	Regulatory Reform (Fire Safety) Order 2005: Fire Risk Assessment PAS 79 Format
Building	**Woodland Court**
Version	2021/4/4

Printed	25th January 2021
File	12_01_25 assessment pro forma pas79 origin.docx

Table of Contents

FILE DETAILS

Saved date	Thursday, 02 July 2026
Printed date	25th January 2021
File name	12_01_25 assessment pro forma pas79 origin.docx
File pathway	U:\safety\FIRE SAFETY\Fire Risk Assessments\Assessment proforma development\12_01_25 assessment pro forma pas79 origin.docx

ASSESSMENT DETAILS

Responsible person (e.g. employer) or person having control of the premises:	University of Bath
Address of premises:	Woodland Court, University of Bath, Bath, BA2 7AY
Person(s) consulted:	Andrew Nash – ISO and Compliance Manager
Assessor:	Mark Burton
Date of fire risk assessment:	Monday, 25 January 2021
Date of previous fire risk assessment:	Tuesday 17th April 2018
Suggested date for review:[1]	January 2022

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.

GENERAL INFORMATION

1.0 The Premises

1.1	Number of floors:	4 Floors

[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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

1.2	Approximate floor area:	Level 1 – 2265 m² Level 2 – 2551 m² Level 3 – 2551 m² Level 4 – 2407 m²
1.3	Brief details of construction:	Woodland Court was built in 2008. It is of modern concrete construction that utilised pre-cast interlocking concrete panels for all wall configurations with hollow concrete floor panels that interlock with the wall structure. The roof structure is also concrete with a waterproof membrane over, the roof is flat by design but is stepped in some areas to accommodate changes in level. It is divided into 5 blocks (A, B, C, D, and E) with each block separated from the other by fire resisting construction.
1.4	Use of premises:	Student sleeping accommodation. 355 beds
1.5	Significant features:	A large 4 storey student accommodation block.
1.6	Fire risks:	Mainly student kitchens.
2.0	**The Occupants**	
2.1	Approximate maximum number:	430
2.2	Approximate number of employees at any one time:	10
2.3	Maximum number of members of public at any one time:	50
2.4	Maximum number of students at any one time:	370
3.0	**Occupants Especially At Risk From Fire**	
3.1	Sleeping occupants:	355

3.2	Disabled occupants:	There are 24 disabled rooms in Woodland, the occupancy levels of these rooms varies depending on intake. Personal emergency evacuation plans are written as required for students at the start of term.
3.3	Occupants in remote areas and lone workers:	Students are alone in their bedrooms.
3.4	Young persons:	Occasional guests and family members. Parts of Woodland Court are occasionally let to students under the age of 18 for a Summer School. There may on some occasions be students in this accommodation that have not yet reached 18.
3.5	Others:	Guests of students, families etc.
4.0	**Fire Loss Experience**	
4.1	History of fire loss experience:	None
5.0	**Other Relevant Information**	

5.1	Other information relevant to fire risk assessment:	Although the primary concern of this Fire Risk Assessment is for life safety the University of Bath is also concerned with building preservation and business continuity. All of the points detailed in this fire risk assessment have some implication on building preservation and business continuity. In particular the University of Bath has adopted the following principles: - • To ensure as a minimum requirement all buildings will be upgraded to have a fire alarm system conforming to British Standard 5839 Part L1 standard. In addition, all fire alarm systems are remotely monitored by security that act as first responders to an incident and can call the Fire Service if there is a confirmed fire. • To ensure all fire protection systems are regularly maintained so that they are able to perform their intended function throughout the life of the building.
		• To ensure that there is an adequate standard of fire safety management throughout the life of the building. • To take a pro-active role in the maintenance fire doors and the upgrading of cavity barriers and compartmentation where necessary in accordance with the University Plan.
6.0	**Relevant Fire Safety Legislation**	
6.1	The following fire safety legislation applies to these premises:	Regulatory Reform (Fire Safety) Order 2005
6.2	The above legislation is enforced by:	Avon Fire and Rescue Service (the Local Fire Authority)
6.3	Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):	None.

6.4	The legislation to which 6.3 makes reference is enforced by:	N/A
6.5	Comments:	
	FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL	
7.0	**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 carried out?	Yes
	• Suitable policy regarding the use of personal electrical appliances?	Yes
	• Suitable limitation of trailing leads and adapters?	Yes
7.3	Comments and hazards observed:	The fixed electrical installation is tested every 5 years by the Estates department. Portable appliance testing is covered by the PAT testing policy. Students will occasionally bring their own electrical equipment into the building. This will be visually checked by staff, if looking suspect it will be confiscated, PAT tested and then returned if passed. Electrical equipment not having a CE marking will be confiscated.
8.0	**Smoking**	
8.1	Reasonable measures taken to prevent fires as a result of smoking?	Yes
8.2	More specifically:	
	• Smoking prohibited in the building?	Yes
	• Smoking prohibited in appropriate areas?	Yes
	• Suitable arrangements for those who wish to smoke?	Yes
	• This policy appeared to be observed at time of inspection?	Yes

8.3	Comments and hazards observed:	Smoking is not permitted in the building and there are signs prominent within the building to remind occupants. There was no evidence of smoking in the building. The University smoking policy appeared to be followed. There is a designated smoking area outside in the courtyard.
9.0	**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:	The University campus is an open site where access is largely unrestricted, University Security are present 24 hours a day and those acting suspiciously are challenged. Flood lights are provided at strategic points around the campus to provide lighting without being excessive. The campus is monitored CCTV cameras and patrolled by 24/7 security staff. All entrance doorways are monitored by CCTV cameras.
10.0	**Portable Heaters And Heating Installations**	
10.1	Is the use of portable heaters avoided as far as practicable?	Yes
10.2	If portable heaters are used:	
	• Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	Yes
	• Are suitable measures taken to minimize the hazard of ignition of combustible materials?	Yes
10.3	Are fixed heating installations subject to regular maintenance?	Yes

[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.

10.4	Comments and hazards observed:	The fixed heating installation is maintained and tested regularly by the Estates Department. There was no evidence of electric convector heaters being used. Any electrical heaters found in bedrooms will be confiscated, PAT tested and returned.
11.0	**Cooking**	
11.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes
11.2	More specifically:	
	• Filters changed and ductwork cleaned regularly?	Yes
	• Suitable extinguishing appliances available?	Yes
11.3	Comments and hazards observed:	There are 31 kitchens in Woodland Court all are provided with a 2kg CO2 extinguisher and fire blanket.
		There are regular kitchen audits by University staff when fire hazards are spotted and resolved quickly.
		All kitchens have extracts to provide ventilation of cooking fumes.
12.0	**Lightning**	
12.1	Does the building have a lightning protection system?	Yes
12.2	Comments and deficiencies observed:	The lightning protection system is maintained by the Estates Department.
13.0	**Housekeeping**	
13.1	Is the standard of housekeeping adequate?	Yes
13.2	More specifically:	
	• Combustible materials appear to be separated from ignition sources?	Yes
	• Avoidance of unnecessary accumulation of combustible materials or waste?	Yes

	• Appropriate storage of hazardous materials?	N/A
	• Avoidance of inappropriate storage of combustible materials?	Yes
13.3	Comments and hazards observed:	Staircases and corridors were generally free of combustible material, Porters and cleaners had bags of rubbish ready for collection. To be removed to the external bin store by the end of the day.
		On occasions students will leave items outside of their bedrooms such as rubbish to be collected, empty bottles, dirty shoes, laundry etc. This against the rules and University staff will remind students of the correct procedures and ensure the items are removed so that corridors and staircases are kept sterile.
	Hazards Introduced By Outside Contractors And Building Works	
14.1	Are fire safety conditions imposed on outside contractors?	Yes
14.2	Is there satisfactory control over works carried out in the building 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:	All external contractors have to undertake an induction at Estates prior to working that covers Health and Safety and Fire Safety at the University. Permit to work and hot work permits are covered in this induction. Estates personnel are similarly trained. All contractors and Estates Personnel must contact the Technical Manager for the department to arrange an appropriate time for their visit.

