



**FIRE RISK ASSESSMENT
OF
67 HOPE STREET, GLASGOW**

August 2023

67 HOPE STREET, GLASGOW

ACTION PLAN IN RESPECT OF LANDLORD AREAS/Common Areas/UNOCCUPIED PREMISES

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial

Tolerable

For instant attention and action (within 24 hours):


Item	Priority	Observation	Location	Recommendation	Criticality
		There are no recommendations requiring action within 24 hours.			

Please see over for less critical actions.

Priorities:

1. Immediately – within 30 days.
2. Short term – within 90 days.
3. Medium term – within 180 days.
4. Long term – within 13 months.
5. Long term – at the time of upgrading or refurbishment.

Criticality:

- High:**  Breach of legislation, having the potential for serious harm to relevant persons.
- Medium:**  Breach of legislation, but not considered to constitute a potential for serious harm to relevant persons.
- Low:**  Necessary for best practice, but existing situation unlikely to constitute a potential for serious harm to relevant persons.

The full titles of British Standards and other references are given on the last pages of this report.

Item	Priority	Observation	Location	Recommendation	Criticality
1.	2	The Building Manager should ensure that the recommendations itemized on the attached tenants' pages are forwarded to the relevant person for action.		Notify tenants of issues raised by landlord's fire risk assessment.	Medium
2.	2	Some riser cupboards contained stored combustible material or contractors' waste materials, some of which being in close proximity to electrical equipment. The material should be removed, and it should be ensured that contractors remove their waste, and the riser cupboards should not be used for general storage.	Ground, 4 th , 5 th , and 6 th floors.	Remove combustible storage and waste materials from riser cupboards.	Medium
3.	2	There is an excessive gap between the leaves of the fire-resisting doors to the main staircase. The gap should be reduced to 4 mm or less, as far as possible, and the smoke seal should fill the gap to maintain the fire resistance and smoke-stopping performance of the doors.	1 st floor	Reduce the gap between the leaves of the fire-resisting doors to the main staircase.	Medium

Item	Priority	Observation	Location	Recommendation	Criticality
4.	2	There is an excessive gap between the leaves of the fire-resisting doors to the main staircase. The gap should be reduced to 4 mm or less, as far as possible, and the smoke seal should fill the gap to maintain the fire resistance and smoke-stopping performance of the doors.	3 rd floor.	Reduce the gap between the leaves of the fire-resisting doors to the main staircase.	Medium
5.	2	There is an excessive gap between the leaves of the fire-resisting doors to the main staircase. The gaps should be reduced to 4 mm or less, as far as possible, and the smoke seal should fill the gap to maintain the fire resistance and smoke-stopping performance of the doors.	4 th floor.	Reduce the gap between the leaves of the fire-resisting doors to the main staircase.	Medium
6.	2	There is an excessive gap between the leaves of the fire-resisting doors to the main staircase. The gaps should be reduced to 4 mm or less, as far as possible, and the smoke seal should fill the gap to maintain the fire resistance and smoke-stopping performance of the doors.	5 th floor.	Reduce the gap between the leaves of the fire-resisting doors to the main staircase.	Medium
7.	2	There is an excessive gap between the leaves of the fire-resisting doors to the main staircase. The gaps should be reduced to 4 mm or less, as far as possible, and the smoke seal should fill the gap to maintain the fire resistance and smoke-stopping performance of the doors.	6 th floor.	Reduce the gap between the leaves of the fire-resisting doors to the main staircase.	Medium
8.	2	There is an excessive gap between the leaves of the fire-resisting doors to the main staircase. The gaps should be reduced to 4 mm or less, as far as possible, and the smoke seal should fill the gap to maintain the fire resistance and smoke-stopping performance of the doors.	7 th floor.	Reduce the gap between the leaves of the fire-resisting doors to the main staircase.	Medium

Item	Priority	Observation	Location	Recommendation	Criticality
9.	2	There is an excessive gap between the leaves of the fire-resisting doors to the main staircase. The gaps should be reduced to 4 mm or less, as far as possible, and the smoke seal should fill the gap to maintain the fire resistance and smoke-stopping performance of the doors.	8 th floor.	Reduce the gap between the leaves of the fire-resisting doors to the main staircase.	Medium
10.	2	There is an excessive gap between the leaves of the fire-resisting doors to the main staircase. The gaps should be reduced to 4 mm or less, as far as possible, and the smoke seal should fill the gap to maintain the fire resistance and smoke-stopping performance of the doors.	9 th floor.	Reduce the gap between the leaves of the fire-resisting doors to the main staircase.	Medium
11.	2	There is an excessive gap between the leaves of the fire-resisting doors to the lift landing. The gaps should be reduced to 4 mm or less, as far as possible, and the smoke seal should fill the gap to maintain the fire resistance and smoke-stopping performance of the doors.	1 st floor.	Reduce the gaps between the leaves of the fire-resisting doors to the lift landing.	Medium
12.	2	There is an excessive gap between the leaves of the fire-resisting doors to the vacant office from the lift lobby. The gaps should be reduced to 4 mm or less, as far as possible, and the smoke seal should fill the gap to maintain the fire resistance and smoke-stopping performance of the doors.	3 rd floor	Reduce the gaps between the leaves of the fire-resisting doors to the vacant office.	Medium
13.	3	It is understood that there are no fire dampers fitted within the premises and, during the assessment, none were noted. However, this is worthy of further investigation. Therefore, the location of any ducting should be established, and clarification should be sought on whether fire dampers are provided within any such ducting. Where dampers are identified, they should be inspected and tested on an annual basis		Establish whether fire dampers are present in the premises. Maintain as necessary.	Low

Item	Priority	Observation	Location	Recommendation	Criticality
14.	2	Detector heads in some service riser cupboards have been covered by contractors, with the covers not having been removed upon completion of works. The detector head covers should be removed.	5 th and 6 th floors.	Remove detector head covers.	Medium
15.	2	Weekly and monthly tests are not being carried out on the firefighting lift. In addition to statutory lift maintenance, the firefighting lift should be inspected and tested periodically in accordance with the recommendations of BS 9999, as follows: the operation of the lift car and the fire-fighters control switches should be tested each week, to confirm the operation of the lift car; a simulated failure of the primary power supply to the lift should be carried out monthly, and, if the secondary supply is by means of a generator, it should be run for one hour; where a communications link between the lift car and lift lobbies and/or reception has been provided, it should be tested monthly.	Firefighting lift.	Carry out weekly and monthly tests on the firefighting lift.	Medium
16.	3	The automatic opening vents (AOVs), and the car park smoke extraction system, are not being subject to a quarterly functional test. In addition to the annual test and inspection a quarterly functional test should be carried out in accordance with the recommendations of BS 9999.	AOVs and smoke extraction system.	Carry out a quarterly functional test of the AOVs and smoke extraction system.	Low
17.	3	The emergency voice communications system (EVCS) is not being subject to a weekly communications test. In addition to the six-monthly test and inspection, a weekly communications test should be carried out in accordance with the recommendations of BS 5839-9.	EVCS.	Carry out a weekly communications test of the EVCS.	Low

