

# **FIRE RISK ASSESSMENT**

**The Old Works  
Leigh Street, High Wycombe**



**The Old Works Management Ltd**  
Universal Square,  
3<sup>rd</sup> Floor, Building 2,  
Devonshire Street North.  
Manchester. M12 6JH

**Live Safe Ltd**  
64 The Park,  
Ealing,  
London.  
W5 5NP

## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



**Report Produced For:** The Old Works Management Ltd

**Report Produced By:** Andrew West

**Report Date:** 07/010/2024

**Survey Date:** 06/08/2024

	Name	Signature	Date
Assessed by	A.W.		07/10/2024
Prepared by	A.W.		07/10/2024
Checked & Reviewed by	A.W.		07/10/2024
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## Executive Summary

Priority	No. of Actions	SLA
Low	8	3 months from the date of the FRA
Medium	8	1 Month from the date of the FRA
High	4	2 Weeks from the date of the FRA

Assessed Risk	Moderate
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Recommended Review	On or Before 06 August 2025
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# 1. GENERAL INFORMATION

## 1.1 Scope of the report

This document has been prepared to report on the assessment of risks to life from fire in the common parts of the premises and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The assessment carried out to inform this report conforms to the description of a Type 1 fire risk assessment, as described in the Local Government Association guide: “Fire safety in purpose built blocks of flats” in that a non-intrusive visual survey of the common areas of the premises were surveyed. No construction was opened-up during this survey and areas which were secured and therefore not accessible were not assessed. Any such areas are identified in the relevant section of this report.

The report does not address the risk to property or business continuity from fire.

This report constitutes neither a warranty of compliance nor an assurance against risk and represents the best judgement of the consultant who based its preparation in part, on the information provided by others.

There is no previous Fire Risk Assessment.

## 1.2 Building Details

The Regulatory Reform (Fire Safety) Order 2005 (the FSO) applies to any workplaces within the premises and any parts of the premises shared by the occupants of more than one dwelling, while the Housing Act 2004 applies to the insides of the individual dwellings.

## 1.3 Guidance documents relevant to the premises

Local Government Association: *Fire safety in purpose-built blocks of flats*. This guidance document is specifically written to help landlords, managing agents, enforcing officers and those undertaking fire risk assessments to understand the legislative requirements relating to blocks of flats and to apply them in a consistent and reasonable manner.

## 1.4 Legislation

This fire risk assessment has been compiled using the PAS 79 methodology alongside relevant current guidance and best practices. It is designed to help reduce the risks to a tolerable level.

## 1.5 About the Assessor

Name:	Andrew West
Qualifications:	BEng (Hons), MSc, C.Eng., MICE
Experience	<p>35 years' experience in the Construction Industry in all aspects of the design and construction of both low rise and high rise multi-storey residential buildings together with associated infrastructure.</p> <p>Initially trained and worked as a civil engineer in a Blue-Chip consulting practice. Involved / responsible for the design and construction management of numerous office buildings, the Pepsi Max Big One rollercoaster in Blackpool, numerous power stations all over the works (inc. the design life extension of Hinkley Point A nuclear power station), numerous contamination remediation schemes &amp; expert witness investigations.</p> <p>Design &amp; Management of numerous multi-discipline technical teams, for private developers, delivering both low rise and high-rise multi-occupation buildings.</p> <p>Head of Development &amp; Deliver for two large Housing Associations (each &gt; 50,000 homes).</p> <p>Group Head of Technical responsible for Building Safety for Home Group's portfolio of buildings, including FRA, external wall, internal compartmentation, fire door inspections and building safety cases.</p>

