



**International  
House**  
Portsmouth

**LSI PORTSMOUTH**

## Fire Safety Risk Assessment for LSI Portsmouth



**Date of Assessment:**

9<sup>th</sup> March 2023

*T. C. Thorne*

## **INTRODUCTION**

## **GENERAL DESCRIPTION OF PREMISES**

## **GENERAL INFORMATION FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL**

## **FIRE PROTECTION MEASURES**

## **MANAGEMENT OF FIRE SAFETY**

## **FIRE RISK ASSESSMENT**

## **REVIEWS**

## **ACTION PLAN**

## **PEEPS & HOTWORK PERMITS**

## **EVACUATION PLANS**

## **INSPECTION / TESTING CERTIFICATES**

## Regulatory Reform Order

The Regulatory Reform (Fire Safety) Order 2005 (FSO) came into effect on 1st April 2006 and requires that a fire risk assessment is carried out in all relevant premises to determine what fire safety measures are necessary.

The Responsible Person\* for the premises has additional responsibilities relating to fire safety under Articles 8 to 23 of the FSO. Details of which can be found through the following link:

<http://www.opsi.gov.uk/si/si2005/20051541.htm#8>

"Responsible Person" means;

- (a) in relation to a workplace, the employer, if the workplace is to any extent under his control;
- (b) in relation to any premises not falling within paragraph (a)—
  - (i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or
  - (ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

## Fire Risk Assessment


**This risk assessment has been completed in conjunction with the relevant Communities and Local Government guidance publication for the premises use. These can be found through the following link:**

<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

The Risk Assessment follows a simple 5-step guide to completing a suitable assessment. The fire risk assessment identifies the hazards within the building, which is at risk within the building and evaluates, removes, reduces and protects those people from the perceived risk. The fourth step looks at training, records and the significant findings, and the fifth and final stage will be to review the assessment.

This fire risk assessment must be kept up to date. It is important to update the assessment if anything is changed that might affect the risk (e.g. new ignition sources or use of flammable liquids etc). Should this occur or you need advice or supports please re-contact the Fire-X who can provide this professional assistance.



1. PREMISES PARTICULARS			
<b>Premises Name:</b> LSI Portsmouth  <b>Address:</b> 1-13 Lord Montgomery Way Portsmouth PO1 2AH		<b>Use of Premises:</b>  English language School	
<b>Telephone Number:</b> 02392 291 811		<b>Responsible persons for Occupiers:</b>  Terry Thorne, Building Manager	
<b>Date of Risk Assessment:</b> 9th March 2023		<b>Date of Review:</b> 9 <sup>th</sup> March 2024	
2. A SIMPLE RISK LEVEL ESTIMATOR			
Likelihood of fire	Classification of fire risk		
	Likelihood consequences of fire:		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Moderate	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk
<p>The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.</p> <p>Signed:  Date: 9/3/2023</p> <p>1) This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs</p>			
3. THE PREMISES			
<b>3.1 Number of floors:</b> Basement, Ground, 8 floors and roof			
<b>3.2 Approximate floor area:</b> m <sup>2</sup> not known m <sup>2</sup> gross m <sup>2</sup> Ground floor			
<b>3.3 Brief details of construction</b>  Traditional Concrete Construction with two external steel staircases and one internal			
<b>3.4 Use of premises</b>  English language school with classrooms and offices on each floor  Electrical intake room and boiler room in basement area			

**Lift room, water tank room and external aerials on roof**

#### **4. THE OCCUPANTS**

**4.1 Approximate maximum number of students: 120 at time of inspection**

**4.2 Approximate number of employees at any one time: 50**

**4.3 Maximum number of members of the public at any one time: Not Known**

**4.4 Associated times/hours of occupation: 12 hours**

#### **5. OCCUPANTS ESPECIALLY AT RISK FROM FIRE**

**5.1 Sleeping occupants: NO**

**5.2 Disabled occupants: YES, ground floor only with PEEPS in place**

**5.3 Occupants in remote areas and lone workers: N/A**

**5.4 Young persons: Students**

#### **6. GENERAL STATEMENT OF POLICY**

**Statement:**

It is the Policy of LSI Portsmouth to protect all persons, which includes all employees, contractors, guests, outside contractors and members of the public from potential injury and damage to their health, which might result from fire.

The Company will provide and maintain safe and healthy working conditions to include equipment and systems of work for all employees.

To provide such information and training also to include the level of supervision as they need for this purpose.

The Company will give a high level of commitment to fire safety and will comply with all statutory requirements.

