazards or processes identified.

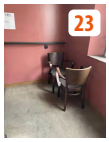
Housekeeping

Is the standard of housekeeping in common areas such as those accessed by staff, visitors & members of the public adequate? **NO**

- Combustible items noted within the alternative escape staircase which is located within the People's museum section.

  It must be ensured that the means of escape routes are kept free of any combustible items at all times. This is important as this is the alternative means of escape route for the mechanics institute.

  LOCATION Alternative means of escape staircase People's museum section

  SHORT TERM
  HIGH
  REFERENCE RB-W6KYEV
  DUE 02/06/2023
  CATEGORY Housekeeping and Policy: Escape Routes

- Within the staircase which is located in the " Mechanics Institute" section there were recyclable collection points. Although on inspection it was noted that these were empty this could still pose a potential fire risk for potential deliberate fire setting.

  As this is on a means of escape route, MCC should consider either relocating these units or introduce a means of monitoring them to prevent any opportunities for deliberate fire setting.

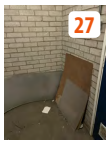
  LOCATION Staircase " Mechanics" section

  SHORT TERM
  MEDIUM
  REFERENCE RB-TNETDY
  DUE 26/06/2023
  CATEGORY Housekeeping and Policy: Escape Routes

- There was a small amount of combustible material found within the protected lobby leading to the escape stair from the basement within the " Mechanics" section.

  As this is a means of escape route this area should be kept sterile. MCC should consult with the tenant to ensure measures are introduced to monitor this area to prevent a reoccurrence.

  LOCATION Basement lobby - Mechanics section.

  SHORT TERM
  MEDIUM
  REFERENCE RB-59ZKIU
  DUE 02/06/2023
  CATEGORY Housekeeping and Policy: Escape Routes

- Surface mounted wiring systems noted within the underground car park section were not adequately supported with metallic/fire-resisting supports.

  The cable fixings, as noted within this area should be replaced with a cable support system which ensures that wiring is not liable to premature collapse in event of fire.

  LOCATION Underground car park

  MEDIUM TERM
  MEDIUM
  REFERENCE RB-T3JHIV
  DUE 26/08/2023
  CATEGORY Works: General Electrical Works

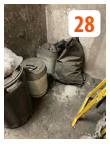
? Is the standard of housekeeping adequate in non-communal areas including plants rooms, work places & rooftops?

NO

- Rubbish and waste materials found within the main electrical room.

  Where identified all unnecessary combustibles or waste should be removed from site and appropriately disposed off.

  LOCATION Electrical room - Basement

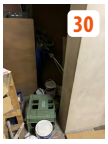
  

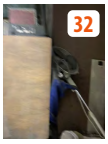
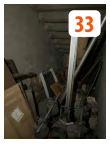
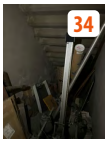
  SHORT TERM
  HIGH
  REFERENCE RB-47BP5F
  DUE 02/06/2023
  CATEGORY Housekeeping and Policy: Flammable Material Storage

- Rubbish and waste materials found within the lift motor room.

  Where identified all unnecessary combustibles or waste should be removed from site and appropriately disposed off.

  LOCATION Lift motor room - Basement " Mechanics" section

  SHORT TERM
  HIGH
  REFERENCE RB-W5J3FD
  DUE 02/06/2023
  CATEGORY Housekeeping and Policy: Flammable Material Storage

Means of Escape

? Is the design of escape routes adequate?

YES

- The escape routes in the building are considered to be satisfactory with an adequate provision of exits. The building has three entrances which are located on the following streets, Princess street, Major Street and Hart Street. The main entrance/exit is currently not being used, whilst the two main entrance/ exits for this building which are currently in use is the entrance to the "Mechanics institute which is located on Major street, whilst he main entrance/ exit point for the "People's museum is on Hart Street. The entrance in Hart Street is the alternative means of escape for the occupants of Mechanics Institute section.

Are travel distances in common areas acceptable? **YES**

- The travel distances in both a single direction and where there are an alternative means of escape are considered to be within the accepted distances for this type/use of premises.

Are travel distances in non-common areas such as plant rooms satisfactory? **YES**

- The travel distances in a single direction are considered to within the accepted distance for plant rooms.

Are there a suitable number of fire exits & can they be easily opened without delay? **NO**

- The alternative means of escape route from the mechanics section of this building are being controlled with devices that are not suitable for use by the members of public for such a building.

  MCC should ensure that these fire exit doors are fitted with simple suitable easy operational opening devices. It should be ensured that suitable and sufficient means of opening these doors are installed which should be in the form of pushbars and push pad s opening devices.

  LOCATION Alternative means of escape route Mechanics section

  SHORT TERM
  HIGH

  REFERENCE RB-EF6EIK
  DUE 26/06/2023
  CATEGORY Maintenance: Doors and Compartmentation

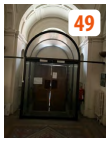
- It was noticed that not all the available exits from the People's museum section of the building. The main exit wasn't open or available at the time of assessment.

  MCC should consult with the tenant to ensure when the premises is occupied and occupants may be working in this area, all exits should be available to aid quick and safe escape in an emergency situation.

  LOCATION Main front from People's Museum section

  SHORT TERM
  HIGH

  REFERENCE RB-SX25BE
  DUE 26/06/2023
  CATEGORY Housekeeping and Policy: Escape Routes



Are escape staircases adequately protected? **YES**

- There is lobby protection to the alternative means of escape stair within the " People's museum section of the building. Whilst there is also some lobby protection within the staircase within the " Mechanics Institute section of the building. Both of the basement staircases have lobby protection.

Are the means of escape unobstructed?
See housekeeping

NO

Are there suitable precautions for inner rooms?

YES

- Inner rooms have either detection in the outer/access room or vison panel so that those within the inner room have clear visibility of the exit route

Are there adequate provisions for disabled means of escape within the demise?

NO

- The premises has arear protected staircase located within the "People's Museum" section of the building and there is signage displaying refuge areas. There are no refuge aids or any communication system for this building.

  MCC should consult with the tenants and ensure that there are suitable means for assisting and evacuating members of the public who attend events within this building. Therefore evacuation aids and a means of communication is provided to assist with the evacuation of any occupants that would require assistance in an emergency situation.

