

Fire risk assessment – Offices and teaching space



Fire risk assessment details					
Name of building:	Andrew Wiles Building (Mathematical Institute)				
Date of fire risk assessment:	6/1/2025				
Latest date of next fire risk assessment review:					
Date of previous fire risk assessment:					
Responsible Person:	Head of Department – James Sparks				
Nominated person/s to assist with fire safety:	Keith Gillow and Jason Wooloff				
Name and role of Assessor:	Keith Gillow, Director of IT and Physical Resources & Jason Wooloff, Facilities and Services Manager				
Assessed level of fire risk:	Trivial	<u>Tolerable</u>	Moderate	Substantial	Intolerable

Report overview

Contents

Fire risk assessment details	1
Building details	3
Executive Summary	4
Fire risk assessment review log:	8
1. History of fires previously affecting the building:	10
2. Identified sources of ignition:	10
3. Identified work processes:	12
4. Identified sources of fuel:	13
5. Hazardous substances present:	16
6. Additional sources of oxygen present:	17
7. Structural fire hazards:	18
8. Details of those at risk from fire:	19
9. Means of escape:	20
10. Means of detecting and giving warning of fire:	22
11. Means of separating areas of higher fire risk and restricting fire spread:	23
12. Means of fighting fire:	25
13. Emergency plan:	26
14. Fire safety policy:	27
15. Fire safety training:	28
16. Maintenance programme and record keeping for preventative and protective measures:	30

[Appendix A – Fire door schedule](#)

Report overview

Building details	
Building address:	Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road, OX2 6GG
Building number:	550
Building occupier / Department:	Mathematical Institute
Building owner:	University of Oxford
Property management agent:	N/A
Building use:	Office and Teaching
Maximum number of occupants:	1750
Hours the building is occupied:	24/7 (building is open and on-site managed for core use 8am-6pm Monday – Friday excluding closure days; generally, very low usage out of hours except when there is an event in which case building is managed at that time)
Construction:	Concrete structure with wooden facias for stairwells. Concrete core stairwells. Some plasterboard between walls of offices. Externally concrete 'block's with aluminium window frames.
Dimensions:	20,000 m2
Number of storeys:	7 (2 below ground, 5 above ground)
Adjoining buildings:	None – Radcliffe Humanities 555, Somerville Accommodation block, and under-construction Schwarzman Centre are close by but not adjoining.
Details of other premises if multi-occupied:	OUES ROQ site FM have 2 offices + space at -2, IT services have an MDX room at -1, university contract caterer has kitchen (no substantial food prep, just service and some reheating) and storage space at -1

Executive Summary

The Andrew Wiles Building is primarily occupied by the Mathematical Institute (OUES FM provide an FM managed service) and provides offices and teaching spaces. It is constructed mainly from concrete and was built between 2011 – 2013. Detailed relevant additional information is contained in the Hoare Lea & Partners fire strategy document (v7 4/1/2013) and the CDF ventilation document held by OUES. The fire strategy for the building was designed and approved in conjunction with the Fire Service, University Fire Safety Officer and the University insurers.

On a typical working day, the building is occupied by ~400 people in the office areas and a further 400-600 people in the teaching space (although the total capacity of the building if all office desk spaces and teaching spaces were concurrently occupied is ~1750). People within the departmental areas of the building consist of departmental staff and research students familiar with the premises, taught course masters and undergraduate students who regularly use the teaching spaces, registered academic visitors who are provided desk space after a building inductions, ad-hoc visitors that may be less familiar with the premises, wider university members and even the general public utilising the cafe, children (some below 18, attending organised outreach and engagement activities), those with limited mobility and or sight/hearing impairments, contractors working on site and occupants for whom English is not their first language.

The 'Responsible Person' for the building is the Head of Department (currently Prof. James Sparks), with the day-to-day management of fire safety being overseen by Keith Gillow/Jason Wooloff who is considered to be the 'Competent Person'.

Void spaces are within all floors but -2 level, the -1 level also has a ceiling void. No space is unused besides some corridors leading to basement plant areas (limited access, only those authorised can enter – managed by card/salto).

Higher risk areas include plant rooms, kitchens, workshops and server rooms (IT Services MDX room and Maths MER). High risk processes include hot works and some limited food reheating/cooking (managed by competent contractors OUES member).

General fire precautions provided in the building include a sprinkler system in specific areas only, automatic fire detection system, automatic smoke extract system, emergency lighting and fire extinguishers. These are subject to OUES FM managed testing, as well as regular servicing by competent engineers, with a record kept.

There is adequate means of escape from the Andrew Wiles Building which has a suitable provision of fire exits in terms of number and location to safely accommodate the number of occupants expected to be using the building at any given time. Where necessary, escape routes are protected by fire resisting construction and fire doors, with escape routes maintained at all material times.

Staff have been provided with general fire safety awareness training both as part of their induction training, and subsequently as a refresher. A number of staff members have also been nominated as Fire Wardens and have received additional training in this role which includes the practical use of fire extinguishers. Full evacuation drills are carried out on a termly basis, with a record kept.

It is considered that the current level of risk to occupants by fire sits at a Tolerable to Trivial level in keeping with the modern low risk environment and use.