Signed:

Date:

**Risk Level: As a result of this Risk Assessment these premises are deemed to be.**

**Low Tolerable risk**

7. ELECTRICAL SOURCES OF IGNITION	
7.1 Reasonable measures taken to prevent fires of electrical origin?	Yes ✓
7.2 More Specifically:	
Fixed installation periodically inspected and tested?	Yes ✓
Portable Appliance Testing (where appropriate) carried out?	Yes ✓
Suitable policy regarding the use of personal electrical appliances?	NO
Suitable limitation of trailing leads and adaptors?	Yes ✓
7.3 Comments and hazards observed	
The Portable appliances throughout the building are PAT tested annually where necessary.	
Computer equipment is tested every 3 years.	
All equipment is visually inspected every 6 months.	
8. SMOKING	
8.1 Reasonable measures taken to prevent fires as a result of smoking?	Yes ✓
8.2 More specifically:	
Smoking prohibited on the premises?	Yes ✓
Smoking prohibited in appropriate areas?	Yes ✓
Suitable arrangements for those who wish to smoke?	Yes ✓
Is the policy observed to be working at the time of inspection?	Yes ✓
8.3 Comments and hazards observed:	
Smoking, including vaping, is prohibited throughout the building except in designated areas.	
9. ARSON	
9.1 Does basic security against arson by outsiders appear reasonable? 2)	Yes ✓
9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes ✓
9.3 Comments and hazards observed:	



<p><b>There is no storage within 3 metres of the building on the day of the inspection.</b></p> <p>2) Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</p>	
<b>10. PORTABLE HEATERS AND HEATING INSTALLATIONS</b>	
<b>10.1 Is the use of portable heaters avoided as far as possible?</b>	Yes ✓
<b>10.2 If portable heaters are used:</b>	
Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	Yes ✓
Are suitable measures taken to minimise the hazard of ignition of combustible materials.	Yes ✓
<b>10.3 Are fixed heating installations subject to regular maintenance?</b>	Yes ✓
<b>10.4 Comments and hazards observed:</b>	
Cardboard and paper and removed from the premises at the end of each day.	
<b>11. COOKING</b>	
<b>11.1 Are reasonable measures taken to prevent fires as a result of cooking?</b>	Yes ✓
<b>11.2 Are there any gas cookers in the building?</b>	Yes ✓
<b>11.3 Are there any electrical cooking appliances in the building</b>	Yes ✓
<b>11.4 Are suitable extinguishing appliances available?</b>	Yes ✓
<b>11.5 Comments and hazards observed:</b>	
There no gas cookers in the main building but there is in the café on The ground floor.	
<b>12. LIGHTNING</b>	
<b>12.1 Do the premises have a lightning protection system?</b>	Yes ✓
<b>12.2 Comments and hazards observed:</b>	
Lightning Protection system requires upgrading.	

<b>13. HOUSEKEEPING</b>	
13.1 Is the standard of housekeeping adequate?	Yes ✓
13.2 More specifically:	
Do combustible materials appear to be separated from ignition Sources?	Yes ✓
Is there an avoidance of unnecessary accumulation of combustible Materials or waste?	Yes ✓
Appropriate storage of hazardous materials?	Yes ✓
Avoidance of inappropriate storage of combustible materials?	Yes ✓
13.3 Comments and hazards observed: Housekeeping appears to be good.	
<b>14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS</b>	
14.1 Are fire safety conditions imposed on outside contractors?	Yes ✓
14.2 Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)?	Yes ✓
14.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of "hot work" permits?	Yes ✓
14.4 Comments and hazards observed:	
All contractors must sign in and hot works permits are observed.	
<b>15. DANGEROUS SUBSTANCES</b>	
15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A
15.2 If 15.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A
15.3 Comments and hazards observed:	None
<b>16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS</b>	
16.1 Hazards:	
There are two riser cupboards on each floor within the stair fire containment area. One for IT and phone cables and one for electrical cables and distribution boards.	



<b>16.2 Comments and deficiencies observed:</b>  Each cupboard has fire seals and will contain any smoke / fire for at least 30 minutes.	
<b>17. MEANS OF ESCAPE FROM FIRE</b>	
<b>17.1 Is it considered that the premises are provided with a reasonable means of escape in case of fire?</b>	Yes ✓
<b>17.2 More specifically:</b>	
Adequate design of escape routes?	Yes ✓
Adequate provision of exits?	Yes ✓
Exits easily and immediately openable where necessary?	Yes ✓
Fire exits open in direction of escape where necessary?	Yes ✓
Avoidance of sliding or revolving doors as fire exits where necessary?	Yes ✓
Satisfactory means of securing exits?	Yes ✓
Reasonable distances of travel:	
Where there is a single direction of travel?	Yes ✓
Where there are alternative means of escape?	Yes ✓
Suitable protection of escape routes?	Yes ✓
Suitable fire precautions for all inner rooms?	Yes ✓
Escape routes unobstructed?	Yes ✓
<b>17.3 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people?</b>	Yes ✓
<b>17.4 Comments and deficiencies observed:</b>  Both external metal fire escapes have been condemned and must not be used.  An Automatic Opening Vent (AOV) has been fitted to the top of the central escape route to allow safe evacuation in the event of a fire.  Disabled people are restricted to the ground floor only	