  It is the responsibility of both "Manchester city council " and the tenants " (and not the Fire & Rescue Service) to ensure all persons can safely evacuate the premises safely.

  LOCATION Evacuation Procedures.

SHORT TERM
HIGH
REFERENCE RB-KVCNXH
DUE 26/06/2023
CATEGORY Housekeeping and Policy: Policy and Procedural

Compartmentation & Separation

Is the compartmentation & separation within the building of an acceptable standard?

NO

- There were breaks/penetrations in the compartmentation between the basement and upper floors within the "people's museum" section.

  Ensure that there is imperforate 60 minute fire rated compartmentation between the basement and upper floors.

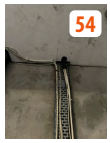
  LOCATION Main electrical intake room - basement

MEDIUM TERM
MEDIUM
REFERENCE RB-QT22H8
DUE 26/08/2023
CATEGORY Maintenance: Doors and Compartmentation

- There were breaks/penetrations in the compartmentation between the basement and upper floors in common section of the underground car park.

  Ensure that there is imperforate 60 minute fire rated compartmentation between the basement and upper floors.

  LOCATION Underground Car park

MEDIUM TERM
MEDIUM
REFERENCE RB-TK3M6P
DUE 26/08/2023
CATEGORY Maintenance: Doors and Compartmentation

- There are two connecting escape doors between the ground floor and first floors of this premises. An assessment was undertaken of the first floor section only. On inspection it was noticed that the standard of the door was only thirty minutes.

  Given that the two parties occupying this building are separate entities it should therefore be ensured that these doors should be a minimum of sixty minutes rating.

  LOCATION Ground and first floor

MEDIUM TERM
MEDIUM
REFERENCE RB-S25KRL
DUE 26/08/2023
CATEGORY Maintenance: Doors and Compartmentation

The premises has an existing ventilation system installed, within the basement section, whilst the assessor was advised that within the people's section there was air-conditioning installed, but unsure if this is still operational. There was no evidence to confirm that fire dampers are provided as necessary to protect critical means of escape against the passage of fire and smoke in the early stages of a fire.

Where ventilation systems might assist the spread of flames, smoke and hot gases from a fire it will be necessary to take steps to safeguard the means of escape against this hazard, this may include the use of fire dampers where necessary. Management should confirm if the dampers are installed and if so have they been serviced.

LOCATION Basement car park - People's museum section

MEDIUM TERM

MEDIUM

REFERENCE RB-X9FIT8
DUE 26/08/2023
CATEGORY Maintenance: Doors and Compartmentation

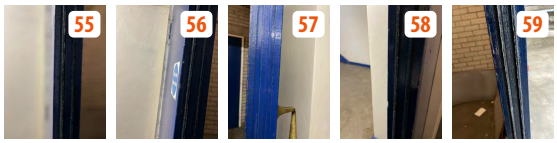
? Are fire doors within the common areas of the appropriate fire resistance, with adequate self-closers & fitted & maintained in an acceptable condition?

NO

Fire doors have been identified with defects that will affect their integrity or performance in a fire situation. The intumescent strips and cold smoke seals have been painted over in the staircase lobby area leading to he ground floor section of the mechanics section.

MCC should ensure that they install new cold seals and intumescent strips to these doors.

LOCATION Basement lobby - Mechanics section.



MEDIUM TERM

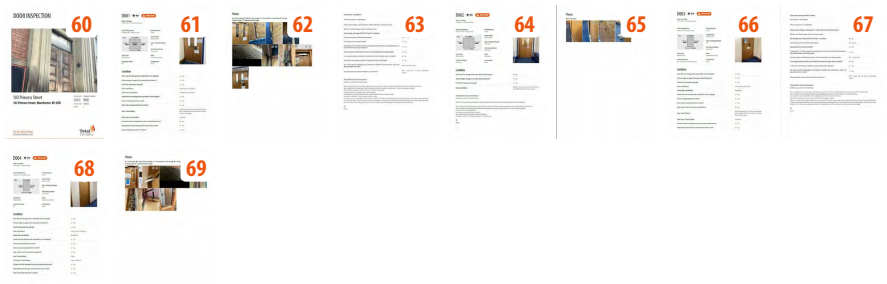
MEDIUM

REFERENCE RB-GZNNZK
DUE 26/08/2023
CATEGORY Maintenance: Doors and Compartmentation

The premises has had a recent fire door inspection conducted.

Management should ensure that the findings of this assessment are conducted and the appropriate measures are undertaken and actioned to ensure compliance.

LOCATION Fire doors



MEDIUM TERM

MEDIUM

REFERENCE RB-TM2T9S
DUE 26/08/2023
CATEGORY Maintenance: Doors and Compartmentation

Fire doors have been identified with defects that will affect their integrity or performance in a fire situation.

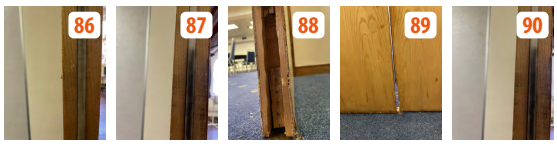
MCC and the tenant " Mechanics Institute" to ensure that these defects are either rectified, repaired or replaced.

LOCATION Fire Doors

MEDIUM TERM

MEDIUM

REFERENCE RB-MMN1B4
DUE 26/08/2023
CATEGORY Maintenance: Doors and Compartmentation



Are fire doors in non-common areas such as plant rooms, of the appropriate fire resistance, have adequate self closers fitted & are maintained in an acceptable condition?

YES

- The doors/frames appear to be notional FD30 & FD60 fire doors and appear to be in good condition. (N.B. - From limited visual inspection; certification not seen; adequacy of installation not confirmed).

Are arrangements in place for the periodic inspection of fire doors within the common & non-communal areas of the building?

NO

- Management should implement a rolling programme of checks to ensure that common area fire doors are of the appropriate fire resistance, are self-closing and in adequate condition.

  WHY No records were available to verify if routine checks of fire doors are being undertaken within the "People's Museum" section.

