

FIRE RISK ASSESSMENT



Bristol Broadmead (243)

59 Broadmead, Bristol, BS1 3EA

ASSESSED BY	Huw Williams
APPROVED ON	31/05/2024
RECOMMENDED REVIEW DATE	29/04/2025
VERSION	1



Marlowe Fire & Security Limited
Lowry House, 5 Ohio Avenue, Salford Quays, Greater Manchester, M50 2GT

08444 202 444 • www.marlowefireandsecurity.com

1 INTRODUCTION

Overview

A fire risk assessment is required in England and Wales by the Regulatory Reform (Fire Safety) Order 2005 and in Scotland by the Fire (Scotland) Act 2005; other countries will have their own legislation.

The risk assessment will consider not just the physical building but the activities that take place inside it.

Enforcement

The local fire and rescue authority have the power to inspect our premises to check that we comply.

They will look for evidence not just that the risk assessment has been completed, but that recommendations have been acted upon.

Other bodies and organisations may also want to see copies of FRAs.

Assessment Process

In very simple terms, the FRA process will:

- Identify the fire hazards
- Document who is at risk and why
- Recommend actions to reduce or mitigate risk

Assessment Reviews

This assessment should be reviewed if something happens which affects fire risk, for example:

- A fire or 'near miss' occurs
- There are extensions or alterations to the layout of the building
- Significant changes in the number or type of people (Eg, the elderly or those with disabilities)

Understanding Remedial Action Priorities

IMMEDIATE

Immediate actions should be implemented as soon as possible. Where they cannot be affected immediately, interim measures may be required to ensure occupant safety.

SHORT TERM

Short Term actions should be implemented with a reasonable degree of urgency but at least within 3 months. Often (but not always) these actions are simple or low-cost.

MEDIUM TERM

Medium Term actions may be more complicated or require a greater degree of planning. They should be completed within 6 months.

LONG TERM

Long Term actions should be fully implemented at least within 12 months. Just because they have a longer timescale does not mean that they should be unnecessarily delayed.

The Responsible Person

The Responsible Person for fire is Boots Ltd as the employer (including The Boots Company Plc, Boots Eyewear Ltd, Boots Management Services Ltd, Boots Opticians Professional Services Ltd, Boots UK Ltd and Soap & Glory). Contact with the responsible person can be made by writing to the company secretary at Thane Road, Nottingham, NG2 3AA.

Primary Authority Scheme

Boots has a Primary Authority Partnership with Nottinghamshire Fire and Rescue Service. This is a statutory scheme established by RESA 2008 and means Boots' legal relationship is with a single regulatory fire authority.

Management of Fire Safety

Fire procedures are distributed via BootsLive (the company intranet), the library includes specific procedures such as Hot Work permits and the safe disposal of aerosols.

As actions are completed they must be updated in the RiskBase portal. From here an updated "Live" version of the FRA can be downloaded. For login information or any further fire safety advice please contact your Store Operational Support representative.

2 SUMMARY

Fire Risk Assessment

Assessors draw on a variety of methodologies (including PAS79), guidance, and statutory legislation. In this assessment the assessor has paid specific attention to: The FRA has been carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005, HM Guides & PAS79 2020 Parts 1 & 2

ASSESSMENT AND CERTIFICATE REFERENCE
BAFE LS NO: 0406548

ASSESSED ON, BY
29/04/2024, Huw Williams BSc MIFireE MIFSM (Tier 3) MIFPO
FSIDip (Fire Risk Assessor)
Life Safety and Property Protection (IFE)

APPROVED / VALIDATED ON, BY
31/05/2024, Huw Williams BSc MIFireE MIFSM (Tier 3) MIFPO
FSIDip (Fire Risk Assessor)
Life Safety and Property Protection (IFE)

RECOMMENDED REVIEW DATE
29/04/2025

FINDINGS
4 Actions / 52 Controls

PRODUCED FOR THE RESPONSIBLE PERSON
Boots

SPECIFICATION CONFORMS TO
Our own internal quality system.

ASSESSMENT SCOPE
Assessment applies only to the building specified.

