

# **FIRE RISK ASSESSMENT**

**Division House  
87 Division Street  
Sheffield  
S1 4LX**



**Spruchloch Limited**  
Universal Square,  
3<sup>rd</sup> Floor, Building 2,  
Devonshire Street North.  
Manchester. M12 6JH

**Live Safe Ltd**  
64 The Park,  
Ealing,  
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W5 5NP

## Fire Risk Assessment

Division House  
October 2024



**Report Produced For:** Spruceloch Limited

**Report Produced By:** Andrew West

**Date of Survey:** 25/10/2024

**Report Date:** 25/10/2024

	Name	Signature	Date
Assessed by	A.W.		25/10/2024
Prepared by	A.W.		25/10/2024
Checked & Reviewed by	A.W.		25/10/2024
Issue Status	<b>DRAFT</b>		
Purpose of Issue	<b>DRAFT Issue</b>		
Document Reference	MCR/DH251024a		
Amendments			

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## Executive Summary

Priority	No. of Actions	SLA
Low	17	3 months from the date of the FRA
Medium	8	1 Month from the date of the FRA
High	3	2 eeks from the date of the FRA

Assessed Risk	Tolerable
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Recommended Review	On or Before 25 October 2025
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# 1. GENERAL INFORMATION

## 1.1 Scope of the report

This document has been prepared to report on the assessment of risks to life from fire in the common parts of the premises and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The assessment carried out to inform this report conforms to the description of a Type 1 fire risk assessment, as described in the Local Government Association guide: “Fire safety in purpose-built blocks of flats” in that a non-intrusive visual survey of the common areas of the premises were surveyed. No construction was opened-up during this survey and areas which were secured and therefore not accessible were not assessed. Any such areas are identified in the relevant section of this report.

The report does not address the risk to property or business continuity from fire.

This report constitutes neither a warranty of compliance nor an assurance against risk and represents the best judgement of the consultant who based its preparation in part, on the information provided by others.

There is no previous Fire Risk Assessment.

## 1.2 Building Details

The Regulatory Reform (Fire Safety) Order 2005 (the FSO) applies to any workplaces within the premises and any parts of the premises shared by the occupants of more than one dwelling, while the Housing Act 2004 applies to the insides of the individual dwellings.

## 1.3 Guidance documents relevant to the premises

Local Government Association: *Fire safety in purpose-built blocks of flats*. This guidance document is specifically written to help landlords, managing agents, enforcing officers and those undertaking fire risk assessments to understand the legislative requirements relating to blocks of flats and to apply them in a consistent and reasonable manner.

## 1.4 Legislation

This fire risk assessment has been compiled using the PAS 79 methodology alongside relevant current guidance and best practices. It is designed to help reduce the risks to a tolerable level.



## 1.5 About the Assessor

Name:	Andrew West
Qualifications:	BEng (Hons), MSc, C.Eng., MICE
Experience	<p>35 years' experience in the Construction Industry in all aspects of the design and construction of both low rise and high rise multi-storey residential buildings together with associated infrastructure.</p> <p>Initially trained and worked as a civil engineer in a Blue-Chip consulting practice. Involved / responsible for the design and construction management of numerous office buildings, the Pepsi Max Big One rollercoaster in Blackpool, numerous power stations all over the works (inc. the design life extension of Hinkley Point A nuclear power station), numerous contamination remediation schemes &amp; expert witness investigations.</p> <p>Design &amp; Management of numerous multi-discipline technical teams, for private developers, delivering both low rise and high-rise multi-occupation buildings.</p> <p>Head of Development &amp; Deliver for two large Housing Associations (each &gt; 50,000 homes).</p> <p>Group Head of Technical responsible for Building Safety for Home Group's portfolio of buildings, including FRA, external wall, internal compartmentation, fire door inspections and building safety cases.</p>

## 1.5 Limitations

This report is related to the residential areas only.

## 2. The Premises

### 2.1 Building Details

Name of the Business	Spruceloch Limited
Full address	Division House, 8 Division Street, Sheffield. S1 4LX
Number of floors	Shared basement, ground + 3 upper floors
Description	<p>The building comprises a former commercial building with a shared basement. It has two protected staircases.</p> <p>The ground floor comprised the MAP, a lift lobby, a connecting separate single staircase, a postal room, laundry a disabled wc, a residents / visitors lounge and a separate emergency staircase. There are also two separate retail units on the ground floor (one was occupied by Scope and the other by a café), the upper floors comprise 39 studio flats.</p> <p>The basement is used for car parking for commercial space, and the residents of the flats and other commercial spaces.</p>
Approximate Gross floor area (m <sup>2</sup> ):	2,500m <sup>2</sup> (residential areas only)
Construction Type	Reinforced concrete frame with concrete panel and glazed cladding.
Does the premises have single or multiple occupancy?	Multiple

### 3. The Occupants

#### 3.1 Occupant Numbers

Approximate maximum number of occupants in the building	117 (assuming 2x persons & 1 visitor per flat)
Approximate number of employees at any one time	Zero.
Maximum number of members of public at any one time	None.
Do external contractors regularly work on the premises?	No.

#### 3.2 Use of the Premises

The ground, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors are currently being used as residential accommodation. The basement is a shared space providing car parking for the residents of the flat and the ground floor as two retail spaces.

#### 3.3 Associated Times / Hours of Occupation

The accommodation may be occupied on a 24-hour 7 day a week basis.

#### 3.4 Occupants Especially as Risk

Are there any sleeping occupants on the premises?	Yes	
Is the premises used by anyone with a disability?	Unknown	A resident profile has not been viewed. Refuge points are not present in any of the stairwells.

## Fire Risk Assessment

Division House  
October 2024



Do young persons use the building (younger than 18 years old)	Yes	Families are present in the building.
Are there any other vulnerable persons especially at risk from fire?	Unknown	Please see above.

### 3.5 Fire Loss Experience

Unwanted fire calls in the past 12 months	Zero- Referenced in the fire maintenance report presented in the appendix.
Fires related incidents in the past 10 years	Unknown. This needs to be provided.



Certificate number 12650  
ISO 9001  
OHSAS 18001

## 4. FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

### 4.1 Electrical Sources of Ignition

		Comment
Are reasonable measures taken to prevent fires of electrical origin?	Yes	All electric service rooms and risers are tidy and clear flammable materials.
Are the fixed installations periodically inspected and tested?	Yes	Maintenance certificates are needed for the communal and residential electrics.  Maintenance certificates for the washing / drying machines in the laundry are required.  Maintenance details for the lift required.
Are portable appliances tested (PAT) within acceptable frequencies	N/A	No portable equipment was present during the inspection.  The washing / drying machines & the heater in the residents / visitors lounge should be provided with PAT testing.
Is there a suitable policy regarding the use of personal electrical appliances?	Unknown	Details of any policy that is provided to the residents (usually at the time of handover) needs to be provided.
Are electrical leads and extension cables well managed and carefully positioned?	N/A	No extension cables were present at the time of the investigation.
<b>General comments:</b>		