15.0	**Dangerous Substances**	
15.1	If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A
15.2	Comments:	There are no substances that fall under the Dangerous Substances and Explosive Atmospheres Regulations 2002. This legislation does therefore not apply.
16.0	**Other Significant Fire Hazards That Warrant Consideration Including Process Hazards That Impact On General Fire Precautions**	
16.1	Hazards:	Woodland Court laundry
16.2	Comments and deficiencies observed:	There is a Laundry on the ground floor accessed from the outside it contains 12 washing machines and is managed by external contractors (Circuit Laundry).
	FIRE PROTECTION MEASURES	
17.0	**Means Of Escape From Fire**	
17.1	It is considered that the building is provided with reasonable means of escape in case of fire.	Yes
17.2	More specifically:	
	• Adequate design of escape routes?	Yes
	• Adequate provision of exits?	Yes
	• Exits easily and immediately operable 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 for 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
17.3	It is considered that the building is provided with reasonable arrangements for means of escape for disabled people.	Yes
17.4	Comments and deficiencies observed:	The building was completed in 2008 and therefore meets the requirements of Approved Document B: Fire Safety Volume 2 – Buildings other than Dwelling Houses 2006 edition. All of the upper floors (Levels 2, 3 and 4) have the same layout shaped like a capital letter E. 5 protected staircases and 1 external fire escape staircase are provided to give travel distances within acceptable limits. Most bedrooms have 2 directions of escape however there are 3 dead end conditions on each floor. These are all within acceptable travel distances.
		3 staircases extend to the roof level where travel distances are within acceptable limits. Access to the roof is through a locked gate on level 4 and is required for maintenance purposes only.
		Ground floor (Level 1) contains the East Accommodation Centre, plant rooms, a launderette and more student bedrooms. The East Accommodation Centre has an open reception with two inner offices, automatic detection is provided to raise the alarm in case of fire in the access room.

		The launderette has 12 washing machines and is small in size with very short travel distances direct to outside.
		There are disabled refuge points with Emergency Voice Communication systems adjacent to every stairwell, including the external fire escape staircase. These EVCs are directly connected to a master station based at Reception on level 1. In addition there are two evacuation lifts sited in Block B and Block D. Security also have direct access to an evacuation chair within this building located at Reception.
		Fire doors are continually re-assessed as per the University fire door inspection program.
18.0	**Measures To Limit Fire Spread And Development**	
18.1	It is considered that there is:	
	• Compartmentation of a reasonable standard[3].	Yes
	• Reasonable limitation of linings that might promote fire spread.	Yes
18.2	As far as can reasonably be 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? [4] [5]	Yes
		Compartmentation is provided in accordance with Approved Document B. Each floor is a compartment floor and each shaft including the stair cores are protected shafts.

[3] Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate
[4] Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.
[5] A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

18.3	Comments and deficiencies observed	Estates department have a policy of making good any fire breaks during a refurbishment that have been damaged as a result of previous works and upgrading to current standards where new works are concerned.
		The fire compartmentation appeared to be compliant and to a reasonable standard. The above comments are based upon a visual inspection only.
19.0	**Emergency Escape Lighting**	
19.1	Reasonable standard of emergency escape lighting system provided? [6]	Yes
19.2	Comments and deficiencies observed	The emergency lighting system appeared to meet the requirements of British Standard 5266.
20.0	**Fire Safety Signs And Notices**	
20.1	Reasonable standard of fire safety signs and notices?	Yes
20.2	Comments and deficiencies observed	Fire exit signage is provided in the corridors and staircase to BS5499.
		"Fire Do Not Enter" signs are located at strategic points around and within the building to warn persons not to enter when the fire alarm is sounding.
		All escape routes (other than those in ordinary use) are marked by emergency exit signs of adequate size complying with the Health and Safety (Safety signs and signals) Regulations 1996.
		General Fire Notices are located within student kitchens, on the back of lobby exit doors and by break glass call points on final exit doors. Along with student inductions and fire drills this is deemed to be adequate for this building.

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

		General Fire Notices should be altered to include the landline for Security so that students can phone this number in an emergency on their mobile. Currently the advice is to ring 666 on an internal phone to summon help from Security. Internal phones are usually found in student accommodation.
21.0	**Means Of Giving Warning In Case Of Fire**	
21.1	Reasonable manually operated electrical fire alarm system provided?[7]	Yes
21.2	Automatic fire detection provided? (throughout building) (part of building only)	Yes – throughout building
21.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	Yes
21.4	Remote transmission of alarm signals?	Yes
21.5	Comments and deficiencies observed:	The Fire Alarm system is provided to BS5839 Part 1 to L1 coverage. This consists of automatic detection in all areas, break glass call points on exit routes and sufficient sounders for adequate audibility throughout. Only a block will be evacuated on initial sounding of the fire alarm system. See Appendix 1 below for the full evacuation procedures for Woodland Court.
		Each fire alarm system at the University is networked connected onto the campus wide fire alarm system to enable remote monitoring from the 24-hour manned Security control room.

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

		Each block is provided with a simultaneous evacuation strategy (i.e. on activation of the fire alarm system all building occupants will leave the building and assemble at the Fire Assembly Point for the building).
		The Fire Assembly Point for this building is FAP number 18, located outside across the road by Solsbury Court. Suitably signed.
		A program of cause and effect testing for fire alarm activations is in place at the University to check all causes on an annual basis during routine fire drills.
		Woodland Court emergency evacuation procedures are detailed in Appendix 1.
22.0	**Manual Fire Extinguishing Appliances**	
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	Comments and deficiencies observed:	Firefighting equipment is provided and sited in accordance with British Standard 5306.
		A University firefighting point consists of a 9 Litre water extinguisher and a 2kg CO2 extinguisher. When appropriate additional hazards are risk assessed and additional firefighting equipment provided.

		Kitchens are provided with a 2KG CO2 extinguisher and Fire Blanket. It is recognised that students are not given specific training on the use of firefighting equipment, they are told not to use the equipment. It is located in kitchens for trained Security Officers to use. Previous experience from Security reports strongly indicate that students have successfully dealt with small kitchen fires by using this equipment. There are no records of students being injured using firefighting equipment.
23.0	**Relevant Automatic Fire Extinguishing Systems[8]**	
23.1	Type of system:	None
23.2	Comments:	
24.0	**Other Relevant Fixed Systems And Equipment[9]**	
24.1	Type of fixed system:	None.
24.2	Comments:	
24.3	Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.	N/A
24.4	Comments:	
25.0	**Access for Fire Appliances**	
25.1	Comments:	Onto the University site via Convocation Avenue, turn right past the Sports Training Village into the East Carpark. Woodland Court is at the end of this carpark. The Fire Service will be met by Security Officers on their arrival on site and shown where to go.
26.0	**Water Supplies**	

[8] Relevant to life safety and this risk assessment (as opposed purely to property protection).
[9] Relevant to life safety and this risk assessment (as opposed purely to property protection).

26.1	Comments:	Fire hydrants are located on adjoining roads within the campus, their location and size identified by hydrant marker plates.
	MANAGEMENT OF FIRE SAFETY	
25.0	**Procedures And Arrangements**	
25.1	Fire safety is managed by[10]:	Andrew Nash – ISO and Compliance Manager
25.2	Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?	Yes
	Comments:	Jim Dibben – Estates Various other managers within Accommodation and Hospitality Services Security Officers University Health Safety Environment Service Estates
		There are sufficient competent persons at the University to assist the Responsible Person to undertake preventative and protective measures.
25.3	Is there a suitable record of the fire safety arrangements?	Yes
	Comments:	Information should be made available on the location of utility isolation valves for the building, so that in the event of a fire this information can be handed over to the Fire Service.
25.4	Appropriate fire procedures in place?	Yes
	More specifically:	
	• Are procedures in the event of fire appropriate and properly documented?	Yes

[10] 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.

