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20th December 2021

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143250

Version 1

HSE Report

Fire Risk Assessment

Prepared for

**APAM on behalf of Britannia
Invest A/S**

Visit Date

7th December 2021

Review Date

December 2022

Site Address

Bridgewater House
58-60 Whitworth Street
Manchester
Greater Manchester
M1 6LT

Consultant

Anthony Buck

Reviewed by James Keats, Authorised
Validator



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Ligtas

ENABLING SAFE ENVIRONMENTS

Health & Safety

- ✓ Health and Safety Risk Assessments & Audits
- ✓ Health and Safety Inspection Reports
- ✓ Policies and Procedures writing and review
- ✓ Gap Analysis
- ✓ Expert Witness
- ✓ Disability Access Audits
- ✓ Management Systems analysis and review
- ✓ Accident Investigation
- ✓ Advanced risk assessments, DSEAR, HAZOP and Safety Case support

Training

- ✓ NEBOSH - National Examination Board in Occupational Safety and Health
- ✓ IOSH - Institute of Occupational Safety and Health
- ✓ IEMA - Institute of Environmental Management and Assessment
- ✓ Non-accredited training

Water Safety

- ✓ Legionella Risk Assessments
- ✓ Water Hygiene Audits
- ✓ Schematic Drawings
- ✓ Logbooks and Record Systems
- ✓ Water Sampling and Analysis using UKAS accredited laboratories

Construction

- ✓ Site inspection and surveys
- ✓ CDM consultancy support
- ✓ Effective reporting and client management information

Fire Safety

- ✓ Fire Risk Assessments
- ✓ Emergency Plans
- ✓ Fire Evacuation, Investigation, Management, Safety Policy
- ✓ Dangerous Substances and Explosive Atmosphere Regulations (DSEAR)

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1. Summary

On 7th December 2021, a Fire Risk Assessment was carried out on the common areas of Bridgewater House, Manchester, M1 6LT.

This assessment was commissioned by APAM, on behalf of Britannia Invest A/S, to assist them in fulfilling their duties under relevant fire safety legislation.

Claire Eckersley was available to accompany the consultant during the inspection. Following the assessment a verbal debrief was carried out and issued.

A site inspection and audit of relevant records of examination, testing and maintenance work was carried out. Any inaccessible areas during this assessment are detailed within the limitations section of this report.

This risk assessment is intended to be a working document that can be used to guide future action aimed at improving compliance and maintaining fire safety standards. Following this risk assessment measures must be taken to implement effective, preventative and protective control measures to reduce the risks identified, as well as maintaining ongoing 'general' fire precautions.

Any fire risk assessment must be reviewed by the responsible person regularly so as to keep it up to date, there is no definition of regularly but annually is generally accepted to be best practice.

Risk Assessment Findings

The following risks were identified during the assessment:

Priority	Number of Risks (X)	Risk Rating (Y)	Risk Score (X x Y)
High	0	3	0
Medium	2	2	4
Low	0	1	0
Total Risk Score			4

There were no high-risk actions identified at the time of inspection.

2. Competent Persons

Ligtas Fire Safety Consultants have been appointed by APAM to assist them in the carrying out of their duties under fire safety legislation, specifically in carrying out a fire safety risk assessment in accordance with their duties under the Regulatory Reform (Fire Safety) Order 2005 hereafter referred to as the 'Fire Safety Order'.

3. Introduction

On 7th December 2021, a Fire Risk Assessment was carried out on all areas of Bridgewater House, 58-60 Whitworth Street, Manchester for which the client has responsibility, and a report prepared. The aims of the Fire Risk Assessment are:

- To assist the 'Responsible Person' as defined in the Fire Safety Order to identify general fire precautions, which are to be taken 'so far as is reasonably practicable' to ensure the safety of his employees, the safety of relevant persons and to ensure the premises are safe.
- To assist the Responsible Person in meeting the general fire precautions requirements for the building/area under their control.
- To identify any practices or conditions which could pose significant risks from fire to persons occupying the building.
- To identify any practices or conditions which could pose significant risks to the building, the environment and persons in the immediate vicinity of the building.
- To assist the client in meeting their requirements to ensure compliance with the Fire Safety Order and other fire related issues throughout the building.
- To assess the adequacy of current fire safety measures against the risks posed, using current standards, legislation and recognised codes of practice and to recommend improvements where required.

The Fire Risk Assessment must be reviewed by the Responsible Person regularly so as to keep it up to date and accurate and particularly if:

- There is reason to believe a significant change in the structure or use of the building.
- There is a significant change in relation to the special, technical or organisational measures.
- Changes have taken place that have not been notified and approved by the relevant enforcing body or Fire Authority where an 'Alterations' notice is in force.
- There is reason to believe that an occupant is operating in breach of fire safety legislation.
- Where changes to an assessment are required as a result of any such review, the Responsible Person must make them.
- As soon as practicable after the assessments made or reviewed, the Responsible Person must record the information prescribed where:
 - 5 or more employees are employed;
 - A licence is in force in relation to the premises; or
 - An alterations notice is in force.

The information to be recorded must include the significant findings of the assessment, including the measures, which will or have been taken by the Responsible Person pursuant to the Fire Safety Order and any group of persons identified by the assessment as being especially at risk.

