



Bradford Halls of Residence

Digital Fire Safety Logbook

SOTERweb Demonstration

Publication Date: Tuesday 14 March 2023

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Building Particulars

Building: Bradford Halls of Residence

Address: 1 Wellands Street
Long Field
Bradford
BD10 9ED

Client: SOTERweb Demonstration

Site: Avery Hill Campus

Year Build:	1975	No of Basements:	1
Gross Int Area:	2,000 m ²	No of Floors:	6
Occupied Hrs:	24 Hours	No of Roofs:	2
Notes:	Fire Alarm System Upgrade on 12/03/2019		

EXAMPLE

Responsible Person: University of XXXX Governing Body

Other Persons /

Organisations with Significant Control: Sodexo Ltd

Use of the Building:

Main Hall offers 230 single study/bedrooms, all with en-suite shower/toilet facilities in shared, self-catering flats.

Construction:

Main consists of a steel framed structure with brick/blockwork rendered elevations and a flat metal panel roof. Floors and stairs are constructed from concrete. Internal subdivision is achieved mostly through the use of lightweight partitions. The building is roughly shaped when viewed in plan and surrounds, along with an adjacent building, an internal courtyard. At the southern end, the building extends over another, completely separate building of two storeys. Two regular lifts are provided in the central staircase. A semi-underground car park (open to air on three sides) extends under the western side of the building. The car park is accessible from two of the building staircases (lobbied in both instances). A small laundry is provided on the ground floor.

Sleeping Accommodation in Use:

Yes

Approx. No. of individual Sleeping:

235

Approx. No. of Occupants:

250

No. of Disabled Occupants:

None as of 31st March 2022.

Approx. No. of Young Persons: (persons over the age of 14 but under 18)

7

Approx. No. of daily Visitors: (including contractors)

35

Approx. No. of Children: (persons below the age of 14)

None

Significant Fire Risks:

N/A

Occupants located in remote areas:

Work on plant may entail some lone working.

Lone Working Permitted / Envisaged:

No

Fuel Sources:

Ignition Sources:

Accommodation

- Furniture
- Bedding
- Personal Possessions
- Food Stuffs

Office & Communal Areas

- Equipment & Soft furnishings
- Stationary
- Combustible waste, in bins

Laundry

- Clothing
- Lint in tumble Dryers
- Combustible waste in bins

Other

Refuse Containers

Accommodation

- Cooking
- Domestic Electrical Equipment
- Unauthorised Smoking

Office & Communal Areas

- Equipment & Soft furnishings
- Stationary
- Combustible waste, in bins
- Electrical Equipment

Laundry

- Washing machines
- Tumble dryers

Other

- Fixed wiring
- Plant Room
- Arson
- Bin Area

History:

No significant fires in the past 5 years.

Evacuation Strategy:

Simple procedure

Fire Detection System Recommended: Fire Detection System Installed:

L2

L2

Number of Unwanted Fire Signals:

There were 25 WFS in the year to 21/6/22. This is quite high given the total number of heads within the building is around 400. Devices to reduce cooking related false alarms are shortly to be fitted in kitchens - a measure that should reduce alarms significantly.

Comments:

The Halls are provided with good exit provision and extensive detection. This should enable the safe evacuation of residents in the event of fire. However, the fabric of the building is worn and the fire compartmentation within the building requires repair in many areas. Work to address these issues is ongoing and its completion should be expedited.

Introduction

The Digital Building Fire Safety Logbook is a vital tool for effectively managing fire safety measures within a building. This logbook maintains a record of all fire safety systems and equipment, their location, condition, and maintenance history. It also includes crucial fire safety items such as the Fire Safety Evacuation Plan, the latest Fire Risk Assessment, details of the buildings Fire Wardens and Marshalls, and Training Records.

Developed in response to the Grenfell fire tragedy, the logbook plays a crucial role in complying with the Building Safety Act 2021, a significant piece of UK legislation aimed at improving building safety and preventing similar incidents. The Act specifically recommends digital records to detail gateway points for occupants' safety throughout the building lifecycle.

The Digital logbook features a comprehensive maintenance schedule that outlines the frequency and type of maintenance required for each fire safety system and equipment. It also documents testing or inspection procedures needed, such as weekly testing of fire alarms or monthly testing of emergency lighting.

The Building Fire Safety Logbook is an essential resource for various parties, including building occupants, fire safety officers, contractors, enforcement agencies, and auditors. It provides a clear record of all fire safety measures within the building and enables all parties to work together effectively to maintain the building's fire safety measures and meet legal requirements.

It's important to note that the Building Fire Safety Logbook must be regularly reviewed and updated to ensure its accuracy and currency. Any changes or updates to fire safety systems or equipment should be promptly recorded in the logbook, along with details of relevant training or instruction provided to building occupants.

In conclusion, the Building Fire Safety Logbook is an indispensable tool for managing fire safety measures within a building. It provides a comprehensive overview of fire safety systems and equipment, maintenance requirements, and testing procedures, ensuring the safety of building occupants and compliance with fire safety regulations.

Furthermore, several other UK regulations and guidance documents are relevant to fire safety in buildings, including the Regulatory Reform (Fire Safety) Order 2005, BS 5839-1:2017, BS 5266-1:2016, the Housing Health and Safety Rating System (HHSRS), and the Fire Safety in Purpose Built Blocks of Flats guidance. Compliance with these regulations and guidelines is crucial to ensure the safety of building occupants and prevent fire-related incidents.

Fire Safety Evacuation Plan

This Emergency Plan has been developed following fire risk assessments of the building. The purpose of the Plan is to ensure the safety of all persons in the event of a fire to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 to ensure adherence to official guidance and related Standards. Copies of this Emergency Plan will be made available to any person on request. Copies of the building Fire Risk Assessment are kept by the Responsible Person and the Safety, Health & Environment Unit, and are available for inspection by Fire Service officers and building occupants.

Occupiers of the Premises

University of XXXX students plus staff - Sports and Physical Activity & Recreation

Uses of the premises

Recreational & administrative; café & licensed premises

Responsible Person

- The Director of Sport, Physical Activity & Recreation has primary executive responsibility for building management, and is therefore the Responsible Person (in conjunction with Council and the Vice Chancellor) within the meaning of the Regulatory Reform (Fire Safety) Order 2005.
- The Director of Estates, University of XXXX (in conjunction with Council and the Vice Chancellor) has related responsibility as commercial landlord for the premises

Other Management Responsibilities for Fire Safety

All organisations/departments occupying or using the building at any time, all relevant managers and the Health & Safety coordinator have duties under the above legislation and associated official guidance, in accordance with the arrangements described in this Plan, and according to University policy (see Safety, Health & Environment Unit's published guidance). These duties include cooperation and coordination between areas/departments/functions as necessary to ensure that full, adequate and uniform fire safety arrangements are implemented and maintained. The Operations Manager and Outdoor Facilities Supervisor are nominated Building Fire Officers and are responsible for overseeing fire safety arrangements in the building. Telephone numbers (01226 82)4881 and 72236.