Actions required

No.	Hazard	Existing control measures	Action required	Risk / Time frame
1	University pandemic PPE store; artwork wooden crates – both in basement.	Located away from any potential sources of ignition. Art exhibition is temporary ending in September 2023 after which crates no longer needed in relation to this building. Lack of cars means fire loading is reduced, therefore low risk. EV points have been decommissioned.	Removal from site. FM organising PPE stores and External Relations Manager to communicate with artist.	Tolerable
				PPE – end of May Artist – End of June
Remedial action undertaken				Signed / Date
July 2023 – majority of PPE equipment has been removed from site.				H DARNELL
				25/7/2023

No.	Hazard	Existing control measures	Action required	Risk / Time frame
2	Fire doors found with a number of basic issues. Most commonly that the gaps are too large.	Fire doors installed as part of new building in 2013 to certain resistances according to fire strategy plan and original building completion certification.	Issues with each door tabulated in appendix and plan to be created to address issues.	Tolerable
				End of 2023
Remedial action undertaken				Signed / Date
Revisit fire doors with new guidance of measuring centre point. Likely find most will be within limits. Any that are still out will be put on for DLO to attend to.				H DARNELL
				25/7/2023

Actions required

No.	Hazard	Existing control measures	Action required	Risk / Time frame
3	No known detectors within floor voids	N/A	Speak to University Fire Officer and fire engineer on what should be installed if required	Tolerable
				End of July 2023 for discussions
				Signed / Date
Remedial action undertaken				
No need for further action – floor voids does not need to be installed as stated by fire officer.				H Darnell
				15/6/2023
No.	Hazard	Existing control measures	Action required	Risk / Time frame
4	Furniture is not labelled as fire resistance.	Purchased in 2013 as part of new building project from university preferred supplier under a competitive tender process for which fire and safety compliance was one of the conditions.	To check from initial supplier that the furniture is fire resistance to BS	Tolerable
				End of May 2023
				Signed / Date
Remedial action undertaken				
Desking is Techo Alfa 200 range for which online documentation includes various certifications including compliance with EN 15372:2008 for Furniture – strength, durability and safety, which has in turn been superseded by EN 15372:2016. Sofas are Hitch Mylius, a British company, and with fabrics conforming to BS EN 1021-1+2 when used on their furniture and all foams and fillings are CMHR, and pass BS 5852.				K GILLOW
				May 2023

No.	Hazard	Existing control measures	Action required	Risk / Time frame
-----	--------	---------------------------	-----------------	-------------------

Actions required

5	Fire compartmentalisation not sealed properly in FM corridor at -1 mezzanine floor, to the left of L2.	Some fire stopping is in place, however can clearly see through small gaps	Raise ticket for DLO to install new fire stopping in areas.	Trivial
				End of May 2023
Remedial action undertaken				Signed / Date
June 2023 – fire stopping has been installed in all known ‘failed’ areas.				H DARNELL
				25/7/2023

No.	Hazard	Existing control measures	Action required	Risk / Time frame
6	Fluorescent fire exit signs don't look up to standard and may not be bright enough. Sign missing in L1 corridor.	Signage was installed and signed off as compliant as part of new build completed in 2013.	FM to check fluorescent on some signage. Removal and test in dark spaces. Install fire exit sign on white concrete pillar in L1 corridor (fluorescent)	Tolerable
				End of May 2023
Remedial action undertaken				Signed / Date
No action or checks required as stated by fire officer				H Darnell
				15/6/2023

Actions required

No.	Hazard	Existing control measures	Action required	Risk / Time frame
7	Fire extinguisher provision and positioning.	Extinguishers were positioned and signed off as compliant at building occupation in 2013. Extinguisher are professionally checked as required.	Extinguisher points are free standing and, in some cases, appear to have drifted from original locations. Restore extinguishers to appropriate locations and 30m spacing. Contact OUES to install CO2 extinguishers into plant rooms. Install CO2 extinguishers for IT Services MDX room (M.32) and departmental MER (S1.55). Complete fire extinguisher plan and add to checks.	Tolerable
				End of 2023
Remedial action undertaken				Signed / Date
Review of fire extinguishers. Used formula and almost all floors do not have sufficient extinguishers. HD requested to DLO.				H DARNELL
				15/6/2023
Fire risk assessment review log:		Significant findings:		Reviewed by:
Date of initial new style fire risk assessment: April 2023				Keith Gillow and Hugh Darnell
Do the findings of this review indicate a full re-assessment of fire risk be undertaken?				

Review



Fire risk assessment review log:	Significant findings:	Reviewed by:
Date of second fire risk assessment review:		
It is recommended that the next review be a full re-assessment of the fire risks on the premises.		

Significant findings – Offices and teaching space

1. History of fires previously affecting the building:

Details: Microwave – smoke only. No known fire/flames present since building opening.