Assessed Property

PROPERTY NAME
Bristol Broadmead (243)

PROPERTY REFERENCE
243

ADDRESS
59 Broadmead
Bristol
BS1 3EA

FIRE RISK RATING

LIKELIHOOD **MEDIUM**

Normal fire hazards for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

SEVERITY **MODERATE HARM**

Reasonable risk of fire spread involving multiple occupants which could result in significant injury. Eg, poor construction detailing or breaches to purpose built construction.

RISK **MODERATE**

Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.

ASSESSING ORGANISATION
Marlowe Fire & Security Limited
Lowry House, 5 Ohio Avenue, Salford Quays, Greater Manchester, M50 2GT
08444 202 444 — www.marlowefireandsecurity.com

3 PROPERTY INFORMATION

Building Information

Type
High Street

Building Construction
Brick, concrete, metal spars and former's, with masonry construction

Approx Construction Date	Last Major Refurb
1963-1991	No information

External Building Dimensions	External Escape Stairs
20m x 61m per floor.	1 from first floor

Heating System	Stairways (no. of)
Matrix controlled head office	4 internal

Final Exits (no. of)
7 from ground floor, 6 from first floor, 2 internal staircases from second floor one that leads all the way down to basement, the other to ground, 2 from basement and an internal escape route back up to ground.

Lifts	Escalators
2 passenger lifts and 1 goods lift.	2 up only

General Description
Entrance in via high street with three main means of entry into store, with additional entrances and exits located from the Galleries shopping mall. The doors from the mall are not open until 9 am and they close an hour before Boots Shut, though there are two designated single means of exit from the store located on the ground and first floor out into the galleries shopping mall, with 24 hour security access provided.
At midpoint ground floor there are two designated double push doors that lead into an evacuating protected corridor, which will also be accessible from the first floor. There is a smoke shutter located on the ground floor which will only drop down to half way to floor level. The store manager had identified this on his arrival as the competent person and reported this to maintenance. Confirmation was given that this was the full distance of the shutter and it is acceptable, though there is also a smoke shutter on the first floor which will close all the way down to ground. Boots shall consider further investigation to ensure this fire strategy is correct and there isn't a fault. There are two escalators within the store which only go "up" with a stairwell located next to them. There are two GP surgeries located within the store and this has been confirmed that their own independent fire risk assessment has been carried out. Within the back of the store this is of a slightly complex route.

Occupancy Information

Site Contact
Simon Gorton (Store Manager) was not available, Joanne Lewis (Assistant Manager) was consulted at the time of the assessment..

Open Past 18:30	Open Sundays
Yes	Yes
Typical Staff on Duty	Maximum Occupancy
50+	600
Building Contains Residential Units	Shared Escape Routes
No	No

Sleeping Risk
No

Usage By Floor

Floor Name Basement	Usage Loading Bay and service area.
Floor Name Ground floor	Usage Retail, Pharmacy
Floor Name First floor	Usage Retail, G.P Surgery and Opticians
Floor Name Second Floor	Usage Staff Room, Offices and additional G.P surgery

Fire Precautions

Fire resistance of structural elements
Internal walls are skimmed plaster and protection to the brick, block and concrete stairwells connecting the basement to second floor should provide at least 30 minutes fire resistance. Fire doors are installed on corridor rooms including the staff kitchen. Fire separation between neighbouring retailers appeared adequate. It has been identified that the passive fire protection will have to be upgraded due to compartment breached which will allow toxic gases and fire the ability to spread through the building. Brick, concrete, metal spars and former's, with masonry construction, with brick load bearing walls with internal plastered linings.

Emergency Lighting
Complies to BS5266 part 1

Emergency Lighting (Notes)
There was emergency lighting observed at the time of assessment which appeared to be in accordance with BS 5266: Part 1: 2016.

Portable Fire Extinguishers
Complies to BS5306 part 3 & 8

Portable Fire Extinguishers (Notes)
The firefighting equipment observed (CO2, Fire Blanket & Water) was adequate and appropriate for perceived hazards and risks and they are positioned correctly. They are serviced annually by Marlowe; the last service was carried out in January 2024.