Fire Warning Arrangements

An electrical fire alarm system with manual call points and heat and smoke detectors is provided throughout the premises. The system and installation complies with BS5839 and associated guidance. Estates hold relevant plans. The fire alarm

panel is located at the foot of the internal staircase (by the alternative exit, adjacent to the main entrance). Alarm signals are relayed to Campus Watch. **The general alarm signal is clearly audible throughout the premises the alarm sound is a siren.**

Action in the Event of Fire

On discovering a fire, persons should immediately retreat from the fire, raise the alarm at the nearest call point and evacuate. If an alarm call point is not available, they should telephone 3333 (or 01226 823333) from a safe place - this is the emergency Campus Watch number.

On hearing the alarm signal, all persons present should immediately and calmly evacuate the premises by the nearest available emergency escape route, and proceed to the Assembly Point as displayed on local Fire Action Notices.

Persons evacuating must

- obey Building Managers' and Fire Marshals' instructions;
- ensure others in the vicinity also evacuate;
- assist any person who needs help, if safe to do so;
- not stop to collect any personal belongings;
- not use lifts;
- proceed directly to the correct Assembly Point (locations are indicated on Fire Action Notices near to all alarm call points);
- remain there until officially instructed otherwise.

Campus Watch will telephone the Fire & Rescue Service in accordance with current local procedures.

Emergency Escape Routes

- Emergency escape routes are clearly signed, and are kept immediately available and unobstructed at all times.
- All users of the building should ensure they are fully aware of both obvious/familiar and alternative escape routes.

Fire Risk Assessment

00. SKILLSET OF FIRE RISK ASSESSOR/S

Reference	Question	Verification	Comments	Action Priority
BFRA A 00 A	Provide brief overview of qualifications and experience on the lead assessor undertaking this Fire Risk Assessment?	N/A	The NEBOSH National Certificate in Fire Safety	



01. ELECTRICAL SOURCES OF IGNITION

Reference	Question	Verification	Comments	Action Priority
BFRA A 01 A	Are reasonable measures taken to prevent fires of an electrical origin?	No	Evidence of Portable Appliance Testing not available at the time of the inspection.	< 28 Days
BFRA A 02 B	Is there evidence of a fixed wiring/installation periodically inspected and tested?	Yes	Evidence of Fixed wire testing certificate attached.	



BFRA A 03 C	Is there suitable policy regarding the use of personal electrical appliances?	Yes	The Universities - Use of Personal Electrical Appliances at Work Policy was noted to be on display within the main reception area.	
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BFRA A 04 D	Are electrical sockets used correctly and do not appear to be overloaded?	No	Bedroom G13.2 clear evidence of an extension cable overloaded as seen in photo. TEST	< 7 Days
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BFRA D 05 E	Are the use of trailing leads and adapters limited?	Yes
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02. SMOKING

Reference	Question	Verification	Comments	Action Priority
BFRA B 01 A	Are reasonable measures taken to prevent fires as a result of smoking?	Yes		
BFRA B 02 B	Was the no smoking policy seen to be observed at the time of inspection?	No	Several discarded cigarette butts found on balcony shared between Flats 24 and 25 (see photo 1). A staff member is shortly to be recruited to carry out monthly fire inspections of the common parts of student flats. It is anticipated that they will help eliminate/reduce fire safety breaches such as these.	Now

03. ARSON

Reference	Question	Verification	Comments	Action Priority
BFRA C 01 A	Does basic security against arson by outsiders appear reasonable?	Yes		
BFRA C 02 B	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	No	Waste compound in courtyard isn't secure (see photo)	



04. PORTABLE HEATERS & HEATING INSTALLATIONS

Reference	Question	Verification	Comments	Action Priority
BFRA D 01 A	Is the use of portable heaters avoided as far as practicable?	Yes		
BFRA D 02 B	If portable heaters are used, is the use of the more hazardous type avoided (e.g. radiant bar fires or LPG appliances)?	N/A		
BFRA D 03 C	Are suitable measures taken to minimise the hazard of ignition of combustible materials?	Yes	A staff member is shortly to be recruited to carry out monthly fire inspections of the common parts of the building. Monitoring of this area will form part of their role. Sodexo are in the process of labelling heaters with warning signs.	
BFRA D 04 D	Are fixed heating installations subject to regular maintenance?	Yes	Boiler and heater maintenance forms part of the SFG20 based contract University requirements.	

05. FURNISHINGS

Reference	Question	Verification	Comments	Action Priority
BFRA E 01 A	Does all upholstered furniture appear to be in good condition and compliant with current safety regulations?	Yes		
BFRA E 02 B	Are other soft furnishings in good condition and kept away from ignition sources?	Yes		

06. COOKING

Reference	Question	Verification	Comments	Action Priority
BFRA F 01 A	Are reasonable measures taken to prevent fires as a result of cooking?	Yes		
BFRA F 02 B	Are extraction filters changed and ductwork cleaned regularly?	Not Seen	Filters and ductwork designed to extract grease laden vapours from cooking appliances represent a fire risk, particularly if not cleaned and maintained adequately.	< 28 Days
BFRA F 03 C	Are suitable extinguishing appliances available?	Yes		

07. LIGHTNING

Reference	Question	Verification	Comments	Action Priority
BFRA G 01 A	Does the building have a lightning protection system?	Not Seen	It could not be established by external inspection what, if any, lightning protection system is fitted.	< 28 Days
BFRA G 02 B	Where fitted is there evidence that the lightning protection system is inspected and where necessary maintained annually?	Yes	Many students had departed their accommodation at the date of inspection. Refurbishment of some parts of the building had temporarily created some clutter. Riser cupboards are sometimes used for storage.	

08. HOUSEKEEPING

Reference	Question	Verification	Comments	Action Priority
BFRA H 01 A	Is the standard of housekeeping adequate?	Yes		
BFRA H 02 B	Are general ignition sources controlled adequately?	Yes		
BFRA H 03 C	Are combustible materials separated from ignition sources?	No	Some storage too close to electrical installations	< 28 Days
BFRA H 04 D	Is there an avoidance of unnecessary accumulation of combustible waste which increases the fire loading?	Yes		

09. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS & BUILDING WORKS

Reference	Question	Verification	Comments	Action Priority
BFRA I 01 A	Are fire safety conditions imposed on outside contractors?	Yes		
BFRA I 02 B	Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?	Yes		
BFRA I 03 C	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits?	Yes		

10. DANEROUS SUBSTANCES

Reference	Question	Verification	Comments	Action Priority
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BFRA J 01 A	If dangerous substances are, or could be used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	No	Gas meter room in basement.	< 28 Days
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11. OTHER SIGNIFICANT FIRE HAZARDS

Reference	Question	Verification	Comments	Action Priority
BFRA K 01 A	Confirm there are no other significant fire hazards present?	Yes		