## 4.2 Smoking

		Comment
Is smoking permitted on the premises	No	Smoking is not permitted within common areas of the building. No smoking signs are present.
Does smoking occur in areas that are not designated as smoking areas?	No	There does not appear to be smoking in the building.
Within designated smoking areas are smokers' materials disposed of safely?	N/A	There are no designated smokers areas.
<b>General comments:</b>		

## 4.3 Arson

		Comment
Does basic security against arson by outsiders appear reasonable?	No	<p>Access via the MAP is controlled with a fob. There is no access control from the MAP lobby to the communal areas.</p> <p>Access to the apartments is by lock and key.</p> <p>There is no access from the street into the emergency exit staircase. However, access from the staircase / lift lobby to other residential floors is uncontrolled.</p> <p>At the time of the assessment, access to the café from the emergency staircase was unrestricted as the fire exit from the café was propped open by an electric scooter. This enabled anyone to have un-restricted access throughout the building.</p>

		Notice needs to be sent to the café to ensure that the door is kept shut. It is also worth noting that the café was using this area for general storage which would inhibit exit in an emergency.
<b>General comments:</b>		

#### 4.4 Fixed & Portable Heating Provisions

		Comment
What fixed heating installations are used to heat the premises?		Electric heating is provided to all flats. Panel heaters are present in the residents & visitor's lounge.  The other residential communal areas are unheated.
Are fixed heating installations subject to regular maintenance?	Unknown	Maintenance certification of the panel heaters is required.  Maintenance certification for the heating to the flats is required.
Are additional portable heating appliances in use?	No	There are no portable heating appliances present.
Is their use suitably controlled to minimise the risk of a fire to an acceptable standard?	N/A	
<b>General comments:</b>		



## 4.5 Cooking

		Comment
What type of cooking facilities are provided at the premises?		No communal cooking facilities.  Kitchens provided in individual apartments.
Are reasonable measures taken to prevent fires as a result of cooking?	Unknown	Details of the notice provided to residents when they move it is required.
Are suitable extinguishing appliances available in the cooking facilities?	N/A	
<b>General comments:</b>		

## 4.6 Lightning

		Comment
Do the premises have a lightning protection system?	Yes	No details lightning protection were available. Confirmation required of the provision of a lightening conductor.  If one is present maintenance details are required.  If one is not present reasoning required for the absence.
<b>General comments:</b>		

#### 4.7 Housekeeping

		Comment
Is the standard of housekeeping adequate?	No	<p>The residential communal corridors were clear of any obstructions. The protected staircases and ground floor lobby areas were not, with minor obstacles.</p> <p>The are bags of litter in the basement lobby areas. These need to be removed.</p>
General Comments		

#### 4.8 Furniture & Furnishings

		Comment
Do furniture and furnishings meet FFFSR standards?	Yes	
General comments:		

## 5. FIRE PROTECTION MEASURES

### 5.1 Means of Escape from Fire

		Comment
Is the premises provided with reasonable means of escape in case of fire?	Yes	
Are there enough exit routes for the number of people in the building?	Yes	
Are all exits easily and immediately openable where necessary?	No	Yes
Are escape routes unobstructed?	No.	Yes.
Are all travel distances within acceptable levels?	Yes	
Are there suitable fire provision for all inner rooms?	N/A	No inner rooms.
Are arrangements for means of escape for disabled people reasonable?	No	Assessed previously in Section 3.4.
Are external escape staircases and gangways subject to a suitable maintenance schedule?	N/A	None present.
<b>General Comments</b>		

## 5.2 Measures to Limit Fire Spread & Development - Internal

		Comment
Is the compartmentation of a reasonable standard?	Yes	<p>Compartmentation appears to be breached at numerous locations within the risers. There are small voids where cables penetrate the compartment walls. These need to be sealed.</p> <p>There did not appear to be any certification on the fire stopping. Confirmation is required on who undertook the stopping and a stopping register provided</p> <p>Within the basement there seemed to be a confusing strategy regarding fire collars. There are collars to areas under the adjacent buildings but no collars to waste pipes under the Division House. Confirmation required that all penetrations through the ground floor slab into the basement are appropriately fire stopped.</p> <p>The ground floor seems to be comprised of a combination of block and beam and concrete slab. The joints between the blocks do not seem to be sealed. This arrangement could compromise compartmentation, and confirmation is required that all joints are appropriately.</p>
Do walls provide suitable protection to escape routes?	Yes	There are no flammable materials along the escape routes.
Are fire doors in good condition, providing good compartmentation?	Yes	<p>A fire door survey has been undertaken of all the communal doors.</p> <p>This showed none of the doors achieved the required standard and remedial works are required to bring them up to a suitable standard.</p>

		The flat front doors are due to be inspection in December.
Are fire shutters in good condition, providing good compartmentation?	Not Applicable	None present.
Do ducts that pass- through fire separating walls have dampers fitted?	N/A	There was ductwork present in the basement and the basement lobby. This passes through compartment walls. Confirmation is required if dampers are present and if it is maintenance certification is required.
<b>General Comment</b>		

## 5.3 Measures to Limit Fire Spread & Development - External

		Comment
Are reasonable measures in place to prevent rapid fire spread across the external surfaces of the building?	No	<p>The external wall construction is precast concrete sections with glazing. It looks like it would have been constructed in the 1960's.</p> <p>The construction unknown. As the building has been converted relatively recently there should be external wall construction details.</p> <p>Whilst the concrete façade itself is not flammable, insulation and cavity fire stopping needs to be checked.</p>
Has the outer face of the building been provided with an insulating cladding system?	No	
Is the external cladding system in a good state of repair, capable of resisting a fire from an external source?	Yes	

## Fire Risk Assessment

Division House  
October 2024



Are there features of the building construction which might assist a fire to spread vertically?	Unknown	Please see above.
Are balconies present and are they constructed in such a way as to minimise the spread of fire from balcony to balcony?	No	No balconies
<b>General comments:</b>		

### 5.4 Emergency Escape Lighting

		Comment
Has a reasonable standard of emergency escape lighting been provided?	Yes	Emergency lighting provided on all floors at a reasonable spacing sufficient for emergency exit.
Cause & Effect known	Yes	Lighting comes on if there is a power failure,
Testing and maintenance	Provided	Maintenance certification needs to be provided.
<b>General comments:</b>		

### 5.5 Fire Safety Signs & Notices

		Comment
Is there a reasonable standard of fire safety signs and notices?	Yes	The fire zone plan is incorrect and needs to be updated – please see section 5.6
<b>General comments:</b>		

## 5.6 Means of Giving Warning in Case of Fire

		Comment
What alarm system has been installed on the premises.		<p>The residential flats have individual smoke / heat detectors and sounders – LD3.</p> <p>There is a L1 fire alarm system comprising smoke detectors in all communal and ancillary areas (inc. basement) connected to a fire control panel.</p>
Is the means of giving warning, in case of fire, appropriate for the occupancy and fire risk? <sup>1</sup>	Yes	
Cause & Effect known	Yes	<p>Activation of the smoke detectors will signal the fire alarm panel that will in turn contact a 24/7 remote monitoring station. The AOV's will open in the staircases and compartment of the fire, the lift will return to the ground floor and the access controls will be disabled to allow free access.</p> <p>Detection of smoke in any of the residential areas will sound the respective fire alarm.</p>
Are sound levels, of the alarm system, adequate throughout the premises?	Unknown	<p>Test certification not provided for the residential flats.</p> <p>N/A for the communal areas.</p>
Testing and maintenance	Yes	<p>Maintenance of the communal alarm was undertaken on 17/06/24. Although the system was passed the following faults were recorded:</p> <ul style="list-style-type: none"> <li>• The devices are not zoned correctly – everything appears to be in zone 1.</li> <li>• The zoning plan needs to be updated with new zoning.</li> <li>• No key switch isolator spur fitted to the fire panel</li> <li>• The relays for all the actuators trigger</li> </ul>