Fire Alarm System
There was an Advanced MXPro analogue addressable fire alarm panel installed which is located within the stairwell adjacent to the main entrance. There is a repeater panel is located at the entrance to the shopping mall. The system is a manually operated electrical fire alarm system with automatic fire detection (AFD), call points and sounders installed in the property which appeared to be in accordance with BS 5839: Part 1: 2017, to provide early warning and aid the safe evacuation of the premises. Linked into galleries shopping centre.

Remote Monitoring Yes	Smoke Vents Yes
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Fire Fighting Lifts
No

Access Control
Yes

CCTV
Yes, 24 hour monitored

Sprinkler Systems
Yes controlled and maintained from the galleries shopping centre.

Hose Reels
No

Smoke Curtains
Yes

Evacuation Chairs
Yes

Security
Galleries shopping centre, Marlowe fire and security

Dry / Wet Risers
Dry

Lightning Protection
Yes

Fire Shutters
Yes

Other
There are no other fire safety systems in place.

4 FINDINGS

This is a live document and includes the current status and latest history of 4 actions and 52 controls identified in this assessment; please see the approved report for details at the time of the assessment.

4 ACTIONS	1 • INCOMPLETE	3 • COMPLETED	52 CONTROLS	ONGOING
2 • SHORT TERM	1	1	ALL	52
2 • MEDIUM TERM	0	2		

Sources of Ignition

Ignition sources are typical of those found in retail premises; primary concerns are electrical equipment and deliberate fire starting of external waste bins.

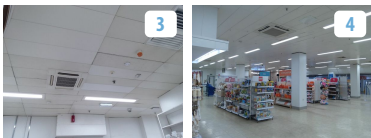
Approved contractors are subject to a well-defined hot works permit policy and signing-in procedures. Records of regular electrical inspections are held and managed centrally.

4.1.1 Is the heating system (including portable heaters) properly used and regularly serviced? **YES**

Boots carry out annual maintenance of all fixed heating systems, any systems requiring remedial works are loaded as a fail and rectified through Boots internal systems.



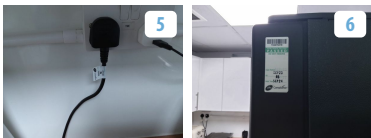
Boots carry out annual maintenance of all fixed air heating/cooling systems, any systems requiring remedial works are loaded as a fail and rectified through Boots internal systems.



4.1.2 Is EET testing and electrical repair policies effective and the use of personal electrical equipment suitably controlled? **YES**

Portable electrical appliances are recorded on an asset register and subject to annual PAT testing, which was last completed by PH Compliance in September 2023.

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing



4.1.3 Are reasonable measures taken to prevent fires resulting from cooking? **YES**

There are no fully operational kitchens, limited cooking is available by means of microwave, toaster and kettle. These are all PAT tested.

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing

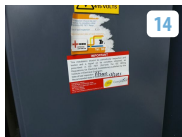


- ? **4.1.4** Does all fixed electrical equipment and wiring appear free from obvious defect with a 'satisfactory' inspection dated within the past 5 years and are any temporary electrical supplies annually tested and do these also have RCD controls installed? **YES**

- Boots have five yearly fixed wire testing carried out on all stores, these are managed through Boots CAFAM system. Any unsatisfactory tests are loaded as a fail and the remedial works quoted and rectified.



- The electrical installation is under a maintenance contract and was last periodically tested by PH Compliance in November 2020 and the findings recorded as "satisfactory".



Arson and Smoking

Store managers are instructed on minimising arson risk. External bins must be fitted with locks and the locks secured overnight. Where bins are not kept in a secure area they must be positioned away from doors and windows.

- ? **4.2.1** Has a safe place outside of the building been designated for smokers (Colleagues and visitors) and does it appear to be properly controlled? **YES**

- Smoking is not permitted in the store or at the rear of the building, and although there is no place clearly defined, any staff who smoke are expected to do so on the street at the front of the store. There were no signs of illicit smoking in restricted areas on the day of the assessment

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing

- ? **4.2.2** Does security (especially in relation to external bins) appear adequate to minimise the risk of arson? **YES**

- All waste bins are kept in a secure area and kept locked overnight.