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	
<p><b>18.1 It is considered that there is:</b></p> <p>Compartmentation of a reasonable standard <sup>3)</sup></p> <p>Reasonable limitation of linings that might promote fire spread.</p> <p><b>18.2 As far as can be reasonably ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? <sup>3)</sup>, <sup>4)</sup></b></p> <p>3) Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate. 4) A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.</p>	<p>Yes ✓</p> <p>Yes ✓</p> <p>N/A</p>
<b>18.3 Comments and deficiencies observed:</b>	None
19. EMERGENCY ESCAPE LIGHTING	
<b>19.1 Reasonable standard of emergency escape lighting system provided? <sup>5)</sup></b>	Yes ✓
<p><b>19.2 Comments and deficiencies observed:</b></p> <p>5) Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.</p>	None
20. FIRE SAFETY SIGNS AND NOTICES	
<b>20.1 Reasonable standard of fire safety signs and notices?</b>	Yes ✓
<p><b>20.2 Comments and deficiencies observed:</b></p> <p>There are Fire Action Notices and floor plans in each classroom and on each stair landing including fire exit signage.</p>	
21. MEANS OF GIVING WARNING IN CASE OF FIRE	
<b>21.1 Reasonable manually operated electrical fire alarm system provided? <sup>6)</sup></b>	Yes ✓
<b>21.2 Automatic fire protection provided?</b>	Yes ✓
<b>21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk?</b>	Yes ✓
<b>21.4 Remote transmission of alarm signals?</b>	Yes ✓
<b>21.5 Comments and deficiencies observed:</b>	

<p>The present fire detection appears to be fit for purpose. An installation of an AOV at the head of stairs has been installed that will benefit for the internal means of escape and aid Fire &amp; rescue personal for firefighting.</p> <p>6) Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out. Weekly audibility test carried out by building manager and outside contractor tests every 3 months.</p>	
<b>22. MANUAL FIRE FIGHTING APPLIANCES</b>	
22.1 Reasonable provision of portable fire extinguishers?	Yes ✓
22.2 Hose reels provided?	NO
22.3 Are all fire extinguishing appliances readily accessible?	Yes ✓
22.4 Are extinguishers suitably wall mounted with identification notices displayed?	Yes ✓
<p>22.5 Comments and deficiencies observed:</p> <p>A dry riser has replaced the hose reel system. The dry riser is tested and certified annually.</p>	
<b>23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS</b>	
23.1 None observed	
23.2 Comments and deficiencies observed:	None
<b>24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT</b>	
24.1 None observed	N/A
24.2 Comments and deficiencies observed:	None
24.3 Suitable provision of fire fighters switch (es) for high voltage luminous tube signs etc.	N/A
24.4 Comments and deficiencies observed:	None
<b>25. PROCEDURES AND ARRANGEMENTS</b>	
25.1 Fire safety is managed by the building manager.	The building manager.



25.2 Competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	The building manager.
25.3 Is there a suitable record of the fire safety arrangements?	Yes ✓
25.4 Who maintains the record?	The building manager.
25.6 Appropriate fire procedures in place?  More specifically: Are procedures in the event of a fire appropriate and properly documented? Are there suitable arrangements for summoning the fire and rescue service? Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? Are there suitable arrangements for ensuring that the premises have been evacuated? Is there a suitable fire assembly point(s)? Are there adequate procedures for the evacuation of any disabled people who are likely to be present?	Yes ✓  Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓
25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?	Yes ✓
25.8 Who liaises with the fire and rescue service?	The building manager.
25.9 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Yes ✓
25.10 Who carries out the inspections in 25.9?	The building manager.
<b>26. TRAINING AND DRILLS</b>	
26.1 Are all staff given adequate fire safety instruction and training on induction?	Yes ✓
26.2 Are all staff given adequate periodic "refresher training" at suitable intervals?	Yes ✓
26.3 Does all staff training provide information, instruction or training on the following:  Fire risks in the premises?	Yes ✓