12. MEANS OF ESCAPE

Reference	Question	Verification	Comments	Action Priority
BFRA L 01 A	Is it considered that the building is provided with reasonable means of escape in case of fire?	Yes		
BFRA L 02 B	Adequate design of escape routes, either by two directional and/or compartmental?	Yes	Most flats are provided with two directions of escape. Clusters are separated by fire resisting construction.	
BFRA L 03 C	Are all exits easily and immediately operable and where required open in the direction of travel?	Yes	Emergency release missing from one exit to staircase door adjacent to staff room. Storey exits generally have thumb turns (operation of which is indicated by appropriate signage).	< 28 Days
BFRA L 04 D	Are revolving and sliding doors avoided as necessary?	Yes		
BFRA L 05 E	Do all final exits lead to a place of safety?	Yes		
BFRA L 06 F	Are there reasonable distances of travel and in accordance with level of risk and type of use of premises?	Yes	Flats 18 and 19 have corridors of in excess of 9m with a single direction of travel, no compensatory features and with kitchens adjacent to the storey exit. The corridor serving flat 2 is poorly designed as it opens up directly into the reception area.	< 7 Days

BFRA L 07 G	Is there suitable protection of escape routes?	No	The double doors leading to the ground floor office from the reception should be fire doors. Of the 25 fire doors inspected, 9 had defects such as excessive gaps or an inability to self-close	< 28 Days
BFRA L 08 H	Do fire doors appear to be of an appropriate design and in a good state of repair?	Yes		
BFRA L 09 I	Is there suitable fire protection for all inner rooms?	Yes		
BFRA L 10 J	Are escape routes, as far as necessary, unobstructed and free of combustible material?	No	Basement lobby of main staircase used for storage.	< 28 Days
BFRA L 11 K	Is it considered that the building is provided with reasonable arrangements for means of escape for disabled people?	Yes		

13. MEASURES TO LIMIT FIRE SPREAD & DEVELOPMENT

Reference	Question	Verification	Comments	Action Priority
BFRA M 01 A	Is fire stopping between fire compartments both vertically and horizontally in place and appears to be acceptable?	Yes		
BFRA M 02 B	Is there a reasonable limitation of linings that might promote fire spread?	Yes		
BFRA M 03 C	Is there a reasonable limitation of material on the exterior of the building that might promote fire spread?	Yes		
BFRA M 04 D	Are areas of high fire risk, etc. suitably protected?	Yes		

14. EMERGENCY ESCAPE LIGHTING

Reference	Question	Verification	Comments	Action Priority
BFRA N 01 A	Is a reasonable standard of emergency escape lighting provided?	Yes		

15. FIRE SAFETY SIGNS & NOTICES

Reference	Question	Verification	Comments	Action Priority
BFRA O 01A	Is a reasonable standard of fire safety signs and notices in place?	No	Secondary escape routes from flats (via neighbouring flat) aren't indicated with signage.	< 28 Days

16. MEANS OF GIVING WARNING IN CAE OF FIRE

Reference	Question	Verification	Comments	Action Priority
BFRA P 01 A	Is there reasonable provision in respect of alerting people to a developing fire?	Yes		

BFRA P 02 B	Is the automatic fire detection still generally appropriate for the occupancy and fire risk of the building?	Yes	Water heaters are occasionally housed in cupboards opening onto flat corridors.	
BFRA P 03 C	Is there a remote transmission of alarm signals?	Yes	24 hour on site security	
BFRA P 04 D	Is there a fire alarm zone plan?	Yes		

17. MANUAL FIRE EXTINGUISHING APPLIANCES

Reference	Question	Verification	Comments	Action Priority
BFRA Q 01 A	Is there reasonable provision of portable fire extinguishers?	Yes	Fire blankets in kitchens. It is University policy to not provide extinguishers in residential areas due to the risks associated with their use by untrained students.	
BFRA Q 02 B	Are hose reels provided?	No		
BFRA Q 03 C	Are fire extinguishing appliances readily accessible?	Yes		

18. RELEVANT AUTOMATIC FIRE EXTINGUISHING & RELATED SYSTEMS

Reference	Question	Verification	Comments	Action Priority
BFRA R 01 A	Are there automatic fire extinguishing or related systems present?	Yes		
BFRA R 02 B	If such systems are present, what type are they?	Yes		

19. FIRE SERVICE FACILITIES

Reference	Question	Verification	Comments	Action Priority
BFRA S 01 A	Is access for the Fire Service reasonable?	Yes		
BFRA S 02 B	Is access to dry, wet, rising mains, etc reasonable?	Yes		

20. MANAGEMENT OF FIRE SAFETY

Reference	Question	Verification	Comments	Action Priority
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BFRA T 01 A	Is there a suitable record of the fire safety arrangements?	Yes	A significant effort, detailed in the University's fire policy, is put into the overall management of fire safety at the University. Fire wardens are provided for all University premises. All fire/fire alarm incidents are recorded and investigated. Fire wardens and security guards are provided with fire extinguisher training. Fire emergency procedures are devised for all buildings and generally managed on a 24 hour basis by on site security staff. All students and staff that require a PEEP are offered one and details are recorded centrally.
BFRA T 02 B	Are emergency arrangements covering what to do in the event of a fire appropriate and properly documented?	Yes	
BFRA T 03 C	Are there suitable arrangements for summoning the fire and rescue service?	Yes	
BFRA T 04 D	Are there suitable arrangements to meet the fire service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	Yes	
BFRA T 05 E	Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes	
BFRA T 06 F	Is there a suitable fire assembly point(s)?	Yes	Yes, but it is not recorded on the emergency procedure
BFRA T 07 G	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes	
BFRA T 08 H	Is there a nominated person/s trained to use fire extinguishing appliances?	Yes	
BFRA T 09 I	Is there a nominated person/s trained to assist with evacuation, including evacuation of disabled people?	Yes	
BFRA T 10 J	Are routine in-house inspections of fire precautions in place (e.g. in the course of health and safety inspections)?	Yes	
BFRA T 10K	Are fire issues included in workplace inspections and risk assessments?	Yes	

21. TRAINING & DRILLS

Reference	Question	Verification	Comments	Action Priority
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BFRA U 01 A	Are all staff and students provided with adequate fire safety instruction on induction?	Yes	All University staff are expected to be provided with training on induction and periodically thereafter. The University has recently introduced a new online system to deliver and record this training. Drills are carried out regularly and reported on at H&S meetings.
BFRA U 02 B	Are all staff and students provided with adequate fire safety instruction on induction?	Yes	Students are provided with fire safety information in their accommodation licence, a video hosted on the University 'YouTube' channel, talks by resident assistants and via letters sent to residents. Sodexo are expected to provide legally required fire training for their own staff. They are also expected to train their staff on the building's fire safety systems (such as sprinkler/alarm systems, evacuation lifts and evacuation chairs). The University will assess the effectiveness of this training when carrying out routine fire drill.
BFRA U 03 C	Are fire drills carried out at appropriate intervals?	Yes	
BFRA U 04 D	If fire wardens are required are they of a sufficient number and adequately trained?	Yes	