2. Identified sources of ignition:				Notes:
a. Are hot work processes carried out only when absolutely necessary and with safe systems of work in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Managed by OUES compliance team if hot works are necessary. Competent person completes paperwork and approves work before proceeding.
b. Are suitable measures in place to protect against arson?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Designated SALTO controlled bin store. On occasion bins are left outside store due to maximum capacity, these bins are lockable. No combustible materials easily accessible. Occasion large skip outside at the end of South Wing which could potentially be a place for arsonist to focus on. OUSS CCTV monitored/Security patrols carried out.
c. Does the building have a maintained lightning protection system?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Annually serviced and organised by OUES. Meets BSEN 62305:2006.
d. Is there a clear smoking policy in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	No smoking inside premises or on terraces. ROQ has set outdoor smoking areas away from buildings.
e. If permitted, is smoking restricted to designated areas provided with adequate method of disposal of smoking materials?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Metal buckets
f. Any breach of smoking policy observed?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	FM across site complete walk arounds. Smoke noted a few times in wet rooms, which have now been installed with local domestic smoke alarms to deter reoccurrence.

Significant findings – Offices and teaching space

2. Identified sources of ignition (continued):				Notes:
g. Are there kitchen / cooking facilities within the building?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Small kitchenettes around the building with microwave cooking facilities only. No kettles, ZipTap provides near-boiling hot water. Commercial kitchen at -1 mezzanine floor level that is managed by catering contractor. Contractor has own maintenance contract. Contractor is overseen by OUES FM contracts team.
h. Are cooking appliances maintained?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Maintained by catering contractor, overseen by OUES FM contracts team. Microwaves cleaned out daily and any issues raised by cleaners.
i. If present, do extraction systems have an automatic shut-off facility upon activation of the fire alarm?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Controlled by BMS.
j. If candles / naked flames are in use can these be replaced with a safer alternative?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input checked="" type="checkbox"/>	No candles allowed.
k. If no, are they used in a safe manner with suitable accessories?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input checked="" type="checkbox"/>	
l. Are electric vehicles (cars, vans, bikes, scooters, mobility scooters) charged in or near the building?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	Electrical charging points within the -2 basement level car park. However, they have been taken out of service and isolated so they can no longer be used eliminating the safety risk. Bicycle store has no sockets for charging and is monitored daily by FM
m. Is there evidence of unsafe use of extension leads, and/or use of cube plug adaptors?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Annual building inspection and PAT provide checks around building. Rare issues identified, individuals appropriately informed and issues confirmed rectified.
n. Is there evidence of portable heaters in use?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Oil filled heaters provided for specific cases of medical need or localised heating fault. Monitored on annual building inspection, PAT tested and register. Rare occasions of unauthorised heaters removed as soon as identified.
o. Have any other potential sources of ignition been identified?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	

Significant findings – Offices and teaching space

3. Identified work processes:

Commercial cooking	<input checked="" type="checkbox"/>	Welding / hot plumbing work	<input checked="" type="checkbox"/>	Use of Lithium-ion batteries	<input checked="" type="checkbox"/>	Other (please add details)	<input type="checkbox"/>
--------------------	-------------------------------------	-----------------------------	-------------------------------------	------------------------------	-------------------------------------	----------------------------	--------------------------

Details: Reheating and cooking appliances used by catering contractors. Hot plates and ovens.

Hot works is all managed through OUES compliance team.

Batteries are in laptops, camera and drills – small use only.

				Notes:
a. Where possible, do procedures and processes avoid the use of combustible materials or processes that use heat?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	
b. Are personnel fully trained and competent to carry out the potentially hazardous work process required and aware of the associated fire risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Monitored by FM and OUES when contractors come on site. Preferred suppliers used only. Contractor inductions and spot checks completed by FM.
c. Are all personnel aware of their own fire safety responsibilities towards maintaining a safe working environment for themselves and their colleagues?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Contractors must provide RAMS. Contractor induction in place.
d. Is there a hot work permit system in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	OUES compliance team.
e. Are there any further relevant control measures in place with regards work carried out by outside contractors?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Contractors provide RAMS and must sign contractor inductions before works can commence. Access controlled to high risk areas. Preferred suppliers list.
f. Are there any other known specific fire hazards arising from work processes, stored materials etc. from neighbouring buildings or businesses operating from the same building as the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	DLO have a workshop in OUES – 2 basement space. Workshop is entirely managed by DLO outside of main FM building management. Suitable control measures are in place and no known activations/concerns since setup.
g. If work involves the use of use of lithium-ion batteries, or these are used in large quantities, are additional control measures in place?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	Laptop, drills and camera's considered low risk and not noteworthy as set by university guidance document.