4. Terms and Definitions

4.1. Fire Safety Order

The Regulatory Reform (Fire Safety) Order 2005 came into force on 1st October 2006 and extends to England and Wales only.

The Fire Safety Order specifies:

- The requirement for the nomination of a Responsible Person with regard to fire safety;
- The general fire precautions needed to be taken;
- The fire risk assessment requirements;
- Principles of fire prevention to be applied;
- Fire safety arrangements;
- The need to eliminate or reduce the risks from dangerous substances;
- Fire fighting and detection requirements;
- The requirements for emergency routes and exits;
- Procedures for serious and imminent danger and danger areas;
- Additional emergency measures in respect of dangerous substances;
- The fire protection maintenance requirements;
- Safety assistance and competency of persons used by the responsible person to carry out preventive and protective measures;
- Provision of information to employees;
- Training requirements for employees;
- The need for cooperation and coordination between responsible persons;
- Employees general duties at work;
- Enforcement notices and offences.

4.2. Fire Safety Arrangements

The responsible person must make and give effect to such arrangements as are appropriate, having regard to the size, nature of activities for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

Planning

Adopting a systematic approach that identifies priorities and sets objectives. This assessment facilitates this process and wherever possible risks should be eliminated by the careful design and selection of facilities, equipment and processes or minimised by the use of physical control measures.

Organisation

Putting in place the necessary structure with the aim of ensuring that there is a progressive improvement in fire safety performance.

Control

Ensuring that the decisions for promoting fire safety are being implemented as planned.

Monitoring and review

Like quality, progressive improvement in fire safety can only be achieved through the constant development of policies, approaches to implementation and techniques of risk control.

Preventative and protective measures

Measures, which have been identified by the Responsible Person in consequence of a risk assessment as the general precautions he needs to take to comply with the requirements of the Order.

4.3. Standards/Approved Codes of Practices and European Norms

In this report reference may be made to the Category of Automatic Fire Detection installed or recommended to be installed in premises. These categories are taken from BS 5839-1 and the coverage they entail is summarised below.

System documentation, including any purchase specification, tender document, design proposal, submission to enforcing authorities or insurers for approval and the certificate issued by the designers, installers or commissioners, should clearly identify the system Category as well as, where appropriate, the areas to be protected and any specific proposals for the type(s) of detector to be used.

Category M requires manual call points on all exits as well as corridors where persons are not expected to walk more than 45m to operate one.

Category L5 is designed for buildings that have a particular risk identified which warrants some special attention. For example if there is an area of high risk which is considered worthy of having some automatic detection but a manual system is also needed, then it will be termed as L5/M.

Category L4 provides detection within the escape routes only; All escape stairways, all corridors and any other areas that form part of the common escape routes. NOTE - Main access and egress stairways normally form part of escape routes, and should be treated as escape stairways.

Category L3 covers the same areas as an L4 category and in addition all rooms leading onto the escape route. The reasoning behind this is to alert people of the danger prior to full smoke logging of the corridor so they can escape safely.

Category L2 is a further enhancement of protection with all the areas covered by an L3 category as well as all high-risk areas such as boiler rooms etc.

Category L1 provides the highest possible enhancement of life safety. In an L1 system automatic fire detectors protect all areas of the building. An L1 system might be appropriate where there is a significant number of occupants at risk in the event of fire (e.g. hospitals and certain residential care premises) or in which throughout the building structural fire precautions are not of as high a standard as normally required for that type of building.

For greater detail in the type, exact location and positioning of detectors as part of these systems reference must be made to BS 5839-1.

5. Premises Details

5.1. On-site Contacts

Mr Brain Leonard - Contracted Caretaker

5.2. Clients Nominated Responsible Person(s) For Fire Safety

Britannia Invest A/S, Body Corporate:

APAM.

Daniel Power - Head of Facilities Management

Alex Fitch - Regional Facilities Manager

Clare Eckersley - Building Manager

5.3. Location of Premises

Bridgewater House
58-60 Whitworth Street
Manchester
Greater Manchester
M1 6LT

5.4. Owner

Britannia Invest A/S

5.5. Description of Undertakings

The building comprises of office accommodation in multiple occupation with some educational facilities, a ground floor cafe and a gym in the basement.

The client is the landlord and is responsible for the common areas of the premises and common items of plant and equipment. APAM are contracted to manage the building, on behalf of the landlord.

The Palace Theatre use the rear yard area to gain access to their stage loading doors.

5.6. Construction Details

The building is a grade II listed building constructed in 1912 as a shipping warehouse with 8 storeys and a basement. The building is 210,000 S.F.

The building has been reported to have a steel frame, it appeared that many of the steel elements are encased in concrete. The floor structure was concrete where seen. Some of the brickwork walls are also loadbearing.

The ground floor areas are a mixture of modern finishings and the traditional wood panel finishes to some of the walls. The main stairwells have tiled walls.

The floor plates have brick walls (although many internal lightweight partitions are installed), with some raised access floors and suspended ceilings provided. Metal columns are present within the floor areas.