Item	Priority	Observation	Location	Recommendation	Criticality
18.	3	<p>The emergency door release mechanisms (green 'break glass' manual override controls) are not being subject to weekly tests. Where manual release controls are provided adjacent to electronically locked doors on means of escape, one manual release control should be tested every week to confirm that the associated electronic lock releases and that the door opens freely. A different manual release should be used at the time of every weekly test, so that all release controls in the building are tested in rotation over a prolonged period. There is no maximum limit for this period (e.g. in a system with 60 manual release controls, the user will test each manual release control every 60 weeks). The result of the weekly test and the identity of the manual call point should be recorded in the system log book of the fire detection and alarm system.</p>	Emergency door release mechanisms.	Carry out a weekly test of the emergency door release mechanisms.	Low

Employer or person having control of the premises:	CBRE
Address of Premises:	67 Hope Street, Glasgow G2 6AE
Client representative:	Mr A Madden, Senior Facilities Manager
Assessor:	M. Vanderwal
Report validated by:	P. Clayton
Date of Fire Risk Assessment:	26 th July 2023
Date of Previous Fire Risk Assessment:	16 th July 2020
Date for Centre Management Review ¹ :	July 2024
Date for Fire Safety Specialist Review ² :	July 2026
BAFE SP205 Certificate Number:	LS0310958

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¹ This risk assessment should be reviewed by CBRE as indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there have been significant changes, or if a fire occurs.

² This risk assessment should be subject to review by competent fire safety specialists as indicated above or at such earlier time as Management considers that specialist advice is required. It is CBRE policy that fire risk assessments are reviewed on a variable rolling programme determined by the nature of the premises and the risk found at the time of the last assessment, with reviews during the intervening years to coincide with general health and safety reviews, and a further fire risk assessment by C.S. Todd & Associates Ltd on the designated anniversary of the initial survey.

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INTRODUCTION

About This Report

This report is intended to assist you in compliance with Sections 53(2) and 54(2), of the Fire (Scotland) Act 2005, which require that a risk assessment be carried out, and Part II of the Fire Safety (Scotland) Regulations 2006, which makes requirements in relation to the risk assessment.

The risk assessment relates to:

- Precautions that are required to protect employees of the landlord/client from fire.
- Fire precautions within the common parts and other areas controlled by the landlord.
- Fire protection systems that are the landlord's responsibility.

The inspection of the building was limited in extent, and, primarily, only the common areas and other areas controlled by the landlord were visited. However, there is an obligation under the Act and Regulations to ensure effective 'co-operation and co-ordination' between Duty Holders.

Accordingly, where possible, each tenant was visited in conducting the risk assessment. However, this was only with the intention of ensuring that the landlord's obligations under the legislation mentioned above were met and was largely for information gathering purposes only. Tenants are responsible for carrying out the fire risk assessment of their own demise, and reference to a tenant in this report does not in any way relieve them from this obligation.

The report begins by setting out general information relating to the premises (Sections 1-7). This is followed by consideration of fire hazards that may be present and the measures to eliminate or control them (Sections 8-17). The measures in place to protect people in the event of fire are considered next (Sections 18-25), followed by a review of the arrangements for managing fire safety in your premises (Sections 26-29). We then conclude with our qualitative assessment of the risk to life from fire.

Recommendations

Our recommendations are outlined in an Action Plan. This sets out the measures it is considered necessary for you to take to satisfy the requirements of the Act and Regulations and to protect people from fire. It is particularly important that you study the Action Plan, and, if any recommendation in the Action Plan is unclear, you should seek clarification.

Where appropriate, separate pages have been included to highlight recommendations specific to each tenant. In doing so, we have listed items necessary for effective co-operation and co-ordination. The recommendations are not intended to address all legislative requirements imposed on the tenant and these pages do not remove the obligation on a tenant to carry out their own fire risk assessment.

You are advised that this risk assessment forms only the foundation for management of fire safety in your premises and compliance with the Act and Regulations. You should act on the recommendations in the Action Plan and record what you have done. This will demonstrate to the enforcing authority your commitment to fire safety and to fulfilling your legal obligations.

Reviewing Your Fire Risk Assessment

The Fire Safety (Scotland) Regulations 2006 require that you keep your risk assessment under review. A date for routine review is given on the front of this report, but you should review the report sooner should there be any reason to suspect it is no longer valid, if a significant change takes place or if a fire occurs.

Record of Fire Safety Arrangements

The Fire Safety (Scotland) Regulations 2006 require requires that you give effect to “arrangements for the effective planning, organisation, control, monitoring and review of the fire safety measures”. These measures, which are set out in Schedule 2 within Part 3 of the Fire (Scotland) Act 2005, are primarily measures to prevent the occurrence of fire and to keep people safe if fire occurs. You must record these arrangements. While this fire risk assessment is not the record of the fire safety arrangements to which the Regulations refer, much of the information contained in this report will coincide with the information in that record.

Scope and Limitations of the Fire Risk Assessment

We have conducted the fire risk assessment in accordance with the Fire Industry Association’s publication ‘Fire Risk Assessors – Standard Scope of Services’.

We have based our assessment on the situation we were able to observe while at the premises and on information provided to us, either verbally or in writing. Unless otherwise stated, our surveys do not involve destructive exposure, and it is not always possible to inspect all rooms and areas, nor inspect less readily accessible areas, such as voids above ceilings. It is, therefore, necessary to rely on a degree of sampling and also reasonable assumptions and judgement.

Dangerous Substances

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the *general fire precautions* (as defined in the Act and Regulations) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that you have met the duties under the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) that apply to you, including carrying out a risk assessment of the relevant work activities.

BAFE SP205 Scheme

We are certificated under the BAFE Fire Protection Industry Scheme SP205 Part 1 Life Safety Fire Risk Assessment and are authorised to issue a certificate of conformity for this fire risk assessment. You will find this at the end of this report.

Disclaimer

The purpose of this report is to provide an assessment of the risk to life from fire, 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.