	• Are there suitable arrangements for summoning the fire and rescue service?	Yes - University Security Officers
	• 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 - The Fire Service will be met when entering the campus by Security and directed to the appropriate building.
	• Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes - Trained Fire Wardens and Security Officers will sweep a building to ensure it has been evacuated if in attendance during the day. At night University Security will be notified remotely by the fire alarm and attend as quickly as possible.
	• Is there a suitable fire assembly point(s)?	Yes - See Appendix 3, University Fire Assembly Point Plan. Each building will have a designated fire assembly point.
	• Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes - Security staff have procedures in place where they can assist with the evacuation of mobility impaired persons by the use evacuation chairs.
	Comments:	Security have well versed procedures in attending a fire alarm activation initially and deciding whether to call the Fire Service.
		Ahs staff have received Fire Warden training to assist with a building evacuation.
25.5	Persons nominated and trained to use fire extinguishing appliances?	Yes
	Comments:	Security personnel and Fire Wardens.
25.6	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	Yes
	Comments:	Security personnel, Fire Wardens and others as nominated in a PEEP.
25.7	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?	Yes
	Comments:	The Fire Safety Advisor liaises with Avon Fire and Rescue Service

25.8	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Yes
	Comments:	Health and Safety inspections (including Fire Safety) are undertaken three times a year that include student bedrooms and common areas.
26.0	**Training And Drills**	
26.1	Are all staff given adequate fire safety instruction and training on induction?	Yes
	Comments:	A Health and Safety Induction is completed by all staff. All staff also have to complete a basic fire safety awareness that is based on Moodle.
26.2	Are all staff given adequate periodic "refresher training" at suitable intervals?	Yes
	Comments:	A Health and Safety Induction is completed by all staff. All staff also have to complete a basic fire safety awareness that is based on Moodle.
26.3	Does all staff training provide information, instruction or training on the following:	
	• Fire risks in the premises?	Yes
	• The fire safety measures in the building?	Yes
	• Action in the event of fire?	Yes
	• Action on hearing the fire alarm signal?	Yes
	• Method of operation of manual call points?	Yes
	• Location and use of fire extinguishers?	Yes
	• Means for summoning the fire and rescue service?	Yes
	• Identity of persons nominated to assist with evacuation?	Yes
	• Identity of persons nominated to use fire extinguishing appliances?	Yes
	Comments:	All of the above is covered on the Fire Safety moodle course but is also covered on the staff induction course.

26.4	Are staff with special responsibilities (e.g. fire wardens) given additional training?	Yes
	Comments:	Fire Wardens and Security personnel are given additional training by the Fire Safety Advisor.
26.5	Are fire drills carried out at appropriate intervals?	Yes
	Comments:	When there is a new intake in September all students have to partake in a fire drill within the first week. There is a second fire drill in December to include staff and some students.
26.6	When the employees of another employer work in the premises:	
	• Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	Yes
	• Is it ensured that the employees are provided with adequate instructions and information?	Yes
	Comments:	Contractors have to watch the Induction video prior to working at the University of Bath. Additional advice and permit to work information can be found in "Code of Safe Working Practice for Building Maintenance Contractors" as issued by the Estates Department.
27.0	**Testing And Maintenance**	
27.1	Adequate maintenance of premises?	Yes
	Comments and deficiencies observed:	Managed by the Estates Department.
27.2	Weekly testing and periodic servicing of fire detection and alarm system?	Yes
	Comments and deficiencies observed:	Managed by the Estates Department and Wessex Fire and Security in accordance with British Standard 5839.

		Weekly fire alarm testing in student accommodation is carried out by Accommodation and Hospitality staff. All these staff have had suitable training from Wessex Fire and Security.
27.3	Monthly and annual testing routines for emergency escape lighting?	No – see the justification below.
	Comments and deficiencies observed:	Managed by the Estates Department for all buildings. The Estates department have a team of 7 electricians who are in University buildings on a daily basis doing lighting repairs, this instantly highlights areas where the emergency lights are not working. These lights are then repaired straight away. So although there is not a strict monthly function test, Estates electricians are continuously checking and maintaining the normal and emergency lighting.
		In addition to this many of the buildings have either full or an element of DALI self-test emergency lighting systems installed. There is a general program of works to change all emergency lighting over to the self-test type.
27.4	Annual maintenance of fire extinguishing appliances?	Yes
	Comments and deficiencies observed:	Managed by the Estates Department. The extinguisher contractor is Wessex Extinguishers Ltd.
27.5	Periodic inspection of external escape staircases and gangways?	Yes
	Comments and deficiencies observed:	Managed by the Estates Department and checked on periodic Health and Safety inspections.
27.6	Six-monthly inspection and annual testing of rising mains?	N/A
	Comments and deficiencies observed:	There are no dry risers.
27.7	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts?	N/A

	Comments and deficiencies observed:	There are no Firefighting lifts however evacuation lifts are tested in accordance with the British Standard.
27.8	Weekly testing and periodic inspection of sprinkler installations?	N/A
	Comments:	
27.9	Routine checks of final exit doors and/or security fastenings?	Yes
	Comments:	Checked on periodic Health and Safety inspections.
27.10	Annual inspection and test of lightning protection system?	Yes
	Comments:	Managed by the Estates Department
27.11	Other relevant inspections or tests:	None.
	Comments:	
28.0	**Records**	
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
28.2	Comments:	The Fire Alarm, Emergency Lighting, Fire Fighting equipment and Lightning protection systems records are kept with the Estates Department. Fire drills and training records are kept by UHSE.

FIRE RISK ASSESSMENT CONCLUSIONS[11]

[11] The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

	Potential consequences of fire		
Likelihood 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

LIKELIHOOD OF A FIRE Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is[12]:	Medium
CONSEQUENCE OF A FIRE Taking into account the nature of the building 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[13]:	Slight harm
OVERALL LIFE RISK Accordingly, it is considered that the risk to life from fire at these premises is:	Tolerable
Comments:	This building has good fire protection measures that are well maintained. Additionally, there is very good fire safety management with regular checks taking place to pick up any fire deficiencies. A fire may start in a student bedroom; the fire alarm will be raised by the automatic detector within the bedroom this will cause the building occupants to all simultaneously evacuate outside. If during the night, there may be some delay between the alarm sounding and the occupants reaching a place of safety outside. The fire resistance within the building (doors, walls etc) has been assessed to be adequate enough to allow all occupants to escape to a place of safety.

[12] 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.

[13] 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 (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities. Extreme harm: Significant potential for serious injury or death of one or more occupants.

Risk level	Action and timescale
	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 by BS 8800 for general health and safety risks:
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 fire 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 reviewed regularly.)

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:	Tolerable
Definition of priorities (where applicable):	See below

#	Action required	Priority	Action by whom	Target completion	Date action Taken
1	General Fire Notices should be altered to include the landline for Security so that students can phone this number in an emergency on their mobile. Currently the advice is to ring 666 on an internal phone to summon help from Security. Internal phones are usually found in student accommodation.	Low	Andrew Nash	6 months	
2	Information should be made available on the location of utility isolation valves for the building, so that in the event of a fire this information can be handed over to the Fire Service.	Low	David Hughes	6 months	

PHOTOGRAPHIC RECORD

Woodland Court laundry. Maintenance is contracted out to Circuit Laundry.

"Fire Do Not Enter" signs are located at strategic points around and within the building to warn persons not to enter when the fire alarm is sounding.

The main entrance to Woodland Court and the East Accommodation Centre.