22. TESTING & MAINTENANCE RECORDS

Reference	Question	Verification	Comments	Action Priority
BFRA V 01 A	Are weekly tests of the fire alarm system carried out?	Yes		
BFRA V 02 B	Is the fire alarm appropriately serviced in accordance with British Standard BS 5839?	Yes		
BFRA V 03 C	Are monthly tests carried out of the emergency lighting?	Not Seen		
BFRA V 04 D	Are annual services of the emergency lighting undertaken?	Yes		
BFRA V 05 E	Are annual services of portable fire extinguishers undertaken?	Yes		
BFRA V 06 F	Are routine inspections carried out of the means of escape including final exit doors and/or security fastenings?	Yes		
BFRA V 07 G	Are annual inspection and tests carried out on the lightning protection system carried out?	Yes		
BFRA V 08 H	Is there appropriate testing and record keeping in respect of other fire protection systems?	Yes		

23. OTHER RECORDS

Reference	Question	Verification	Comments	Action Priority
BFRA W 01 A	Are records of fire drills kept?	Yes		

BFRA W 02 B Are staff training records kept?

Yes

24. REVIEW DATE

Reference	Question	Verification	Comments	Action Priority
BFRA X 01 A	Please provide an indication when this Fire Risk Assessment requires to be reviewed?	Yes		

EXAMPLE

Corrective Actions

Ref	Action Required	Raised / Action By	Action Date	Action Priority	Status
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01. ELECTRICAL SOURCES OF IGNITION - BFRA A 01 A

73 Evidence of Portable Appliance Testing not available at the time of the inspection.

Test Profile 1 03/11/2022

New

Action By Action By Date

Aidan Hutchins 01/12/2022

01. ELECTRICAL SOURCES OF IGNITION - BFRA A 04 D

74 Bedroom G13.2 clear evidence of an extension cable overloaded as seen in photo.

Test Profile 1 03/11/2022

New

Action By Action By Date

Aidan Hutchins 10/11/2022

Ref	Action Required	Raised / Action By	Action Date	Action Priority	Status
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02. SMOKING - BFRA B 02 B

75 Several discarded cigarette butts found on balcony shared between Flats 24 and 25 (see photo 1). A staff member is shortly to be recruited to carry out monthly fire inspections of the common parts of student flats. It is anticipated that they will help eliminate/reduce fire safety breaches such as these.

Test Profile 1 03/11/2022

New

Action By Action By Date

Aidan Hutchins 04/11/2022

Ref	Action Required	Raised / Action By	Action Date	Action Priority	Status
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06. COOKING - BFRA F 02 B

76 Filters and ductwork designed to extract laden vapours from cooking appliances represent a fire risk, particularly if not cleaned and maintained adequately.

Test Profile 1 03/11/2022

New

Action By Action By Date

Aidan Hutchins 01/12/2022

Ref	Action Required	Raised / Action By	Action Date	Action Priority	Status
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07. LIGHTNING - BFRA G 01 A

77 It could not be established by external inspection what, if any, lightning protection system is fitted.

Test Profile 1 03/11/2022

New

Action By Action By Date

Aidan Hutchins 01/12/2022

Ref	Action Required	Raised / Action By	Action Date	Action Priority	Status
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08. HOUSEKEEPING - BFRA H 03 C

78 Some storage too close to electrical installations

Test Profile 1 03/11/2022

New

Action By	Action By Date
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Aidan Hutchins 01/12/2022

Ref	Action Required	Raised / Action By	Action Date	Action Priority	Status
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10. DANEROUS SUBSTANCES - BFRA J 01 A

79 Gas meter room in basement. Test Profile 1 03/11/2022 New

Action By	Action By Date
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Aidan Hutchins 01/12/2022

Ref	Action Required	Raised / Action By	Action Date	Action Priority	Status
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12. MEANS OF ESCAPE - BFRA L 03 C

Emergency release missing from ground floor exit to staircase door adjacent to staff room.
80 Storey exits generally have thumb turns (operation of which is indicated by appropriate signage). Test Profile 1 03/11/2022 New

Action By	Action By Date
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Aidan Hutchins 01/12/2022

12. MEANS OF ESCAPE - BFRA L 06 F

Flats 18 and 19 have corridors of in excess of 9m with a single direction of travel, no compensatory features and with kitchens adjacent to the storey exit. The corridor serving flat 2 is poorly designed as it opens up directly into the reception area.
81 Test Profile 1 03/11/2022 New

Action By	Action By Date
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Aidan Hutchins 04/11/2022

12. MEANS OF ESCAPE - BFRA L 07 G

The double doors leading to the ground floor office from the reception should be fire doors.
82 Of the 25 fire doors inspected, 9 had defects such as excessive gaps or inability to self-close. Test Profile 1 03/11/2022 New

Action By	Action By Date
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Aidan Hutchins 01/12/2022

12. MEANS OF ESCAPE - BFRA L 10 J

Basement lobby of main staircase used for storage.
83 Test Profile 1 03/11/2022 New

Action By	Action By Date
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Aidan Hutchins 01/12/2022

Ref	Action Required	Raised / Action By	Action Date	Action Priority	Status
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15. FIRE SAFETY SIGNS & NOTICES - BFRA O 01A

Secondary escape routes from flats (via neighbouring flat) aren't indicated with signage.
84 Test Profile 1 03/11/2022 New

Action By	Action By Date
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Aidan Hutchins 01/12/2022

EXAMPLE

FIRE EVACUATION DRILLS

Added By	Added Date	Location	Category	Fire Officer Note	Closed Date
Test Profile 2	22.05.2022 22:35	All Areas	Fire Alarm Evacuation Drill	Evacuation took 2.5 minutes in total	
Test Profile 2	23.11.2021 07:59	All areas	Fire Alarm Evacuation Drill	Evacuation took 2 minutes 58 seconds	09.03.2023
Test Profile 2	23.05.2021 13:00	All Areas	Fire Alarm Evacuation Drill	5 minutes - sounder on level 3 didn't sound	

WEEKLY SOUNDER CHECKS

Company	By	Date	Result	Actioned
Thomson Clarke Facility Managers	Bob Smith	11.03.2023	Pass	

Used Call Point 23 - Main Reception Area

Weekly Sounder Checks

FIRE ACTIVATIONS

Added By	Added Date	Location	Category	Fire Officer Note	Closed Date
Test Profile 2	22.05.2022 22:34	Ground Floor	Fire Alarm Activations	See Investigation Report FA203/03A	

UNWANTED FIRE ACTIVATIONS

Added By	Added Date	Location	Category	Fire Officer Note	Closed Date
Test Profile 1	23.05.2022 09:29		Fire Alarm Activations Unwanted		
Test Profile 2	22.05.2022 22:34	Room 32 (Kitchen)	Fire Alarm Activations Unwanted	Repeatedly going Job Raised	