The submission of this report constitutes neither a warranty of future results by C.S. Todd & Associates Ltd, nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

EXECUTIVE SUMMARY

Our assessment is that the risk to life from fire in these premises is 'Tolerable' (as defined later in this report). We have concluded this by taking into account the likelihood of fire and the consequences for life safety in the event of fire.

Our main findings are as follows:

- Suitable controls are in place to minimise the hazard from fire, although scope for improvement has been identified, including ensuring that service riser cupboards are maintained free from stored items.
- Suitable fire protection measures are in place, although minor improvements are necessary, such as ensuring that the gaps between the leaves of fire-resisting doors are not excessive, and that the smoke seals fill the gap, to maintain the fire resistance and smoke-stopping performance of the doors.
- The standard of fire safety management in the premises was good, but weekly and monthly tests of the firefighting lift should be implemented, as well as weekly tests of EVCS, the smoke ventilation and extraction systems, and the emergency door release mechanisms.

Full details of the findings can be found later in this report and our recommendations are set out in the Action Plan.

Although the risk to life is considered 'Tolerable', the standard of fire safety measures is good.

Despite the large number of recommendations, they are of a minor nature, but, nevertheless, should still be given suitable priority.

GENERAL INFORMATION

1. THE PREMISES

- 1.1 Number of floors at ground level and above: 10: Ground and 9 upper floors, plus rooftop plant.
- Number of floors entirely below ground level: 1: Basement.
- Floors on which car parking is provided: 1: Basement car park.
- 1.2 Approximate floor area: 6,039 m² gross.
- 1.3 Brief details of construction:
- A combination of original stone, with additional steel-framed structure, stone/block walls and a glazed façade and solid floors. There is a small section of pitched roof; however, the majority of the roof is flat.
- 1.4 Major use(s):
- Offices, gymnasium.
- 1.5 Occupiers:
- A list of tenants is provided later in this report.

2. THE OCCUPANTS

- 2.1 Approximate maximum number of employees at any one time:
- | | |
|--------------------|-----|
| CBRE: | 0 |
| Tenants: | 208 |
| Security: | 1 |
| Contract cleaners: | 2 |
- (see Section 5)
- 2.2 Approximate maximum number of other occupants at any one time: Visitors: Up to 690 (See Section 5.)
- 2.3 Approximate total number of people present in the building at any one time: 901

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 Sleeping occupants: None.
- 3.2 Disabled employees: None.
- 3.3 Other disabled occupants: Potentially, visitors.
- 3.4 Occupants in remote areas and lone workers: Occasional contractors.

- 3.5 Young persons employed: None.
- 3.6 Others: None.

4. FIRE LOSS EXPERIENCE

<u>Date</u>	<u>Brief details</u>	<u>Cause</u>	<u>Action taken (if any)</u>
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None since the last fire risk assessment.

5. OTHER RELEVANT INFORMATION

- The premises comprise a redeveloped office block, with the original existing stone façade adjoining the newly developed office accommodation.
- Part of the ground floor and the third to ninth floors are used for office accommodation, with part of the ground, first and second floors being used as a gymnasium. The Office accommodation and the gymnasium are separated from each other and are accessed via their own separate entrances on Hope Street.
- From a ground floor reception area, a staircase and three lifts serve all office accommodation floors and the basement car park. The gymnasium has its own separate internal lift and a staircase which serve its upper-floor levels.
- This risk assessment relates to:
 - Precautions required to protect employees of the landlord or CBRE from fire.
 - Fire precautions within the common parts and other areas, controlled by the landlord, including unoccupied areas (e.g. void tenant units) in the building.
 - Fire protection systems that are the landlord's responsibility.
- Common parts comprise a double height glazed entrance foyer, staircases, lift lobbies, basement car park and plant rooms, service risers and rooftop.
- For details of any areas that were unoccupied at the time of the fire risk assessment, see Unoccupied Areas list. Where access was not possible, this is indicated.
- The offices are occupied during normal office hours (08:00 to 18:00 hours, Monday to Friday). Out of hours access is available for tenants by prior arrangement. The Gymnasium is available for use by members of the public 24/7. The gymnasium is not staffed during nighttime hours (22.00 to 06.00 hours).
- The maximum number of visitors who could be present in the gymnasium at any one time is 120, and a maximum of 570 visitors could be present in The Studios offices, due to the nature of their business.
- No CBRE staff are normally present in the premises. The Building Manager visits on a regular basis. Contract cleaners may be present at various times during the day.
- A contracted security officer is present between 06:30 and 18:30 hours, Monday to Friday.
- The basement car park has 14 spaces for staff use only. There is ramped access from Wellington Lane to the rear of the premises.

- An office is provided for occasional use, by CBRE staff and cleaners, in the basement.
- The premises roof is predominantly flat and consequently there is no roof void. Access was not available to the void below the small section of pitched roof.
- The most recent William Martin Compliance Solutions fire risk assessment review, dated 18th May 2023, was examined in relation to any fire safety issues raised.

6. REFERENCES

- Account has been taken of the guidance supporting the legislation that is relevant to the premises.
- Where relevant, reference may also have been made to the guidance supporting the building regulations and other sources applicable to new buildings. However, this does not imply that existing premises that pre-date this guidance should be brought up to current day standards retrospectively.
- Unless stated elsewhere, the full titles of British Standards and other specific references used or quoted in the report are given on the last pages.

7. RELEVANT FIRE SAFETY LEGISLATION

7.1 The following fire safety legislation applies to these premises:

- Fire (Scotland) Act 2005.
- Fire Safety (Scotland) Regulations 2006.

7.2 The above legislation is enforced by:

Scottish Fire and Rescue Service.

7.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building (Scotland) Regulations 2004):

None.

7.4 The other legislation referred to above is enforced by:

—

7.5 Is there an alterations notice in force?

Yes

No

7.6 Relevant information and deficiencies observed:

You are reminded that material alterations involving means of escape, fire warning systems or structural fire precautions require approval from a local authority building standards verifier.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

8. ELECTRICAL SOURCES OF IGNITION

8.1 Are reasonable measures taken to prevent fires of electrical origin? Yes No

8.2 More specifically:

a) are fixed installations periodically inspected and tested? N/A Yes No
Unk³

b) is electrical appliance testing carried out⁴? N/A Yes No

c) is there suitable control over the use of personal electrical appliances? N/A Yes No

d) is there suitable limitation of trailing leads and adapters? N/A Yes No

8.3 Relevant information (including description of arrangements and deficiencies observed):

- The fixed electrical installation is subject to inspection and test on a five-yearly basis as part of the planned preventive maintenance (PPM) programme.
- The last inspection was undertaken on 12th October 2021.
- Electrical appliances are subject to testing, in line with the IET *Code of Practice for In-service Inspection and Testing of Electrical Equipment*, annually in accordance with CBRE policy. This was last completed on 20th March 2023.
- Tenants' fixed installations and electrical appliances not considered.