LONG TERM
MEDIUM
REFERENCE RB-RLAH7Y
DUE 26/05/2024
CATEGORY Maintenance: Doors and Compartmentation

Where fire doors are fitted with hold-open devices, are they suitable & maintained?

N/A

- No hold-open devices fitted to any of the fire doors.

Emergency Lighting & Signage

Is there a reasonable standard of emergency escape lighting on-site, & is the emergency lighting appropriately maintained?

NO

- No evidence has been provided to demonstrate that either a monthly function test or annual test/maintenance of the building emergency lighting is being undertaken.

  Ensure that the emergency lighting system is tested monthly and annually in accordance with BS:5266 Part 1

  LOCATION Emergency Lighting - Site wide

SHORT TERM
MEDIUM
REFERENCE RB-UHVY4H
DUE 26/06/2023
CATEGORY Housekeeping and Policy: Regular Testing

- On inspection it appeared that there didn't seem to be any emergency lighting within either the boiler room or the lift motor.

  MCC should ensure that there is a suitable and sufficient level of emergency lighting within these locations. It should be ensured that there is a suitable level of emergency lighting conforming to BS 5266-1.

  LOCATION Boiler room & Lift motor rooms

MEDIUM TERM
MEDIUM
REFERENCE RB-YMZYU2
DUE 26/06/2023
CATEGORY Works: Fire Safety Equipment Works

Is the level of fire safety signage & notices in the building of an acceptable & appropriate standard?

NO

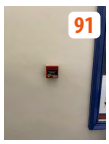
- There was a lack of fire safety signs and notices. Fire action notices are required adjacent to all Manual call-points.

  It is recommended that all manual call points are accompanied by fire action notices reflecting the evacuation strategy, with the location of the fire assembly point clearly stated. Fire action notices should state the action to be taken upon discovering a fire and upon hearing the fire alarm.

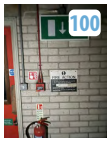
  All fire safety signs should be clearly visible and unambiguous. Signs and notices should comply with BS5499 and the Health and Safety (Safety Signs and Signals) Regulations 1996.

  LOCATION Escape staircase - Mechanics section

SHORT TERM
MEDIUM
REFERENCE RB-3GPMXR
DUE 26/06/2023
CATEGORY Maintenance: Signage



- The level of directional and other fire safety signage is considered to be appropriate, or than within a small section which has been identified within this report in the mechanics and people's museum sections.



- Fire Action Notices throughout the building describe the correct fire evacuation arrangements.

Fire Detection & Active Fire Systems

? Does the building have an appropriate fire alarm & is the system proportionate to the risk & adequately maintained?

NO

- The alarm panel was located away from the main entrance and would not be immediately accessible to the Fire & Rescue Service. The fire alarm panel was located within a cupboard within a disused foyer / waiting room section off the main entrance lobby of the "People's Museum" section.

  Given that this section of the building is sparsely occupied at times.
  It is recommended that a repeater fire alarm panel be located to the main entrance in the " Mechanics Institute" section where it would be immediately visible to the Fire & Rescue Service (FRS).

  In the short term, measures should be implemented to advise the FRS as to the location of the panel.

  WHY The alarm panel was located away from the main entrance and would not be immediately accessible to the Fire & Rescue Service.
  LOCATION Fire alarm panel

MEDIUM TERM
MEDIUM

REFERENCE RB-4FF1S5
DUE 26/08/2023
CATEGORY Works: Fire Safety Equipment Works

- There was a Zone Plan for the building, but this is located within a cupboard in the "People's Museum" section of the building

  An appropriate and simple to understand Zone Plan should be displayed next to a repeater Fire Alarm Panel. This should be located within the Main reception area of the " Mechanics Institute" section of the bulding

  WHY There was no Zone Plan for the building.
  LOCATION Zone Panel

MEDIUM TERM
MEDIUM

REFERENCE RB-XE15UE
DUE 26/08/2023
CATEGORY Works: Fire Safety Equipment Works

No evidence to confirm the fire alarm and detection system is tested weekly by the occupier or their representative.

To comply with the relevant standard BS 5839 part 1, ensure that the fire alarm is checked:

Daily - Check the fire alarm panel to ensure the system is active and fully operational.

Weekly - Test fire-detection and warning systems and manually-operated warning devices. Test from a different manual call point each week using a test key.

Test must be recorded in the fire safety logbook.

LOCATION Fire alarm testing

SHORT TERM

HIGH

REFERENCE RB-S4JMV4
DUE 02/06/2023
CATEGORY Housekeeping and Policy: Regular Testing

The fire alarm system is not considered adequate for the building and occupancy. Within the People's Museum section of the building there are sections of the premises that haven't been provided with sufficient level of detection to conform to a BS5839-1 L3 system

Recommended that the fire alarm system is upgraded to an L3 system in accordance with BS5839 Part 1.

LOCATION Fire Alarm and detection coverage - People's museum section.

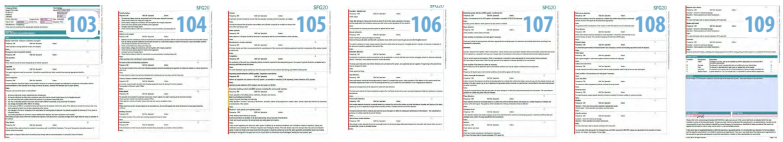
MEDIUM TERM

MEDIUM

REFERENCE RB-616TPP
DUE 26/08/2023
CATEGORY Works: Fire Safety Equipment Works

The building has a fire alarm and detection system which comprises of detectors and manual call points. The system appears to conform to a BS5839-1 L3 system within the " Mechanics Institute" section of the building whilst coverage within the people's museum " section is not fully compliant with an L3 system. There is also detection within the small underground car park section of the building.

The 6 monthly testing of the fire alarm system was undertaken on 23/03/23.