		<p>from any fire – these needs re-configuring so that they trigger only from local compartments.</p> <ul style="list-style-type: none"> <li>• No output to release the main door access.</li> <li>• The batteries need to be replaced to 7A.</li> </ul>
<p><b>General comments:</b> Clarification is required on the connection between the fire alarms in the retail units and the AOV / Fire Alarm systems in the residential section of the building. The emergency exit looks like it would be utilized by the cafe. Therefore, if the alarms in the cafe are activated the AOV in the emergency staircase should be opened.</p> <p>The linkages need to be determined.</p>		

## 5.7 Manual Fire Extinguishing Appliances

		Comment
Is there reasonable provision of portable fire extinguishers?	N/R	<p>Fire extinguishers are present at various location in the building. There is no requirement to provide them in this building.</p> <p>The presence of fire extinguishers will encourage any residents / visitors to use them and unless they are trained this could present a greater risk that simply evacuating as required.</p> <p>The extinguishers should be removed.</p>
Are all fire extinguishing appliances readily accessible?	N/A	
Testing and maintenance	N/A	
<p><b>General comments:</b></p>		

## 5.8 Automatic Fire Extinguishing

		Comment
Is there automatic fire extinguishing on the premises?	No.	
Cause & Effect known	N/A	
Testing and maintenance	N/A	
<b>General comments:</b>		

## 5.9 Smoke Control

		Comment
Is there a smoke control system installed on the premises?	Yes	AOV at the head of all staircases. Automatic opening windows are present in all the communal corridors immediately outside both staircases. Smoke detectors are present in all the communal corridors, and ancillary rooms, except the MAP lobby.  Details of the smoke control in the basement is required.
What is the purpose of the smoke control system?	Yes	The smoke control system is designed to minimise smoke build up in the common areas of the building.  The smoke control is appropriate for the building.
Cause & Effect known		Activation of the smoke detectors opens the AOV at the head of the stairs and the AOV's in the communal corridors on the fire floor.

## Fire Risk Assessment

Division House  
October 2024



Testing and maintenance	Provided	<p>The Smoke AOV system has been maintained and a copy of the maintenance certificate / report is presented in the Appendix.</p> <p>The system is recorded as fully functioning without faults.</p> <p>Maintenance certification for the smoke control in the basement is required.</p>
<b>General comments:</b>		



Certificate number 12650  
ISO 9001  
OHSAS 18001

## 6. MANAGEMENT OF FIRE SAFETY

### 6.1 FIRE STRATEGY DOCUMENTATION / PROVISIONS

		Comment
What is the evacuation strategy for the building?		Stay put for the residential flats and simultaneous evacuation from the communal and ancillary areas.
Who is responsible for the management of fire safety on the premises?	Not Known	Spruchlock Limited
Are there suitable arrangements for summoning the fire and rescue service?	Yes	The residents are advised to call the FRS if there see a fire. The fire panel is linked directly to. 24/7 monitoring service. This was tested as part of the fire alarm maintenance.
What arrangements have been made for ensuring that the premises has been evacuated?	Not Applicable	The building operates a stay put strategy.
Is there a suitable fire assembly point?	Yes.	The location of a rendezvous point needs to be clarified and communicated to residents.
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	No	There are no refuges or call points present in any of the stairwells. There are no notices warning visitors that it is their responsibility to ensure that they are to evacuate in the event of a fire.
Are there routine in- house inspections of fire precautions?	Unknown	Routine quarterly inspections of the fire alarm, AOV, door release systems fire doors and emergency lighting are being undertaken.
Is a suitable defect reporting system in place\	Unknown	This needs to be clarified.
<b>General comments:</b> The latest routine inspection reported that the main front door does not revert to free access when the smoke detectors are activated. This is referenced in section 5.6.		

## 7. FIRE SERVICE ACCESS & INFORMATION

### 7.1 Information for the Fire Service

		Comment
Is an information pack available for handover to the fire service?	No	A fire box was present in the MAP lobby. However, access to this was not possible.
Is information available on the luminous discharge (neon) signs?	N/A	No luminous signs are present on site.
Is information available on the photovoltaic generating system?	N/A	No PV.
<b>General comments:</b>		

### 7.2 Access & Water Supply

		Comment
Is vehicular access for the fire service acceptable?	Yes	There are two dry risers outlets in the building, one at the main entrance and one at the emergency exit.  There are no restrictions on access to either.
Are local water supplies sufficient for firefighting?	Yes	Hydrants are present in the adopted carriageways immediately adjacent to the building.
<b>General comments</b>		

### 7.3 Maintenance of Facilities, Equipment & Devices Provided for Firefighting

		Comment
Rising Mains	Yes	<p>Two dry risers are present one in each staircase.</p> <p>The rising main by the emergency exit did not have any glazing to the cabinet and both inlet caps were missing. The main by the entrance also had both inlet caps missing.</p> <p>There are outlet valves on each floor.</p>
Fire-fighting lifts	No	None present.
Testing and maintenance	Yes	<p>A maintenance inspection of both dry risers was undertaken on 05/10/23.</p> <p>Both risers have been maintained but repair work was identified:</p> <ul style="list-style-type: none"> <li>The riser by the MAP request 2x inlet caps to be fitted.</li> <li>The riser by the emergency exit requires 1x inlet glass &amp; sign and 2x inlet caps.</li> </ul> <p>The remedial works outlined in the maintenance inspection do not appear have ben completed. These repairs are required urgently.</p>
<b>General comments:</b>		

## 8.0 PREMISES FIRE RISK RATING

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator:

Likelihood	Potential Consequences		
	Slight harm	Moderate harm	Severe harm
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Risk Level	Action and Timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.



## 8.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

### **Low**

There is a low likelihood of fire because of negligible potential sources of ignition.

## 8.2 Impact of Fire

Considering the nature of the premises and the occupants, as well as the fire protection and procedural arrangement observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

### **Moderate Harm**

An outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

## 8.3 Summary of Risk Rating

Accordingly, it is considered that the risk to life from fire at these premises is:

### **Tolerable**

No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.

## 8.4 Recommended Review

It is recommended that this fire risk assessment is reviewed in 12 months time to assess progress.

Once the various remedial actions are completed, the recommended review period may be extended if appropriate.