9. SMOKING

9.1 Are reasonable measures taken to prevent fires as a result of smoking? Yes No

9.2 More specifically:

a) is smoking prohibited in the building? Yes No

b) is smoking prohibited in appropriate areas? N/A Yes No

c) are there suitable arrangements for those who wish to smoke? Yes No

³ Unk: "Unknown"

⁴ Formerly known as Portable Appliance Testing (PAT)

d) did the smoking policy appear to be observed at the time of the inspection? Yes No

9.3 Relevant information (including description of arrangements and deficiencies observed):

- A 'no smoking' policy is in place.
- Persons wishing to smoke are required to leave the building to do so. A suitable metal receptacle is provided in the designated smoking area.
- There was no evidence of surreptitious smoking at the time of this assessment.
- Not considered in relation to tenants' premises.

10. WILFUL FIRE RAISING

10.1 Does basic security against wilful fire raising by outsiders appear reasonable⁵? Yes No

10.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes No

10.3 Relevant information (including description of arrangements and deficiencies observed):

- All entrance doors are access controlled. The main entrance is staffed by a security officer during office hours.
- CCTV is provided, which covers both internal and external areas. The system is monitored on site and remotely out of normal office hours.
- The external areas around the building are well lit.
- Waste is removed daily and stored securely in a dedicated internal bin store.

11. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS

11.1 Is there satisfactory control over the use of portable heaters? N/A Yes No

11.2 Are fixed heating and ventilation installations subject to regular maintenance? N/A Yes No
Unk

11.3 Relevant information (including description of arrangements and deficiencies observed):

- Heating is normally provided by a gas-fired central heating system. However, we were informed that the gas boiler is currently out of service and the system is currently non-operational.

⁵ C.S. Todd & Associates Ltd are not specialists in the field of security. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

- Cooling is provided by a chiller system. Periodic inspection and testing of the system is carried out quarterly, as part of the PPM programme. The last service was undertaken on 26th May 2023.
- It is understood that gas is not currently supplied to the building.
- Not considered in relation to tenants' premises.

12. COOKING

12.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

12.2 Are filters cleaned or changed and ductwork cleaned regularly? N/A Yes No
Unk

12.3 Relevant information (including description of arrangements and deficiencies observed):

- A small kitchen area is provided within the CBRE staff office in the basement. A microwave oven, kettle, a toaster and an electric hob have been provided.
- Catering facilities in tenants' premises not considered.

13. LIGHTNING

13.1 Does the building have a lightning protection system? Yes No

Relevant information and deficiencies observed:

None.

14. HOUSEKEEPING

14.1 Is the overall standard of housekeeping adequate? Yes No

14.2 More specifically:

a) do combustible materials appear to be separated from ignition sources? Yes No

b) is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided? Yes No

14.3 Relevant information (including description of arrangements and deficiencies observed):

- Some riser cupboards contained stored combustible material or contractors' waste materials, some of which being in close proximity to electrical equipment.
- Only considered in relation to tenants' premises if deficiencies affect other occupiers or breach statutory fire precautions.

15. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

15.1 Is there satisfactory control over works carried out in the building? Yes No

More specifically:

a) where appropriate, are fire safety conditions imposed on outside contractors? N/A Yes No
Unk

b) where appropriate, is a permit to work system used (e.g. for 'hot work')? N/A Yes No
Unk

c) are suitable precautions taken by in-house maintenance personnel who carry out works? N/A Yes No
Unk

15.2 Relevant information (including description of arrangements and deficiencies observed):

'Instructions and Rules for Contractors' are contained within the CBRE Health and Safety Policy document issued to all outside contractors.

16. DANGEROUS SUBSTANCES⁶

16.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises⁷? N/A Yes No

16.2 Relevant information (including description of arrangements and deficiencies observed):

- This risk assessment only considers the impact of the use or storage of dangerous substances to the extent necessary to determine the adequacy of the general fire precautions required under the Act and Regulations to ensure the safety of relevant persons in the event of fire.
- Only considered in relation to tenants' premises if there could be an effect on the general fire precautions over which the landlord has control.

17. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

17.1 Hazards:

None.

17.2 Relevant information (including description of arrangements and deficiencies observed):

—

⁶ For the purpose of this risk assessment and the Act and Regulations, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

⁷ Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

FIRE PROTECTION MEASURES

18. MEANS OF ESCAPE

- 18.1 Is the design of the means of escape considered adequate? Yes No
- 18.2 More specifically:
- a) do the staircase and exit capacities appear to be adequate for the number of occupants⁸? Yes No
- b) are there reasonable distances of travel:
- where there is escape in a single direction? N/A Yes No
 - where there are alternative means of escape? N/A Yes No
- c) is there adequate provision of exits? Yes No
- d) do fire exits open in the direction of escape, where necessary? Yes No
- e) are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits? N/A Yes No
- f) are the arrangements provided for securing exits satisfactory? N/A Yes No
- g) is there a suitable standard of protection designed for escape routes? N/A Yes No
- h) are there reasonable arrangements for means of escape for disabled people? N/A Yes No

18.3 Relevant information (including description of arrangements and deficiencies observed):

- The means of escape for the occupants of the upper floors are provided by a lobby protected main staircase and an additional protected escape staircase. Both staircases discharge to open air via final exit doors onto Hope Street.
- The means of escape from the basement are provided by two protected staircases. One discharges via the office reception onto Hope Street, and one discharges directly to open air at the rear of the premises onto Wellington Lane.
- A number of doors on escape routes are fitted with magnetic locks which are interfaced with the fire detection and alarm system. Green ‘break glass’ manual override controls have also been provided.

⁸ Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) not carried out.

- Access to the rooftop plant is via a fixed ladder and a roof hatch located in a room at the head of the escape staircase. The single direction travel distance, back to the staircase from the rooftop, is considered to be acceptable.
- Tenants are responsible for evacuating any persons with disabilities in their demise from the building. To facilitate this, refuge points, fitted with an emergency voice communication system (EVCS), are located on each of the upper floors within the main staircase. It is understood that appropriate procedures are the responsibility of the tenants as part of their evacuation plan.