Significant findings – Offices and teaching space

4. Identified sources of fuel:				Notes:
a. Are wall / ceiling linings flame retardant or of a non-combustible material?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	Yes and No. Primarily concrete building, with wooden facias/panelling. Doors are also wooden.
b. If deemed necessary, are controls in place regarding the amount of combustible material stored on the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Access controlled to areas that may have combustible materials.
c. If yes, is the system for control of quantities operating effectively?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	University pandemic PPE store and artist wooden crates are stored inadequately. Both relate to non-permanent activity and are being addressed.
d. Is the furniture upholstery flame retardant / non-combustible and in good condition?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Yes, furniture is in good condition. Furniture supplier selected as part of original building construction with tender process requiring all furniture to meet relevant safety standards.
e. Is the standard of housekeeping adequate?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Contracted cleaners and FM staff on-site to support in good housekeeping. Some offices can be untidy with paperwork across the desk, specifically over desk sockets. Such issues are identified in annual inspections or when other maintenance occurs in rooms and addressed accordingly.
f. Are the premises free of rubbish and combustible waste?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	Some University pandemic PPE store equipment is out of date making it 'waste'. Generally, the building does have good housekeeping and all areas are checked regularly. Energy centre (an OUES, not Maths, space) on -2 basement floor at times holds a lot of unused furniture, however extremely limited sources of ignition to start fires.
g. Are combustible materials, flammable liquids and gases separated from potential sources of ignition?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	M.03 holds a UPS and main server supply which has a considerable amount of spare desks/shelving made from chipboard. This is kept away from UPS, though still in the same room.
h. Are combustible materials stored in an appropriate manner?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	COSHH cabinets located in workshops. Artists wooden crates and University pandemic PPE store not acceptably stored.
i. Is there any fire load in close proximity to the building exterior?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	Occasionally a large skip outside South Wing for wider ROQ site waste. Potential arson attack area. Any fire is unlikely to transfer to building fabric.

Significant findings – Offices and teaching space



j. Are insulated sandwich (composite) panels used in the construction of the building?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	"COMPOSITE LATTICE PLANK OVER LECTURE THEATRE" - This is the only known composite panels used within the building. Nothing on the exterior of the building.
--	---	-----------------------------	------------------------------	---

Significant findings – Offices and teaching space

4. Identified sources of fuel (continued):				Notes:
k. Is the fabric of the building itself combustible?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Some internal surfaces such as doors, stairwell panelling and atrium panelling are made of wood. Majority of the structure of the building is non-combustible materials.
l. Are large (commercial) quantities of alcohol and/or crisps stored on the premises?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	
m. Are large quantities of combustible video / audio tape stored on the premises?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	
n. Are combustible display materials present throughout the premises?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	
o. Are packaging materials stored on the premises in large quantities?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	
p. Are foam gym mats / play equipment stored on the premises?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	
q. Are combustible toners and ink cartridges stored on the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Cardboard box roughly 1sqm holds all old toners. These are then disposed of by FM regularly into a set toner bin within basement, which then gets emptied when full. No source of ignition near toners.
r. Is gas equipment fitted with emergency cut-off devices?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Emergency shut offs in Plant Rooms.
s. Are kitchen extraction systems and ductwork subject to routine cleaning?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Annually, each March.
t. Have any other potential sources of fuel been identified?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	

Significant findings – Offices and teaching space

5. Hazardous substances present:						
Cooking oil (commercial quantities)	<input type="checkbox"/>	Paints / thinners / aerosols	<input checked="" type="checkbox"/>	LPG	<input type="checkbox"/>	Other (provide details) <input type="checkbox"/>
Details: Only very small quantities of paint stored for minor touch ups to decorating.						
				Notes:		
a. Are there any hazardous substances stored or used on the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Small amounts of paints and other COSHH items. All COSHH type liquids for day to day building supplies are stored in COSHH cabinets. Large quantity within University pandemic PPE store in basement not stored correctly which is being addressed.		
b. Are the necessary data sheets held for each substance, with supplier's guidelines for safe storage and fire safety adhered to?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Each COSHH cabinet has a document holder with all relevant documents. Stored on top of cabinet and all electronic files within the OUES FM network file store.		
c. Does the use of flammable materials / substances pose any significant fire risk?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>			
d. Can highly flammable substances and materials be substituted with less flammable ones?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>			
e. If deemed necessary, are controls in place regarding the amount of flammable liquid and gas stored on the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	COSHH cabinets.		
f. If yes, is the system for control of quantities operating effectively?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Yes, for COSHH cabinet. University pandemic PPE store items should be stored more effectively.		
g. Are the arrangements for the safe storage of all flammable solids, liquids and gases satisfactory?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	Yes, for COSHH cabinets. University pandemic PPE store to be looked at.		
h. Are the storage and supply arrangements for LPG satisfactory?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input checked="" type="checkbox"/>			

Significant findings – Offices and teaching space

6. Additional sources of oxygen present:

High rise conditions	<input type="checkbox"/>	Pressurised air lines	<input checked="" type="checkbox"/>	Air handling units	<input checked="" type="checkbox"/>	Medical oxygen (cylinders)	<input type="checkbox"/>
----------------------	--------------------------	-----------------------	-------------------------------------	--------------------	-------------------------------------	----------------------------	--------------------------

Details: Pressured air lines for pumping up tyres and other equipment only. Insured and inspected annually.

Air Handling Units supply air to -2 Basement and -1 Mezzanine floors, as well as to N3.12 meeting room and to outlets in each atrium spaces. Air extract for Core toilets above ground as well. Systems automatically shut-off when fire alarm activated.