## Fire Risk Assessment

Division House  
October 2024



### 9.0 Action Plan

<b>FRA Action Plan</b>		<b>Date of FRA Survey 25/10/2024</b>		
<b>Division House, Sheffield</b>				
To remedy the deficiencies identified in sections 3 to 7, the following recommendations should be implemented in order to reduce the fire risk to, or maintain it at, the following level.				
Trivial <input checked="" type="checkbox"/> Tolerable <input type="checkbox"/>				
<b>Deficiency / Rectification</b>	<b>Priority</b>	<b>Date to be Rectified</b>	<b>Date Rectified</b>	<b>Action by Whom?</b>
Resident profile required to determine if there are any residents with disabilities or vulnerabilities	Medium			MCR
Details of any fire related incidents within the last 10 years to be provided.	Medium			MCR
The electrical commissioning / maintenance certificates for the residential & communal areas to be provided.	Medium			MCR
Maintenance certificates for the washing / drying machines in the laundry to be provided.	Medium			MCR
Maintenance certificates for the lifts to be provided.	Medium			MCR
PAT testing details to be provided for the washing / laundry machines and the communal heaters in the residents / visitors lounge.	Low			MCR
Details of any policy that is provided to the residents (usually at the time of handover) needs to be provided.	Low			MCR
Controlled access from the lobby area to the residential corridors needs to be provided.	Medium			MCR
Notice needs to be sent to the café to remind them of their responsibilities for fire safety and asking them to ensure that the emergency escape doors to the emergency staircase are kept shut. They also need to be advised that clear access should be provided.	Medium			MCR
Maintenance certification of the panel heaters is required.	Low			MCR
Maintenance certification for the heating to the flats is required.	Medium			MCR
Details of the notice provided to residents when they move in of the dangers of cooking fires needs to be provided.	Low			MCR
Lightening protection & maintenance details or a reason why lightning protection is not present need to be provided.	Medium			MCR
The basement lobby areas need to be kept clear of rubbish.	Medium			MCR
Fire stopping voids to be filled	Medium			MCR
Fire stopping register required	Medium			MCR
Confirmation required that the joints in the block & beam basement soffit are sealed at compartment wall locations.	Medium			MCR
The fire doors need to be repaired.	High			MCR
Details of any dampers within ducts is required and their respective maintenance certification, if applicable.	Medium			MCR
Construction details of the external wall required.	Medium			MCR
Maintenance certification for the emergency lighting is required.	Low			MCR
Updated fire zone plan is required.	Low			MCR
Fire alarm faults must be rectified.	High			MCR
Linkage between the fire alarms / AOV systems of the retail and residential areas to be confirmed.	Medium			MCR
Details of the car park ventilation and maintenance certification is required.	Medium			MCR
Fire extinguishers to be removed.	Low			MCR
Rendezvous point to be confirmed.	Low			MCR
Dry risers repairs to be completed.	High			MCR


## **Appendix A**

### **Fire Door Survey Results**

## Fire Risk Assessment

Division House  
October 2024

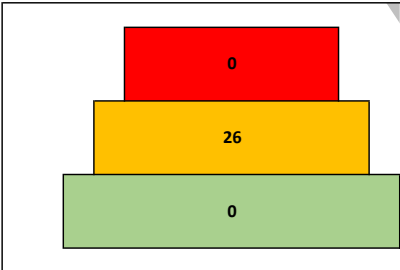


  
**FIRE DOOR Building COMPLIANCE CERTIFICATE & RISK CLASSIFICATION**

DIVISION	
<b>Communal Doors ONLY</b>	Date of Inspection: 04/09/2024

Total Doors	Surveyed	% Complete	No Access	Not Surveyed
27	26	96%	1	0

**Surveyed Door Grade Profile**




Door Grades

	C
	B
	A

No. of Work Sch

26
No. of Certs
0

**Defects Profile** Total No. of Defects = 38



Defect Priorities

	High
	Medium
	Low

<b>Average No. Defects / Door</b>	1.46
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<b>IMPACT</b>	47%
<b>Likelihood</b>	59%

<b>Risk of Fire Spread Due to FD's</b>	<b>Medium</b>	27.9%
Door Type:		Communal Doors
No.		27

This is issued following a single inspection carried out by a qualified fire door inspector. It does not warrant the condition of the fire door after the inspection dates, should any repairs or replacement be undertaken, or the door loses integrity due to wear and tear, or removal of door closures or other tampering.