External enclosed metal fire escape at the rear of Block C.

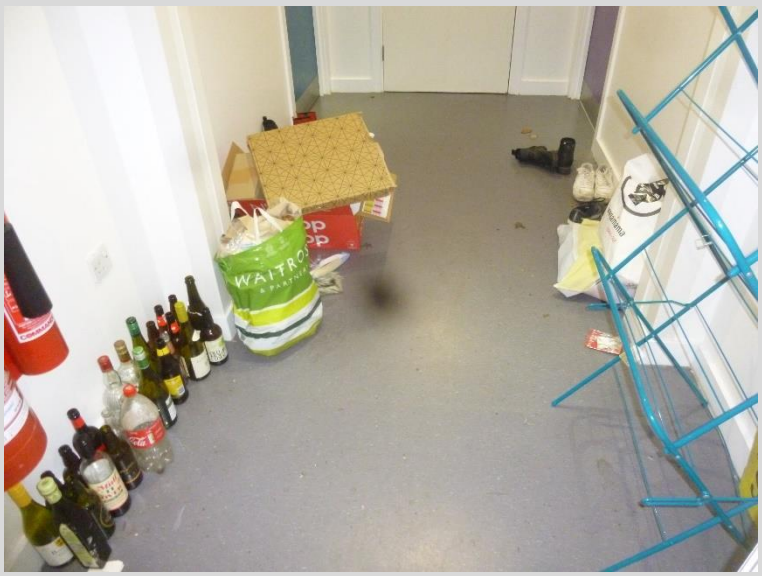
Photo showing a general fire notice by a break glass call point by a final exit door, also a large "No Smoking" sign.

External map indicating the position of Woodland Court in relation to other Eastwood Accommodation. Woodland Court is orange.

All blocks are clearly identified. Block A entrance shown here.

There are disabled refuge points with Emergency Voice Communication systems adjacent to every stairwell, including the external fire escape staircase. These EVCs are directly connected to a master station based at Reception on level 1.

On occasions students will leave items outside of their bedrooms such as rubbish to be collected, empty bottles, dirty shoes, laundry etc. This against the rules and University staff will remind students of the correct procedures and ensure the items are removed so that corridors and staircases are kept sterile.



Alternative exit routes within Woodland Court are identified by exit signage.

A typical student kitchen.

A typical student bedroom.

The external bin store.

WOODLAND COURT
EMERGENCY EVACUATION PROCEDURES

Overview

1. Woodland Court is a student/conference accommodation complex situated on the University of Bath Campus to the eastern end of the site, see attached plan.

2. The buildings are fitted with automatic fire detection and alarm systems, electronic access control and a 'Refuge Call System' [RCS]. The RCS call points will be located on all levels by the stair wells and lifts. Master panels are installed at the Woodland Court Reception Desk and Security Communications Room.

3. In the event of a fire alarm being activated all the above systems will be operative. The fire alarms will sound, the electronic doors in the alarm zone will switch to 'fail open' and the refuge call system will be available for use. All other doors will remain in the 'normal' mode for card entry.

4. Security Officers, Housekeepers and Resident Tutors have been trained in the emergency evacuation procedures.

5. Security Officers should read this plan in conjunction with the SOP's for fire alarms and evacuation procedures.

Fire Alarm Evacuation Strategy

6. The system will be set to 'double knock', whereby when an alarm sensor activates it will display in the Security Control and at the Woodlands reception panel but will not activate the alarm sounders; the sounders will only activate if –

    a. The alarm has not been reset within 5 minutes.
    b. A second sensor activates.
    c. A break glass is activated.

7. This 5 minute period will allow staff to check the source of the activation and make a decision to either –

    d. Activate a break glass in the event of a fire
    e. Reset the alarm if –
        i. Residents are not required to evacuate
        ii. The Fire and Rescue Service is not required.

8. The fire alarms do not activate across the entire complex but by blocks as shown on the attached plan; the buildings have been divided to avoid all occupants having to evacuate when the alarm activates. The block evacuation plan is detailed below:-

Alarm Sensor Activates	Alarms Sound and Electronic Doors Release
Block 'A'	Blocks 'A' + 'B1'
'A' Stairwell	Blocks 'A' + 'B1'
Block 'B1'	Blocks 'B1' + 'A'
'B' Stairwell	Blocks 'A' + 'B1' + 'B2' + 'B3'
Block 'B2'	Blocks 'B2' + 'B3'
Block 'B3'	Blocks 'B3' + 'B2'
Block 'C'	Block 'C'
'C' Stairwell	Blocks 'B2' + 'B3' + 'C' + 'D1'
Block 'D1'	Blocks 'D1' + 'D2'
'D' Stairwell	Blocks 'D1' + 'D2' + 'E'
Block 'D2'	Blocks 'D2' + 'E'
Block 'E'	Blocks 'E' + 'D2'
'E' Stairwell	Blocks 'E' + 'D2'

N.B. - Please see attached plan for block locations.

Lifts

9. On activation of the fire alarm the lift(s) within the alarmed zone(s) will automatically go to the exit level and the doors will remain open; the lifts will then only be able to be used in the emergency override mode [see below] by trained staff.

Entry into a Building under Alarm Condition

10. Entry into a building in which the fire alarm has been raised means that there is a risk that you may come across a fire or other condition that could put you at risk. The following information is therefore provided to assist you in keeping the risk to an absolute minimum. The location of activation can be checked from the fire panel and the investigation should be made from safe compartment to safe compartment thus minimising any risk.

11. The important thing is to maintain your own safety. If you are in any doubt about your safety within the building then leave. If you discover a minor fire you may wish to follow the training that you have been given and attempt to extinguish it as long as you can do so without putting yourself in danger. But once again, if you have any doubts as to your ability to put out the fire, then leave the building immediately and report your findings to the Fire and Rescue Service on their arrival.

    Smell
    Generally your sense of smell is sensitive. Scented candles, cigarette smoke, burnt food, etc all have a distinctive smell and can provide important clues as to what you may discover within the building.

    Smoke
    Outside – Look for smoke emerging from the building or compartment. Beware that it can travel some distance before finding an outlet from the building. As a general rule, if there is more than a small amount of smoke coming from the building do not enter but inform the Fire and Rescue Service of your observations immediately upon their arrival.

    Inside – Smoke can travel considerable distances. Volume can be misleading as a very small fire that has been contained for some time may have produced large volumes of smoke. Smoke will rise when heated as it is less dense than air. As it cools the density increases and it tends to sink again. So near the fire the smoke rises quickly and will rise nearly vertically until it reaches a barrier such as a ceiling when it will mushroom out sideways and the level will drop.

Temperature increases as an outbreak is approached although in the immediate vicinity of a fire the inrush of cooler air feeding the fire may reveal a drop in temperature, so don't be deceived.

Heat
Feeling woodwork, doors, etc for heat is a reliable guide that there may be a fire within a room. If this is the case then do not enter but leave the building and report your findings to the Fire & Rescue Service.
If you encounter the blistering of paintwork, the discolouration of glass or plaster, or the cracking of glass this is reliable evidence of a fire. Leave immediately.

Entrapment
Your search through the building should be methodical and systematic. Check for the signs of fire as you travel as you should always place yourself between the seat of the fire and the exit route. Don't go to the farthest point of the building and search back as this may put the fire between you and the exit.

Noise
Until the alarms are silenced you will be able to hear nothing but the alarm sounders. For comfort wear earplugs – carry a few pairs with you, or leave them in a readily accessible place.

Use of Lifts

12. The below guide gives instructions to trained staff in the use of lifts during alarm activations.

These instructions should not be devolved to untrained members of staff or students for fear they would use the lifts when the building is in alarm condition.

Upon alarm activation
- When alarms activated the lifts will cancel all current journeys and return to the building exit floor.
- Upon arrival at the exit floor the lift will park with its doors open, and will no longer respond to any landing calls.