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing

Housekeeping

The constant transit of goods between handling areas and the sales floor always presents a housekeeping challenge. Staff should make sure that escape routes are kept clear and stock is kept away from electrical installations (especially sources of heat and light).

There will be the storage of small amounts of flammable liquids (eg, fragrances and nail varnish remover) and aerosols.

4.3.1 Are combustible materials kept away from ignition sources (especially heaters and electrical equipment)? **YES**

No apparent issues observed at the time of the assessment. Existing standards are adequate and should be maintained

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing

4.3.2 Are flammable materials stored safely and in quantities proportionate to their use? **YES**

Suitable procedures are in place for safely disposing of damaged or leaking containers/ aerosols, including holding them in a flammable storage cabinet pending disposal.

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing



4.3.3 Does the general standard of housekeeping seem adequate with all walkways and escape routes kept clear, and risk rooms such as plant rooms and lift motor rooms not used as storage areas? **YES**

No issues observed at the time of the assessment. Storage space for stocked items appeared adequate, and suitable controls are in place to dispose of waste from the building on a regular basis. Current arrangements should be maintained.

Escape Routes

There are a multitude of final escapes from the building, where 7 final exits will be located on the ground floor, and 6 located on the first. There are two double push bar final exits located at the side of the premises which will lead from the first floor down to ground which is of concrete and brick, with full signage and emergency lighting present. There are two designated means of escape from the basement with an internal stairwell leading back up to the first floor. From the second floor there are two internal stairwells with one leading to ground floor and the alternative leading straight down to the basement. Before the opening of the Galleries shopping centre, there are security locked sets of roller shutter doors, though there are two designated means of escape from both ground and first floors from the store into the 24 hour security protected mall.

4.4.1 Are all electronically secured doors (on escape routes) fitted with an emergency release break glass unit and do they fail safe in the event of a fire alarm or power failure? **YES**

Green break glass units are tested monthly and recorded in the daily diary / log book

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing



4.4.2 Are these tested weekly as part of the fire test to ensure all doors release? **YES**

Tested and maintained.

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing

4.4.3 Are the number, distribution and size of escape routes adequate given the expected maximum occupancy of the premises? **YES**

- A Protected stairwell is provided from second floor leading down to ground and out into the galleries shopping mall. There is a dead end corridor leading into Epos room though automatic fire detection is present and within national guidance of 18 meters for single means of escape to nearest final exit, which leads onto the protected escape route.

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing

- Escape routes are easily identifiable with the correct signage to guide the occupants to the nearest exit.
- Carpet and flooring on the escape routes are free from any damage and trip hazards.
- Quick opening devices on final exit doors are suitable for the occupants expected to use them.
- The number, location and size of final exits and escape routes are appropriate for the occupancy and building risk profile.

? **4.4.4** Outside of trading hours, can staff easily escape when customer entrances are locked shut? **YES**

- The customer entrance is locked at the end of trading, but alternative exits are still being available within acceptable travel distances, and staff are aware of where they are. There are still two designated protected routes from each floor as a minimum for 3 / 4 employees working an hour after closing.

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing

? **4.4.5** Do final exits open easily (without the use of a key), in the direction of escape where necessary and provide unobstructed access to the assembly point? **YES**

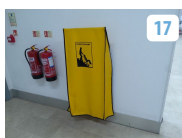
- All final exit doors are opened via a push bar mechanism and open freely

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing

? **4.4.6** Where applicable are suitable provisions in place to evacuate people with mobility issues? **YES**

- Evac-Chairs are provided and a sufficient number of staff are trained to use the equipment. At the time of the fire risk assessment there were 5 employees trained on this equipment.