4 escape stairs, 2 service/firefighting stairs

4 lifts

5.7. Utilities

An electrical sub station is located in the basement. Electrical rooms are also located in the basement and two risers run up the riser stairwells.

The main gas intake is located in the basement. This serves the boilers in the basement and a tenanted area.

Water supplies no longer serve any fire prevention systems.

5.8. Usage

Sub Basement	Storage rooms, water table room, storage, vacant areas, stairwells, access and egress.
Basement	Gym (tenanted areas), boiler room, electrical rooms, sub station, gas valve, cold water storage tanks, stairwells, access and egress, shower block and drying room (new 2021)
Ground Floor	Reception, cafe, seating area, access platform lift, managers office, staff room, tenants offices, main entrance, escape gates, rear service corridor, stairwells, access and egress.
Rear Service Yard	Exits, waste storage areas, car parking, scissor lift, dry riser inlets, bike rack and bike rack room.
1st - 9th Floor	Tenanted and vacant office accommodation, stairwells, access and egress.
10th Floor	Tenanted office space (APAM), plant rooms, storage rooms, roof access and roof, lift motor rooms, stairwells, access and egress.
Roof Levels	External roof areas with tenants AC units, upper level roof areas accessible by fixed ladders, dry riser outlet.

5.9. Enforcement

There are no reported visits from the Fire Safety Officer. It is not known if crews from the local watch have visited for the purpose of site familiarisation.

No matters known to be outstanding and no enforcement notices have been issued in respect of the building.

5.10. Employed Staff on Site

A building Manager is employed on site. They work the hours 08:00 to 17:00 Monday to Friday.

One receptionist and a contract security officer work on site. The reception area is occupied, 24/7.

One contracted caretaker (First Choice) is based on site and works 6am-2pm Monday to Friday.

In addition to this, contracted (First Choice) cleaners are employed on site and other contractors for maintenance / servicing of plant and equipment.

There is 24/7 security provided on site. Cleaners are employed between the hours of 6am to 6pm.

The regional facilities manager visits on a regular basis.

5.11. Persons at Risk

Persons at risk within the building include, employees of the client, employees of the various tenants, visiting contractors, visitors to the tenanted areas and members of the public.

There are no disabled persons reported as working in the building that are the landlords responsibility. However, some tenants have disabled staff. There may be disabled persons in the cafe area. A disabled lift is installed to the reception area, which drops to ground floor level.

There are no children or young persons employed at the premises, that are the responsibility of the client.

No sleeping risk.

Occupancy is expected to be approximately 2000, however with the continued post COVID-19 use of flexible working the building is operating with about 1000 max on a daily basis.

No known history of fires at this building.

6. Limitations of Report

This assessment addresses the requirements of the Fire Safety Order and identifies the measures required to comply.

The assessment covers:

- All areas, which to any degree are under the control of the client.

It is recommended that this assessment is reviewed at least annually and is supplemented by regular general fire precautions.

Whilst our Fire Safety Consultants make every reasonable effort to access all areas of the premises for which the client is responsible, there may be some areas that are inaccessible or are difficult to access due to the fabric of the building and to do so would cause unnecessary damage.

The following survey specific areas were not accessed during the survey because they were either locked, not reasonably accessible for reasons of health and safety, outside of the scope of the works requested or where excessive damage would be have been done to access the areas: Any areas not accessed during the survey due to these considerations are outlined below

- Common areas only
- No testing of active systems beyond fire alarm activation as part of a fire drill

The Fire Risk Assessment is based on a combination of observations made by the Consultant at the time of the survey as well as information provided by representatives of the client. All such information is accepted in good faith as being factual, accurate and a valid representation of the client's views. Any changes to the occupancy, use or other circumstances of the premises will require that a review of the assessment be carried out.

The checking of the integrity of fire compartmentation within floor and ceiling voids is outside the scope of this report. Compartmentation will be visually assessed, as far as is possible, in all other accessible areas of the premises.

The electrical and mechanical worthiness of all plant and equipment is outside the scope of this report although the servicing and maintenance of such items may be commented upon as well as the design and coverage of installed systems.

7. Resume of the brief

The '**Existing control measures/Remarks**' section of the Action Plan provides a general description of the standard of fire safety and the current control measures implemented on site. Specific fire safety issues are detailed under the relevant subject headings within this section of the report.

Having considered the potential risks in terms of the worst possible outcome, the persons likely to be affected and the probability of an incident occurring; and taking account of the existing control measures, the report identifies the actions required to be taken to reduce such risks to a minimum.

The report identifies any failures to comply with legislative requirements and gives brief, but specific, advice on the action to be taken. All statutory provisions relevant to the client and their undertaking are considered. Codes of Practice, Guidance Notes, British Standards and Best Practice are also considered and recommendations made. In each case the action is denoted as **(L)**, legal requirement or **(R)** recommendation.

The requirements within the action plan are then further prioritised as follows; Low **(L)**, Medium **(M)** or High **(H)**, having considered the potential risks, the probability of an incident occurring and the existing means of control.