FIRE ALARM FAULT REPORTS

Added By	Added Date	Location	Category	Fire Officer Note	Closed Date
Test Profile 2	22.05.2022 22:35	Main Fire Panel	Fire Alarm System Fault	Loop 5 indicates it is in fault	

FIRE ALARM SERVICE RECORDS

Company	By	Date	Result	Actioned
SOTERweb Contractor Management Services Demo Database	Bob Davis	07.03.2023	Pass	

Fire Alarm Service

FIRE ALARM ASSET LIST

Reference	Description	Location
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BRA040-FASM-000002	Heat Detector	Communal Room/Rest Room
BRA040-FASM-000003	Heat Detector	Front Main Office
BRA040-FASM-000004	Heat Detector	ADC Office
BRA040-FASM-000005	Heat Detector	Kitchen
BRA040-FASM-000006	Heat Detector	Unisex Toilet and Shower Room
BRA040-FASM-000007	Heat Detector	Shower Room Only
BRA040-FASM-000008	Heat Detector	Unisex Toilet Only
BRA040-FASM-000009	Heat Detector	Server Room
BRA040-FASM-000010	Heat Detector	1st Station Corridor
BRA040-FASM-000011	Heat Detector	1st Station Corridor
BRA040-FASM-000012	Heat Detector	2nd Station Corridor
BRA040-FASM-000013	Heat Detector	2nd Station Corridor
BRA040-FASM-000014	Heat Detector	Cleaners / Chemical Cupboard
BRA040-FASM-000015	Heat Detector	Cleaners / Chemical Cupboard
BRA040-FASM-000016	Heat Detector	Disabled Shower Toilet Room
BRA040-FASM-000017	Heat Detector	Disabled Shower Toilet Room
BRA040-FASM-000018	Heat Detector	BA Room
BRA040-FASM-000019	Heat Detector	BA Room
BRA040-FASM-000020	Heat Detector	3rd Station Corridor
BRA040-FASM-000021	Heat Detector	3rd Station Corridor
BRA040-FASM-000022	Heat Detector	Sleep Bay 1
BRA040-FASM-000023	Heat Detector	Sleep Bay 1
BRA040-FASM-000024	Heat Detector	Sleep Bay 2
BRA040-FASM-000025	Heat Detector	Sleep Bay 3
BRA040-FASM-000026	Heat Detector	Sleep Bay 3
BRA040-FASM-000027	Heat Detector	Sleep bay 4
BRA040-FASM-000028	Heat Detector	Sleep Bay 5
BRA040-FASM-000029	Heat Detector	Sleep Bay 6
BRA040-FASM-000030	Heat Detector	Gym
BRA040-FASM-000031	Heat Detector	Gym
BRA040-FASM-000032	Heat Detector	APP BAY DOORS FRONT RHS
BRA040-FASM-000033	Heat Detector	APP BAY DOORS FRONT LHS
BRA040-FASM-000034	Heat Detector	Plant Room
BRA040-FASM-000035	Manual Call Point	Front Entrance/Sign In Room
BRA040-FASM-000036	Manual Call Point	1st Station Corridor
BRA040-FASM-000037	Manual Call Point	3rd Station Corridor
BRA040-FASM-000038	Manual Call Point	BA Room
BRA040-FASM-000039	Manual Call Point	Server Room
BRA040-FASM-000040	Manual Call Point	Gym
BRA040-FASM-000041	Manual Call Point	Plant Room
BRA040-FASM-000042	Manual Call Point	YIC- AWC
BRA040-FASM-000043	Manual Call Point	YIC-Corridor
BRA040-FASM-000044	Sounder	2nd Station Corridor
BRA040-FASM-017522	Smoke Detectors	BS:Electrical Switchroom
BRA040-FASM-017523	Smoke Detectors	BS:Pump Room
BRA040-FASM-017524	Smoke Detectors	BS:Car Park
BRA040-FASM-017525	Smoke Detectors	BS:Waste Storage Area
BRA040-FASM-017526	Smoke Detectors	BS:Lift Motor Room

BRA040-FASM-017527	Smoke Detectors	2F:Open Plan Area
BRA040-FASM-017528	Smoke Detectors	2F:WC Female
BRA040-FASM-017529	Smoke Detectors	2F:WC Male
BRA040-FASM-017530	Smoke Detectors	2F:WC Disabled
BRA040-FASM-017531	Smoke Detectors	2F:Office
BRA040-FASM-017532	Smoke Detectors	2F:Kitchenette
BRA040-FASM-017533	Smoke Detectors	2F:Meeting Room
BRA040-FASM-017534	Smoke Detectors	2F:Small Meeting Room
BRA040-FASM-017535	Smoke Detectors	2F:District Manager Office
BRA040-FASM-017536	Smoke Detectors	1F:Store Room
BRA040-FASM-017537	Smoke Detectors	1F:Kitchen/Breakout Area
BRA040-FASM-017538	Smoke Detectors	GF:Reception/Waiting Area
BRA040-FASM-017539	Smoke Detectors	GF:Corridor
BRA040-FASM-017540	Smoke Detectors	1F:ADJ Kitchen/Breakout Area
BRA040-FASM-017541	Smoke Detectors	1F:Corridor
BRA040-FASM-017542	Smoke Detectors	1F:TV Room
BRA040-FASM-017543	Smoke Detectors	1F:Rest Room
BRA040-FASM-017544	Smoke Detectors	1F:Rest Room
BRA040-FASM-017545	Smoke Detectors	1F:Rest Room
BRA040-FASM-017546	Smoke Detectors	1F:Rest Room
BRA040-FASM-017547	Smoke Detectors	1F:Rest Room
BRA040-FASM-017548	Smoke Detectors	1F:Cleaners Store
BRA040-FASM-017549	Smoke Detectors	1F:Snooker/TV Room
BRA040-FASM-017550	Smoke Detectors	1F:WC Female
BRA040-FASM-017551	Smoke Detectors	GF:Plant Room
BRA040-FASM-017552	Smoke Detectors	GF:Reception Area
BRA040-FASM-017553	Smoke Detectors	GF:General Office
BRA040-FASM-017554	Smoke Detectors	GF:Watch Manager Office
BRA040-FASM-017555	Smoke Detectors	GF:Station Manager Office
BRA040-FASM-017556	Smoke Detectors	GF:Kit Room
BRA040-FASM-017557	Smoke Detectors	GF:Kit Room
BRA040-FASM-017558	Smoke Detectors	GF:Battery Charger Store
BRA040-FASM-017559	Smoke Detectors	GF:Comms Room
BRA040-FASM-017560	Smoke Detectors	GF:Garage
BRA040-FASM-017561	Smoke Detectors	GF:Gymnasium
BRA040-FASM-017562	Smoke Detectors	GF:Compressor Room
BRA040-FASM-017563	Smoke Detectors	GF:Store Room
BRA040-FASM-017564	Smoke Detectors	GF:Compressor
BRA040-FASM-017565	Smoke Detectors	GF:Sprinkler Room
BRA040-FASM-017566	Smoke Detectors	GF:Community Room
BRA040-FASM-017567	Smoke Detectors	GF:Community Room
BRA040-FASM-017568	Smoke Detectors	GF:Community Room
BRA040-FASM-017569	Smoke Detectors	GF:WC Male
BRA040-FASM-017570	Smoke Detectors	GF:WC Female
BRA040-FASM-017571	Smoke Detectors	2F:Store
BRA040-FASM-017572	Smoke Detectors	AL:Rear Stairway
BRA040-FASM-017573	Smoke Detectors	AL:Front Stairway
BRA040-FASM-017574	Smoke Detectors	GF:Cleaners Store