<p>The fire safety measures on the premises?</p> <p>Action in the event of fire?</p> <p>Action on hearing the fire alarm signal?</p> <p>Method of operation of manual call points?</p> <p>Location and use of fire extinguishers?</p> <p>Means for summoning the fire and rescue service?</p> <p>Identity of persons nominated to assist with evacuation?</p> <p>Identity of persons nominated to use fire extinguishing appliances?</p>	<p>Yes ✓</p> <p>Yes ✓</p> <p>Yes ✓</p> <p>Yes ✓</p> <p>Yes ✓</p> <p>Yes ✓</p> <p>Yes ✓</p> <p>Yes ✓</p>
26.4 Comments and deficiencies observed in 26.3:	
26.5 Are staff with special responsibilities (e.g. fire wardens) given additional training?	Yes ✓
26.6 Are fire drills carried out at appropriate intervals?	Yes ✓
26.7 How often are the drills (26.6) carried out?	Every 3 months
<p>26.8 When the employees of another employer work in the premises:</p> <p>Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?</p> <p>Is it ensured that the employees are provided with adequate instructions and information?</p> <p>Comment: all contractors are required to sign the visitor's book in reception.</p>	<p>Yes ✓</p> <p>Yes ✓</p>
<b>27. TESTING AND MAINTENANCE</b>	
27.1 Adequate maintenance of premises?	Yes ✓
27.2 Are all relevant documents stored in a fire document box in reception?	Yes ✓
27.3 Is there a weekly test of the fire detection system?	Yes ✓
27.4 Is the fire detection system checked periodically?	Yes ✓
27.5 Are the emergency lights tested monthly?	Yes ✓
27.6 Are the emergency light tested and certified annually?	Yes ✓
27.7 Are the fire extinguishing appliance tested and certified annually?	Yes ✓
27.8 Are weekly inspections of the fire escape routes carried out and recorded?	Yes ✓

27.9 Are the rising mains inspected six monthly and annually tested?	Yes ✓
27.10 Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts? Comment: Lift A is a fire lift.	Yes ✓
27.11 Is there a six monthly test and service of the fire suppression system in the ground floor café?	Yes ✓
27.12 Routine checks of final exit doors and/or security fastenings?	Yes ✓
27.13 Annual inspection and test of lightning protection system?	Yes ✓
27.14 Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	Yes ✓
27.15 To whom are the items in 27.14 reported to?	The building manager
27.16 Other relevant inspections or tests?	None
<b>28. RECORDS</b>	
28.1 Appropriate records of:	
Fire drills?	Yes ✓
Fire training?	Yes ✓
Fire alarm tests?	Yes ✓
Emergency escape lighting tests?	Yes ✓
Maintenance and testing of other fire protection systems?	Yes ✓

#### **FIRE RISK ASSESSMENT**

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



Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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 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

## **THIS REPORT AND ACTION PLAN**

In addition to recording the findings, this document makes recommendations for actions to be taken. It is the duty of the Responsible Person and of management to ensure that the recommended actions are implemented and to introduce procedures to review this Fire Risk Assessment on a regular basis. No assurances can be guaranteed that subsequent inspections undertaken by a member of an appropriate enforcing authority will not result in other areas of non-compliance being reported.

As part of your fire safety management arrangements it is recommended that a fire audit be carried out once the action points are completed, to monitor and record progress on implementing the Fire Risk Assessment recommendations. In order to demonstrate good fire safety management practice to any enquiring party it is recommended that you document the actions taken in respect of this report, within the action plan provided with this assessment. It is recommended that this assessment, together with the completed action plan, be kept in a 'Fire Safety Record Book' together with all other fire safety records.

### **Date of next review**

It is recommended that you review your risk assessment every 12 months

**OR**

if you make changes to the layout of your premises, significantly increase the amount of combustible materials stored or displayed, change your opening hours (e.g. to include night time opening etc.) you should review your fire risk assessment

This assessment was undertaken following an instruction to identify the fire risks within the premises. The following elements were considered within this assessment:

Sources of ignition

Fuel for a fire

Fire spread risks: including:

All surface floor and wall coverings

The positioning and likely working condition of all fire resisting / smoke separation doors

All highly flammable substances

People at risk, including staff and visitors

The means for giving early warning of fire to all occupants and the safe evacuation of all personnel and visitors: including

All travel distances ü All escape route corridors

All door fastenings on escape routes

The means for summoning the emergency services

The positioning and suitable working condition of all fire-fighting equipment

The position and suitable working condition of all fire safety signage

Staff training ü Contingency planning

**The fire protection and potential fire / smoke damage of critical operating systems and business continuity ü PAT testing**

**Record keeping. This report is subject to the following limitations:**

**No opening up of the structure was undertaken, nor was any testing of existing services. This report does not include testing of any electrical wiring or the checking of appropriate fuses. All wiring should be regularly tested in accordance with current regulations and appropriate circuit breakers and plugs that contain suitable fuses should protect all electrical installations**

**All portable electrical equipment should be inspected and tested in accordance with the "Electricity at Work Regulations 1989", and the "Provision and Use Of Work Equipment Regulations 1998"**