In each case the requirements are prioritised as follows:

H	A serious breach of the fire legislation and/or affecting the adequacy of risk control features as determined by the risk assessment. Risks or issues which may result in legal action against the responsible persons. (Immediate attention required)
M	A lesser breach of the fire safety legislation or inadequate control measures as identified by the risk assessment. (Recommended timescale for completion within 3 months)
L	Poor practices or features that, whilst not presenting an immediate increased risk to life safety, may affect overall fire safety. Also includes provision of practices and features that are favourable, but over and above the minimum adequate standards as defined by fire safety legislation and/or risk assessment. (Recommended timescale for completion within 6 months)

The above are given only as a guide to assist implementation, although it is recommended that work be carried out as soon as reasonably practicable.

8. Fire Risk Category

*THESE PREMISES ARE CONSIDERED TO BE IN THE FOLLOWING
FIRE RISK CATEGORY:*

'Normal'

Explanation and Assessment of Fire Risk Category

'Low Risk'

There is hardly any risk to life safety because there are few combustible materials, no highly flammable materials and virtually no sources of heat, which can cause a fire. This includes well maintained workplaces which are traditionally built, e.g. buildings of brick and stone and where:

- Systems are adequate and well maintained; and
- Storage of combustible materials is controlled and fuel loading is low.

Some small shops and offices of one or two floors may also be of low risk.

'Normal Risk'

Most premises fit this category. They will generally contain quantities of combustible material and sufficient sources of heat to take them out of the low risk category. In such places an outbreak of fire is likely to remain confined or is likely to spread only slowly, allowing people time to escape to a place of safety.

'High Risk'

Where there may be a serious risk to life safety. This includes premises, which have substantial quantities of readily combustible materials or any highly flammable substances and where there may, in consequence, be a greater likelihood of fire occurring and fire, heat or smoke spreading rapidly.

Examples includes:

- Areas with work processes involving highly flammable substances (e.g. paint spraying), or naked flame or which produce excessive heat in the presence of combustible materials;
- Areas involving the storage or use of chemicals which may, in certain circumstances, produce excessive heat, give off flammable gas or vapours, or react with combustible materials;
- Areas with excessive amounts of easily ignitable combustible materials;
- Buildings or structures incorporating large amounts of exposed untreated timber or lined with combustible boarding;
- Large kitchens using deep fat fryers or other similar equipment, which is poorly maintained; and
- Oil fired boiler rooms without adequate fire protection measures.

In addition, places with complex or restricted means of escape, large proportions of disabled occupants, low staff/customer ratios, isolated groups and high occupancy compared with building size are also considered high risk.

If premises have one particular area of high risk, that categorisation will apply to the whole building unless the particular area is suitably segregated from the rest of the building.

9. Risk Assessment and Action Plan

This section of the report identifies the necessary steps to be taken to reduce specific or inherent risks to a minimum & comply with the duties under the relevant fire safety legislation, regulation, approved code of practice, british standard or best practice. This may involve, drafting of safe working procedures, training of staff, installation and or maintenance of equipment or systems etc.

This section of the report is a working document, giving an indication of the time period expected for compliance, a section for allocating responsibility for compliance and a section to be signed on completion.

Any examples of safety signage identified in this section are to be used for guidance purposes only. Alternative signage, as identified in The Health and Safety (Safety Signs and Signals) regulations 1996 may be used.

9.1. Fire Safety Management

Existing Controls and Observations

Persons at risk within the building include employees of the client, employees of the various tenants, visiting contractors, visitors to the tenanted areas and members of the public.

There were disabled persons reported as working in the building. The tenants with disabled persons have created PEEPs.

There are no children or young persons employed at the premises that are the responsibility of the client.

16+ learners attend further education courses.

Some tenants have regular visitors.

There are no person/s or groups at high risk of fire within the building.

There is no sleeping accommodation within the building.

The risk to relevant persons in the building is normal.

The risk to relevant persons in the vicinity of the building is low.

Occupancy is expected to be approximately 2000, however with the COVID-19 restrictions the building is operating with about 250 max on a daily basis.

The building is pre 1991 and is unlikely to have a fire strategy document in line with Approved Document B.

Regular inspections of the building and fire precautions are carried out and recorded. Remedial actions are carried out as necessary and recorded.

A high degree of control is exercised over external contractors. Only approved contractors are used on site.

Contractor management meet site representatives before any work is allowed. Details of staff, their supervisors and working hours are obtained and a full site induction including evacuation procedures takes place.

This Fire Risk Assessment was carried out on 07/12/2021 by Ligtas. Any fire risk assessment must be reviewed by the responsible person regularly so as to keep it up to date, there is no definition of regularly but annually is generally accepted to be best practice.

A Fire Safety Manual has been provided for the building in line with the requirements stated in BS9999: 2008, Annex H and the information contained within it is maintained up to date.

The findings of the Fire Risk Assessment will be passed to all members of staff. Other responsible persons in the building and visiting contractors will be advised of fire risks in the building.

A copy of the previous Fire Risk Assessment is retained on site.

Communication between site staff is to a high standard.

The Head of Facilities Management, Building Manager and Assistant Building Manager, contractors, consultants and site based staff assist the Responsible Person with fire safety matters.

The client operates a system for material alterations and use of the premises. All works are required to be approved before permission is agreed.

Structural alterations have been made to the building with building control and fire authority approval. Documentation is held on site.