BRA040-FASM-017575	Smoke Detectors	2F:Cleaners Store
BRA040-FASM-018659	Main Fire Panel	GF:Entrance Area
BRA040-FASM-018660	Manual Call Point	Front Entrance/Sign In Room
BRA040-FASM-018661	Manual Call Point	1st Floor Corridor
BRA040-FASM-018662	Manual Call Point	Ground Floor
BRA040-FASM-018663	Manual Call Point	Outside Office G0.12
BRA040-FASM-018664	Manual Call Point	Second Floor Corridor
BRA040-FASM-018665	Manual Call Point	Third Floor Corridor
BRA040-FASM-018666	Manual Call Point	Fourth Floor Corridor
BRA040-FASM-018667	Manual Call Point	Fifth Floor Corridor

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P-BRA040-FASM

EMERGENCY LIGHTING SERVICE RECORDS

Company	By	Date	Result	Actioned
Montgomery and Coupers Ltd	Robert Richardson	07.03.2023	Pass	

Emergency Lighting Service

EMERGENCY LIGHTING ASSET LIST

Reference	Description	Location
BRA040-ELGT-017344	DOUBLE FLUORESCENT TUBE	BS:Electrical Switchroom
BRA040-ELGT-017345	DOUBLE FLUORESCENT TUBE	BS:Pump Room
BRA040-ELGT-017346	DOUBLE FLUORESCENT TUBE	BS:Car Park
BRA040-ELGT-017347	RUNNING MAN	BS:Car Park
BRA040-ELGT-017348	DOUBLE FLUORESCENT TUBE	BS:Waste Storage Area
BRA040-ELGT-017349	DOUBLE FLUORESCENT TUBE	BS:Lift Motor Room
BRA040-ELGT-017350	CIRCULAR FLUORESCENT	2F:Open Plan Area
BRA040-ELGT-017351	RUNNING MAN	2F:Open Plan Area
BRA040-ELGT-017352	600 X 600 FLUORESCENT	2F:Open Plan Area
BRA040-ELGT-017353	CIRCULAR FLUORESCENT FLUSH	2F:WC Female
BRA040-ELGT-017354	CIRCULAR FLUORESCENT FLUSH	2F:WC Male
BRA040-ELGT-017355	600 X 600 FLUORESCENT	2F:TV Room
BRA040-ELGT-017356	600 X 600 FLUORESCENT	2F:Central Office
BRA040-ELGT-017357	600 X 600 FLUORESCENT	2F:Office
BRA040-ELGT-017358	600 X 600 FLUORESCENT	2F:Meeting Room
BRA040-ELGT-017359	600 X 600 FLUORESCENT	2F:Small Meeting Room
BRA040-ELGT-017360	600 X 600 FLUORESCENT	2F:District Manager Office
BRA040-ELGT-017361	RUNNING MAN	GF:Entrance Area
BRA040-ELGT-017362	RUNNING MAN	GF:Reception/Waiting Area
BRA040-ELGT-017363	RUNNING MAN	GF:Corridor
BRA040-ELGT-017364	600 X 600 FLUORESCENT	1F:ADJ Kitchen/Breakout Area
BRA040-ELGT-017365	600 X 600 FLUORESCENT	1F:TV Room
BRA040-ELGT-017366	CIRCULAR FLUORESCENT	1F:Corridor
BRA040-ELGT-017367	RUNNING MAN	1F:TV Room
BRA040-ELGT-017368	RUNNING MAN	1F:Corridor
BRA040-ELGT-017369	600 X 600 FLUORESCENT	1F:Rest Room

BRA040-ELGT-017370	600 X 600 FLUORESCENT	1F:Rest Room
BRA040-ELGT-017371	600 X 600 FLUORESCENT	1F:Rest Room
BRA040-ELGT-017372	RECTANGULAR BLOCK HEAD FLUSH	1F:Rest Room
BRA040-ELGT-017373	600 X 600 FLUORESCENT	1F:Rest Room
BRA040-ELGT-017374	CIRCULAR FLUSH FLUORESCENT	1F:WC Male
BRA040-ELGT-017375	600 X 600 FLUORESCENT	1F:Snooker/TV Room
BRA040-ELGT-017376	600 X 600	GF:Kit Room
BRA040-ELGT-017377	600 X 600	GF:Drying Room
BRA040-ELGT-017378	600 X 600	GF:Battery Charger Store
BRA040-ELGT-017379	DOUBLE FLUORESCENT TUBE	GF:Garage
BRA040-ELGT-017380	600 X 600	GF:Gymnasium
BRA040-ELGT-017381	DOUBLE FLUORESCENT TUBE	GF:Sprinkler Room
BRA040-ELGT-017382	600 X 600	GF:Community Room
BRA040-ELGT-017383	CIRCULAR FLUSH FLUORESCENT	GF:Community Room
BRA040-ELGT-017384	CIRCULAR FLUSH FLUORESCENT	GF:Community Room
BRA040-ELGT-017385	CIRCULAR FLUSH FLUORESCENT	GF:WC Male
BRA040-ELGT-017386	CIRCULAR FLUSH FLUORESCENT	GF:WC Female
BRA040-ELGT-017387	LARGE CIRCULAR FLUORESCENT	AL:Reception Stairway
BRA040-ELGT-017388	CIRCULAR FLUORESCENT FLUSH	2F:Store
BRA040-ELGT-017389	LARGE CIRCULAR FLUORESCENT	AL:Front Stairway
BRA040-ELGT-018660	FA SYSTEM BATTERY	GF:Entrance Area

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P-BRA040-ELGT

FIRE EXTINGUISHERS LOCATIONS

Reference	Description	Location
BRA040-FEXT-017441	6L	GF:Garage
BRA040-FEXT-017502	Powder Extinguisher (Gas cartridge)	BS:Car Park
BRA040-FEXT-017601	HYDROSPRAY	2F:Open Plan Area
BRA040-FEXT-017602	6L	1F:Corridor
BRA040-FEXT-017603	6L	1F:Corridor
BRA040-FEXT-017604		GF:Reception Area