Significant findings – Offices and teaching space

7. Structural fire hazards:				Notes:
a. Are there suspected (or confirmed) hidden voids throughout the premises through which fire can spread?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Floor and ceiling voids only.
b. Are there inner rooms within the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Small storage and AV rack rooms off lecture theatres and TCC room. South AHU room in basement and Reception back office storeroom. Also, the IT Services MDX room at -1 Mezzanine floor by bicycle store. All very low risk with no reason to change capacities of spaces.
c. Is the building of an historic nature subject to advice and consent by building control / English Heritage etc.?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	
d. If the premises are within an historic building, are combustible under-floor insulation, and underground ducts and voids likely to be present	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input checked="" type="checkbox"/>	
e. Is the fabric of the building itself combustible?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Some internal surfaces such as doors, stairwell panelling and atrium panelling are made of wood. Majority of the structure of the building is non-combustible materials.
f. Is there lath-and-plaster construction internally?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	
g. Are the fire doors in good condition and close fully into their frame?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	Majority of fire door gaps found to exceed 3mm. Some seals are missing or damaged. A couple of damaged door closures in core 5 on 3 rd floor. The doors themselves are in good condition, besides paint work damage.
h. Is the location of the premises worthy of consideration?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	Located close to Rewley Road fire station – max 10 mins away.
i. Are there any void (unoccupied) areas within the building?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	
j. Have any other potential fire hazards associated with the building been identified?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	

Significant findings – Offices and teaching space

8. Details of those at risk from fire:

Employees / occupants familiar with premises	<input checked="" type="checkbox"/>	Intoxicated occupants	<input type="checkbox"/>	Mobility-impaired	<input checked="" type="checkbox"/>	Young persons (under 18)	<input checked="" type="checkbox"/>
Visitors (unfamiliar with premises)	<input checked="" type="checkbox"/>	Sleeping occupants	<input type="checkbox"/>	Language barrier	<input type="checkbox"/>	Children (Under 16)	<input checked="" type="checkbox"/>
Elderly / infirm occupants	<input checked="" type="checkbox"/>	Lone working	<input checked="" type="checkbox"/>	Hearing-impaired	<input checked="" type="checkbox"/>	Contractors	<input checked="" type="checkbox"/>
PTSD / mental health considerations	<input type="checkbox"/>	Buggies and pushchairs	<input checked="" type="checkbox"/>	Sight-impaired	<input checked="" type="checkbox"/>	Temporary staff	<input checked="" type="checkbox"/>
Students (undergraduate)	<input checked="" type="checkbox"/>	Students (post-graduate)	<input checked="" type="checkbox"/>	Heavily pregnant occupants	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>

Details:

Mobility, sight or hearing impaired – wheelchair users, blind and hearing impaired all have PEEPs in place for all known people. Up to 5 people in building on day-to-day basis. Could increase during events.

Young persons – Events held by Outreach programme. Can vary on how many people, Occasional Masterclasses events that run throughout the year hold just under 100 people.

Visitors – Public events and visitors or departmental staff. Vary on numbers but can be up to 350 for a public engagement lecture in L1. No more than 500 visitors/public onsite at any time. If exceeding this number, specific risk assessments should be in place.

Elderly/infirm – Sometimes can have elderly visitors for public events that may require extra support. Up to 100 depending on Events. Some emeriti are above typical retirement age, however, this is minimal and no extra action (PEEP) required.

Contractors – FM Managed. No more than 10 contractors on-site at any time, unless large scale project.

Temporary staff – departmental staff covering fulltime employees. Typically, 0-2 people at any one time who are then managed consistently with regular staff.

Heavily pregnant – employees/visitors are most likely and then an individual assessment will be in place. Typically, 0-5 people.

Significant findings – Offices and teaching space

9. Means of escape:				Notes:
a. Are all final exit doors unobstructed, clearly identifiable, fitted with suitable fastenings and readily available for use?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	OUES FM managed building. Checks done regularly to ensure walkways kept at least to 1m. Fire exit doors are push bar only.
b. Do all emergency routes and exits lead, directly as possible, outside the building to a place of ultimate safety?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Well signposted and termly drills to provide knowledge and experience to building users.
c. Are the escape routes and final exits adequate given the size of the premises, its use, and the equipment and occupancy within the premises at any one time?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Assessment within original consultant's fire strategy documents for original construction in 2013. Also, additional workings out can be found on the FM network file share.
d. Are the travel distances of escape routes considered acceptable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	No high-risk areas and long distance. All routes within 45 metres.
e. Are emergency escape routes adequately protected from the effects of fire?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Corridors are protected by fire doors. Escape routes don't lead through high risk areas – core 5 Mezzanine floor could be considered close to plant room, however 30-minute resistance room.
f. Are necessary measures in place to provide safe escape from inner rooms?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Small store and AV rack rooms off Lecture theatres and TCC room. South AHU room in basement and Reception back office storeroom. Also, the IT Services MDX room at -1 Mezzanine floor level by internal bicycle store. All very low risk with no reason to change capacities of spaces.
g. Is there adequate means of escape for occupants with limited mobility?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	PEEP, evac chair and refuge points. Lift overrides can be used by fire service.
h. Are levels of visibility in the escape routes adequate given the hours in which the premises are occupied?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	There is an emergency lighting provision throughout the building. This is checked monthly. Exterior routes are lit by exterior lights when dark. Borrowed light from street lamps in assembly area.