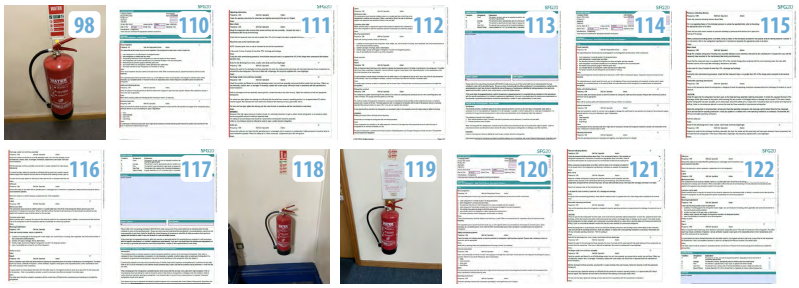
? Does the fire alarm system have remote transmission of alarm signals? **YES**

The fire alarm system is monitored by an Alarm Receiving Centre for property protection.

Portable, Fixed Fire Fighting Equipment & Fire Service Provisions

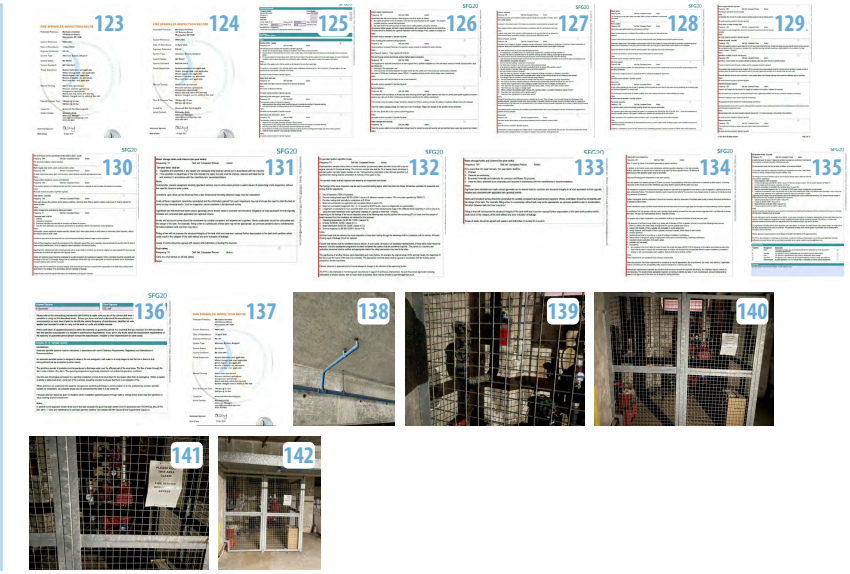
? Where necessary is there appropriate provision of manual fire fighting equipment, is it readily accessible and adequately tested/maintained? **YES**

Appropriate distribution and type of extinguishers distributed throughout the building.



? Where installed are automatic fire suppression systems maintained & regularly inspected in line with regulatory requirements? **YES**

The underground car park is fitted with a sprinkler system.



? Where necessary is there adequate fire service access, provisions and equipment on site. Also where fire service equipment is provided is it adequately tested/maintained?

YES

- There is currently some form of construction work being undertaken on the adjacent building to this premises and there has been a portacabin erected within Hart Street which would impede on any fire service vehicle access.

  Therefore it is recommended that MCC monitor the access issue relating to the Hart Street access/ egress for this building whilst ongoing work is being conducted. It is recommended that if there is a requirement for the fire service to attend this premises and access to the people's museum is required, then this should be via the main entrance to this section of the building which is located on Princess Street should be made available.

  LOCATION Hart Street side entrance

RECOMMENDATION

NO SEVERITY

REFERENCE RB-2GRZTE
DUE 26/07/2023
CATEGORY Works: General Building Works

- The access to this building for any attending fire service would mainly be via Major Street which would provide access to the Mechanics section, the entrance to this building vis Princess Street is currently not being used, while access to the People's section would be via the Hart Street entrance.

  The underground car park can be accessed via a shutter entrance which is located at the rear of the building on Abingdon Street.

  There is currently some form of construction work being undertaken on the adjacent building to this premises and there has been a portacabin erected within Hart Street which would impede on any fire service vehicle access.

Procedures & Arrangements

? Does the organisation have suitable management arrangements in place to define how fire safety is managed in its premises?

NO

- No written fire safety policy was seen on site.

  A fire policy should be created that covers arrangements for fire safety management, fire safety risk assessments, fire safety training and planned preventative maintenance. This should be reviewed regularly to check it is kept up to date.

  LOCATION Fire Safety Policy

MEDIUM TERM

MEDIUM

REFERENCE RB-JNFTF6
DUE 26/08/2023
CATEGORY Housekeeping and Policy: Policy and Procedural

There didn't appear to be anybody from an MCC perspective available or documented who is responsible for the managing fire safety.

A person with regular contact with the site must be appointed to manage fire safety.

MEDIUM TERM
MEDIUM

REFERENCE RB-5T6WLE
DUE 26/08/2023
CATEGORY Housekeeping and Policy: Policy and Procedural

? Are premises fire safety evacuation procedures in the event of fire appropriate for the building and properly documented? **YES**

There are fire action notices displayed within the relevant areas and sections of this building which explain the evacuation strategy and what o do in the event of a fire situation.

? Are routine in-house inspections of fire precautions undertaken (e.g. in the course of Health & Safety inspections)? **NO**

There was no evidence available to confirm if any fire safety checks of the premises is being conducted either on a daily or weekly basis, to confirm the suitability of the fire arrangements within the building, which would incorporate the means of escape routes and other potential fire hazards.

MCC should consult and liaise with the tenants to ensure that regular checks are conducted of their relative sections and the common areas. Management should implement that a checklist is produced to ensure these measures are performed.

LOCATION Fire safety checks

SHORT TERM
MEDIUM

REFERENCE RB-YLKC8I
DUE 26/06/2023
CATEGORY Housekeeping and Policy: Policy and Procedural

? Are there suitable & sufficient arrangements for those who may not be able to self-evacuate in the event of an fire? **NO**

See means of escape section.

? If the property has shared escape routes or forms part of a larger site with other 'Responsible Persons', is there appropriate co-ordination & liaison between all parties & where necessary is this documented in the fire evacuation strategy? **NO**

The property has multiple agencies involved/present who share responsibility for fire safety arrangements and management.

Management should confirm/ensure that there is a documented protocol in place for the coordination of fire safety arrangements, management and maintenance. Including the sharing of relevant fire safety information such as this fire risk assessment. This protocol should take the form of a matrix clearly defining the responsibilities of the various duty holders.