18.4 Are the escape routes available for use and suitably maintained? Yes No

More specifically:

a) are fire-resisting doors maintained in sound condition and self-closing, where necessary⁹? N/A Yes No

b) is the fire-resisting construction protecting escape routes in sound condition¹⁰? N/A Yes No

c) are all escape routes clear of obstructions? Yes No

d) are all fire exits easily and immediately openable? Yes No

18.5 Relevant information (including description of arrangements and deficiencies observed):

- Some of the fire-resisting doors to the main staircase have excessive gaps between the two leaves of the doors, which may allow the passage of fire and smoke products to spread into the staircase.
- There is an excessive gap between the two leaves of the fire-resisting doors to the lift landing on the first floor.
- There is an excessive gap between the two leaves of the fire-resisting doors leading into the vacant third-floor office from the lift lobby.

19. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

19.1 Is it considered that there is:

a) compartmentation of a reasonable standard¹⁰? Yes No

b) reasonable limitation of linings that might promote fire spread? Yes No

⁹ Based on sampling of doors. This fire risk assessment is not a door condition survey and will not necessarily identify all fire-resisting door issues that might exist within the building.

¹⁰ This fire risk assessment is based on visual inspection of readily accessible areas, with a degree of sampling where appropriate. It will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

19.2 As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire¹¹? N/A Yes No

19.3 Has the risk of fire spread over the external walls been considered? Yes No

19.4 Relevant information (including description of arrangements and deficiencies observed):

- It is understood that there are no fire dampers fitted within the premises and, during the assessment, none were noted. This is further endorsed by the lack of testing and maintenance records. This is worthy of further investigation.
- While we have taken note of the construction of the external walls of this building, it is often not possible in a fire risk assessment of this nature to determine, in detail, the propensity of such walls to spread fire externally. In order to comment definitively on this, specialist investigation, which may involve testing of materials and invasive survey, is sometimes necessary to determine the exact details of the external wall construction or the nature of all the materials used and whether suitable cavity barriers have been fitted, where applicable. In the absence of such an investigation, this risk assessment has been completed on the assumption that there is no undue risk of external fire spread.

20. EMERGENCY ESCAPE LIGHTING

20.1 Has a reasonable standard of emergency escape lighting system been provided¹²? N/A Yes No

20.2 Relevant information (including description of arrangements and deficiencies observed):

- Emergency escape lighting is installed throughout the building, in the circulation areas, stairway exit routes and at fire exits.
- The system comprises a mixture of maintained and non-maintained, self-contained luminaires and illuminated 'FIRE EXIT' signs, and has an operating duration of three hours.

21. FIRE SAFETY SIGNS AND NOTICES

21.1 Is there a reasonable standard of fire safety signs and notices? N/A Yes No

21.2 Relevant information (including description of arrangements and deficiencies observed):

None.

¹¹ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

¹² Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

22. MEANS OF GIVING WARNING IN CASE OF FIRE

22.1 Is a reasonable fire detection and fire alarm system provided¹³? N/A Yes No

22.2 Is there remote transmission of alarm signals? N/A Yes No
Unk

22.3 Is a zone plan displayed? N/A Yes No

22.4 Relevant information (including description of arrangements and deficiencies observed):

- An addressable, automatic fire detection and alarm system is installed throughout the premises. The system comprises manual call points and automatic smoke and heat detection.
- The installation generally conforms to the recommendations for a Category L2 system as defined in BS 5839-1.
- The main control and indicating equipment (CIE) panel is located adjacent to the main entrance in the reception area.
- A zone plan has been provided adjacent to the CIE panel.
- On activation, the system will give rise to immediate sounding of the evacuate signal.
- The gymnasium has their own fire detection and alarm system, which is linked to that of the main premises.
- The alarm is monitored by an alarm receiving centre.
- It was noted that, contractors working in the service riser cupboards have left detector head covers in place in two locations.

22.5 Relevant information on false alarm experience (if known):

False alarms are monitored and recorded electronically. There was no evidence to suggest that false alarms are an issue.

23. MANUAL FIRE EXTINGUISHING APPLIANCES

23.1 Is there reasonable provision of manual fire extinguishing appliances? N/A Yes No

23.2 These comprise:

Portable fire extinguishers: Hose reels: Fire blankets:

23.3 Are all fire extinguishing appliances readily accessible? N/A Yes No

¹³ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

23.4 Relevant information (including description of arrangements and deficiencies observed):

None.

24. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS¹⁴

24.1 Type of fixed system:

None.

24.2 Relevant information and deficiencies observed:

—

25. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT¹⁵

25.1 Type of fixed system:

- Automatic opening vents (AOVs).
- Firefighting lift.
- Dry rising main.
- Refuge EVCS equipment.
- Emergency door release mechanisms (green 'break glass' manual override controls).
- Basement smoke extraction system.

25.2 Relevant information and deficiencies observed:

- Automatic opening vents are provided at the head of both staircases and at each floor level in the lift lobby. Firefighter override switches have also been provided.
- A dry rising main, with outlets in the lift lobbies at each floor level, has been provided.
- The smoke extraction system within the basement car park utilises two impulse jet fan units

25.3 Is there suitable provision of fire-fighters' switch(es) for high voltage luminous tube signs, etc? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

—

25.4 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service? N/A Yes No

¹⁴ Relevant to life safety and this risk assessment (as opposed to property protection).

¹⁵ Relevant to life safety and this risk assessment (as opposed to property protection).

Relevant information (including description of arrangements and deficiencies observed):

—

MANAGEMENT OF FIRE SAFETY

26. PROCEDURES AND ARRANGEMENTS

26.1 Safety Assistance:

The competent person(s) appointed under Regulation 17 of the Fire Safety (Scotland) Regulations 2006 to assist the Duty Holder to implement the fire safety measures is:

Director of Health and Safety, CBRE.

26.2 Fire safety at the premises is managed by¹⁶:

Mr A. Madden, Senior Facilities Manager (common parts and/or common fire systems and equipment only).

26.3 Is there a suitable record of the fire safety arrangements? Unk Yes No

Relevant information (including description of arrangements and deficiencies observed):

A CBRE Building Fire Manual is held with the site records. The details are reviewed periodically and, where necessary, the manual is updated to reflect any changes at the site.