## 2. The Premises

### 2.1 Building Details

Name of the Business	The Old Works Management Ltd
Full address	Leigh Street, High Wycombe
Number of floors	See Below
Description	<p>The development comprises of five key blocks / areas, these are:</p> <ul style="list-style-type: none"> <li>- Birch House – a five storey (G + 4, height 14.1m), residential block comprising a mixture of single level and duplex flats.</li> <li>- Williams Lodge – a seven storey (car park, G + 5, height 16.7m) block comprising single level flats at first through fifth floor level, with ancillary accommodation and a commercial unit at ground floor level.</li> <li>- De Havilland – a seven storey (car park + 6, heights 17.8m) residential block with single level flats across first through sixth floor level, and access to the car park at the lowest level.</li> <li>- Bishops Building – a six storey (car park + 5, height 15.0m) residential block with single level flats across first through fifth floor level, and access to the car park at the lowest level.</li> <li>- Car park – comprising circa 160 car parking spaces across a single level and with all residential Blocks being provided with direct internal access. The car park sits underneath the entirety of the podium structure, at ground floor level.</li> </ul>
Approximate Gross floor area (m <sup>2</sup> ):	15,000m <sup>2</sup> excluding the car park.
Construction Type	A combination of refurbished traditional construction, steel frame and external wall cladding.





Does the premises have single or multiple occupancy?	Multiple
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### 3. The Occupants

#### 3.1 Occupant Numbers

Approximate maximum number of occupants in the building	684 (assuming 2x persons & 1 visitor per flat)
Approximate number of employees at any one time	1No.
Maximum number of members of public at any one time	None.
Do external contractors regularly work on the premises?	No.

#### 3.2 Use of the Premises

Residential accommodation, a covered ground floor car park, a commercial space and a site office

#### 3.3 Associated Times / Hours of Occupation

The accommodation may be occupied on a 24-hour 7 day a week basis.

#### 3.4 Occupants Especially as Risk

Are there any sleeping occupants on the premises?	Yes	
Is the premises used by anyone with a disability?	Unknown	The Resident Profile needs to be provided. <b>MEDIUM Priority</b>

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Do young persons use the building (younger than 18 years old)	Yes	Families are present in the building.
Are there any other vulnerable persons especially at risk from fire?	Unknown	The Resident Profile needs to be provided – The Action Points is raised above.

### 3.5 Fire Loss Experience

Unwanted fire calls in the past 12 months	None. The building was completed less than 12 months ago.
Fires related incidents in the past 10 years	N/A.

## 4. FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

### 4.1 Electrical Sources of Ignition

		Comment
Are reasonable measures taken to prevent fires of electrical origin?	Yes	All electric service rooms and risers are tidy and clear flammable materials.
Are the fixed installations periodically inspected and tested?	Yes	Valid commissioning certificates are required for the communal and residential electrics, the PV system, and EV charging system and the passenger lift in Bishops Building - <b>LOW Priority</b>
Are portable appliances tested (PAT) within acceptable frequencies	N/A	Equipment requiring PAT testing was present in the office area. PAT testing certificates are required for this equipment - <b>LOW Priority</b>
Is there a suitable policy regarding the use of personal electrical appliances?	No	A suitable policy is issued to residents with any handover documents.
Are electrical leads and extension cables well managed and carefully positioned?	Yes	Extension cables were present in the office area. These were reasonably tidy.
<b>General comments:</b>		

### 4.2 Smoking

		Comment
Is smoking permitted on the premises	No	Smoking is not permitted within common areas of the building. No smoking signs are provided in the lobby areas of each floor.