LOCATION Fire safety arrangements

MEDIUM TERM
MEDIUM

REFERENCE RB-ZMZEFT
DUE 26/08/2023
CATEGORY Housekeeping and Policy: Policy and Procedural

Training & Drills

? Are all staff given adequate fire safety instruction & training? **YES**

There are no MCC staff based onsite at this premises that would require fire safety training. The requirement for fire safety training should be covered within the tenants own fire risk assessments.

Where staff have additional responsibilities in the event of a fire evacuation, are they provided with adequate fire safety instruction & training?
There are no MCC staff based onsite at this premises that would require additional fire safety training. The requirement for fire safety training should be covered within the tenants own fire risk assessments.

YES

Where necessary are fire drills undertaken?

NO

- There are no suitable records of fire evacuation drills.

  It is recommended that fire drills are conducted at suitable intervals with comprehensive records maintained detailing the evacuation drill and those who participated.

  LOCATION Evacuation Drills

  MEDIUM TERM

  MEDIUM

  REFERENCE RB-DJEWQE
  DUE 26/08/2023
  CATEGORY Housekeeping and Policy: Regular Testing

- There is no designated signage confirming the location of the main assembly point for this building within the car parking section which is located on Abingdon Street.

  MCC should consult with the tenants to ensure that suitable signage is erected within this area which signifies and identifies the assembly point.

  LOCATION Assembly point

  SHORT TERM

  MEDIUM

  REFERENCE RB-GGPHDM
  DUE 26/06/2023
  CATEGORY Housekeeping and Policy: Policy and Procedural

5 PHOTOS

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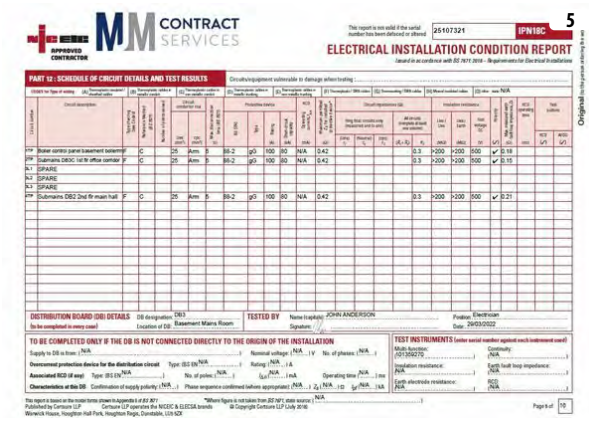
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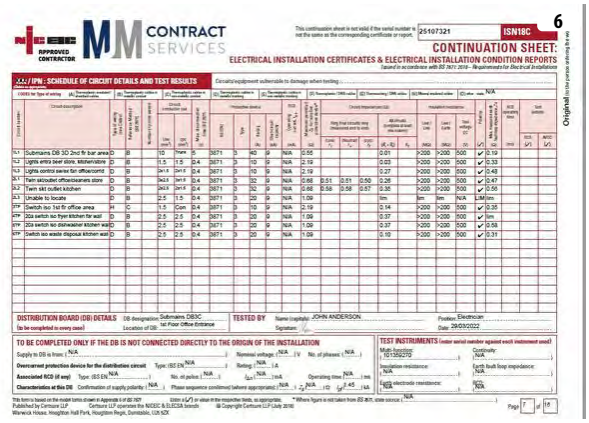
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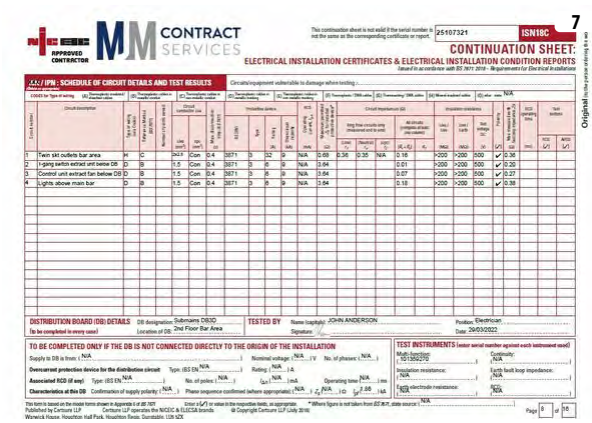
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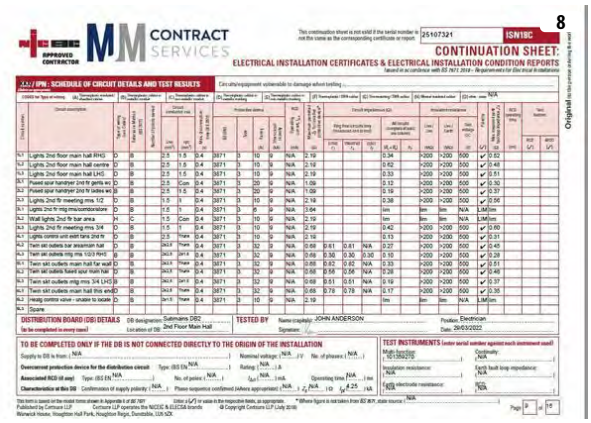
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RiskBase