26.4 Are procedures in the event of fire appropriate and properly documented, where appropriate¹⁷? Yes No

More specifically:

a) are there adequate procedures for investigating fire alarm signals? N/A Yes No

b) are there suitable arrangements for summoning the fire and rescue service? Yes No

c) 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? Yes No

d) are there suitable arrangements for ensuring that the premises have been evacuated? Yes No

e) is there a suitable fire assembly point(s)? N/A Yes No

¹⁶ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

¹⁷ Based on a brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

f) are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A Yes No

26.5 Relevant information (including description of arrangements and deficiencies observed):

Tenants are primarily responsible for evacuating any disabled people in their demise from the building.

26.6 Are persons nominated to use fire extinguishing appliances? N/A Yes No
Unk

Relevant information (including description of arrangements and deficiencies observed):

Tenants are responsible for nominating and training their staff.

26.7 Are persons nominated to assist with evacuation, including evacuation of disabled people? N/A Yes No
Unk

Relevant information (including description of arrangements and deficiencies observed):

Tenants are responsible for nominating and training their staff.

26.8 Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits?) N/A Yes No
Unk

Relevant information (including description of arrangements and deficiencies observed):

Familiarization visits are carried out at the discretion of the fire and rescue service.

26.9 Is there adequate co-operation and co-ordination between the landlord/client and each tenant to ensure compliance with the Act and Regulations? N/A Yes No
Unk

Relevant information (including description of arrangements and deficiencies observed):

As soon as reasonably practicable, recommendations in respect of tenants' premises, contained at the end of this report, should be sent to tenants for action.

26.10 It is recommended that Building Management carries out inspections of tenants' premises, in accordance with CBRE policy, at periods not exceeding:

Six months.

27. TRAINING AND DRILLS

27.1 Are all staff and contractors working for the landlord/client given adequate fire safety instruction and training? N/A Yes No

More specifically:

a) are they trained on induction? N/A Yes No

b) are they given periodic refresher training? N/A Yes No

c) are they given additional training to cover any specific roles and responsibilities? N/A Yes No

d) is the content of training provided considered adequate¹⁸? N/A Yes No

27.2 Relevant information (including description of arrangements and deficiencies observed):

It is understood that contracted staff receive appropriate fire safety training from their employers.

27.3 Are all tenants' employees given instruction on induction and periodic refresher training at suitable intervals? N/A Yes No

Tenants are responsible for undertaking the training of their staff.

27.4 Are fire drills carried out at appropriate intervals? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

Fire drills are organised by CBRE and are carried out every six months. The last drill was carried out on 12th June 2023.

27.5 When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

Tenants are responsible for ensuring that this obligation is met with respect to their demise.

¹⁸ Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.

28. TESTING AND MAINTENANCE

28.1 Is there adequate maintenance of the premises? Yes No

Relevant information (including description of arrangements and deficiencies observed):

Tenants' premises not considered.

28.2 Are weekly tests and periodic servicing of the fire detection and alarm system carried out? N/A Yes No
Unk

Relevant information (including description of arrangements and deficiencies observed):

- The fire detection and alarm system is tested weekly and serviced on a quarterly basis. The last recorded service was carried out in July 2023.
- Tenants with separate fire detection and alarm systems are responsible for the testing and maintenance of their systems.

28.3 Are monthly and annual testing routines for emergency escape lighting carried out? N/A Yes No
Unk

Relevant information (including description of arrangements and deficiencies observed):

- Emergency escape lighting is tested monthly in-house and discharged annually. The most recent full discharge was completed on 17th April 2023.
- Tenants are responsible for the testing and maintenance of emergency escape lighting in their premises.

28.4 Is annual maintenance of fire extinguishing appliances carried out? N/A Yes No
Unk

Relevant information (including description of arrangements and deficiencies observed):

- Annual maintenance is carried out by an external contractor and the last service was completed on 24th August 2022.
- Tenants are responsible for the servicing of appliances in their premises.

28.5 Are periodic inspections of external escape staircases and gangways carried out? N/A Yes No
Unk

Relevant information (including description of arrangements and deficiencies observed):

—

28.6 Are six-monthly inspection and annual testing of rising mains carried out? N/A Yes No
Unk

Relevant information (including description of arrangements and deficiencies observed):

The dry rising main is subject to an annual service and a six-monthly visual inspection. The last annual service was carried out on 23rd March 2023.

28.7 Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing, undertaken of lift(s) provided for use by fire-fighters or evacuation of disabled people (evacuation lifts)? N/A Yes No
Unk

Relevant information (including description of arrangements and deficiencies observed):

The firefighting lift is subject to six monthly inspections and annual testing by an external contractor. However, the weekly and monthly tests are not being carried out.

28.8 Are weekly tests and periodic inspections of sprinkler installations carried out? N/A Yes No
Unk

Relevant information (including description of arrangements and deficiencies observed):

—

28.9 Are routine checks of final exit doors and/or security fastenings undertaken? N/A Yes No
Unk

Relevant information (including description of arrangements and deficiencies observed):

- Security staff undertake daily inspections of the shared escape routes; records are maintained.
- Tenants are responsible for undertaking routine checks of their exit doors.

28.10 Is there an annual inspection and test of the lightning protection system? N/A Yes No
Unk

Relevant information (including description of arrangements and deficiencies observed):

The inspection and testing of the lightning protection system last took place on 30th May 2023.

28.11 Other relevant inspections or tests:

- Automatic opening vents (AOVs) and car park smoke extraction system.
- Refuge EVCS equipment.
- Emergency door release mechanisms (green 'break glass' manual override controls).
- Basement smoke extraction system.

Relevant information (including description of arrangements and deficiencies observed):

- The AOVs and smoke extraction system are inspected and tested annually by a contractor. The last annual test was carried out in May 2023. However, a quarterly functional test is not being carried out.
- The EVCS is tested on a six-monthly basis by a contractor. The date of the last six-monthly test was 26th July 2023. However, a weekly communications check is not being carried out.
- The emergency door release mechanisms are not being tested.

29. RECORDS

29.1 Are there appropriate records of:

- | | | | |
|--|--|---|-----------------------------|
| a) fire drills? | N/A <input type="checkbox"/>
Unk | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| b) fire training? | N/A <input checked="" type="checkbox"/>
Unk | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c) fire alarm tests? | N/A <input type="checkbox"/>
Unk | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| d) false alarms? | N/A <input type="checkbox"/>
Unk | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| e) emergency escape lighting tests? | N/A <input type="checkbox"/>
Unk | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| f) maintenance and testing of other fire protection systems and equipment? | N/A <input type="checkbox"/>
Unk | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

29.2 Relevant information (including description of arrangements and deficiencies observed):

- Tenants are responsible for keeping records relating to training of their staff and testing/maintenance of certain fire systems and equipment.
- Some records are recorded in the fire logbook; however, most records are held on the Meridian PPM system.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79-1:

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

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

Medium

High

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements 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:

Slight harm

Moderate harm

Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant.