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## Appendix B

### Photographs

# Fire Risk Assessment

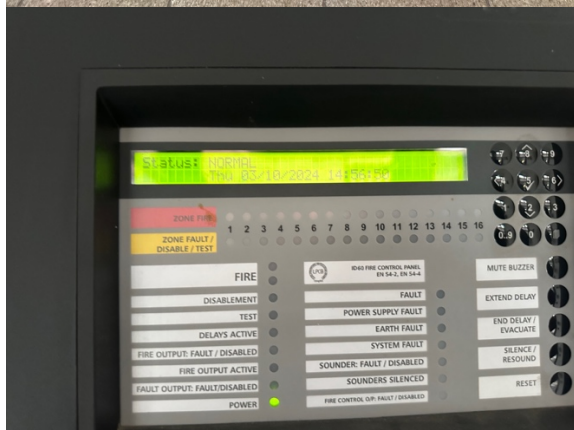
Division House  
October 2024





# Fire Risk Assessment

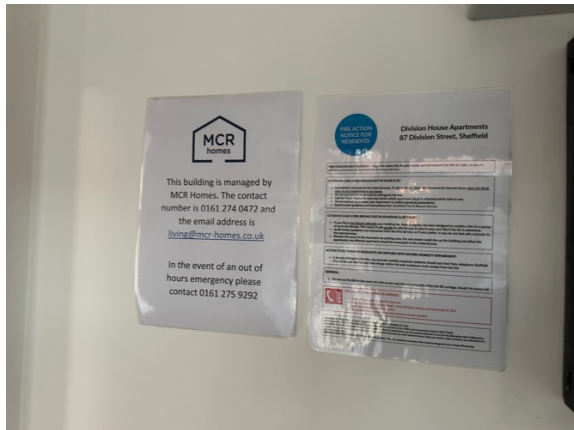
Division House  
October 2024





## Fire Risk Assessment

Division House  
October 2024



## Fire Risk Assessment

Division House  
October 2024





## Fire Risk Assessment

Division House  
October 2024



## Fire Risk Assessment

Division House  
October 2024





## Fire Risk Assessment

Division House  
October 2024



## Fire Risk Assessment

Division House  
October 2024





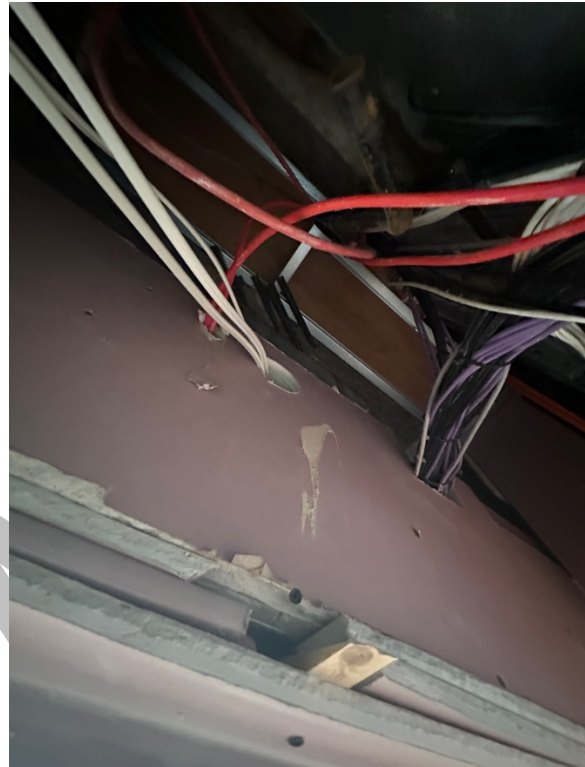
## Fire Risk Assessment

Division House  
October 2024



## Fire Risk Assessment

Division House  
October 2024





## Fire Risk Assessment

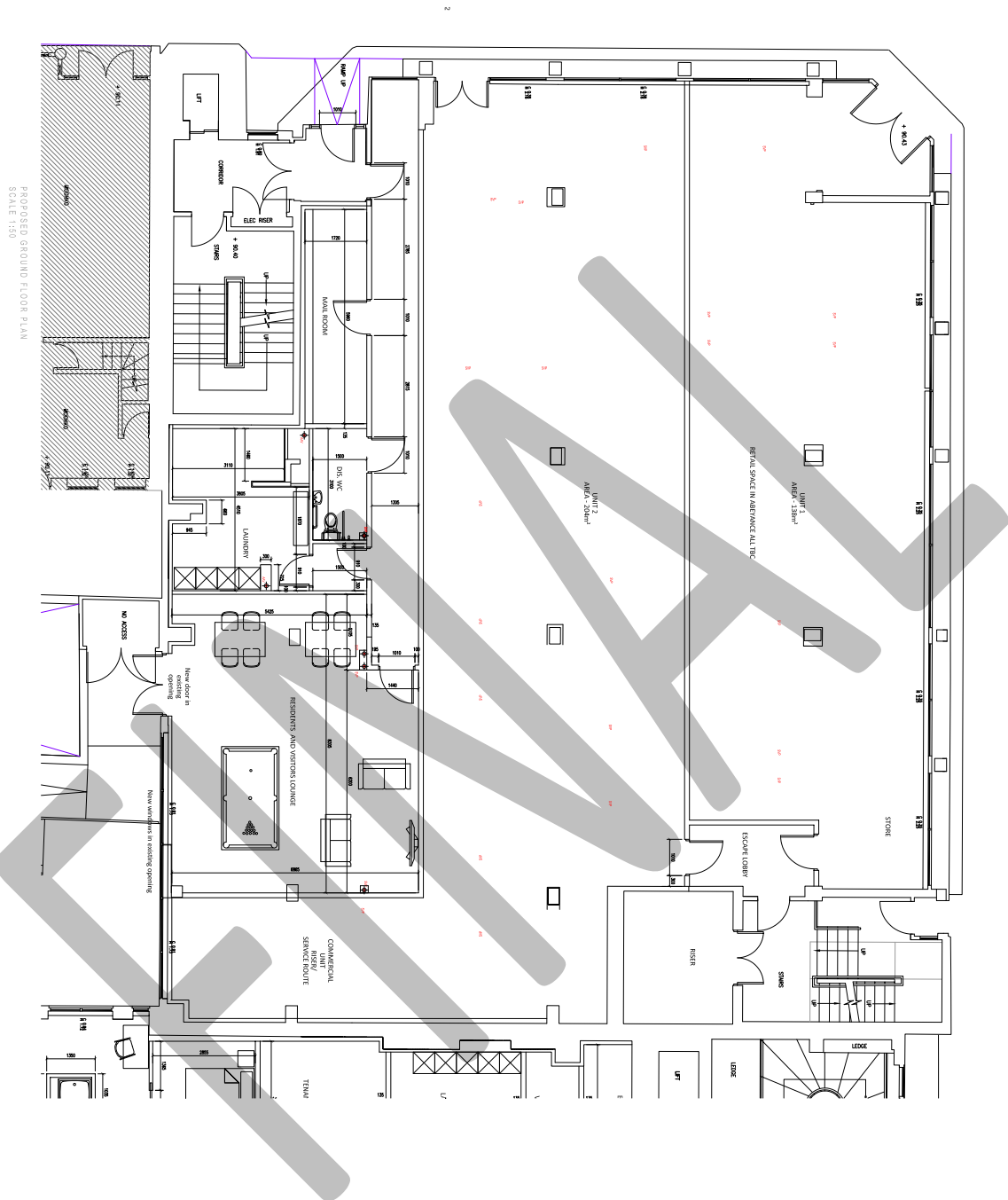
Division House  
October 2024



## **Appendix C**

### **Floor Plans**

Division House  
October 2024



**CODA Architects**

1001 Chestnut Lane, Omaha 68102, NE  
 402-442-2222  
 www.codaa.com

**Client** WBC

**Job** RESEARCH HOUSE

**Title** PR. GROUND FLOOR SETTING OUT

**Dwg. No.** 2891-102

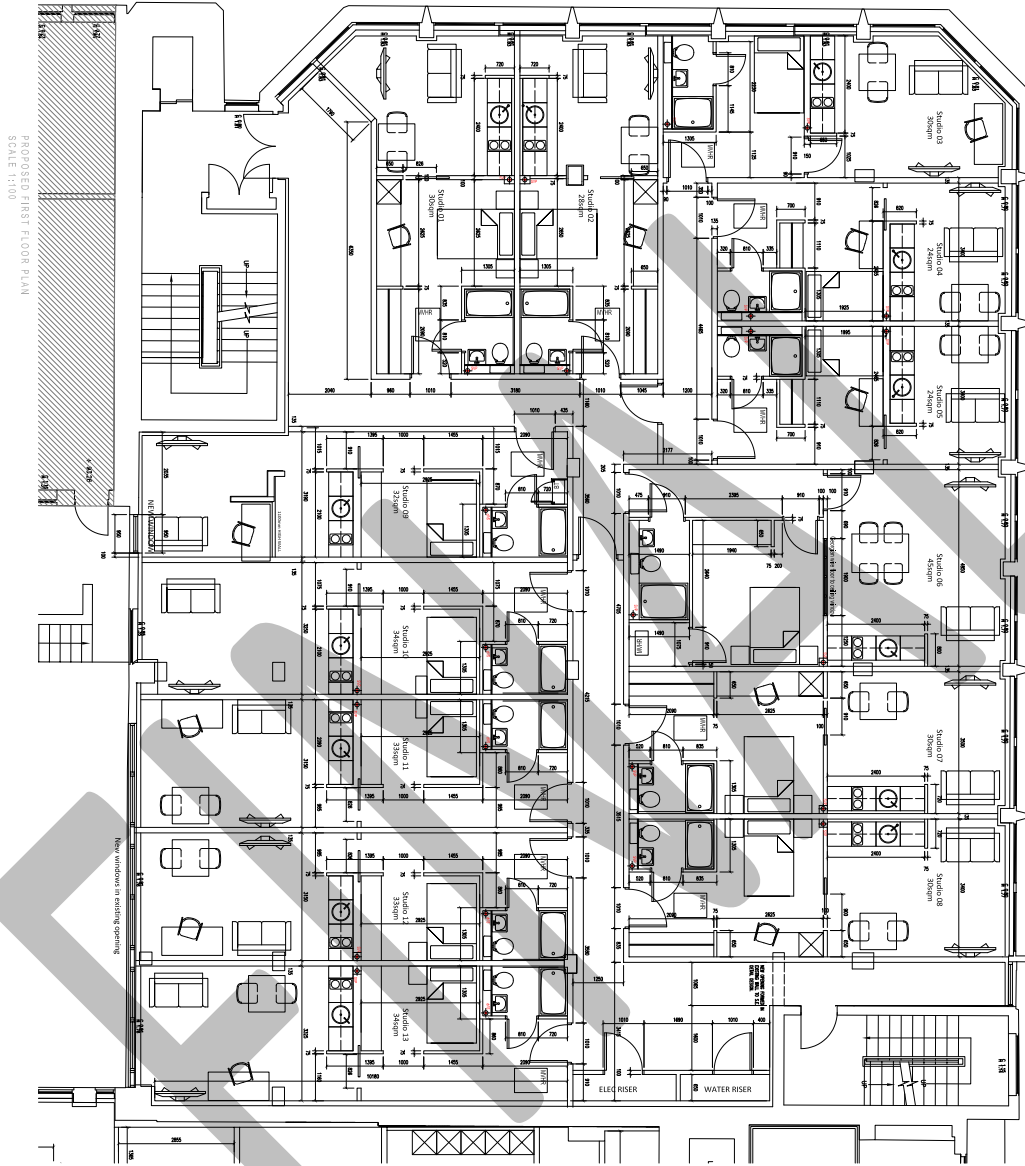
**Design** © 2007-2008 by the CODA and the CODA's clients. CODA and the CODA's clients are not responsible for the design or construction of the building. CODA and the CODA's clients are not responsible for the design or construction of the building.