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Does smoking occur in areas that are not designated as smoking areas?	No	
Within designated smoking areas are smokers' materials disposed of safely?	N/A	
<b>General comments:</b>  Designated smoking areas should be provided that are remote from the entrance or any areas that are vulnerable to fire. This is a precautionary measure to try and promote smoking in safe areas - <b>NOTE</b>		

### 4.3 Arson

		Comment
Does basic security against arson by outsiders appear reasonable?	Yes	Access into the common areas of the building is controlled with a fob. Access to the apartments is by lock and key.
<b>General comments:</b>		

### 4.4 Fixed & Portable Heating Provisions

		Comment
What fixed heating installations are used to heat the premises?		Electric heating is provided to all flats –  The communal areas are unheated.
Are fixed heating installations subject to regular maintenance?	Yes	Leaseholders are provided with a handover manual that details the requirement for maintenance and the frequencies for the heating system. It is the leaseholders responsibility to

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		ensure that their systems is maintained in accordance with the requirements.  Details of the maintenance certificates for tenants is to be provided.  <b>LOW Priority</b>
Are additional portable heating appliances in use?	No	
Is their use suitably controlled to minimise the risk of a fire to an acceptable standard?	N/A	
<b>General comments:</b>		

### 4.5 Cooking

		Comment
What type of cooking facilities are provided at the premises?		No communal cooking facilities.  Kitchens provided in individual apartments
Are reasonable measures taken to prevent fires as a result of cooking?	Yes	Smoke and heat alarms are present in the flats.
Are suitable extinguishing appliances available in the cooking facilities?	N/A	
<b>General comments:</b>		

#### 4.6 Lightning

		Comment
Do the premises have a lightning protection system?	Yes	A maintenance certificate is provided in the Appendix.
General comments:		

#### 4.7 Housekeeping

		Comment
Is the standard of housekeeping adequate?	Yes	All areas were clear of flammable materials.
General comments:		

#### 4.8 Furniture & Furnishings

		Comment
Do furniture and furnishings meet FFFSR standards?	Yes	
General comments:		

## 5. FIRE PROTECTION MEASURES

### 5.1 Means of Escape from Fire

		Comment
Is the premises provided with reasonable means of escape in case of fire?	Yes	<p>The means of escape is detailed in the fire strategy document by OFR.</p> <p>The means of escape were all checked, and all comply with the above document. None have been altered. The commercial unit in William Lodge was unoccupied. The cycle store reference in the OFR document is being used as a store room.</p> <p>Two of the bin stores in the car park are not being used due to management company issues. This is positive from a fire point of view as it reduced the number of ancillary rooms of special fire risk.</p> <p>There is a fire curtain present between the basement staircase and the basement lobby in Bishop Building. A maintenance certificate needs to be provided for this. The curtain looks to be in good condition and is unobstructed - <b>MEDIUM Priority</b></p> <p>The escape route from the escape window in Bishop building was free from obstructions.</p> <p>Maintenance details for mechanical ventilation and the fire curtain to the protected basement lobbies and the car park need to be provided and appended to this document. These areas form part of the escape route and need to function - <b>MEDIUM Priority</b></p>
Are there enough exit routes for the number of people in the building?	Yes	



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Are all exits easily and immediately openable where necessary?	Yes	
Are escape routes unobstructed?	Yes	There were no obstructions on any of the escape routes.
Are all travel distances within acceptable levels?	Yes	
Are there suitable fire provision for all inner rooms?	N/A	No inner rooms.
Are arrangements for means of escape for disabled people reasonable?	No	<p>There were no requirements for specific arrangements required for disabled people from the upper floors.</p> <p>A resident profile needs to be established to determine if there are residents with vulnerabilities present so suitable arrangements can be made.</p> <p>This action is highlighted elsewhere in this report.</p>
Are external escape staircases and gangways subject to a suitable maintenance schedule?	Yes	The external stairway to the podium deck from the ground floor is regularly maintained.
<b>General comments:</b>		

## 5.2 Measures to Limit Fire Spread & Development - Internal

		Comment
Is the compartmentation of a reasonable standard?	Yes	<p>Compartmentation appeared competent. A visual inspection with the risers and selected communal ceiling locations showed that all fire stopping was in place.</p> <p>The fire stopping was undertaken by a registered contractor as certificates are</p>