Significant findings – Offices and teaching space

9. Means of escape (continued):				Notes:
i. Are escape routes both inside the premises and externally free from slip and trip hazards?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	No notable findings. OUES FM managed with regular checks.
j. Is the direction of escape immediately apparent and clearly identifiable, with sufficient provision of emergency exit signage where required?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	FM to check with fire safety officer on current signage. Possibility of fluorescent signage has now 'worn' out.
k. Is there satisfactory means of securing exits where means of escape are shared?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input checked="" type="checkbox"/>	
l. Have any other issues with the means of escape been identified?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	

Significant findings – Offices and teaching space

10. Means of detecting and giving warning of fire:				Notes:
a. Is there an adequate method of warning people in the event of fire?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	
b. Details of system:	Kentec Syncro system. Sounders throughout each space, with sound at a sufficient level to raise awareness to all areas. Smoke and heat detectors around the building – there are 3 nodes for AWB and a node for St Luke Chapel. Repeater/secondary panel located near bicycle store as back-up.			
c. Can it be seen or heard by everyone on the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Any known areas that have been identified as low level have been addressed. Checks are carried out in termly drills to identify any other areas that may be low sounder level.
d. Does everyone on the premises know what it means?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Termly drills act as additional training and practical experience.
e. If operating a manual break glass call point system, is an adequate number of call points located appropriately throughout the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Modern building with fire strategy working out locations. Walk arounds confirm all locations are sufficient.
f. Are fire alarm call points clearly visible and unobstructed with the appropriate signage?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	All call points unobstructed. Any spotted are dealt with promptly.
g. If the alarm is raised by sounding a gong or horn for example, can it be raised without placing anyone at risk?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input checked="" type="checkbox"/>	
h. If a fire were to start in an un-occupied room would it be detected prior to escape routes becoming untenable?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Estates Services Mechanical and Electrical Design Philosophy 9 states: The fire alarm system shall be designed, installed, tested and commissioned to all requirements as detailed in BS5839 and BS7671.
i. Method of detection:	Smoke and heat detectors in all areas, apart from 'wet rooms'. Local domestic smoke detectors have been installed for some wet rooms, as a visual and audible deterrent, that have had rare instances of suspected cigarette smoking. Sprinkler system panel and smoke extract system, with smoke curtain deployments. There is also a smoke beam across North Wing atrium on the 3 rd floor.			
j. Upon activation, is the alarm signal transmitted to a reception and monitoring centre?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	OUSS monitored 24/7. SmartWatch installed.

Significant findings – Offices and teaching space

11. Means of separating areas of higher fire risk and restricting fire spread:				Notes:
a. If hidden voids have been identified, have measures been taken to limit or counteract the potential spread (or effects) of fire?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Ceiling voids on -1 Mezzanine floor have smoke detectors installed above main teaching spaces such as classrooms and teaching spaces. No detectors in floor voids for above ground floors.
b. Has the need for fire stopping around services been identified and measures taken to limit or counteract the potential spread (or effects) of fire?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Majority of building has been inspected and fire stopped by KilnBridge. Labels are installed in these all areas. One doorway on the -1 Mezzanine floor leading to FM staff and Maths Observatory rooms has minimal gap. Gap between floor 2 and 3 due to building movement. Building being monitored.
c. Is adequate compartmentation in place between areas of the premises – in particular, between storeys and protecting escape routes?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Compartmentalisation plans available and designed as part of the fire strategy for the building.
d. Are fire doors installed in order to provide the necessary fire resistance where required?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Plans have been checked on fire strategy and in all relevant locations. Glass within doors is not stamped PYRO.
e. Are fire doors fitted with the correct door furniture, signage, functioning self-closing device, and either intumescent strips and cold smoke seals, or 1-inch stops where required?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	All fire doors are fitted with self-closers. Signage is present on all doors. Intumescent strips and seals are present; however, some are damaged. Glass within doors is not stamped PYRO.
f. If a fire door does not close fully into its frame, is air current responsible for the lack of seal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Door closer issues on 3 rd floor core 5, 4 th floor core 3, N0.28 & L1 to LV corridor.
g. Is there evidence of fire doors being forcibly held open?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	Inspections carried out by FM team regularly.