Lift use
- Enter the lift car at the exit level press and keep pressed the button for your required destination until the lift doors have fully closed and the lift car has started moving.
- The lift will now travel to your required destination upon arrival it will stop but **will not** open its doors until the door open button has been pressed. Keep the door open button pressed until the doors are fully open and have stopped moving. Call to people in the refuge area to enter the lift – do not leave the lift unless the person in the refuge is unable to gain the lift without assistance.
  (If you fail to wait until the doors have fully opened and stopped they will automatically close and if you have exited the lift and there are no other occupants to repeat the procedure you will render the lift out of service)
- The lift will now remain parked with the doors open.
- Repeat above procedure for all required journeys.

The lift will automatically return to general use upon cancellation of the fire alarms

Evacuation

13. When the fire alarm is activated residents and visitors, together with persons with disabilities, who are capable, would be expected to evacuate the building via the quickest and safest route and make their way to the assembly point in the East Car Park.

14. Prior to commencing any evacuation trained staff should have checked the fire panel to establish the location of the activating sensor(s) in order to assess the safest route for the person to be evacuated.

15. All trained staff will assemble at the reception area and be briefed by security staff or the most senior trained staff member present, on areas to be evacuated and residents or visitors requiring assistance.

16. Security and Accommodation and Hospitality Services radios will be used to assist in communications.

Persons with Disabilities

17. Some staff, students and visitors may have a 'personal emergency evacuation plan' [PEEP] that gives them guidance as to the action to be taken in an evacuation situation.

18. This PEEP will include the fact that at locations throughout the complex are 'Refuges' fitted with call points; these call point will allow them to contact the Woodland Court Reception desk or Security Communications Room and notify staff of their location within the complex.

19. In addition to the refuges staff and students with disabilities and who use multi-level buildings may have Estates issued mobile phones with campus-wide coverage. This will allow them to only phone 999 (general emergency number) or 01125-383999 or 666 on the internal telephone network (the security communications room emergency number).

20. Once in a refuge the person should phone 999 (general emergency number) **or** 01125-383999 **or** 666 on the internal telephone network (the security communications room emergency number) **or** use the intercom system stating their exact location including level and geographic end of the building. Trained staff should assist in their evacuation by the safest possible route.

21. Whoever receives the call will have the ability to update, direct and reassure the caller that assistance is on the way to aide their evacuation.

22. The safest and most expeditious route may require the use of the building lift.

23. If more than one person with disabilities requires assistance in evacuation the order of evacuation is:-

    a. The level of fire or problem
    b. The level above the fire or problem.
    c. The level below the fire or problem.
    d. The highest level still occupied, then the next etc.

24. At refuges located on stairwells throughout the complex Evacuation chairs will be available, for use by trained staff, to assist in the evacuation of the injured or persons or persons with disabilities. These chairs should only be used at times of confirmed fire and if the PEEP indicates that this is necessary – some people with disabilities will not need a chair; during the investigation stages persons unable to exit via stairs or the lifts should remain in situ adjacent to a refuge call point where they can be kept updated and reassured.

Actions by Trained Staff

25. The following action should be taken by staff trained in the fire alarm evacuation procedures:-

    a. Security officer in the Security Control Room should identify, from the panel, the alarm sensor that has activated and request a member of security to attend the location.

    b. In the event of the identification not being made via the panel the first Security Officer in attendance will check the fire alarm panel in Woodland Court to identify the sensor which has activated; the Security Communications staff will be updated as to the location of the activation.

c. A trained member of staff will then attend at the location of the activating sensor to establish the cause of the evacuation; the Security Communications staff will be updated as to the cause of the activation.

d. Once the cause of the activation is known the staff member in the Security Communications Room will contact the Fire & Rescue Service via the '999' if their attendance is required.

e. Whilst 'c' above is being actioned any available trained members of staff will ensure that all persons are evacuated from the building, other than those in refuges.

f. If a communication is received from a 'Disabled Refuge Call System' point [DRCS] by the Woodland Court receptionist or Security Control Room staff, they should reassure the caller regarding the situation and make arrangements for a trained member of staff to attend the location; the trained person will then make a considered judgement as to whether to evacuate, the person with disabilities, via the lift system or other means e.g. evacuation chair.

g. Once the all clear has been given by Security staff and the alarm reset, residents will be admitted back into the building.

h. A Safeguard incident report should be completed by staff in the Security Communications Room.

EVACUATION – Multi-level Buildings

26. One of the responsibilities of the University of Bath Security personnel is the safety of students and staff at various diverse incidents including forced evacuation of buildings during fire alarms.

27. **It is paramount that all staff are mindful of their own and their colleagues safety as an injured officer is unable to assist others in need.**

28. This standing operating procedure [SOP] should be read in conjunction with one entitled 'Fire Alarms'.

29. When the fire alarm is activated able bodied persons would be expected to evacuate the building via the quickest and safest route.

30. Some less able bodied staff, students and visitors may have a 'personal emergency evacuation plan' [PEEP] that gives them guidance as to the action to be taken in an evacuation situation.

31. It is possible that a person with disabilities has been given a plan to make their way to a safe refuge before contacting security to assist in an evacuation.

32. In multi storey buildings staff and students with disabilities should have checked with Estates that their mobile phones have campus-wide coverage. If they don't, a member of the Estates Department will supply them with one which can only phone 999 (general emergency number) or 666 (the security communications room emergency number).

33. Other new buildings, e.g. Woodland Court, Chancellors Building, 1 West, and East Building have been fitted with bespoke refuge intercoms that allow those persons waiting in the refuge to talk directly to staff in the security communications room and/or building reception. This system will allow security staff to reassure and direct the person with disability whilst they await rescue either by means of the evacuation lift, evacuation chair or other means.

34. Once in a refuge the person should phone 666 or use the intercom system stating their exact location including level and geographic end of the building e.g. Wessex House, Level 8, south stairwell refuge. Security staff should assist in their evacuation by the safest possible route.

35. On no account should you use a lift to evacuate personnel when the fire alarm is sounding unless it is an "Evacuation Lift". They are marked "Evacuation Lift" at ground floor level. These are located in the following buildings :-

East Building
Woodland Court, Blocks B and C
Chancellors Building
1 West

36. A mobility impaired person in a disabled refuge may need assistance to get down the stairs such as moving slowly after the evacuation with assistance, shuffling down on their bottom or in an Evacuation chair. Evacuation Chairs are in the following locations :-

Woodland Court, behind reception
Security Control room
Wessex House, north staircase, level 9

37. If more than one person with disabilities requires assistance in evacuation the order of evacuation is:-

a. 1 – The level of fire or problem
b. 2 – The level above the fire or problem.
c. 3 – The level below the fire or problem.
d. 4 – The highest level still occupied, then the next etc.

38. Prior to commencing any evacuation Security staff should have checked the fire panel to establish the location of the activating sensor(s) in order to assess the safest route to the person to be evacuated.

39. Visitors with disabilities should ensure they notify Security staff when they both enter and leave multi-storey buildings within the Campus. Security office staff should note the details of any visitors with disabilities together with the location to be visited, they should ensure that these details are passed to relief staff.

Please note:-

These instructions should not be devolved to other members of staff for fear they would use the lifts when the building is in alarm situations.

Use of Evacuation Lifts

40. The below guide gives instructions to trained staff in the use of lifts during alarm activations.

Upon alarm activation

- When alarms activated the lifts will cancel all current journeys and return to the building exit floor.