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing



Measures to Limit Fire Spread and Development

Internal walls are skimmed plaster and protection to the brick, block and concrete stairwells connecting the basement to second floor should provide at least 30 minutes fire resistance. Fire doors are installed on corridor rooms including the staff kitchen. Fire separation between neighbouring retailers appeared adequate. It has been identified that the passive fire protection will have to be upgraded due to compartment breached which will allow toxic gases and fire the ability to spread through the building.

? **4.5.1** Do all fire resisting doors appear to be in a serviceable condition and acceptable as notional fire doors? **NO**

COMPLETED It is recommended that a fire door register be introduced and that all doors are given a door number. Each door should be inspected by a specialist contractor and any faults, repairs or replacements should be carried out.

It is recommended to consider provision of these items for fire doors as part of the buildings maintenance program.

WHY The doors are to an older standard and have issues observed with the doors. No smoke seals, non fire rated hinges, doorstop missing, architrave missing.

LOCATION Throughout the store

ASSIGNED Ben Goddard Danny Edwards Ian Newton Lisa Cook Lukasz Rarowski Scott Harding
Consultant - Doyle Hamilton Contractor - Maynards Underwood and Carpenter

HISTORY 31/05/24 **Marked as not started**
04/06/24 **Marked as contractor assigned** quote for Door survey /register
11/02/25 Completed works attached PDF: Boots Store 243 BroadMead Bristol FRA Door Works 11-02-2025
11/02/25 **Marked as completed**



Doors although not labelled with a certified fire door label to 30 minutes fire resistance did however on visual inspection appear to be of a solid nature and meeting the size requirements (44mm) to be considered as meeting the minimum requirements of a FD30 door.

4.5.2 Were all fire doors (where required) fitted with suitable self-closers? **YES**

Electromagnetic doors are linked into the fire alarm and power is dropped on activation of the fire alarm allowing the door to be freely opened, these are tested as part of the weekly fire alarm test.

HISTORY 29/04/19 **First identified in assessment**
31/05/24 **Reviewed and confirmed as ongoing**

4.5.3 Were all doors free of wedges and doors intended to be kept "Shut" or "Locked Shut" appropriately signed and kept shut? **YES**

All fire doors were kept shut at the time of the assessment

HISTORY 29/04/19 **First identified in assessment**
31/05/24 **Reviewed and confirmed as ongoing**

4.5.4 Are reasonable precautions in place to limit the spread of flame (including wall and ceiling linings)? **YES**

Second floor wall lining to G.P surgery from small stock room is of 60 minutes protection with the installation of fire board.

HISTORY 29/04/19 **First identified in assessment**
31/05/24 **Reviewed and confirmed as ongoing**

4.5.5 Does compartmentation throughout the premises generally appear sound including no unstopped, or inappropriately stopped penetrations? **NO**

COMPLETED Ensure that the compartmentation issues are resolved, it is recommended that a specialist fire stopping company be considered to carry out an in-depth survey and to carry out any remedial works and to provide certification that the works have been carried out correctly.

WHY Unstopped penetrations will allow the fire and smoke to spread more quickly.

LOCATION Throughout the building

ASSIGNED Ben Goddard Danny Edwards Ian Newton Lisa Cook Lukasz Rarowski Scott Harding
Consultant - Doyle Hamilton Contractor - Maynards Underwood and Carpenter

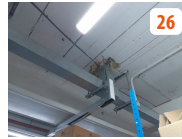
MEDIUM TERM

REFERENCE RB-V4ZDUU
DUE 31/08/2024
CATEGORY Compartmentation:
Door Upgrade

MEDIUM TERM

REFERENCE RB-N7KF4N
DUE 31/08/2024
CATEGORY Compartmentation:
Ceilings, Floors and
Walls

HISTORY 31/05/24 **Marked as not started**
04/06/24 **Marked as contractor assigned** address issues in photographs
11/02/25 Completed works attached  PDF: Boots store 243 Broadmead Bristol FRA
Compartmentation Survey 11-02-2025
11/02/25 **Marked as completed**



? **4.5.6** Where Cladding is attached to the outside walls of the building, is there evidence to show that the client has already taken steps to check it's suitability in terms of fire resistance for the particular building type, and that the necessary approvals have been gained from building control?