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P-BRA040-FEXT

FIRE DOOR LOCATIONS

Reference	Description	Location
BRA040-FDOR-000001	Fire Doors	Kitchen
BRA040-FDOR-000002	Fire Doors	Server Room
BRA040-FDOR-000003	Fire Doors	1st Station Corridor
BRA040-FDOR-000004	Fire Doors	2nd Station Corridor
BRA040-FDOR-000005	Fire Doors	BA Room
BRA040-FDOR-000006	Fire Doors	3rd Station - Corridor
BRA040-FDOR-000007	Fire Doors	Cleaners / Chemical Cupboard
BRA040-FDOR-000008	Fire Doors	YIC- AWC
BRA040-FDOR-000009	Fire Doors	YIC-Corridor
BRA040-FDOR-010020	Fire Doors	Front Entrance/Sign In Room
BRA040-FDOR-010021	Fire Doors	Plant Room (Distribution Board)

BRA040-FDOR-010022	Fire Doors	Communal Room/Rest Room
BRA040-FDOR-017409	Fire Doors	BS:Electrical Switchroom
BRA040-FDOR-017410	DOUBLE	BS:Waste Storage Area
BRA040-FDOR-017411	Fire Doors	2F:Kitchenette
BRA040-FDOR-017412	Fire Doors	2F:Meeting Room
BRA040-FDOR-017413	Fire Doors	2F:Small Meeting Room
BRA040-FDOR-017414	Fire Doors	1F:Store Room
BRA040-FDOR-017415	Fire Doors	1F:Kitchen/Breakout Area
BRA040-FDOR-017416	DOUBLE DOORS	1F:Corridor
BRA040-FDOR-017417	Fire Doors	1F:TV Room
BRA040-FDOR-017418	Fire Doors	1F:Rest Room
BRA040-FDOR-017419	Fire Doors	1F:Rest Room
BRA040-FDOR-017420	Fire Doors	1F:Rest Room
BRA040-FDOR-017421	Fire Doors	1F:Rest Room
BRA040-FDOR-017422	Fire Doors	1F:Rest Room
BRA040-FDOR-017423	Fire Doors	1F:Cleaners Store
BRA040-FDOR-017424	Fire Doors	1F:Snooker/TV Room
BRA040-FDOR-017425	DOUBLE	1F:Snooker/TV Room
BRA040-FDOR-017426	DOUBLE DOOR	GF:Kit Room
BRA040-FDOR-017427	Fire Doors	GF:Kit Room
BRA040-FDOR-017428	Fire Doors	GF:Drying Room
BRA040-FDOR-017429	Fire Doors	GF:Gyms Room
BRA040-FDOR-017430	DOUBLE DOOR	GF:Garage
BRA040-FDOR-017431	DOUBLE DOORS	GF:Gymnasium
BRA040-FDOR-017432	DOUBLE DOOR	GF:Compressor Room
BRA040-FDOR-017433	Fire Doors	GF:Store Room
BRA040-FDOR-017434	Fire Doors	GF:Compressor
BRA040-FDOR-017435	Fire Doors	GF:Sprinkler Room
BRA040-FDOR-017436	Fire Doors	GF:Community Room
BRA040-FDOR-017437	Fire Doors	2F:Store
BRA040-FDOR-017438	Fire Doors	GF:Cleaners Store
BRA040-FDOR-017439	Fire Doors	2F:Cleaners Store

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P-BRA040-FDOR

MANUAL CALL POINT LOCATIONS

Reference	Description	Location
BRA040-FASM-018660	Manual Call Point	Front Entrance/Sign In Room
BRA040-FASM-018661	Manual Call Point	1st Floor Corridor
BRA040-FASM-018662	Manual Call Point	Ground Floor
BRA040-FASM-018663	Manual Call Point	Outside Office G0.12
BRA040-FASM-018664	Manual Call Point	Second Floor Corridor
BRA040-FASM-018665	Manual Call Point	Third Floor Corridor
BRA040-FASM-018666	Manual Call Point	Fourth Floor Corridor
BRA040-FASM-018667	Manual Call Point	Fifth Floor Corridor

P-XXX_XXX-FASM[;]Manual Call Point

P-BRA040-FASM

FIRE WARDEN / FIRE MARSHALS

- Fire Warden - Sam Bloggs - 01423 456 1235
- Fire Marshall - Night Staff
- Fire Marshall - Reception Staff
- Fire Marshall - Rik Brown - 01423 456 98675
- Fire Marshall - Aidan Smith - 01423 456 1235