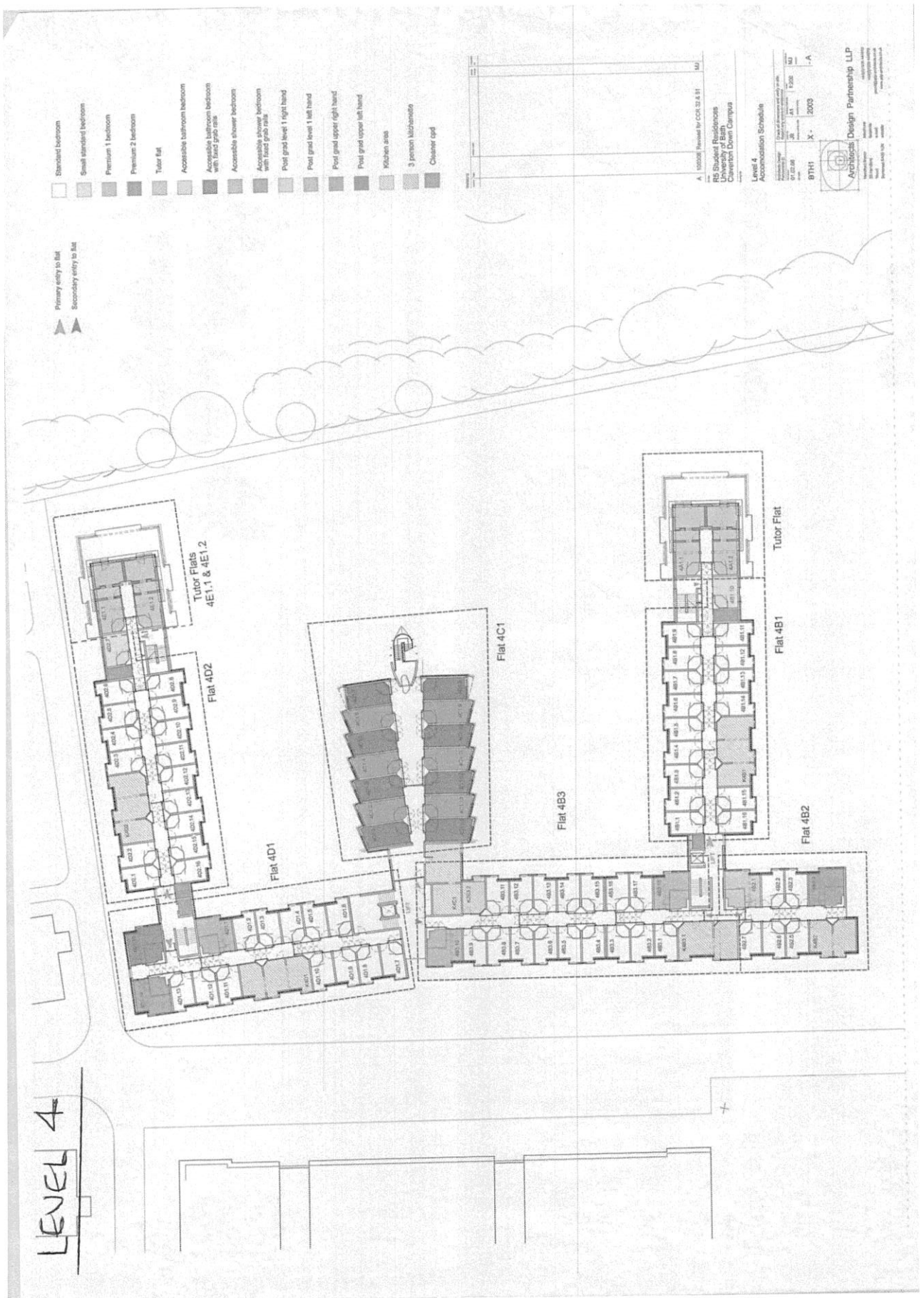
- Upon arrival at the exit floor the lift will park with its doors open, and will no longer respond to any landing calls.