Certificate number 12650  
ISO 9001  
OHSAS 18001

# Fire Risk Assessment

Division House  
October 2024



**CODA**  
Architects

CODA Studios Ltd  
1001 Coventry Road, CODA Studios, S1 2AF  
0121 777 7777  
info@codastudios.co.uk

Author	Project	Scale	Date
Architect	Client	1:100	10/24
Engineer	Contractor		
Checker	Reviewer		
Drawn by	Drawn on		

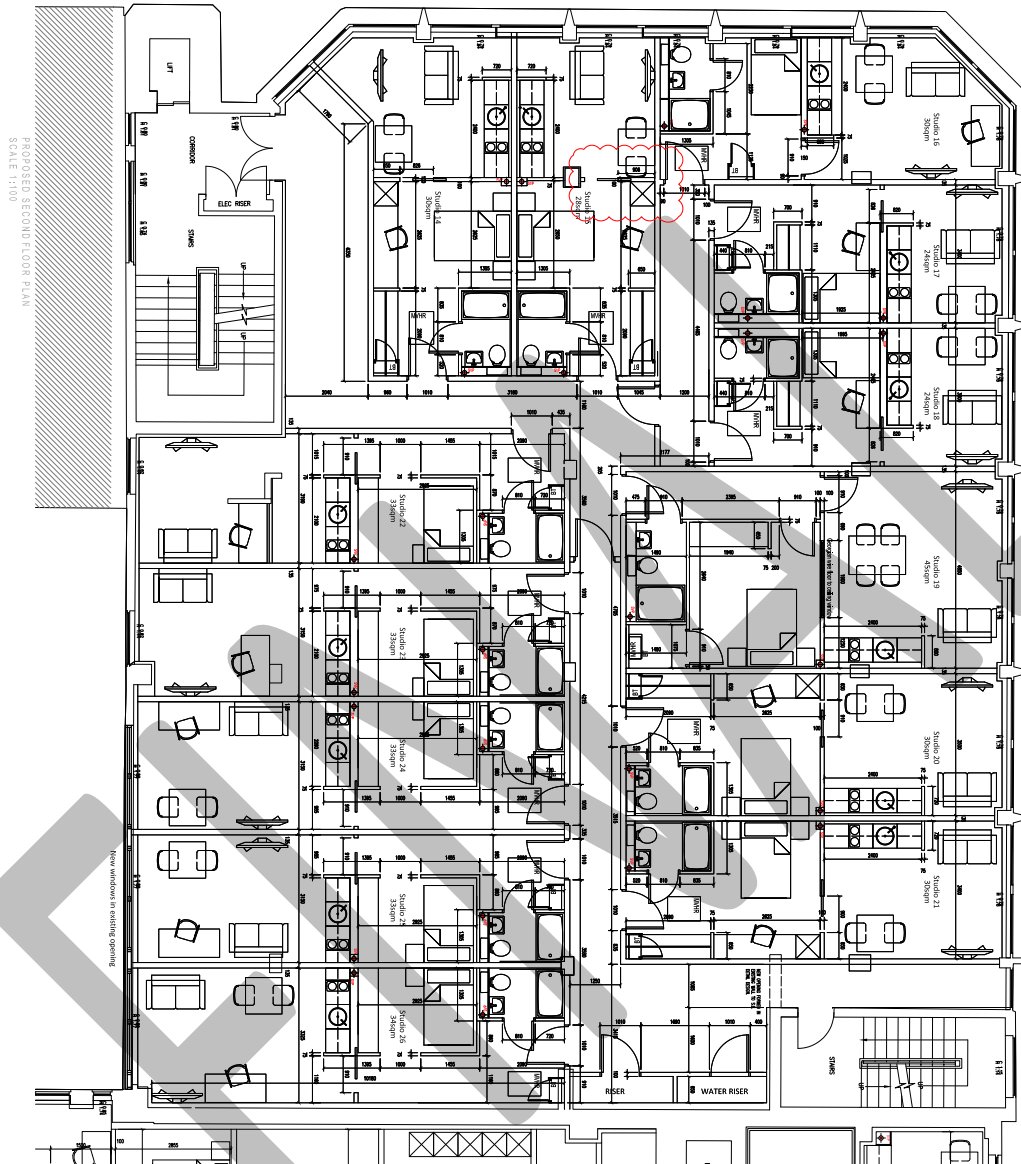
Job: WESTFIELD HOUSE RECONSTRUCTION  
Title: FIRST FLOOR SETTING OUT PLAN  
Draw No: 1/2024-1023

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1	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
2	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
3	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
4	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
5	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
6	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
7	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
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9	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
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11	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
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13	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
14	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
15	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
16	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
17	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
18	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
19	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24
20	100% OF THE FIRST FLOOR SETTING OUT PLAN	10/24



Division House  
October 2024

[illegible]

Certificate number 12650  
ISO 9001  
OHSAS 18001





## Appendix D

### Latest Commissioning Certificates and Management Arrangements

#### **Division House**

#### **Certificate Summary**

	Date of Last Inspection	Comments
AOV	09/07/2024	
Car Park Ventilation		
Communal Fire Alarm	17/06/2024	Repairs required.
Residential Fire Alarm		
Emergency Lighting		
Lifts - Passenger		
Lightening Protection		
Fire Doors - Flat Front Doors		
Fire Doors - Communal Doors	04/09/2024	
EV		
Automatic Door Switch		Faults - see fire alarm report.
Dry Riser	05/10/2023	Both risers tested on this date. Repairs required.
Laundry Electrics		
Communal Electrics		
Residential Electrics		