NO CLADDING INSTALLED

? **4.5.7** Has there been any recent history of fires?

NO

- It was not made known to the assessor, if any such incidents had occurred in the recent past.

Emergency Lighting

There was emergency lighting observed at the time of assessment which appeared to be in accordance with BS 5266: Part 1: 2016.

? **4.6.1** Is the provision of emergency lighting suitable for all internal and external parts of the escape routes, and is it being properly maintained?

YES

- The system is tested monthly and records kept in the Health & Safety log book online.

HISTORY 29/04/19 **First identified in assessment**
31/05/24 **Reviewed and confirmed as ongoing**

- Emergency lighting systems are serviced annually and a three hour soak test carried out as part of that PPM. Any remedials are loaded as a fail and rectified.
- Emergency lighting observed at the time of the assessment appears to be in accordance with BS5266 Part 1: 2016. The emergency lighting system is suitably installed throughout the building and within the internal and external escape routes.

Signs and Notices

Fire escape routes should be clearly indicated with directional exit signs. Any exit doors that could foreseeably be obstructed should have a "Fire Escape Keep Clear" sign.

Call points should have Fire Action Notices and extinguishers should be conspicuous or well signed. Lifts that continue to operate during an alarm should have notices explaining when not to use.

? **4.7.1** Are all fire exits indicated with fire exits signs, and the escape routes to them clearly and unambiguously indicated with directional signs throughout their length where the direction changes?

YES

- Escape route signage is clear and unambiguous.

HISTORY 29/04/19 **First identified in assessment**
31/05/24 **Reviewed and confirmed as ongoing**



- ? **4.7.2** Are lifts that continue to operate during a fire alarm appropriately signed on the outside with "DO NOT USE" signs? **YES**

- Signage present informing all person/s not to use the lift in the event of fire.

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing



Fire Detection and Warning

There was an Advanced MXPro analogue addressable fire alarm panel installed which is located within the stairwell adjacent to the main entrance. There is a repeater panel is located at the entrance to the shopping mall. The system is a manually operated electrical fire alarm system with automatic fire detection (AFD), call points and sounders installed in the property which appeared to be in accordance with BS 5839: Part 1: 2017, to provide early warning and aid the safe evacuation of the premises.

- ? **4.8.1** Are manual fire alarm Call Points conspicuous and easily accessible, or at least well indicated by appropriate signage? **YES**

- Regular checks are made and recorded in the Health & Safety log book to ensure they remain accessible

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing

- ? **4.8.2** Is the means of detecting a fire and raising the alarm suitable for the building design, use, and occupancy? **YES**

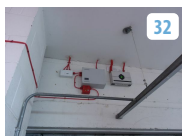
- The design category could not be confirmed, but likely to be at least L3 with smoke detection in all rooms and escape routes, and is regarded as adequate.

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing

- There was an Advanced MXPro analogue addressable fire alarm panel installed which is located within the stairwell adjacent to the main entrance. There is a repeater panel is located at the entrance to the shopping mall. The system is a manually operated electrical fire alarm system with automatic fire detection (AFD), call points and sounders installed in the property which appeared to be in accordance with BS 5839: Part 1: 2017, to provide early warning and aid the safe evacuation of the premises.



- There are Vesda Air Sampling detectors installed within the lift shafts.



- Fire alarms are serviced 6 monthly by Marlowe, any remedials are loaded as a fail and rectified.

- The fire alarm is tested weekly with call points being tested in rotation. Records are kept in the Health & Safety log book, the last weekly test was carried out on the 28/04/2024.

4.8.3 Where the fire alarm system is interfaced with other features (fire doors/shutters, escalators, lifts etc) has a cause and effect document been produced? YES

- A cause and effect document is in place to describe which building services and systems are interfaced with the fire alarm and what effects the fire alarm has on these services upon activation. Smoke curtains lower and all fire doors on escape routes fail safe open. The lift returns to ground floor and doors open and won't close, and escalator will cease operation. Tested on a weekly basis from boots employees.