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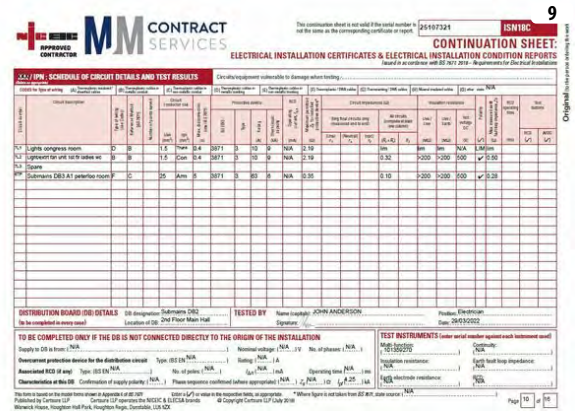
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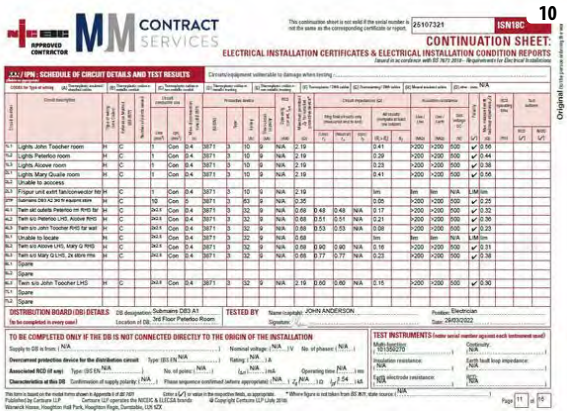
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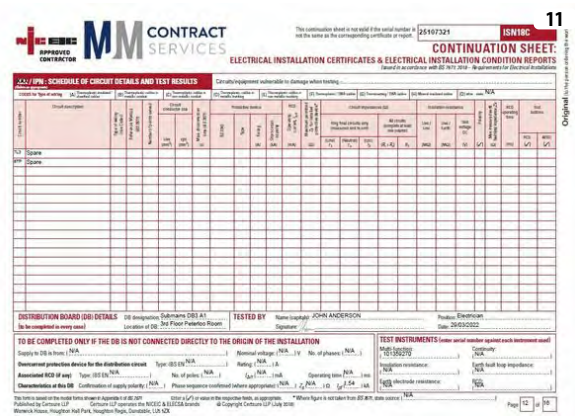
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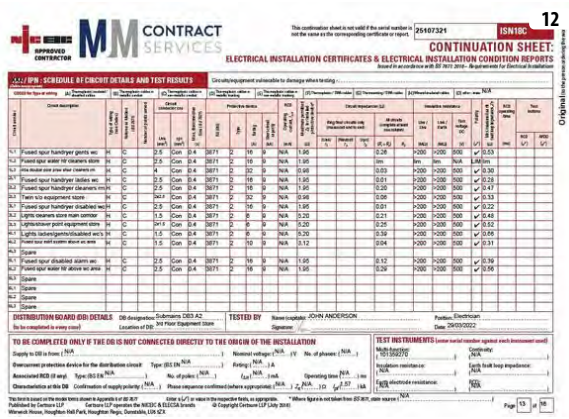
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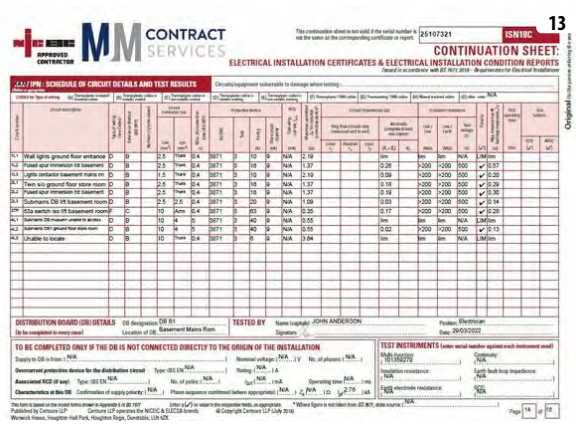
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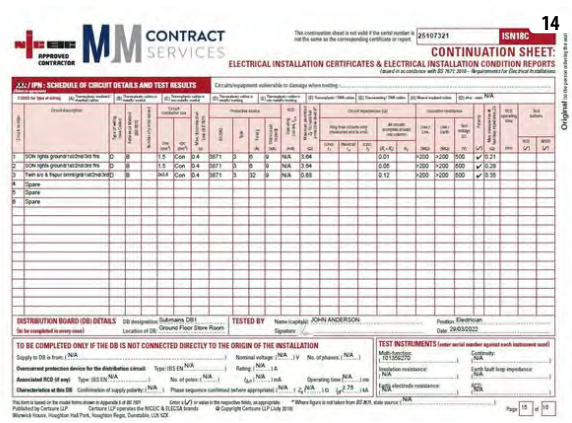
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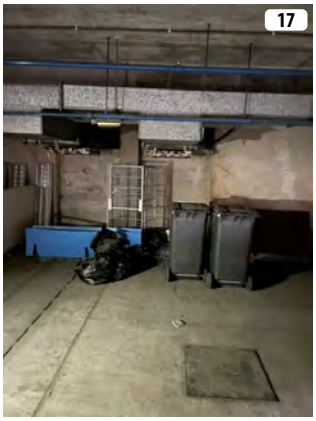
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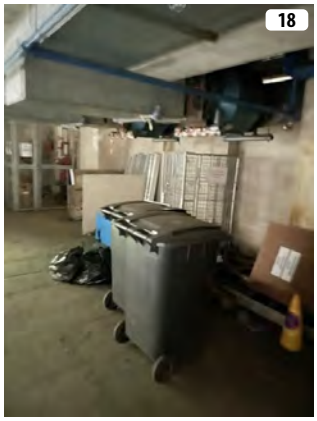
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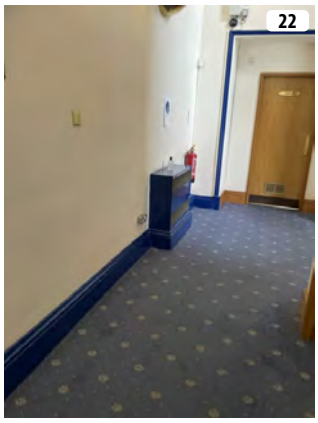
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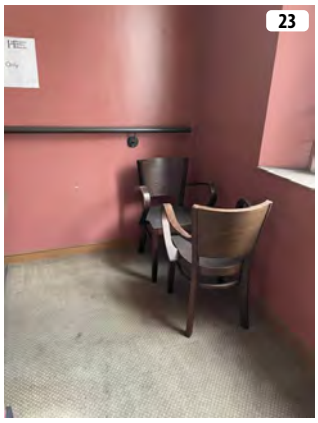
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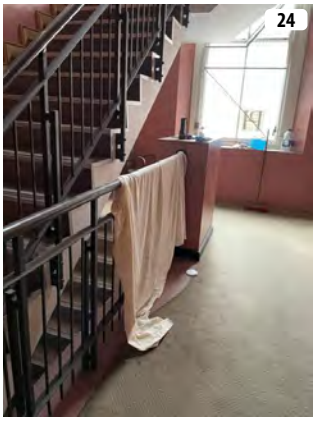
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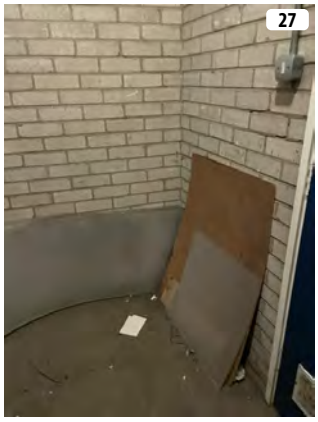
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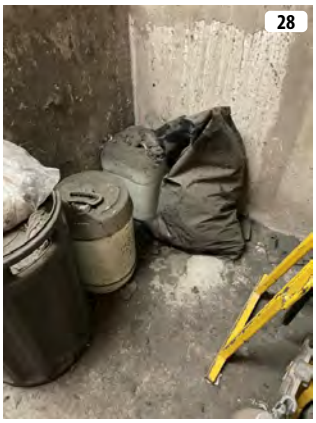
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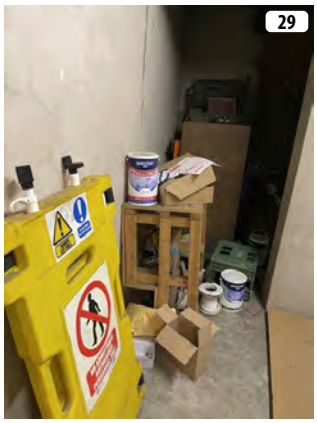
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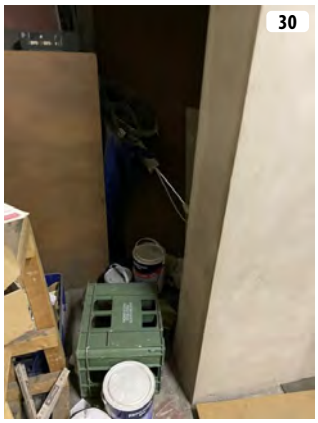
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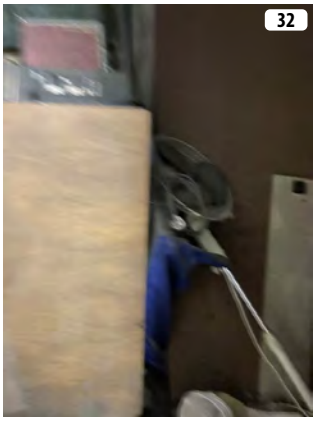