## Fire Risk Assessment

Division House  
October 2024



# Porter Fire

## Porter Fire Ltd

12 Hutcliffe Wood Rd  
Beauchief,  
Sheffield, S8 0EX  
Email: [info@porter-fire.co.uk](mailto:info@porter-fire.co.uk)  
Tel: 0114 236 4545

### WORK REPORT

Call Number	1217	Call Type	Routine Maintenance
Site Contact:		Customer	ETRIM Ltd
Site	ETRIM Ltd, Division House, Division Street, Sheffield, S1 4LX	Reason for call/Fault Found:	1 of 2 Job scheduled on 17/06/2024
Scheduled Date	17/06/2024 08:00:00	Cause:	Fire Alarm Service
Labour:		Action Taken:	Fire Alarm Service completed in accordance with BS 5839-1:2017, except for the variations, if any, stated in this document. Please see page 2 of this document for details of works completed and any faults and recommendations.
Engineer			
Parts:			
QTY.	Description		



BAFE SP203 Scheme Registration No. 101844





# Fire Risk Assessment

Division House  
October 2024



## Porter Fire

### Porter Fire Ltd

12 Hutcliffe Wood Rd

Beauchief,

Sheffield, S8 0EX

Email: info@porter-fire.co.uk

Tel: 0114 236 4545

<b>FIRE DETECTION AND FIRE ALARM SYSTEM INSPECTION &amp; SERVICING CERTIFICATE</b>	
Annual Inspection and Service?	<b>NO</b>
Periodic Inspection and Service?	<b>YES</b>
<b>SYSTEM DETAILS</b>	
BS 5839-1:2017 CATEGORY (M L1 L2 L3 L4 L5 P1 P2) / BS 5839-6:2019 GRADE A CATEGORY (M LD1 LD2 LD3 PD1 PD2):	
L1 category system with detection everywhere excluding the entrance foyer.	
Is the Logbook available?	<b>YES</b>
<b>PERIODIC INSPECTION AND SERVICE CHECKLIST</b>	
Have there been any changes in building layout which affect the compliance of the system?	<b>NO</b>
Has the operation of the audible and visual alarm devices been checked?	<b>YES</b>
Ancillary Equipment - Have operating at least one cause and observing the operation of the effects confirmed the cause and effect programme?	<b>YES</b>
Have all the fault monitoring system functions of the CIE been tested for correct operation?	<b>YES</b>
Have all power supplies been checked for correct capacity and operation?	<b>YES</b>
Have the fire alarm functions of the CIE been checked by the operation of at least one detector or manual call point on EACH circuit?	<b>YES</b>
Has the automatic transmission of all fire alarm and fault signals to the alarm-receiving centre been checked with their signals confirmed?	<b>YES</b>
Is there a suitable zone plan, correctly orientated, located and securely fixed adjacent to ALL CIE?	<b>YES</b>
What is the false alarm rate for the previous 12 months? (Insert Value)	<b>0</b>
Is there anything in the Logbook that requires attention?	<b>NO</b>
<b>POST INSPECTION AND SERVICING CHECKS</b>	
Has the system been returned to its normal state?	<b>YES</b>
Has the alarm-receiving centre been advised that all inspection & servicing activities are complete and that normal monitoring is to resume?	<b>YES</b>
Have items of equipment, test keys, access keys and or documentation used to carry out the inspection & servicing visit been returned to the Client?	<b>YES</b>
<b>ANNUAL INSPECTION AND SERVICE CHECKLIST</b>	
Have all devices been tested in the last 12 months?	<b>YES</b>
Has all radio system equipment been inspected and serviced in accordance with the recommendations of the manufacturer(s)?	<b>N/A</b>
Has the cause & effect programme been confirmed, by the operation of at least one cause and observing the operation of the effects?	<b>YES</b>
<b>EXTENT OF SYSTEM TESTED:</b>	
Routine service visit carried out on the fire alarm, all of the basement, ground floor and 1st floor have been tested. Actuators and lift grounding have tested ok.	
<b>FAULTS AND RECOMMENDATIONS:</b>	
The devices are not zoned correctly, all of which appear to be in zone 1. The zone plan also needs updating to new zoning with a colour coded key and fire exit locations. There is no keyswitched isolation spur fitted for the fire panel. The relays for all of the actuators trigger from any fire. This would need reprogramming to trigger only from local compartments and stairs to open from any fire. There is no output to release the main door upon fire activation, and there is no optical detector fitted in the entrance foyer. The batteries in the fire alarm panel need replacing to 7A batteries in order to sustain the load.	
Customer requested NOT to test sounders	<b>NO</b>
Customer requested NOT to test outputs	<b>NO</b>
I (engineer), hereby certify the fire detection and fire alarm system has been serviced in accordance with BS 5839-1:2017 with results as indicated.	
<b>Customer Signature:</b>	<b>Engineer Signature:</b>
Signature Unavailable	Joe Kelly



## Fire Risk Assessment

Division House  
October 2024



Date: 13/06/2024



BAFE SP203 Scheme Registration No. 101844

Datetime: 13/06/2024 10:34:18



## Fire Risk Assessment

Division House  
October 2024



UK Dry Risers (Maintenance) Ltd  
Alma House  
Grimshaw Lane  
Middleton  
M24 1GQ

Telephone: 0161 871 2970  
Email: service@ukdryrisers.co.uk

### DRY RISER HYDRAULIC PRESSURE TEST CERTIFICATE

Carried out in accordance with BS 9990: 2015

<b>Test Date:</b>	05/10/2023		
<b>Location:</b>	Spruceloch Limited Division House 87 Division Street Sheffield S1 4LX		
<b>System Location: Riser 2 - side of building Rockingham St</b>	<b>Outlet Valves Checked: YES</b>		
<b>No. of Outlets: 4</b>	<b>Inlet Box Checked: YES</b>		
<b>Inlet Pressure: 12 Bar</b>	<b>Air Release Valves Checked: YES</b>		
<b>Top Floor Pressure: 10.5 Bar</b>	<b>Inlet Valve Checked: YES</b>		
<b>Test Duration: 15 MINS</b>	<b>Service Type: STANDARD</b>		
<b>PASS / FAIL: <i>PASS</i></b>	<b>Engineer:</b>		
Remedial work carried out: Remedial work required: 1x inlet glass & sign and 2 x inlet cap			
<b>Statutory</b>	<b>Advisory</b>	<b>X</b>	<b>Not Required</b>
<b>System does not conform to BS 9990: 2015 – URGENT ACTION REQUIRED</b>	<b>Guarantee:</b> All parts and materials supplied by us and installed by our Engineers are guaranteed for 12 months from date of testing/installation.		
<b>See recommendation above</b>			
<b>System in good working order</b>			



Registered Office: 11-14 Flemming Court,  
Castleford, West Yorkshire WF10 5HW  
Registered in England and Wales No. 07455012