Fire safety records were available for inspection during this assessment.

The client has requested copies of all fire risk assessments carried out by tenants and these are retained for inspection.

In line with current smoking legislation, smoking is only permitted outside the building. No evidence of smoking was observed in the building.

A system is in place for the control of contractors on site and "Permits To Work" are operated in respect of hot work.

Waste storage is located to the service yard area of the building. The lack of space means waste can not be the recommended distance away. The waste area is monitored by the reception staff via the CCTV system.

The client is responsible for the removal of waste from the premises. Waste bins are held in the rear yard area. The refuse storage area is maintained in a clean, tidy and relatively secure condition. Although the area has free access in the day, the area is secured out of hours.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.2. Site Security

Existing Controls and Observations

The building has staffed guarding 24x7 by a security contractor.

The rear yard is locked with electronic folding gates and access is via a intercom for visitors and deliveries or a fob for those allocated a parking space.

Tenants have 24 hour access into the building.

The rear of the building is secured although there is access into this area from the Palace Theatre doors. The Palace Theatre and Bridgewater House have a shared diary system for the rear yard so that they are aware when each other needs access.

Patrols are carried out at night.

A CCTV system has been installed in the building with 28 cameras. Images are recorded for security purposes. This is monitored at the reception.

Tenants have installed their own intruder alarms for which they are responsible.

The doors are restricted out of hours by a smart card / buzzer CCTV intercom.

Security on site is adequate. There has been bike thefts from the rear yard in recent months but now the gates are locked to the yard this has been prevented.

Adequate lighting is installed to the external areas of the premises. Note: The assessment was carried out during daylight hours.

Gates are provided to control vehicular access to the rear of the site out of hours.

The reception is attended throughout the day and contractors are required to sign in and out. Visitors to the tenanted areas are signed in / out by the tenants. The cafe accepts people who are not required to register/sign in.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.3. Electrical Matters

Existing Controls and Observations

Two riser stairs run the height of the building and contain the electrical boards for the upper floors.

There are no generators on site.

Tenants are generally responsible for the testing and maintenance of their own electrical installations.

The electrical installation has been subject to an electrical installation condition inspection on 01/05/2019.

The electrical risers are generally locked and access to the area where located is restricted to authorised personnel only.

The electrical room is kept free of combustibles.

An electric shock poster is displayed within the electrical room.

The electrical distribution room is signed in the prescribed format.

The lightning conductor was last tested and inspected on 06/05/2021 by Omega.

The portable electrical appliances, which are the clients responsibility have been inspected and tested on 30/09/2021 by Steve Campbell Electrical.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.4. Deliberate or Malicious Ignition

Existing Controls and Observations

The vacant areas are generally clear of materials. The responsible person must ensure checks are carried out on fire systems installed in the unoccupied areas.

The management of parts that are disused or that have been decommissioned need to focus on the prevention of fire starting and include;

- Ensuring that all non essential power supplies are disabled.
- Removing any material that might be subject to an arson attack.
- Ensure all doors within the unit are closed.
- Maintaining security to prevent arson attacks.

The risk of arson at the building is deemed to be low. Security levels are considered to be adequate and measures are in place to control unauthorised access to the building.

Waste and storage materials are controlled to a reasonable level.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.5. Training (Fire)

Existing Controls and Observations

Contract staff on site have significant roles regarding fire safety including the fire evacuation procedures.

The staff are familiar with the fire evacuation procedures in place.

There are 5 trained fire wardens within the landlords demised areas during opening hours. Tenants have their own trained wardens / marshals.

The competent person and responsible persons for the building have undergone suitable fire safety training commensurate to their roles.

Fire safety training has been carried out for staff employed by First Choice (Contractor)

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.6. Fire Protection Systems - Fire Alarm

Existing Controls and Observations

A networked addressable system is provided to the building, with the three main network panels (Fireclass 240RD) to the Attwood Street Riser shaft at ground level and active repeater panel to the entrance.

Additionally the tenants JD Gym have their own panel, which is being maintained by JD but the landlord maintains the link between the two systems. The landlord also carries out the weekly test for this tenant.

The system does not fully meet any BS5839-1 Category but appears to be close to L2 with full coverage to upper floors, but limited coverage to basement and sub basement levels with large areas not covered. Rear fire stairs are only protected in line with the 1988 edition of the standard, there only being detectors every few floors not every floor. Detection has been provided in all escape routes.

The newly created cause and effect of the fire alarm system is clear and well documented.

Phased evacuation is used with a 5 minute investigation period on activation of a single detector head.

Time out, Coincidence detection and manual call point activation initiates evacuation of the floor of origin, floor above and floor below as well as ground and the basement levels.

All other floors evacuate after a further 2.5 minutes.

A fire strategy meeting has taken place and it was confirmed that additional detection is not required.

The system is broadly adequate for the premises.

The main fire alarm panel is connected to an alarm receiving centre, which automatically contacts key holders.

Zone plans are posted at the main fire alarm panel to assist emergency services and key personnel in the event of alarm activations.

Zone descriptions are posted on the fire alarm panel and appear to be accurate.

A schedule of devices and interfaces within the fire alarm system has been compiled and used to assist testing.