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		present. A copy of the register is to be provided for reference and updating should any changes be required - <b>LOW Priority</b>
Do walls provide suitable protection to escape routes?	Yes	There are no flammable materials along the escape routes.
Are fire doors in good condition, providing good compartmentation?	Yes	<p>Fire door inspections have been undertaken on 198 out of 323 doors. Most of the missed doors was due to no access to the flat front doors.</p> <p>Of the doors surveyed 42 doors were of a competent standard with the remaining 156 not achieving the necessary standard. In total there were 167 defects recorded.</p> <p>Suitable remedial works need to be undertaken to achieve a compliance certificate as soon as possible - <b>HIGH Priority</b></p>
Are fire shutters in good condition, providing good compartmentation?	Not Applicable	<p>There is a fire curtain present between the basement staircase and the basement lobby in Bishop Building. The maintenance certificate for this should be provided.</p> <p>This is covered in a previous section of this report.</p>
Do ducts that pass- through fire separating walls have dampers fitted?	Yes	A register needs to be provided of any dampers to enable them to be routinely checked - <b>LOW Priority</b>
<b>General comments:</b>		

### 5.3 Measures to Limit Fire Spread & Development - External

		Comment
Are reasonable measures in place to prevent rapid fire spread across	Unknown	An EWS 1 or suitable alternative external wall approval should be provided.

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the external surfaces of the building?		<b>HIGH Priority</b>
Has the outer face of the building been provided with an insulating cladding system?	Yes.	Williams Lodge has aluminium cladding to the upper two floors. All the buildings appear to have spandrel panels adjacent to selected windows.  The construction of both these types of cladding needs to be confirmed. This should be covered in the action point above.
Is the external cladding system in a good state of repair, capable of resisting a fire from an external source?	Unknown	The cladding and spandrel panels are in very good condition. The fire resistance needs to be confirmed. The action point above cover this.
Are there features of the building construction which might assist a fire to spread vertically?	No	
Are balconies present and are they constructed in such a way as to minimise the spread of fire from balcony to balcony?	Yes	Balconies are constructed from non-combustible material. Confirmation of the construction materials is to be provided – this could be covered in the EWS1 or external wall approval reports.  <b>MEDIUM Priority</b>
<b>General comments:</b>		

## 5.4 Emergency Escape Lighting

		Comment
Has a reasonable standard of emergency escape lighting been provided?	Yes	Emergency lighting provided on all floors at a reasonable spacing sufficient for emergency exit.
Cause & Effect known	Yes	Failure of the power supply will activate the emergency lighting.

Testing and maintenance	Provided	The latest maintenance certificate for Bishop Buildings is provided in the Appendix. Certificates for the other builds need to be provided - <b>LOW Priority</b>
<b>General comments:</b>		

## 5.5 Fire Safety Signs & Notices

		Comment
Is there a reasonable standard of fire safety signs and notices?	Yes	
<b>General comments:</b>		

## 5.6 Means of Giving Warning in Case of Fire

	Comment
What alarm system has been installed on the premises.	<ul style="list-style-type: none"> <li>- Studio flats should be provided with an LD2 alarm.</li> <li>- Flats with open plan arrangements should be provided with an LD2 alarm.</li> <li>- An L5 system should be installed throughout the remainder of the buildings, constituting detection within: <ul style="list-style-type: none"> <li>• Common corridors and stairs (with coverage equivalent to Category L3 as a minimum).</li> <li>• Plant rooms; and</li> <li>• Refuse stores, cycle stores and cleaners stores.</li> </ul> </li> </ul>



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		<ul style="list-style-type: none"><li>- Each commercial should be provided with a category L2 system.</li><li>- The car park should be provided with a category L5 system.</li></ul> <p>Manual call points should be provided adjacent to the exit doors from all ancillary accommodation, retail units and the car park. No manual call points are provided for residential flats, the common corridors, stairs or the podium.</p>
Is the means of giving warning, in case of fire, appropriate for the occupancy and fire risk? <sup>1</sup>	Yes	
Cause & Effect known	Yes	This is outlined in the OFR Fire Strategy.
Are sound levels, of the alarm system, adequate <sup>2</sup> throughout the premises?	Yes	
Testing and maintenance	Yes	<p>Current maintenance certificates for the communal areas fire alarms are included in the Appendix.</p> <p>For non-leasehold flats, test certificates are required for the residential fire alarms - <b>LOW Priority</b></p>
<b>General comments:</b>		

