



University College
of Osteopathy

Fire Risk Assessment Southwark Bridge Road

SBR FIRE RISK ASSESSMENT

Report of Audit and Inspection

Premises Details

Occupier	The University College of Osteopathy
Premises Address	98-118 Southwark Bridge Road, London SE1 0BQ
Premises Description	Ground floor clinic in a multi-use building
Times premises are in use	Monday-Friday: 8am – 8.30pm Saturday: 8am - 1pm
Use and maximum no. people present	The building is used as a clinical centre for student osteopaths.
Date	October 2017
Review Date	October 2018

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1. FIRE HAZARDS

1.1 SOURCES OF IGNITION

Hazard	Control Measures	Action required	Progress
Electrical equipment	All electrical equipment is PAT Tested.		
Wiring and electrical sockets	The building has a Periodic Inspection of the wiring every 5 years.	Due to be carried out August 2021	
Smoking	Smoking is not allowed near the building.		
Gas fired boilers	Maintenance contract on boilers carried out by a registered contractor – includes servicing of flue and pipework		

1.2 SOURCES OF FUEL

Hazard	Control Measures	Action Required	Progress
General office equipment	Room users are encouraged to keep rooms tidy and remove any redundant items. Annual Health and Safety walk rounds		
Paper	Paper is not stored near sources of ignition wherever possible. Posters near corridors and fire escapes are either displayed in covered notice boards or laminated	Consider ways of reducing the amount of paper used/stored in the building	More frequent clear out of store room carried out
Rubbish	Bins are emptied daily and waste is stored in the central rubbish area on Store Street for collection		
Cleaning products	Cleaning products stored securely in cleaners cupboard away from sources of ignition. Cleaners trained in COSHH Regulations before commencing work on site. COSHH safety data sheets available for all products.		

1.3 SOURCES OF OXYGEN

1.3.1 There are no sources of oxygen other than the air.

1.4 HAZARDS FROM WORK PROCESSES

1.4.1 No processes carried out by internal staff produce fire hazards.

1.4.2 Occasionally contractors are employed to carry out a task which involves hot works. In these cases, a hot works permit is issued to the contractor by the Facilities Department before any work is carried out.

2. PEOPLE AT RISK

- 2.1 Core hours of the building: Monday to Friday 08:00-17:30
- 2.2 Additional opening hours: Monday to Friday 17:30-20:30
Saturday 08.00-13.00
- 2.3 The building is used by staff and students as well as patients and visitors. Evening and Saturday clinic runs at a lower capacity than the general weekday clinic and therefore there are significantly less people in the building out of core hours.
- 2.4 The building occupies the ground floor of the building at 98-118 Southwark Bridge Road. In the event of an emergency there are four exits to the building. These are clearly marked on the evacuation plans which are located at strategic points in the clinic.
- 2.5 New staff and students are given an introduction to Health & Safety as part of their induction and are shown the location of the fire escapes and given a copy of the Health & Safety Policy and the Evacuation Procedures.
- 2.6 Patients are never left unattended and therefore always have a student or staff member nearby to direct them to the nearest fire exit. Signage is up around the building and building users are encouraged to locate the nearest fire exit.

3. DETECTION AND PREVENTION

3.1 The building is fitted with a fire alarm system to alert people to evacuate the building in the event of a fire. The system consists of:

- 1 x Ziton Control Panel (installed April 2008) + 1 repeater unit
- 64 x Smoke detectors
- 4 x Heat Detectors
- 5 x Call points
- 68 x Sounders

3.2 The detectors are grouped into two zones which are displayed next to the Fire Alarm Panel and the repeater panel.

3.3 The system is either triggered automatically by the smoke detectors or manually by the call points within the clinic or by the activation of the alarm system for the commercial units above.

3.4 Fire drills are carried out bi-annually in January and July.

3.5 In the event of a power failure, emergency lighting will illuminate the rooms and corridors. There are 103 emergency lights distributed throughout the building providing ample lighting.

3.6 There are sufficient fire extinguishers throughout the building. For locations see Appendix 1.

Type of extinguisher	Use	Quantity
Water	Organic solid materials such as wood, cloth, paper, plastics etc. Do not use on electrical appliances	2
Carbon Dioxide	Electrical equipment	9
Foam	Burning liquids	4
Fire Blanket	Small solid or liquid fires – mainly in kitchens	2

3.7 During core hours and timetabled weekend teaching hours, trained fire wardens are in the building to ensure everyone follows the procedures and evacuates in a timely and orderly fashion. There are fire wardens based throughout the building. Procedures are given to each fire warden detailing their role and responsibilities in the event of a fire.

3.8 Fire doors are marked with signs and are kept closed at all times. All doors are fitted with thumb turn latches to ensure they can be opened from inside in the case of an emergency. All magnetically locked doors are fitted with green break glass units. By breaking the glass, the magnets will automatically release allowing the doors to remain unlocked.

4. RECORDS AND TRAINING

- 4.1 The fire alarm is tested weekly on Tuesday mornings. Weekly building inspections are carried out to ensure fire exits are clear and no hazards have arisen. Records are kept in the Fire Log Book.
- 4.2 Annual reviews are carried out of the Fire Risk Assessment and Health & Safety Risk Assessment unless changes are made and the review is brought forward.
- 4.3 The UCO's Fire Safety contractor services and inspects the Emergency Lights, Fire Extinguishers and Alarm System at the following frequencies:

Service	Frequency (per annum)	Month due
Fire Alarm Maintenance	2	October, April
Emergency Lights	1	October
Fire Extinguishers	1	April

- 4.4 Records of their visits are kept in the Fire Log Book.
- 4.5 Fire Warden training lasts for two years. Regular reviews are carried out of the number of fire wardens available and training is carried out as necessary.

APPENDIX 1: FIRE EXTINGUISHER LOCATIONS

Site	Floor	Location	Type
SBR	Sth	Exit to Res lobby	Foam
SBR	Sth	Exit to Res lobby	CO2
SBR	Sth	Locker room	CO2
SBR	Sth	Rear Fire Exit	H2O
SBR	Sth	Rear Fire Exit	CO2
SBR	Sth	Tea point	Blanket
SBR	Nth	Fire Exit Rm 11	Foam
SBR	Nth	Fire Exit Rm 11	CO2
SBR	Nth	Back Office	Blanket
SBR	Nth	Exit to Res lobby	Foam
SBR	Nth	Exit to Res lobby	CO2
SBR	Nth	O/s Rm 2	Foam
SBR	Nth	O/s Rm 2	CO2
SBR	Nth	Plant Rm	CO2
SBR	Nth	Reception	H2O
SBR	Nth	Reception	CO2
SBR	Nth	Boiler Rm (Ext)	CO2