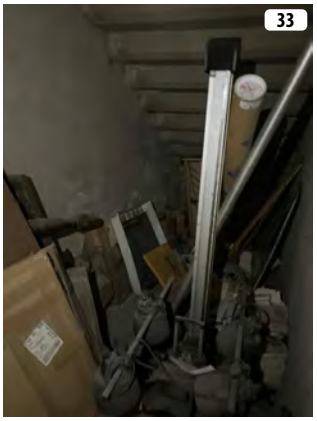

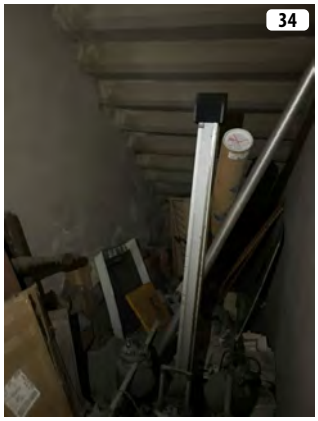

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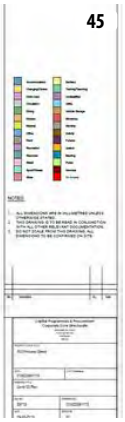

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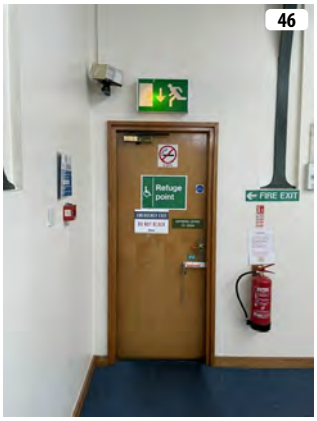

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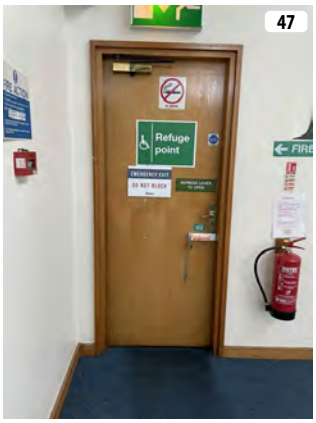

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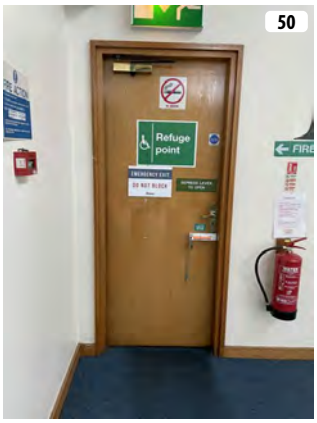

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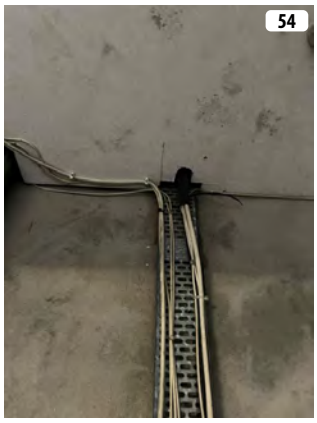
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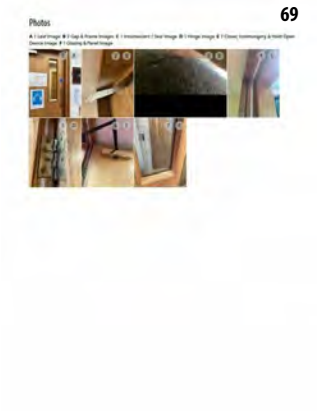