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing

4.8.4 Is the fire alarm panel easily accessible, free of any current or reoccurring faults, regularly maintained and is an up to date zone plan displayed adjacent to it? YES

- Staff are able to call a one number help desk to report any faults that may arise.

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing

- The fire alarm panel was fault and disablement free with a schematic zone plan adjacent to the panel.



Portable and Fixed Firefighting Equipment

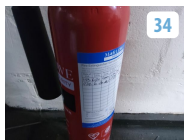
Water and Carbon Dioxide extinguishers should be on escape routes with additional Carbon Dioxide extinguishers provided in electrical risk areas such as plant rooms.

The firefighting equipment observed (CO2, Fire Blanket & Water) was adequate and appropriate for perceived hazards and risks and they are positioned correctly. They are serviced annually by Marlowe; the last service was carried out in January 2024.

4.9.1 Is portable fire fighting equipment installed appropriate to the risk, regularly maintained and adequately signed? YES

- The firefighting equipment observed (CO2, Fire Blanket & Water) was adequate and appropriate for perceived hazards and risks and they are positioned correctly. They are serviced annually by Marlowe; the last service was carried out in January 2024.

HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing



4.9.2 Where fire suppression systems are installed, do records show that they are being tested, serviced, and maintained? NO

- COMPLETED** Confirmation is required that the sprinkler system is being tested weekly and regularly maintained. Also, who is responsible for the testing and maintenance i.e. is it the landlord's responsibility or is it Boots maintenance?

WHY There is a sprinkler system installed throughout the property. There were no records available to indicate that there is regular testing or servicing being carried out which could allow a fire to spread freely. It is assumed that the sprinkler system is part of the shopping centre.

ASSIGNED Compliance

SHORT TERM

REFERENCE RB-63FWXT
DUE 01/07/2024
CATEGORY Servicing: Sprinklers

HISTORY 31/05/24 **Marked as not started**
31/05/24 **Marked as completed** Sprinklers on a quarterly PPM with Hall & Kay



- ? **4.9.3** Are there any other fire safety systems or equipment installed, including smoke vents/curtains and fire shutters, and are there records to show that they are being tested, serviced, and maintained?

NO

- Ensure that the faulty smoke curtains are repaired or are replaced.

WHY The smoke curtains on the ground and first floors are faulty, this has been reported, otherwise this would have been escalated.
LOCATION Ground and first floor retail areas.
ASSIGNED Compliance

SHORT TERM

REFERENCE RB-BR22RN
DUE 01/07/2024
CATEGORY Servicing: Shutters



- ? **4.9.4** Where sprinklers are installed, is there clear space of at least 0.5 metres between sprinkler heads and storage that could restrict its effectiveness in the event of fire and was the system free of isolation at the time of the assessment?

YES

- A minimum of a 0.5 m gap is available.

HISTORY 29/04/19 **First identified in assessment**
31/05/24 **Reviewed and confirmed as ongoing**

Management of Fire Safety

The store manager is responsible for implementing and recording regular checks and tests of fire safety provisions in the H&S log book. They also annually review the FRA and a process is in place to ensure significant changes to the store layout result in a further update.

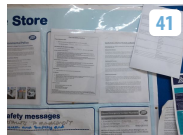
The maintenance team manage planned maintenance and keep electronic records which the stores can access. Internal compliance audits measure every store's performance.

- ? **4.10.1** Are suitable procedures in place to summon the fire service and manage an evacuation (including the less-able)?

YES

- A suitable written fire evacuation procedure is in place and displayed on the Health & Safety notice board

HISTORY 29/04/19 **First identified in assessment**
31/05/24 **Reviewed and confirmed as ongoing**



- ? **4.10.2** Are staff trained in the fire safety procedures and policies upon induction, including additional training for appointed people such as Fire Marshals, and suitable assessment of the risk to any young persons employed and are records held?