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants but is unlikely to result in multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

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

Trivial Tolerable Moderate Substantial Intolerable

Comments:

An explanation as to why the risk has been rated as shown above is given in the Executive Summary.

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 advocated in PAS 79-1:

Risk Level	Action and Timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures 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 building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING ACTION PLAN. THE FIRE RISK ASSESSMENT SHOULD BE REPEATED REGULARLY.

LIST OF TENANTS

TENANT	PAGE NO.
Pure Gym.	37
Web Help.	38
The Studio.	39

UNOCCUPIED AREAS

AREA/UNIT/FLOOR UNOCCUPIED	ACCESS GAINED	COMMENTS
Third floor.	Yes	None.

TENANT RECOMMENDATIONS

FLOOR(S):	Ground, first and second.	OCCUPIER:	Pure Gym.
Contact:	Mr S. McFarlane.	Position:	Assistant Manager.

WORKS AND PROCEDURES NECESSARY TO ENSURE THAT THE TENANT COMPLIES WITH THE REQUIREMENTS OF CURRENT LEGISLATION*

There are no recommendations for this tenant.

* Legislation for which the landlord may be responsible in the event of a breach by the tenant. These recommendations are not intended to address all legislative requirements imposed on the tenant. Recommendations in bold text are matters of serious concern that require immediate attention.

TENANT RECOMMENDATIONS

FLOOR(S):	Fourth, fifth, sixth and seventh.	OCCUPIER:	Web Help.
Contact:	Mrs C. Kimmett	Position:	Head of Reception.

WORKS AND PROCEDURES NECESSARY TO ENSURE THAT THE TENANT COMPLIES WITH THE REQUIREMENTS OF CURRENT LEGISLATION*

1. There are excessive gaps between the leaves of the fire-resisting doors to the offices, from the lift lobby on the fourth, fifth, sixth and seventh floors. The gaps should be reduced to 4 mm or less, as far as possible, and the smoke seal should fill the gaps to maintain the fire resistance and smoke stopping-performance of the doors.
2. A piece of combined intumescent strip and smoke seal was missing from the head of the door frame to the office, from the lift lobby, on the sixth floor. The missing intumescent strip and smoke seal should be replaced, to maintain the fire resistance and smoke stopping-performance of the doors.

* Legislation for which the landlord may be responsible in the event of a breach by the tenant. These recommendations are not intended to address all legislative requirements imposed on the tenant. Recommendations in bold text are matters of serious concern that require immediate attention.

TENANT RECOMMENDATIONS

FLOOR(S):	Eighth and ninth.	OCCUPIER:	The Studio.
Contact:	Mrs D. McLachlan.	Position:	Assistant Venue Manager.

WORKS AND PROCEDURES NECESSARY TO ENSURE THAT THE TENANT COMPLIES WITH THE REQUIREMENTS OF CURRENT LEGISLATION*

1. There are excessive gaps between the leaves of the fire-resisting doors to the offices, from the lift lobby on the eighth and ninth floors. The gaps should be reduced to 4 mm or less, as far as possible, and the smoke seal should fill the gaps to maintain the fire resistance and smoke stopping-performance of the doors.

* Legislation for which the landlord may be responsible in the event of a breach by the tenant. These recommendations are not intended to address all legislative requirements imposed on the tenant. Recommendations in bold text are matters of serious concern that require immediate attention.

REFERENCES

Guidance in support of fire safety legislation

Scottish Government: Practical Fire Safety Guidance:

- Existing Non-Residential Premises.
- Existing Premises with Sleeping Accommodation.
- Existing Care Homes.
- Existing high rise domestic buildings
- Existing specialised housing and similar premises
- The Evacuation of Disabled Persons from Buildings.

Guidance In Support Of Building Regulations

The Scottish Government - Building Standards Division: Technical Handbook February 2023.

Fire Safety Design and Management

BS 9991:2015. *(Incorporating corrigendum No. 1.) Fire safety in the design, management and use of residential buildings. Code of practice.*

BS 9999:2017. *Fire safety in the design, management and use of buildings. Code of practice.*

Fire Detection and Fire Alarm Systems

BS 5839-1:2017. *Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises.*

BS 5839-6:2019+A1:2020. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises.*

BS 5839-8:2013. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of voice alarm systems.*

BS 5839-9:2021. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems.*

Fire Extinguishing Appliances

BS 5306-1: 2006. *Code of practice for fire extinguishing installations and equipment on premises - hose reels and foam inlets.*

BS 5306-3:2017. *Fire extinguishing installations and equipment on premises. Commissioning and maintenance of portable fire extinguishers. Code of practice.*

BS 5306-8:2012. *Fire extinguishing installations and equipment on premises - Selection and positioning of portable fire extinguishers - Code of practice.*

BS EN 3. *Portable fire extinguishers.*

BS EN 671-3:2009. *Fixed fire-fighting systems. Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with lay-flat hose.*

BS EN 1869:2019. *Fire blankets.*

Emergency Escape Lighting

BS 5266-1:2016. *Emergency lighting - Code of practice for the emergency lighting of premises.*

BS 5266-8:2004. (BS EN 50172: 2004). *Emergency escape lighting systems.*

BS EN 1838:2013. *Lighting applications – Emergency lighting.*

Fire Safety Signs

BS 5499-4:2013. *Safety signs. Code of practice for escape route signing.*

BS ISO 3864-1:2011. *Graphical symbols. Safety colours and safety signs. Design principles for safety signs and safety markings.*

BS EN ISO 7010:2020+A6:2023. *Graphical symbols – Safety colours and safety signs – Registered safety signs.*

BS 5499-10:2014. *Guidance for the selection and use of safety signs and fire safety notices.*

Fixed Fire Extinguishing Systems and Equipment

BS EN 12845:2015+A1:2019. *Fixed fire-fighting systems. Automatic sprinkler systems. Design, installation and maintenance.*

BS 9251:2021. *Fire sprinkler systems for domestic and residential occupancies - Code of practice.*

BS 9990:2015. *Non-automatic fire-fighting systems in buildings. Code of practice.*

Lightning

BS EN 62305-1:2011. *Protection against lightning. General principles.*

BS EN 62305-2:2012. *Protection against lightning. Risk management.*

BS EN 62305-3:2011. *Protection against lightning. Physical damage to structures and life hazard.*

BS EN 62305-4:2011. *Protection against lightning. Electrical and electronic systems within structures.*

Miscellaneous

BS 7176:2007+A1:2011. *Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites.*

BS 7273-4:2015+A1:2015. *Code of practice for the operation of fire protection measures. Actuation of release mechanisms for doors.*

BS 7671:2018+A2:2022. *Requirements for Electrical Installations. IET Wiring Regulations. Eighteenth Edition.*

IET Code of Practice for In-service Inspection and Testing of Electrical Equipment. Fifth Edition.