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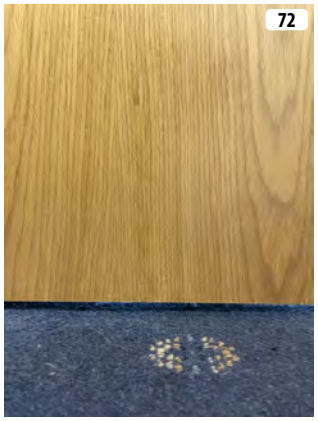

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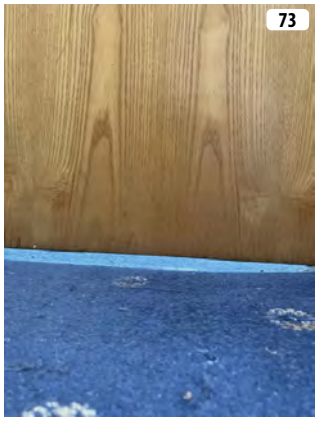

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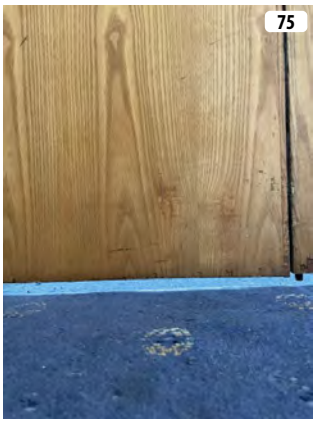

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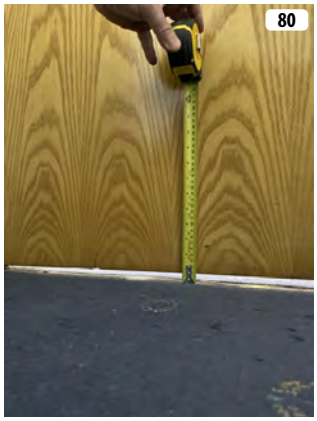

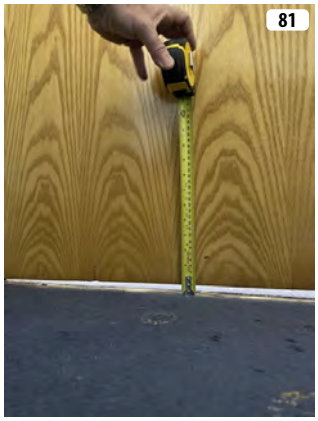

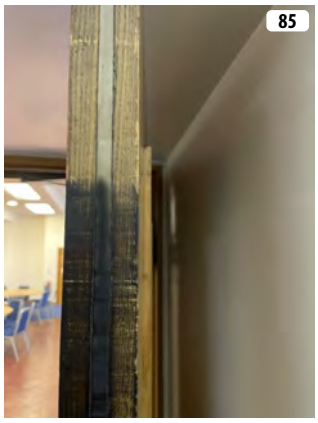

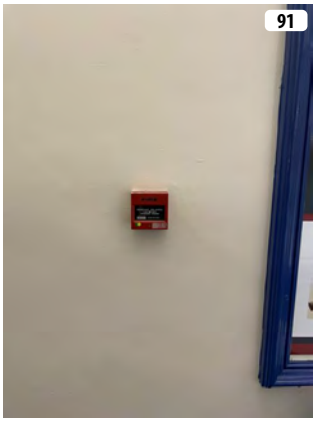

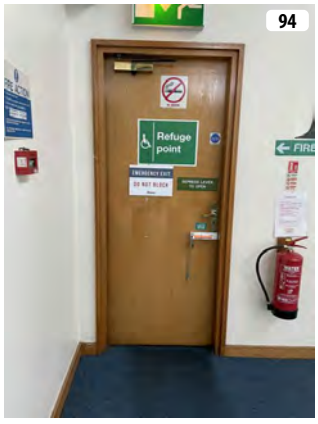

Photos Continued...

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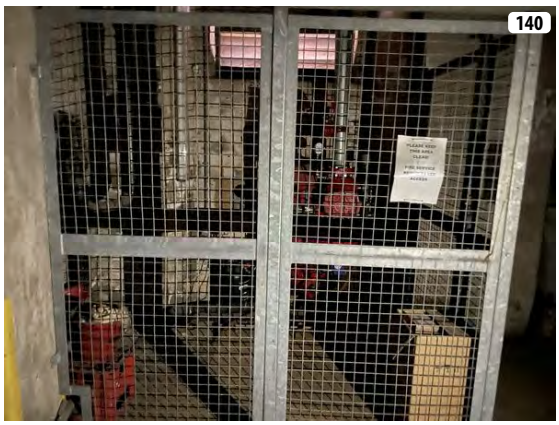

Photos Continued...

144

FIRE INSTRUCTIONS

IF YOU DISCOVER A FIRE:
1. RAISE THE ALARM BY OPERATING THE NEAREST ALARM POINT. INFORM A MEMBER OF STAFF IF POSSIBLE.
2. ATTACK THE FIRE WITH THE EQUIPMENT PROVIDED, ONLY IF IT IS SAFE TO DO SO.
3. LEAVE THE PREMISES BY THE SAFEST ROUTE. DO NOT USE THE LIFT.
4. ENSURE THE FIRE SERVICE HAS BEEN CALLED.

IF YOU HEAR THE FIRE ALARM:
1. LEAVE THE PREMISES BY THE SAFEST ROUTE.
2. CLOSE ALL DOORS BEHIND YOU.
3. REPORT TO ASSEMBLY POINT MAJOR ST
4. DISABLED REFUGE POINTS ON STAIR WELL. FOLLOW SIGNS.
5. ENSURE FIRE SERVICE HAS BEEN CALLED

DO NOT:
A) DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED BY A FIRE BRIGADE OFFICER, OR A MEMBER OF STAFF.
B) DO NOT SHOUT OR RUN. THIS TENDS TO CAUSE PANIC.
C) DO NOT USE THE LIFT AS A MEANS OF ESCAPE.

THE ASSEMBLY POINT IS ON MAJOR STREET.
Opposite the Mechanics Centre entrance.

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With 104 offices in 44 countries, we draw on our extensive global and industry experience to manage risk while maximising value and performance during the construction and operation of our clients' assets.

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