YES

- Staff complete electronic fire training packages appropriate to their role. This includes a basic package, and one for Fire Marshals and managers. Records are up to date

HISTORY 29/04/19 **First identified in assessment**
31/05/24 **Reviewed and confirmed as ongoing**

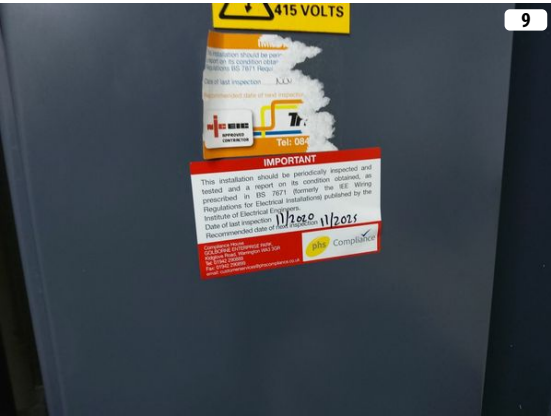
- 4.10.3** Are regular fire drills carried out and the results recorded? **YES**
- Fire drills are conducted on a six monthly basis and the last one was completed on the 21/10/2023.
- HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing
- 4.10.4** Are suitable day-to-day fire safety arrangements properly implemented and recorded in a fire log book? (including the logging of regular tests and fires/near-misses)? **YES**
- A Health & Safety log book is in place which is diarised to show what checks and tests are required to be done by store staff on which days. Records were up to date at the time of the assessment
 - Planned servicing and maintenance of fire safety systems and equipment is managed through maintenance support functions and records are held electronically and available for viewing on request.
 - Routine maintenance is in place to enable management to call a help desk for any fault conditions and call out response times are determined by severity.
 - A Boots My Hub online recording system is in place which is diarized to show what checks and tests are required to be done by store staff on which days. Records were up to date at the time of the assessment
- 4.10.5** Are visitors and contractors given appropriate fire safety instruction including procedures in the event of a fire? **YES**
- Visitors/contractors are taken through the fire procedures including nearest escape routes, what to do in the event of a fire alarm and where the assembly point is.
- HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing
- 4.10.6** Where applicable, does the manager understand the interaction of fire safety procedures and systems between the relevant parties and does this also form part of all staff training, including co-operation and co-ordination between responsible persons? **YES**
- The manager understands the fire evacuation strategy and was able to explain this. A pre alarm will sound to warn the store manager, and assistance from the security team will be provided on a full evacuation requirement.
- HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing
- 4.10.7** Have there been any enforcement action and/or issuing of notices by enforcing authorities? **NO**
- There are no enforcement actions pending at present.
- HISTORY 29/04/19 First identified in assessment
31/05/24 Reviewed and confirmed as ongoing

5 PHOTOS



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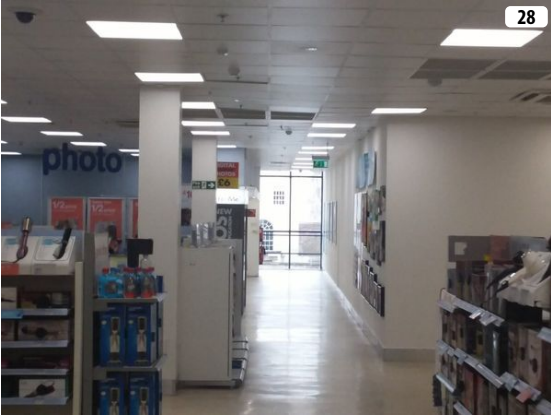
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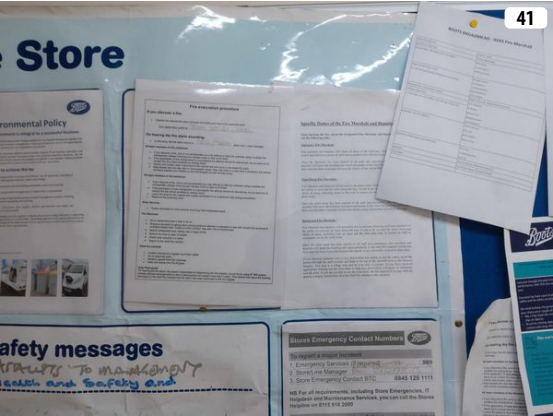
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