Significant findings – Offices and teaching space

11. Means of separating areas of higher fire risk and restricting fire spread (continued):				Notes:
h. Is there the potential for fire spread through the premises via an external route?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	
i. Is an automatic fixed fire-fighting system in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Sprinkler system for -2 Basement and -1 Mezzanine floors only. Ansul fire suppression system for Café kitchen M.01.
j. Is there a smoke ventilation system in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Smoke extract in CORE stairwells. Vents in atrium crystals and roof vents. Main control panel by fire panel – cause and effects systems.
k. Are areas in which processes involving hazardous substance are undertaken adequately segregated from other parts of the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	No labs located within the building.
l. Are areas in which hot work processes undertaken adequately segregated from other parts of the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	DLO workshop and commercial kitchens have preventive measures and authorised personnel allowed to use areas only.
m. Are boiler rooms and other areas containing the main electrical and gas inlets provided with sufficient segregation from other parts of the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Walls are 30-minute fire resistance rated for plant rooms.
n. Is separation between areas of sleeping accommodation and the rest of the premises sufficient?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input checked="" type="checkbox"/>	
o. Are smoke and fire dampers provided as necessary to protect the means of escape in the early stages of fire?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Following a visit in 2022 from the approved Estates fire damper service tester, they identified 8 x fire dampers that have been propped open. In September 2022, FM/Estates/TeamsUK/fire engineer agreed to leave the fire dampers propped open as they are redundant. Full details are available within the Estates report. In addition, the fire engineer and fire officer visited site and further commented: There is no or low combustible material in the air handling plant room so there is limited chance of a fire taking place and spreading. Also, there is a sprinkler system in the plant room. Mechanical Dampers are fitted on the extract entrance compartmentation to the plant room.
p. Have any other issues with the means of separating areas of higher fire risk and restricting fire spread been identified?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	

Significant findings – Offices and teaching space

12. Means of fighting fire:				Notes:
a. Is there an adequate provision of portable firefighting equipment with regards to quantity, location and extinguishing media?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	Despite being a fairly new building with extinguisher provided for compliance and signed off at occupation in 2013, using current formula and guidance, the provision for extinguishers is not to a good standard. Some plant rooms do not have CO2 and distance between extinguishers go over 30 metres.
b. Are personnel expected to use fire extinguishers in an emergency?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Staff with relevant training may use extinguishers but no one is absolutely expected to do so. Fire wardens have such training.
c. Are portable extinguishers clearly visible with the necessary signage?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	All extinguishers have necessary signage.
d. Are portable extinguishers suitably located and ready for immediate use?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Some tags are broken. Pins are still intact whenever checked.
e. Are portable extinguishers regularly serviced by a competent person?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Organised by DLO – annual visit.
f. Are hose reels provided?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	
g. Are fixed fire-fighting installations such as a sprinkler system regularly serviced by a competent person?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	OUES contracted – Compco is contractor. Major and minor sprinkler service visits every 6 months. Weekly testing carried out by FM. Ansul fire suppression for kitchen is serviced every 6 months by Global.
h. Are rising mains installed?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	3 x Dry Risers: Core 2, Core 3 and Core 5. Serviced by Abbott fire and organised by DLO.
i. Have any other issues with the means of fighting fire been identified?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	

Significant findings – Offices and teaching space

13. Emergency plan:				Notes:
a. Is there a pre-determined emergency plan in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Written and printed evacuation plans for all teaching spaces. Basic step by step guide for managing incidents by fire panel. Fire wardens have set areas to support
b. Are all occupants aware of the procedure / is it clearly communicated to visitors?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Inductions for all new starters and registered visitors.
c. Have plans been prepared and rehearsed to assist visitors and those with limited mobility to evacuate the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	PEEPs are in place and managed by Disability Coordinator. Termly drills are communicated to those individuals with PEEPs. Event Management team communicate fire plans with public events.
d. Is there an adequate number of trained fire marshals to assist with evacuation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Due to new ways of working, it is hard to check each space. FM and departmental members work together on drills – they have set areas to check.
e. Are personnel aware of any responsibilities they may have in the event of an emergency, i.e. calling 999, taking a roll call, assisting those with limited mobility, liaising with the fire service?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Wardens have set areas – plan has been formed and shared to all involved. Incident Controller oversee and ensures necessary steps are all followed.
f. Are 'Fire Action' notices displayed adjacent to each emergency call point and / or exit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	All in place with same assembly point writing.
g. Do all 'Fire Action' notices provide coherent, non-conflicting advice and in additional languages if required?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	All apart from additional languages, which is not required.
h. Are assembly points a safe distance from the premises, signed where necessary and clearly communicated on the 'Fire Action' notices?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	
i. Is there a suitable method of ensuring all occupants have been evacuated, such as a visitors' book from which to perform a roll call, or a system of sweeping the building?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	No complete way of checking each space due to agile working and fire warden setup. Time spent full checking building would put wardens at risk in an unplanned fire alarm.
j. Are there any other ways the emergency plan could be improved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Attaching/printing on signage to smoke curtains in -1 Mezzanine to direct people to core stairwells.

Significant findings – Offices and teaching space

14. Fire safety policy:				Notes:
a. Is there a fire policy for the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Yes; the policy can be found here: UAS Mosaic Document Hub - 01 Fire safety management v1.0 - March 2021.pdf - All Documents (sharepoint.com – access for UAS personnel only)
b. Is this successfully communicated to all occupants where necessary?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	It is available to view on the University Safety Office website
c. Is it regularly reviewed, updated and reissued?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Yes, the current version was issued in 2021.
d. Is it included in new employee induction packs?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	New starters are sign-posted to the Safety Office website.
e. Does the policy outline the basics of fire prevention and highlight the responsibilities of the employees (where applicable) with regards to fire safety?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Yes; all of this is contained within the University Fire Safety Management policy.
f. Does the document cover the steps to be taken upon discovering a fire?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Yes; as above.
g. Are means of escape and location of exits discussed, as well as highlighting the importance of keeping emergency routes and exits unobstructed at all times?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Yes; as above.
h. Does the policy contain information and requirements with regards to staff training?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Yes; as above.
i. Is the policy issued to employees with the facility to provide proof of receipt, understanding and compliance?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Sign-posting of the Fire Safety Management Policy forms part of the staff induction process.
j. Does (a version of) the policy contain information for outside contractors or visitors working on the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	University Estates Services have an induction document for contractors to sign. This sets out the control measures required in order to undertake hot works.
k. Are there suitable arrangements in place for the management of unwanted fire signals?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Yes; all fire alarm signals are received by OUSS and handled accordingly. A report is generated for each which is used to identify trends and to action any remedial works required.
l. Are there any other ways the fire safety policy could be improved?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	n/a <input type="checkbox"/>	