Break glass units within the tenants areas are included in the weekly test sequence. The test is carried out by building management staff.

A schedule of break glass units is provided on site to assist in ensuring that all devices are tested in sequence.

Sufficient sounders appear to be fitted throughout the building. There are no reports of poor audibility arising from the weekly sounder tests.

Visual warning devices are provided to the building as a means of raising the alarm in specific areas where high background noise levels may exist or hearing impaired persons may be present.

Currently the main communal shower block does not have VADs to each cubicle but this is managed currently via a fire warden sweep of the area. Should building usage hours change such that there is a realistic chance of shower usage when insufficient common staff are available to check each cubicle then the installation of beacons to each cubicle should be considered.

The shut downs and interfaces linked to the activation of the fire alarm system are documented.

The following shut downs / interfaces within the building are suspected but not confirmed as:-

- Magnetically held doors open to safety.
- Boilers shut down.
- Gas valve closes.
- Lift cars drop and car doors open.
- Fire roller shutters in reception drop for alarms generated in sub / basement / ground and first floors.

The fire alarm system is tested weekly and records are held on site. The system is tested at 11:00 on Fridays.

The fire alarm system is serviced and inspected 6 monthly and records are held on site. Servicing was last carried out on 15/10/2021.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.7. Compartmentation

Existing Controls and Observations

The building is a grade II listed building constructed in 1912 as a shipping warehouse with 8 storeys and sub / basement levels.

The building has been reported to have a steel frame, it appeared that many of the steel elements are encased in concrete. Some of the walls are also load bearing.

The floor structure was concrete where seen.

The ground floor areas are a mixture of modern finishes and the traditional wood panel finishes to some of the walls. The main stairwells have tiled walls.

The floor plates have brick walls (although many internal lightweight partitions are installed), with some raised access floors and suspended ceilings provided. Metal columns are present within the floor areas.

Solid construction was provided around the stairwells.

It should be appreciated that due to the building being of 'listed' status there may be some complications in upgrading some fire safety features.

Some plastic pipes have been fitted with intumescent collars.

Fire doors onto the escape stairs were fitted with self closers.

Wired glazing is also present from the basement to the pavement level.

Fire doors are of various types. These include modern fire rated glazed doors, dated fire doors (1970s onwards?) and ornate timber doors suspected to date from the original build. Many of the ornate timber doors have gaps, non fire rated glazing and would not offer 30 minutes fire resistance to modern tests. These are deemed to be acceptable if works are undertaken to close the gaps where these form part of a lobby with the other fire doors to the lobby meeting modern standards.

Note: efforts are still required to improve the fire resistance of these doors to as close to a FD30s standard as possible.

The main and escape stairs are provided with lobby protection. Some of the escape stairs have the lobbies recessed within their office space, others extend into the stairwell.

The main stairs have had some alterations that have changed or removed the original lobby arrangements.

A full mix of notional FD30, FD30 & FD30S doors was observed, with some doors upgraded as floor are refitted. The lack of sleeping risk, occupancy mostly familiar with the building and high level of detection help mitigate.

Some tenants have fitted direct or indirect hold opens to allow entrance doors to be held open.

Fire roller shutters x4 drop and separate the main stair escape routes from the reception areas. The level of fire protection these offer was not established but the areas either side of these have limited fire loading, generally fire sterile (reception, cafe and seating) and the shutters appear to be adequate.

Ceiling tiles are maintained in good condition and in place.

An inventory of fire doors has been compiled and is available and used as part of the periodic inspections and tests.

Six monthly periodic examinations of the fire doors are carried out by a competent person and recorded. This was last carried out on 16/07/2021.

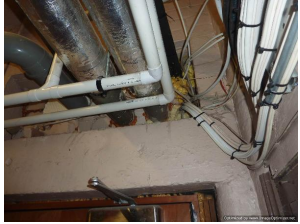
All observed fire doors, self closers and seals are in a good state of repair.

All fire doors were in the closed position and there was no evidence of doors being propped / wedged.

A schedule of fire dampers has been compiled and used to assist testing.

Six monthly checks of the fire roller shutter door are carried out and recorded. This was last carried out on 09/07/2021.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Fire Stopping / Fire stopping	Ensure fire stopping is improved in the following areas: - Both service/dry riser stairs - Main switchroom - BT room	L	Medium	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
	Multiple penetrations are either unsealed or sealed using inadequate, incorrect or wrongly applied materials, Fill service penetrations with suitable product certified to BS EN 1366-3 for service penetration seals such as Intumescent Mastic/Acrylic Sealant or for larger penetrations Graphite based cartridge fillers (Note - common aerosol fire rated foams are only certified to BS EN 1366-4 for linear gaps and are not suitable and ineffective for service penetration seals) Brickwork should be fitted using mortar. Batt should be physically secured to surrounding construction flush with edges mastic sealed. Pipes should have intumescent collars Cable trays should use intumescent pillows (this will allow easier removal and resealing if future cable runs are needed on the tray). Included in the photos are examples of a couple of areas which in 2017 were correctly sealed by a specialist contractor to illustrate what proper stopping should look like.				   	