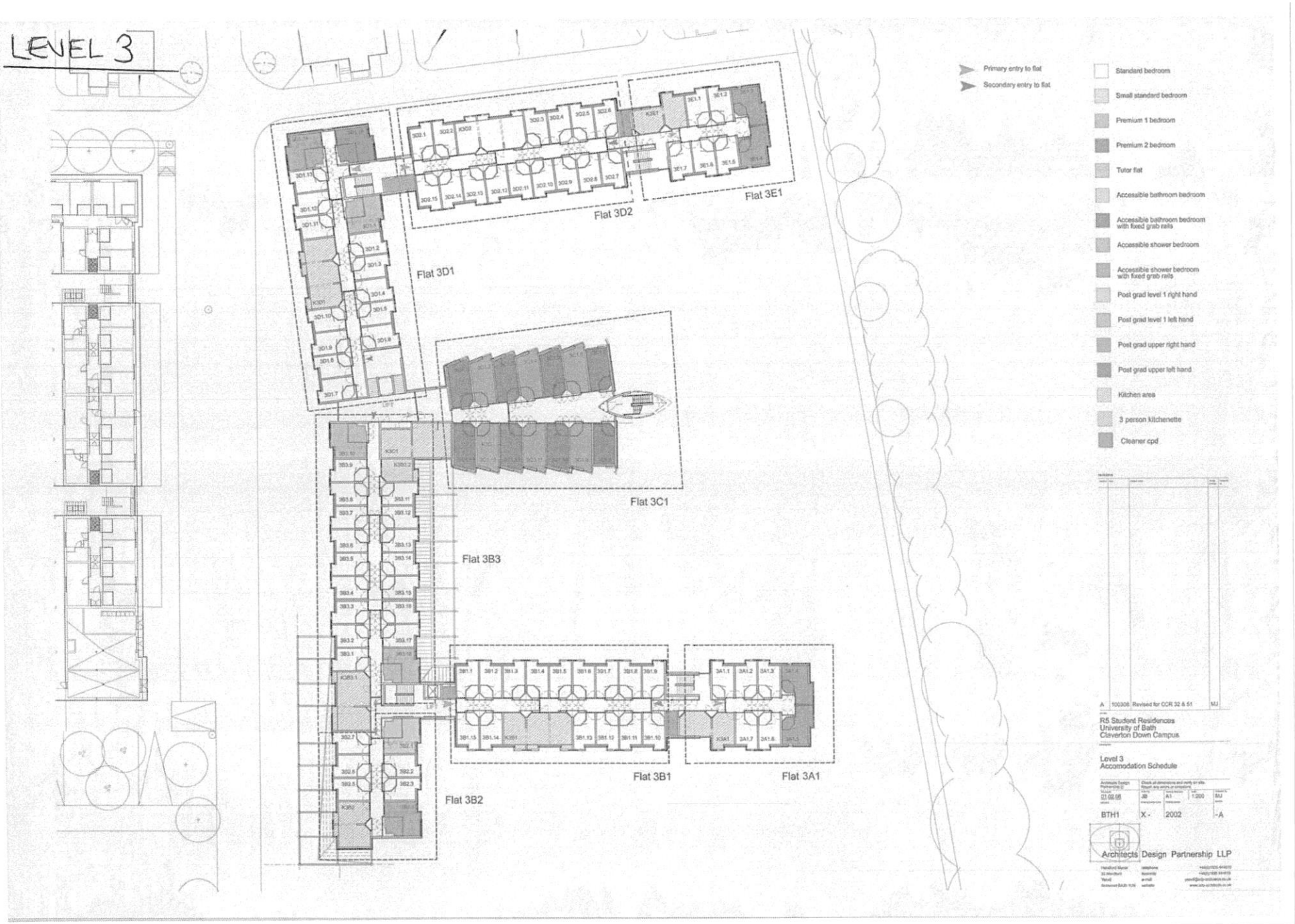
Lift use

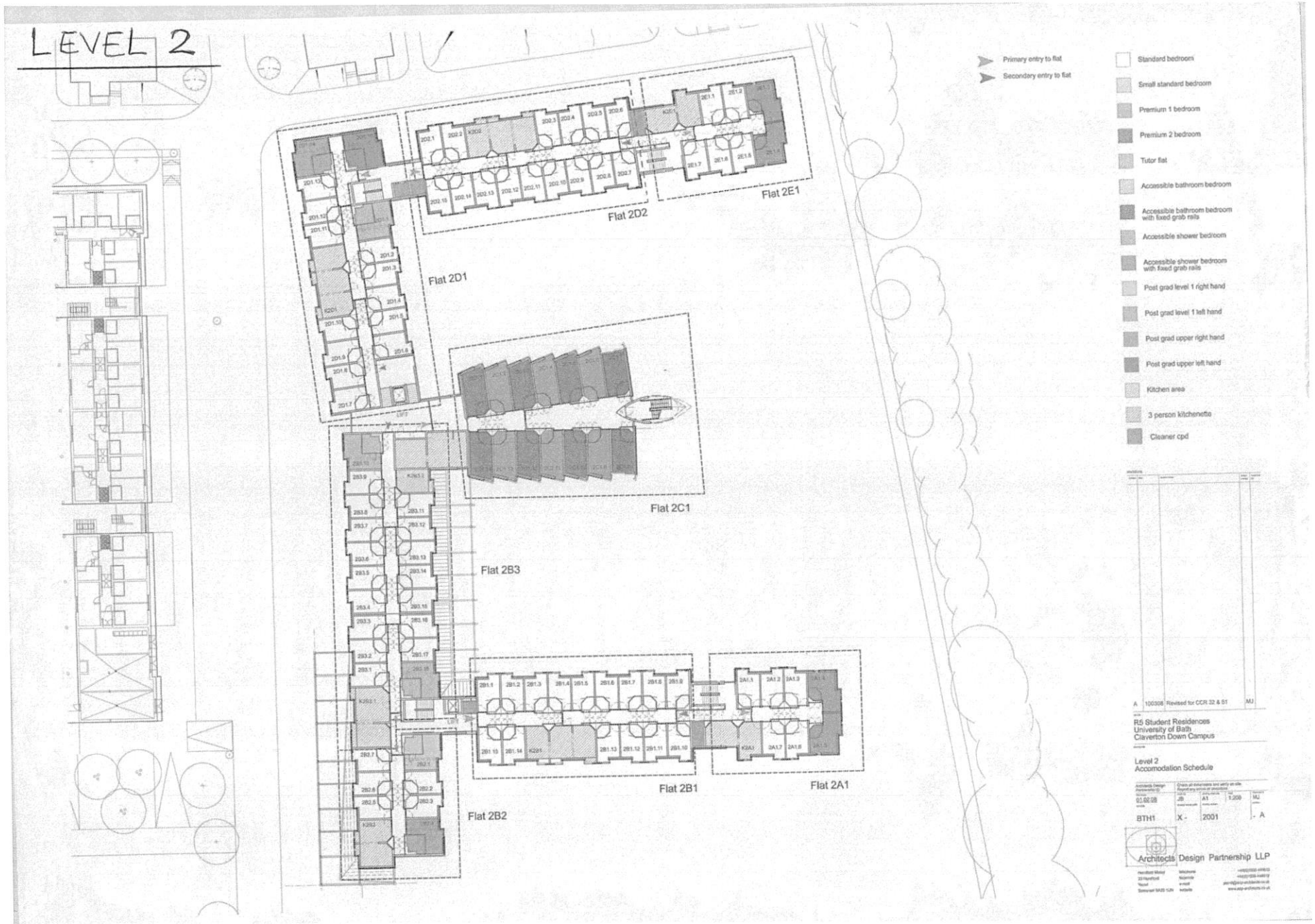
- Enter the lift car at the exit level press and keep pressed the button for your required destination until the lift doors have fully closed and the lift car has started moving.
- The lift will now travel to your required destination upon arrival it will stop but **will not** open its doors until the door open button has been pressed. Keep the door open button pressed until the doors are fully open and have stopped moving. Call to people in the refuge area to enter the lift – do not leave the lift unless the person in the refuge is unable to gain the lift without assistance.
  (If you fail to wait until the doors have fully opened and stopped they will automatically close and if you have exited the lift and there are no other occupants to repeat the procedure you will render the lift out of service)
- The lift will now remain parked with the doors open.
- Repeat above procedure for all required journeys.

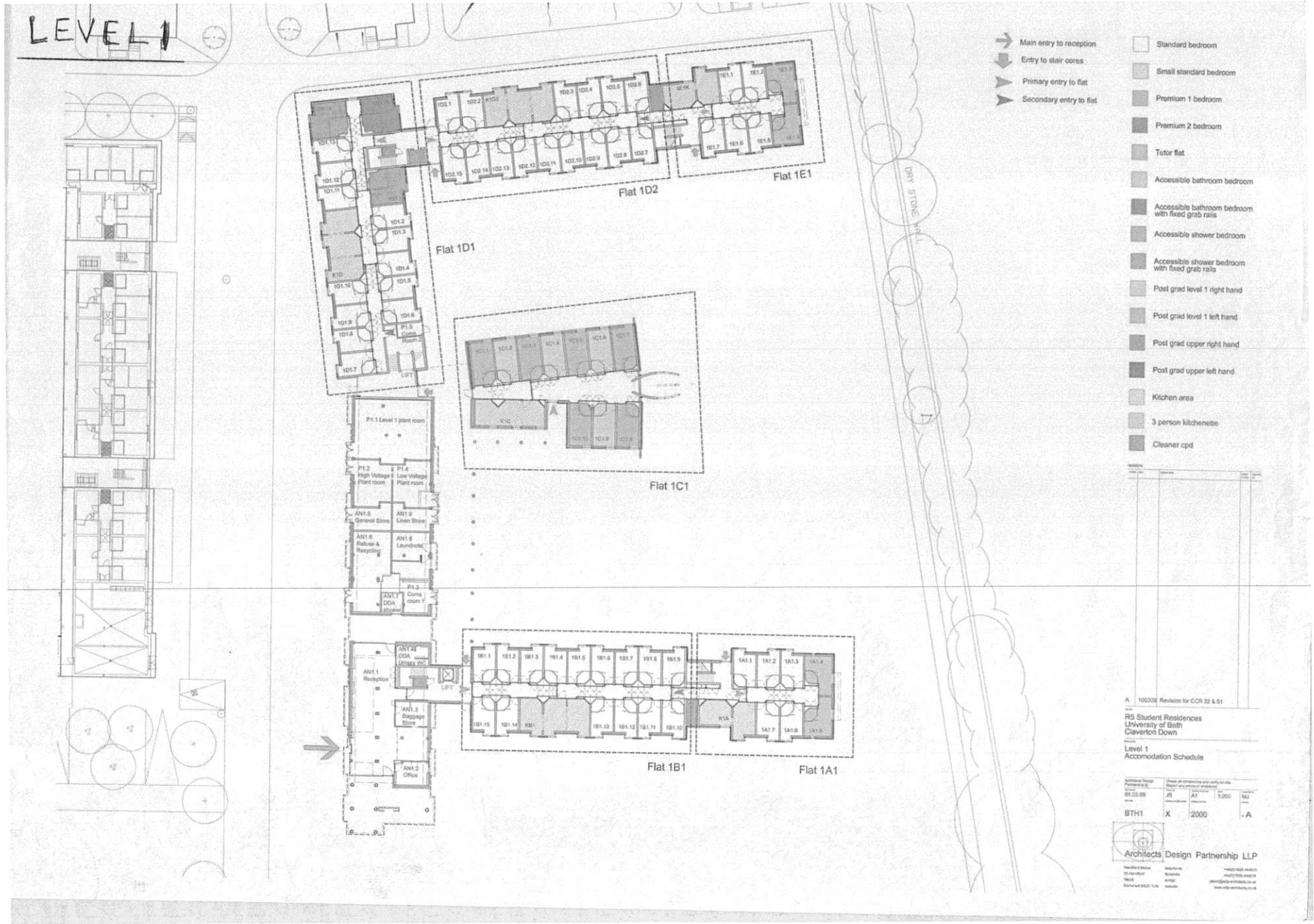
The lift will automatically return to general use upon cancellation of the fire alarms