## Fire Risk Assessment

Division House  
October 2024







UK Dry Risers (Maintenance) Ltd  
Alma House  
Grimshaw Lane  
Middleton  
M24 1GQ

Telephone: 0161 871 2970  
Email: service@ukdryrisers.co.uk

### DRY RISER HYDRAULIC PRESSURE TEST CERTIFICATE

Carried out in accordance with BS 9990: 2015

<b>Test Date:</b>	05/10/2023		
<b>Location:</b>	Spruceloch Limited Division House 87 Division Street Sheffield S1 4LX		
<b>System Location: Riser 1 - main entrance</b>	<b>Outlet Valves Checked: YES</b>		
<b>No. of Outlets: 4</b>	<b>Inlet Box Checked: YES</b>		
<b>Inlet Pressure: 12 Bar</b>	<b>Air Release Valves Checked: YES</b>		
<b>Top Floor Pressure: 10.5 Bar</b>	<b>Inlet Valve Checked: YES</b>		
<b>Test Duration: 15 MINS</b>	<b>Service Type: STANDARD</b>		
<b>PASS / FAIL: PASS</b>	<b>Engineer:</b> 		
Remedial work carried out: Remedial work required: 2 x inlet cap			
<b>Statutory</b>	<b>Advisory</b>	<b>X</b>	<b>Not Required</b>
	<b>System does not conform to BS 9990: 2015 – URGENT ACTION REQUIRED</b>		<b>Guarantee:</b> All parts and materials supplied by us and installed by our Engineers are guaranteed for 12 months from date of testing/installation.
	<b>See recommendation above</b>		
	<b>System in good working order</b>		



Registered Office: 11-14 Flemming Court,  
Castleford, West Yorkshire WF10 5HW  
Registered in England and Wales No. 07455012



## Fire Risk Assessment

Division House  
October 2024



# Porter Fire

## Porter Fire Ltd

12 Hutcliffe Wood Rd  
Beauchief,  
Sheffield, S8 0EX  
Email: [info@porter-fire.co.uk](mailto:info@porter-fire.co.uk)  
Tel: 0114 236 4545

### WORK REPORT

Call Number	2097	Call Type	Routine Maintenance
Site Contact:		Customer	ETRIM Ltd
Site	ETRIM Ltd, Division House, Division Street, Sheffield, S1 4LX		
Scheduled Date	09/07/2024 15:29:17		
Labour:			
Engineer			
Joe			
Parts:			
QTY.	Description	Reason for call/Fault Found:	
12	111 - Battery 3.2 A/H	Cause:	
		Smoke Control Service	
		Action Taken:	
		Smoke Control Service completed in accordance with BS 7346-8:2013, except for the variations, if any, stated in this document.	
		Please see page 2 of this document for details of works completed and any faults and recommendations.	



BAFE SP203 Scheme Registration No. 101844





## Fire Risk Assessment

Division House  
October 2024



# Porter Fire

## Porter Fire Ltd

12 Hutcliffe Wood Rd

Beauchief,

Sheffield, S8 0EX

Email: [info@porter-fire.co.uk](mailto:info@porter-fire.co.uk)

Tel: 0114 236 4545

### SMOKE CONTROL SYSTEM INSPECTION CERTIFICATE BS 7346-8:2013 / BS 9999:2017

#### Type of Inspection and Service:

Periodic Inspection and Service? **N/A**

Annual Inspection and Service? **YES**

Is the Logbook available? **YES**

#### PERIODIC INSPECTION AND SERVICE CHECKLIST

Have there been any changes in building layout which affect the compliance of the system? **NO**

Are there any faults present on the control panel on arrival? **NO**

Have all the fault monitoring system functions of the AOV CIE been tested for correct operation? **YES**

Have all power supplies been checked for correct capacity and operation? (72 hours) **YES**

Has the vent been triggered on standby power only? **YES**

Has the fire alarm input of the AOV CIE been checked by the operation of at least one detector or manual call point to trigger the AOV? **YES**

Have the vents fully opened within 90 seconds and closed on reset? **YES**

Has the opening window been confirmed as 1m Sq on the head of the stairs? **YES**

Has the opening vent on the ventilated lobbies been confirmed at 1.5m Sq? **YES**

Has the system confirmed to lockout on lobby activation? **NO**

Is there anything in the Logbook that requires attention? **NO**

Have any dampers, if applicable, been functionally tested? **YES**

#### POST INSPECTION AND SERVICING CHECKS

Has the system been returned to its normal state? **YES**

Have items of equipment, test keys, access keys and or documentation used to carry out the inspection & servicing visit been returned to the Client? **YES**

#### EXTENT OF SYSTEM TESTED:

100% of the AOV system has been tested.

Commissioning for smoke control **N/A**

Installation work is an acceptable standard, as far as can be seen **YES**

The entire system has been inspected and tested **YES**

The system performs as required by the specification **YES**

#### FAULTS AND RECOMMENDATIONS:

I (engineer), hereby certify the AOV/dampers/smoke vents have been serviced in accordance with BS 7346-8:2013 with results as indicated.

Customer Signature:

Signature Unavailable

Engineer Signature:

Joe Kelly



Date: 09/07/2024



BAFE SP203 Scheme Registration No. 101844



## Fire Risk Assessment

Division House  
October 2024



# Porter Fire

## Porter Fire Ltd

12 Hutcliffe Wood Rd  
Beauchief,  
Sheffield, S8 0EX  
Email: info@porter-fire.co.uk  
Tel: 0114 236 4545

### WORK REPORT

Call Number	1344	Call Type	Routine Maintenance
Site Contact:		Customer	ETRIM Ltd
Site	ETRIM Ltd, Division House, Division Street, Sheffield, S1 4LX	Reason for call/Fault Found:	
Scheduled Date	23/07/2024 10:24:44		To carry out Quaterly Checks
Labour:		Cause:	
Engineer			Quarterly Checks
Jack		Action Taken:	
Parts:			Quarterly checks completed. Please see page 2 of this document for details and any faults and recommendations.
QTY.	Description		AOV tested okay and open from fire signal and override. Lift grounds from a fire signal.
			Faults and Recommendations 5 x Bin store doors are damaged. The main door doesn't release under fire condition. 5 x General lighting are not working.



BAFE SP203 Scheme Registration No. 101844





Porter Fire

Porter Fire Ltd

12 Hutcliffe Wood Rd  
Beauchief,  
Sheffield, S8 0EX  
Email: info@porter-fire.co.uk  
Tel: 0114 236 4545

QUARTERLY CHECKS CERTIFICATE

CHECKS CARRIED OUT:	
Door entry system changes over to free egress when fire alarm activated	NO
Functional test of the AOV's completed	YES
Final exit escape doors inspected	YES
General lighting inspected	YES
Visual inspection of common area fire doors completed	YES

FAULTS AND RECOMMENDATIONS:

I (engineer), certify the checks are complete (any outstanding checks will be noted).

Customer Signature:		Engineer Signature:	Jack Turner
			

Date: 23/07/2024



BAFE SP203 Scheme Registration No. 101844



## Fire Risk Assessment

Division House  
October 2024



DRAFT



Certificate number 12650  
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