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
					   	

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
					   	

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
					 	
Fire dampers / Fire damper service	Ensure that regular servicing and maintenance of the fire dampers and fusible linkages are carried out and records kept. Any defects identified must be remedied and recorded. It was observed that currently dampers are only being visualised and no actual drop testing or service carried out to ensure they actually operate correctly.	L	Medium	1y		

9.8. Fire Extinguishers

Existing Controls and Observations

Foam is used for general cover with CO2 for electrical hazards.

Tenants are responsible for the extinguisher provision with their areas to cover their risks.

Fire extinguishers have been removed from protected staircase landings where no fire risk exists.

The lack of any appreciable Class A risk to the 10th floor plant justifies the presence of only CO2 in a variation to BS5306-8

The service/dry riser stairs do not require extinguishers due to only small amounts of metal cased distribution boards and the fact that the location of the fire would not be immediately apparent (services are behind locked doors in an open riser shaft with a detector at the top) meaning too long would pass for a first aid attack. The fire loading is low, the stair not an escape route and there would be no risk to relevant persons by not having extinguisher provision in this area.

The fire extinguishers were last serviced on 06/10/2021 and records are kept.

A schedule of fire extinguishers has been compiled to assist testing.

Suitable and sufficient fire extinguishers are provided to the common areas of the building in relation to risk.

All fire extinguishers are signed in the prescribed form.

All fire extinguishers are wall mounted or otherwise secured.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.9. Hose Reels

Existing Controls and Observations

There are no fire hose reels installed in the building.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.10. Smoke Control Systems

Existing Controls and Observations

There are no smoke control systems installed in the building.

The riser stairs do not have windows or vents.

The escape stairs have openable windows which are on restrictors.

The main stairs have some windows at the top of the stairwells but this would only provide limited ventilation.

The basement and sub basement areas have some glazing at basement level onto the pavement level.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.11. Dry/Wet Riser

Existing Controls and Observations

Two dry risers are installed to the building and responsibility for servicing and maintenance lies with the client.

The inlets are located at the rear of the building.

Outlets are located in the riser stairwells.

Outlets were generally strapped.

A redundant foam inlet is located beneath the riser inlet on Atwood Street, it is assumed that this once served an oil fired boiler (no longer present).

It should be noted that the riser stairs did not have lobby protection.

The distance from the hydrant to the far rear dry riser inlet was not accurately established but appeared to be approximately 75m.

A visual inspection of the dry riser landing valves and breach point is checked every 6 months and records are kept. This was last carried out on 01/12/2020.

The dry riser was last pressure tested on 14/06/2021 and records are available for inspection.

The dry riser is signed in the prescribed form.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.12. Sprinkler System

Existing Controls and Observations

The sprinkler systems covering the basement and sub-basement are redundant.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.13. Gaseous Suppression Systems

Existing Controls and Observations

There are no gaseous suppression systems installed in the building.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.14. Fire Hydrants

Existing Controls and Observations

Hydrants are located on the adjacent streets, the nearest being near the corner of Whitworth Street and Atwell Street. A canal is located to the rear of the building for open water access.

The client is not responsible for the hydrant testing.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.15. Emergency Procedures

Existing Controls and Observations

A list of all tenants fire wardens is retained on site, this includes if they have PEEPS in place.

Radios are used for general and emergency communications.

Due to the numbers of tenant staff on site and the city centre location various assembly points are used. These are located along the nearby road sides.

Due to the location of the assembly point it cannot be easily signed. It is however a clear and unambiguous area which is easy to locate without a sign.

All fire procedure documentation and fire action signage should clearly detail it's location.

Lollipop signs are also available to assist in identifying assembly points.

A procedure for action in the event of a fire at the premises is in place on site. The building has a phased evacuation policy with an investigation period to allow incident investigation prior to evacuation.

Emergency contact details are available at the entrance to assist the emergency services out of hours. Security on site 24 hrs 7 days a week.

Access for the emergency services is available on site and is unlikely to be affected by vehicles and other obstructions. Access to the building out of hours may be problematic including the vehicle roller shutter to the rear.

Tenants are responsible for the drafting of PEEP in respect of any disabled employees on site and for the evacuation of disabled employees and visitors from the premises.

There are no EVAC chairs provided to the common areas of the building. Tenants are responsible for their own chairs.

Evacuation drills are carried out on a regular basis and records indicate that this was last carried out on 07/12/2021.

Fire actions notices are provided and correctly displayed in the correct format.

Signs in the prescribed form are posted in the vicinity of the lifts indicating that they are not to be used in the event of fire.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.16. Means of Escape

Existing Controls and Observations

The following means of escape are provided:

- Roof - Escape in one direction until the plant room corridor area is reached. From here egress can be achieved via either of the main stairwells. Adequate early warning and communication of the routes is essential.

From the upper floors the following arrangements exist:

The building is generally split into two wings (Atwood Street and Palace side).