Significant findings – Offices and teaching space

15. Fire safety training:

Induction training	<input checked="" type="checkbox"/>	Basic fire safety	<input checked="" type="checkbox"/>	Use of extinguishers	<input checked="" type="checkbox"/>	Training for the competent / key person	<input checked="" type="checkbox"/>
Fire Warden training	<input checked="" type="checkbox"/>	Evacuation drills	<input checked="" type="checkbox"/>	Specific training	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>

Details:

				Notes:
a. Are new employees given an induction containing vital fire safety information?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Yes, covered in induction meetings and material.
b. Do all employees receive basic fire safety training periodically?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Yes, through termly building evacuation practice.
c. Are those members of staff with specific duties with regards to fire safety given the adequate training, i.e. fire marshals?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Yes, the University Fire Safety Management Policy states: - 'All those assisting in the evacuation of a building will have attended a suitable level of training, provided either by the University Safety Office, area or divisional safety officers or the departmental fire officer. Individuals will undertake refresher training every five years,' and - 'All responsible persons, departmental fire officers, and competent persons will attend a suitable training course provided by the University Safety Office. Individuals will undertake refresher training every five years.'
d. Are those persons nominated as competent to assist in with fire safety adequately trained to do so?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Yes, as above.

Significant findings – Offices and teaching space



e. Are those personnel involved in hot work processes and/or work with hazardous substances adequately trained to do so safely?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	University Estates Services have an induction document for contractors to sign. This requires that any employees undertaking hot works must be competent to do so. OUES compliance team
f. Are evacuation drills carried out termly?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	
g. When did the last drill take place and was the outcome satisfactory?	Last term – Yes action plan created. Minor changes only.			

Significant findings – Offices and teaching space

16. Maintenance programme and record keeping for preventative and protective measures:

Daily checks	<input checked="" type="checkbox"/>	Alarm / AFD	<input checked="" type="checkbox"/>	Emergency lighting	<input checked="" type="checkbox"/>	Portable extinguishers	<input checked="" type="checkbox"/>
Sprinkler system	<input checked="" type="checkbox"/>	PAT testing	<input checked="" type="checkbox"/>	Heating system	<input checked="" type="checkbox"/>	Fixed electrical installation	<input checked="" type="checkbox"/>
Wet / dry risers	<input checked="" type="checkbox"/>	Smoke ventilation system	<input checked="" type="checkbox"/>	Fire doors	<input checked="" type="checkbox"/>	Other	<input checked="" type="checkbox"/>

Details: Smoke curtains

				Notes:
a. General daily checks	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Part of FM daily walk arounds.
b. Fire alarm tests	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Contracted to Pyrotec for Fridays 07:30 – 08:00.
c. Emergency lighting tests	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Inotec self-testing system. 1hr once a month on Sundays & 3 hrs drop test on Christmas Day. Monthly inspections via Monard. No visual inspection currently in contract, however planning to either add this in or do this once a year as added cost.
d. Annual servicing of extinguishers	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Serviced by Abbott fire – organised by DLO.
e. Six-monthly servicing of automatic fire detection and alarm system	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Serviced by Pyrotec – organised by OUES fire engineer.
f. Six-monthly check of fire doors	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Check has been completed and large percentage of doors have been identified with basic issues.

16. Maintenance programme and record keeping for preventative and protective measures (continued):				Notes:
g. Periodic servicing of emergency lighting	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Monthly contracted by Monard.
h. Maintenance of other fire safety equipment (suppression systems, rising mains etc.)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Ansul fire suppression system in Café (FM), Smoke curtains 6 monthly service (FM), sprinkler service 6 monthly service (OUES).
i. PAT testing	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Janus – annually. Records kept in folder and OUES FM network shared drive.
j. Weekly and monthly testing, 6-monthly inspection and annual testing of fire-fighting / evacuation lifts	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Organised by OUES.
k. Annual inspection and testing of lightning protection system	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Organised by OUES.
l. Periodical deep-clean of kitchen extraction and ducting	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Organised by catering contractors.
m. Inspection and testing of fixed electrical installation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Organised by OUES every ~5 years, last completed Summer 2020.
n. Annual testing and servicing of gas and emergency devices	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Organised by OUES.
o. Evacuation drills	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Organised by DITPR & FSM – termly drill.
p. Staff training	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>	Carried out on induction and revisited once a year for awareness. Warden once every 5 years.