Appendix 2 - Plans

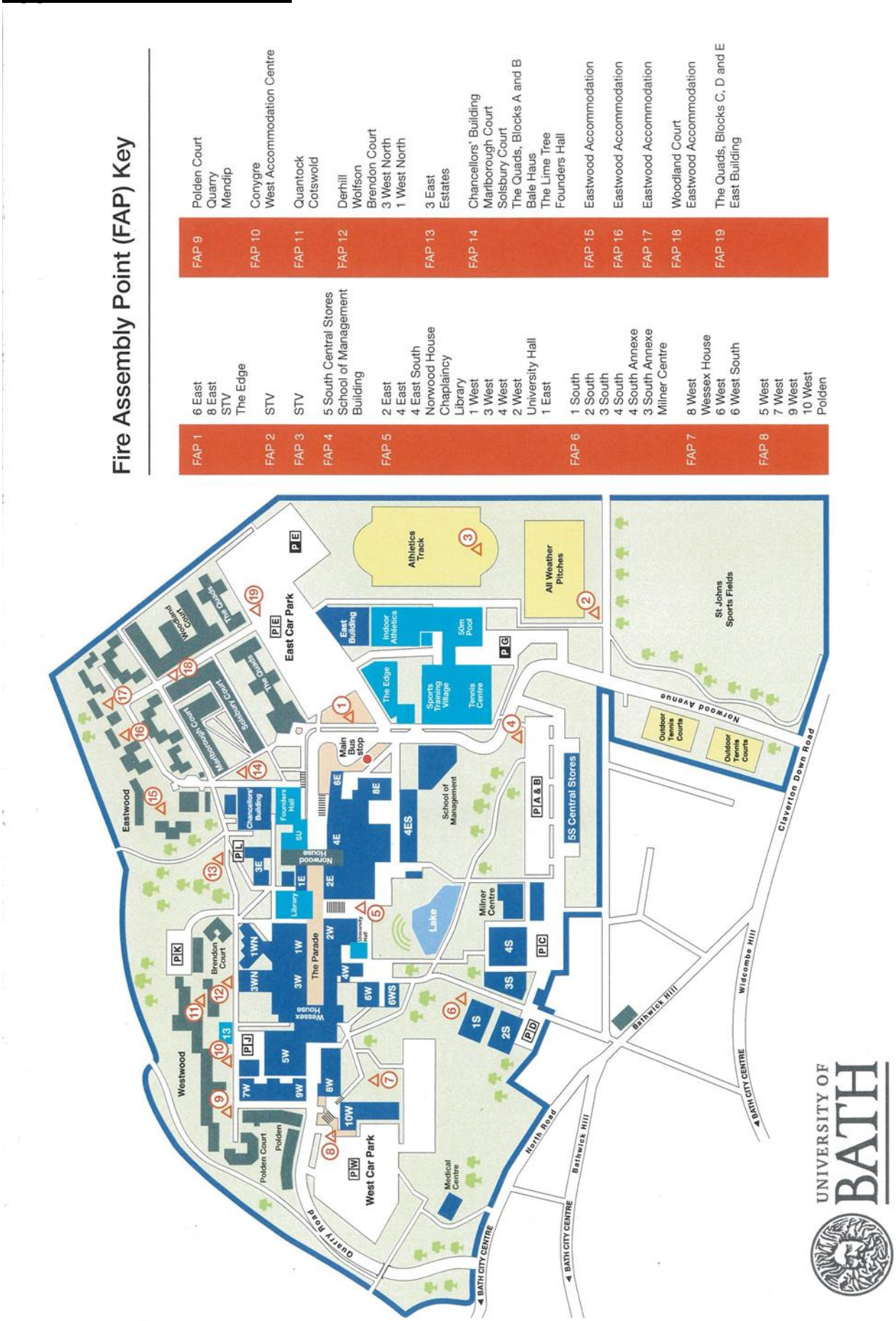



LEVEL 3
Flat 3D1
Flat 3D2
Flat 3E1
Flat 3C1
Flat 3B3
Flat 3B1
Flat 3A1
Flat 3B2
Primary entry to flat
Secondary entry to flat
Standard bedroom
Small standard bedroom
Premium 1 bedroom
Premium 2 bedroom
Tutor flat
Accessible bathroom bedroom
Accessible bathroom bedroom with fixed grab rails
Accessible shower bedroom
Accessible shower bedroom with fixed grab rails
Post grad level 1 right hand
Post grad level 1 left hand
Post grad upper right hand
Post grad upper left hand
Kitchen area
3 person kitchenette
Cleaner cpd
A 100306 Revised for CCR 32 & 51 MJ
R5 Student Residences
University of Bath
Claverton Down Campus
Level 3
Accomodation Schedule
02.08.06
JW
A1
1:200
MJ
BTH1
X -
2002
- A
Architects Design Partnership LLP


LEVEL 2
Flat 2D1
Flat 2D2
Flat 2E1
Flat 2C1
Flat 2B3
Flat 2B2
Flat 2B1
Flat 2A1
Primary entry to flat
Secondary entry to flat
Standard bedroom
Small standard bedroom
Premium 1 bedroom
Premium 2 bedroom
Tutor flat
Accessible bathroom bedroom
Accessible bathroom bedroom with fixed grab rails
Accessible shower bedroom
Accessible shower bedroom with fixed grab rails
Post grad level 1 right hand
Post grad level 1 left hand
Post grad upper right hand
Post grad upper left hand
Kitchen area
3 person kitchenette
Cleaner cpd
A 100308 Revised for CCR 32 & 51 MJ
R5 Student Residences
University of Bath
Claverton Down Campus
Level 2
Accomodation Schedule
01.02.08
JB
A1
1:200
MJ
BTH1
X -
2001
- A
Architects Design Partnership LLP


LEVEL 1
Flat 1D1
Flat 1D2
Flat 1E1
Flat 1C1
Flat 1B1
Flat 1A1
DRY STONE WALL
Main entry to reception
Entry to stair cores
Primary entry to flat
Secondary entry to flat
Standard bedroom
Small standard bedroom
Premium 1 bedroom
Premium 2 bedroom
Tutor flat
Accessible bathroom bedroom
Accessible bathroom bedroom with fixed grab rails
Accessible shower bedroom
Accessible shower bedroom with fixed grab rails
Post grad level 1 right hand
Post grad level 1 left hand
Post grad upper right hand
Post grad upper left hand
Kitchen area
3 person kitchenette
Cleaner cpd
A 100308 Revision for CCR 32 & 51
R5 Student Residences
University of Bath
Claverton Down
Level 1
Accomodation Schedule
01.02.09
A0
A1
1:200
M2
BTH1
X
2000
- A
Architects Design Partnership LLP

Appendix 3 – Site Plan



Appendix 4 – University Fire Action Notice

University of Bath

FIRE ACTION NOTICE

On discovering a fire, sound the alarm immediately by activating a call point. Security will attend and summon the emergency services if necessary.

Only tackle the fire using a fire extinguisher if it is safe to do so and you are familiar with the selection and use of fire extinguishers.

Advise Security by dialling **666** on an internal telephone line, or **01225 383999** from a mobile.

On hearing the alarm evacuate the building immediately using the nearest available exit.

On evacuation of the building go to the designated fire assembly point.

Do not stop to collect personal belongings.

Do not use a lift during an evacuation.

A muted alarm is not a signal that is is safe to return to the building.

Do not return to the building until the all clear.