- Each wing has a dedicated escape stair at the rear, which are protected with lobbies. These exit into the rear service yard area.
- Some of the central areas have a common corridor running between the two main stairwells.
- Each wing has egress via the main entrance stairwells (one each wing), which are mainly lobby protected although some have had the lobbies removed. These exit via the main escape doors onto Whitworth Street.
- The 10th floor has egress via the main entrance stair and also via the other main stair via the plant room area.
- The ground floor has three office areas, of which all have adequate numbers of exits. These are into the main stair ground floor area, into rear service corridor and one also has egress past the staff room.
- The riser stairs also have doors onto each stairwell although these are not dedicated escape routes and have the electrical installations running up the stair (not adequately separated from the route). These exit into a ground floor area from which egress can be gained via the main exits onto Whitworth Street or via single pedestrian doors near in the service corridors into the rear yard. The service stairwells are not deemed escape stairwells and some tenants have sealed off the doors onto this stairwell.

Note: The second floor 'Into Manchester' office only has one escape route, this being the main access stairwell. This is due to the wing being split into two tenancies. This is deemed acceptable due to the travel distance, protection to the route and the fire alarm system coverage similar to L3 coverage for this areas' escape route.

Final exits have various release mechanisms. These include, push bars, push pads, overrides for magnetic locks, and turn buckles (used out of hours).

The main final exits have large double doors that in turn lead to gates. These gates were reported to automatically open upon the fire alarm activation and are also provided with a manual override to release the doors.

The sub-basement has two stairs leading up to the basement level.

The basement has access to alternative stairs. The basement tenants also has routes through this area. The layout is potentially confusing and may not be suitable to evacuees from the basement tenant area, adequate signage is essential for this area.

The escape route from the rear yard has a pedestrian door at the side of the roller shutter on Atwood Street. The shutter therefore can be bypassed.

Out of normal working hours the final exits are still available. The main gates have sliding wooden doors fitted, these have a turn to unlock and would be used by limited numbers of people.

The approximate widths are:

- Escape stairs - 1020mm reducing to 900 at first floor level for the Palace stairwell.
- Main stairs - 1260mm.

The main stairwells should have lobby protection on every floor (top floor not required).

Protected common corridors to office floors are provided with cross corridor smoke doors.

Historic fire drills on site have resulted in bottle necking of specific stairwells and long waiting times to enter the stairwell on specific floors. Since moving to phased evacuation exit times have dropped from 16 to 8 minutes with no reports of long waiting times.

Appropriate simple fastenings not requiring a key or code to operate in the direction of escape are installed to all emergency escape final exit doors.

In accordance with benchmark standards escape doors fitted with electromagnetic locks have three methods of fail safe:

- Release or back up power supply upon power failure.

- Local over-ride via double pole isolator operated by break glass point.
- Release via fire alarm interface.

The front gates are provided with a back up battery power supply, these doors auto open upon activation of the fire alarm. It was reported that the use of the override automatically opens the doors, this has been confirmed.

The escape route travel distances generally within the building are within the guidelines laid out in the Government Fire Risk Assessment Guides for the level of risk and directions of travel available.

Several areas are slightly above the maximum but within tolerable limits aided by the high level of detection to give a greater available safe evacuation time.

All means of escape are maintained free from obstruction.

All means of escape routes and staircase are maintained fire sterile.

Adequate escape signage is provided to the escape routes. It was noted that the glass doors to the left and right of reception are engraved with fire exit within the glazed panels.

All final exit door mechanisms are signed in the prescribed format.

"Keep Clear Fire Escape" signage is displayed at all final exit points from the building.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.17. Emergency Lighting

Existing Controls and Observations

Various emergency lighting is installed to the common and tenanted areas of the premises. The landlord is responsible for servicing and maintenance of the common lighting. The switches are generally located in the riser stairwells. A combination of maintained and non-maintained lighting has been provided in escape routes, door exits and strategically located in circulation areas.

Tenants are responsible for the provision, testing and maintenance of emergency lighting within their areas.

There is adequate emergency lighting installed to the premises.

A schedule of all emergency lighting installed is available on site.

A programme is in place to carry out monthly tests of the emergency lighting.

Records on site indicate that the annual duration test of the emergency lighting was last carried out on 06/12/2021.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.18. Highly Flammable Liquids

Existing Controls and Observations

No flammable liquids were noted to the client's areas of the premises during the visit.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.19. Liquefied Petroleum Gas

Existing Controls and Observations

No liquefied petroleum gas products were noted to the client's areas of the premises during the visit.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

9.20. General Fire Safety

Existing Controls and Observations

A fireman's override is provided to a lift in each main stairwell.

Laundry equipment is provided to the basement and filters are regularly emptied.

Cooking facilities are provided on site in the staff room and are limited to a microwave, toaster and kettle. No frying facilities are provided to the common areas and all equipment appears to be well maintained.

The fixed heating system is maintained on a regular basis as per the Planned Preventative Maintenance regime. This was last carried out on the 06/05/2021.

Portable heaters are located away from combustible materials and are in good working order.

There are no fireman's switches installed for which the client is responsible.

Permanent labels are attached to the furniture and furnishings located in common areas stating fire resistance is in accordance with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.

The standard of housekeeping on site was generally good.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Housekeeping / Laundry	Laundry equipment is provided on part of the sub basement escape route on a protected stair landing. Due to the fire risk, particularly from dryers, consideration should be given to relocating the equipment or, due to the large unused area adjacent, creating a laundry room of 30 minutes fire resisting construction.	R	-	-		