BS 8629:2019. *Code of practice for the design, installation, commissioning and maintenance of evacuation alert systems for use by fire and rescue services in buildings containing flats.*

BS 8899:2016. *Improvement of fire-fighting and evacuation provisions in existing lifts. Code of practice.*

PAS 79-1:2020. *Fire risk assessment. Premises other than housing. Code of practice.*

PAS 79-2:2020. *Fire risk assessment. Housing. Code of practice.*

PAS 9980:2022. *Fire risk appraisal of external wall construction and cladding of existing blocks of flats. Code of practice.*

Published Guidance on Control of Contractors

Standard Fire Precautions for Contractors Engaged on Crown Works, Department of Environment, HMSO.

Fire Prevention on Construction Sites. Fire Protection Association.

Fire Safety in Construction. HSG168 (2nd edition) HSE.

PLANS

There are no plans included in this report.

PHOTOGRAPHS

There are no additional photographs included in this report.

BAFE SP205 CERTIFICATE OF CONFORMITY

Certificate Number	LS	0310958
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Life Safety Fire Risk Assessment
Gold Approved Scheme
CERTIFICATE OF CONFORMITY



This certificate is issued by the Approved Company named in Part 1 of the Schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the Schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

SCHEDULE		
Part 1	NSI Life Safety Fire Risk Assessment Gold Approved Organisation	
	C.S. Todd & Associates Ltd	
	BAFE Registration Number	
	NSI 00342	
Part 2	Name of Client	
	CBRE	
Part 3	Address of premises for which the fire risk assessment was carried out	
	87 Hope Street, Glasgow G2 6AE	
	Part or parts of the premises to which the fire risk assessment applies	
	Common parts (see report for details).	
Part 4	Brief description of the scope and purpose of the fire risk assessment	
	The purpose of the fire risk assessment is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. It does not address the risk to property or business continuity from fire.	
Part 5	Effective date of the fire risk assessment	26 July 2023
Part 6	Recommended date for review of the fire risk assessment	July 2024

We, being currently a NSI Approved BS EN ISO 9001 organisation in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule under the control of our Quality Management System (identified on our NSI approval certificate) and with all other requirements as currently laid down within BAFE SP205 Scheme in respect of such fire risk assessment.

Signed (for and on behalf of the issuing Approved organisation)	
Job Title	Senior Consultant (Validator)
Date	07 August 2023

Life Safety Fire Risk Assessment Gold is an Approval Scheme of Insight Certification Ltd, Sentinel House, 5 Reform Road, Maidenhead, Berkshire, SL6 8BY

BAFE, Bridges 2, The Fire Service College, London Road, Moreton-in-Marsh, GL56 0RH.

RG8070.2 12/12

- 1 This certificate is used subject to NSI Regulations and Rules of the NSI LIFE SAFETY FIRE RISK ASSESSMENT GOLD Approval Scheme.
- 2 NSI reserves the right to conduct an audit by an authorised representative of NSI during normal business hours, with the permission of the customer, of the fire risk assessment and its related premises in order to ensure that the said risk assessment complies with BAFE Scheme document SP205-1 (the Scheme) Section 7 and generally.
- 3 NSI requires every NSI LIFE SAFETY FIRE RISK ASSESSMENT GOLD Approved Company to issue a Certificate of Conformity in accordance with the Scheme for all fire risk assessments it carries out that wholly or partly address life safety.
- 4 The Certificate of Conformity when completed is a clear statement that the Approved Company conducted the fire risk assessment for life safety, it is suitable and sufficient and compliant with the BAFE SP205-1 Scheme document and is certified by a registered competent fire risk assessor.
- 5 Where life safety and other aspects of fire protection are addressed in the same fire risk assessment a Certificate of Conformity shall be issued but the certificate shall make clear that the certificate applies only to the life safety aspects of the fire risk assessment and not further or otherwise.
- 6 Should the customer be dissatisfied with the fire risk assessment covered by this certificate, he/she should at first contact the Approved Company at its local office. If satisfaction is not obtained, the customer should address a written complaint to the customer services department at the head office of the Approved Company. If the customer remains dissatisfied, he/she may address a written complaint, outlining the nature of his/her dissatisfaction and the circumstances of the fire risk assessor company's response, to the Customer Care Manager at NSI.

NSI will not normally consider complaints unless the Approved company has been given the opportunity to resolve the dispute as set out above.

Subject thereto and as hereinafter provided, NSI will endeavour to assist in the resolution of the dispute between the contracting parties, provided always that NSI will not deal with or be involved in any discussions or negotiations with either party with regard to financial or other loss, claims or potential loss claims, outstanding payments or construction and/or interpretation of the Approved Company's terms and conditions of contract.

NSI shall not be liable for any act or omission arising from any assistance it may provide as hereinbefore provided unless such act or omission is shown to have been fraudulent or deceitful.
- 7 This Certificate confirms conformity with the requirements of BAFE Scheme document SP205-1 applicable at the date of issue by the issuing company. NSI does not undertake to investigate any query or complaint in relation to future changes to BAFE scheme documents, policies or other regulations that render the fire risk assessment in need of further updating. In that event, the appropriate update should be carried out by a company holding NSI LIFE SAFETY FIRE RISK ASSESSMENT Approval.
- 8 NSI does not accept any responsibility or liability for any fire risk assessment produced by the Approved Company
- 9 Unless the issuing company's obligation to NSI in respect of the fire risk assessment are undertaken by another NSI Approved Company, NSI will not enforce its Rules or Standards on the Approved Company or on its successor in business in respect of any fire risk assessments after the issuing company ceases to hold NSI LIFE SAFETY FIRE RISK ASSESSMENT Approval.
- 10 The Certificate is issued subject to the terms and conditions of the company issuing the certificate for the fire risk assessment service.
- 11 On this certificate and in these terms and conditions, where the context permits, the reference to the issuing company shall include any Approved Company who shall undertake the issuing company's obligations to NSI in respect of the fire risk assessment.

Footnote.

SP205 is a Scheme Document published by the British Approvals for Fire Equipment (BAFE).

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