STAFF TRAINING RECORDS

Fire Extinguisher Training - 21st January 2022

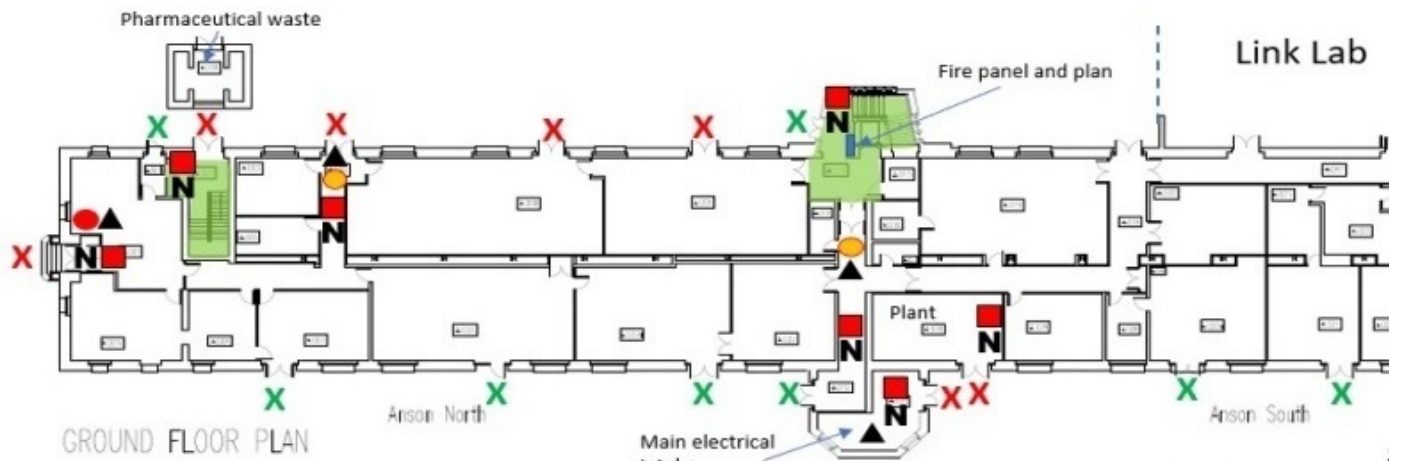
- Sam Brown
- Bob White
- Fred Bloggs

Fire Alarm Panel Familiarisation - 2nd May 2022

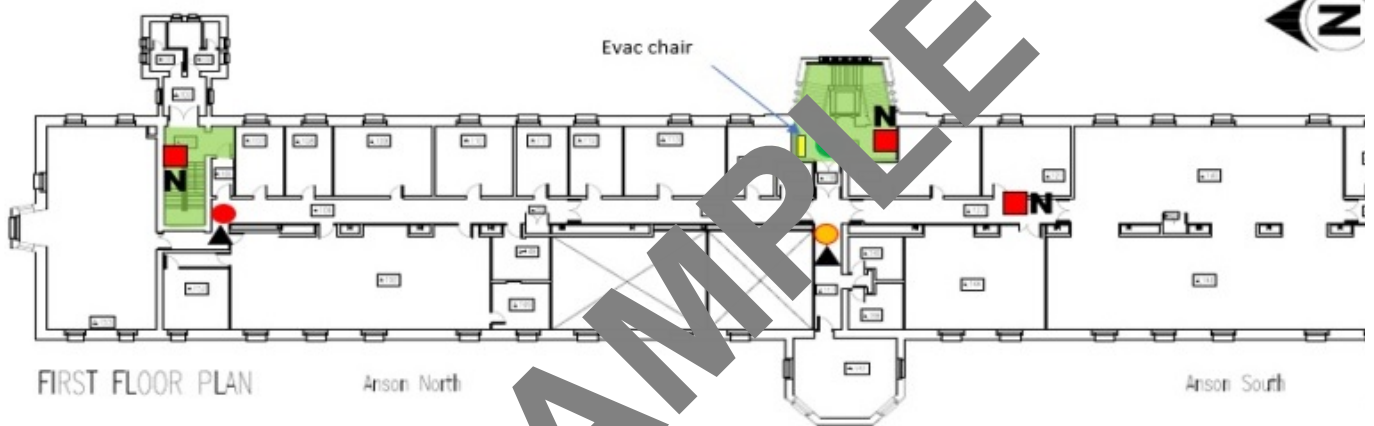
- Sam Brown
- Bob White
- Fred Bloggs

EXAMPLE

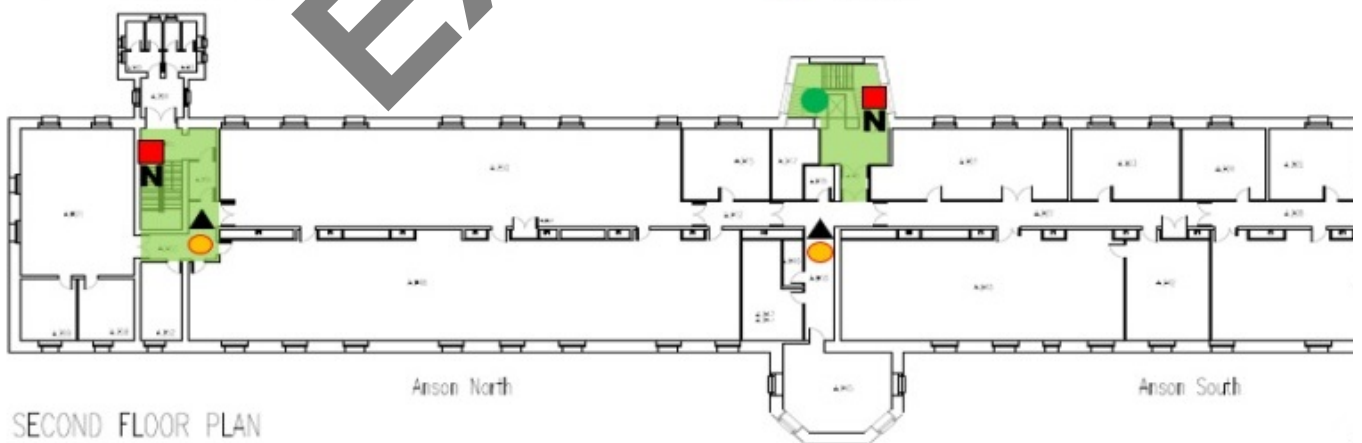
BUILDING PLANS



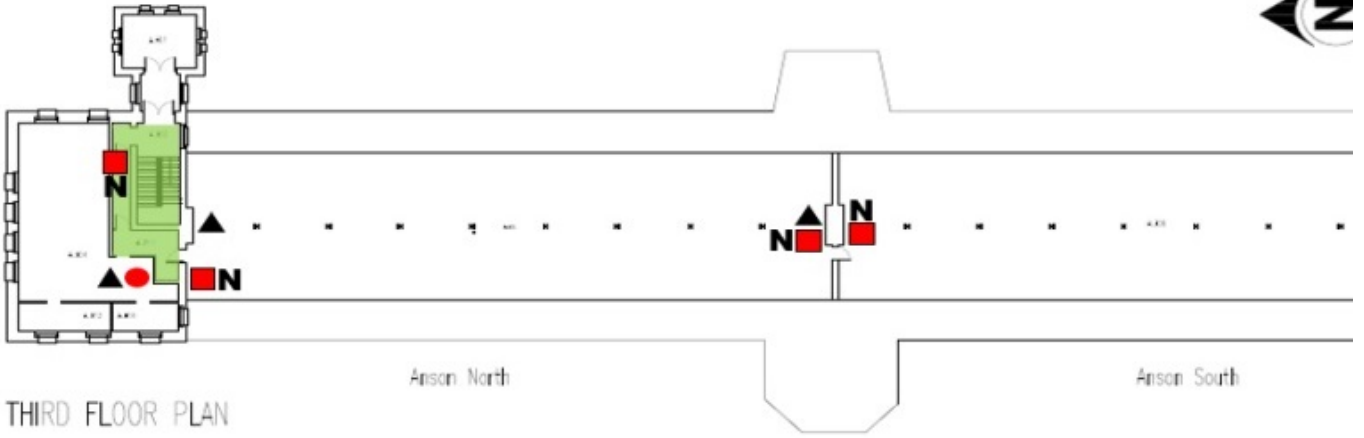
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|--|---|--|-----------------------|--|-----------------|
| | 30 minute fire protected route. Keep free of obstructions and combustible material. | | CO2 extinguisher | | Exit from build |
| | Manual call point | | 9L water extinguisher | | Exit from build |
| | Emergency action notice | | 9L foam extinguisher | | |
| | | | Refuge | | |











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|--|---|--|-----------------------|--|-----------------|
| | 30 minute fire protected route. Keep free of obstructions and combustible material. | | CO2 extinguisher | | Exit from build |
| | Manual call point | | 9L water extinguisher | | Exit from build |
| | Emergency action notice | | 9L foam extinguisher | | |
| | | | Refuge | | |



- | | | | | | |
|--|---|--|-----------------------|--|-----------------|
| | 30 minute fire protected route. Keep free of obstructions and combustible material. | | CO2 extinguisher | | Exit from build |
| | Manual call point | | 9L water extinguisher | | Exit from build |
| | Emergency action notice | | 9L foam extinguisher | | |
| | | | Refuge | | |



THIRD FLOOR PLAN

- | | | |
|---|---|---|
|  30 minute fire protected route. Keep free of obstructions and combustible material. |  CO2 extinguisher |  Exit from build |
|  Manual call point |  9L water extinguisher |  Exit from build |
|  Emergency action notice |  9L foam extinguisher | |
| |  Refuge | |

EXAMPLE