### 5.7 Manual Fire Extinguishing Appliances

		Comment
Is there reasonable provision of portable fire extinguishers?	No	None required in common areas of this building.

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Are all fire extinguishing appliances readily accessible?	N/A	
Testing and maintenance	N/A	N/A
<b>General comments:</b>		

### 5.8 Automatic Fire Extinguishing

		Comment
Is there automatic fire extinguishing on the premises?	Yes	Sprinklers are provided to the residential flats.
Cause & Effect known	Yes	Detection of a fire will engage the sprinklers local to that area. Continuous running of the sprinkler system will activate the fire alarm panel.
Testing and maintenance	Provided	Commissioning & maintenance certificates are provided in the appendix.  Back-up power needs to be confirmed <b>MEDIUM Priority</b>
<b>General comments:</b>		

### 5.9 Smoke Control

		Comment
Is there a smoke control system installed on the premises?	Yes	AOV at the head of the staircase, smoke shafts or AOV windows in each lobby, all connected to smoke

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		<p>detectors on each communal landing and the protected staircase.</p> <p>A manual control for the AOV at the head of the stairs is provided on the by the MAP. Manual control points are present adjacent to the smoke vent on every floor.</p> <p>The lobbies at the bottom of the basement staircase to De Havilland, Bishops Building and Birch House are provided with a 0.4m<sup>2</sup> mechanical ventilation unit.</p>
What is the purpose of the smoke control system?	Yes	The smoke control system is designed to minimise smoke build up in the common areas of the building. Smoke control is appropriate for the building.
Cause & Effect known	Yes	Activation of the communal smoke detectors will open the vent on the fire floor and the vent at the head of the communal staircase for the respective block.
Testing and maintenance	Provided	Maintenance certificates are provided in the Appendix.
<b>General comments:</b>		

## 6. MANAGEMENT OF FIRE SAFETY

### 6.1 FIRE STRATEGY DOCUMENTATION / PROVISIONS

		Comment
What is the evacuation strategy for the building?		Stay put.
Who is responsible for the management of fire safety on the premises?	Not Known	The Old Works Management Ltd.
Are there suitable arrangements for summoning the fire and rescue service?	Yes	
What arrangements have been made for ensuring that the premises has been evacuated?	Not Applicable	The building operates a stay put strategy.
Is there a suitable fire assembly point?	Not Applicable	
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	No	<p>The resident profile is to be obtained to establish if and disables residents are present.</p> <p>Procedures to be provided if any are present.</p> <p>This action point is covered elsewhere.</p>
Are there routine in- house inspections of fire precautions?	Not Applicable	Confirmation to be provided - <b>LOW Priority</b>
Is a suitable defect reporting system in place	Not Known	Confirmation to be provided <b>HIGH Priority</b>
<b>General comments:</b>		

## 7. FIRE SERVICE ACCESS & INFORMATION

### 7.1 Information for the Fire Service

		Comment
Is an information pack available for handover to the fire service?	No	<p>A PIB box is present for each building. However, the contents are not in accordance with the required Code of Practice. The box contains fire zone plans which are not useful to the fire service.</p> <p>This is complex building with some very specific hazards and so an ERP (Emergency Response Pack) in accordance with the NFCC Code of Practice for PIB should be provided.</p> <p><b>MEDIUM Priority</b></p>
Is information available on the luminous discharge (neon) signs?	Yes	This is provided in the O&M manuals.
Is information available on the photovoltaic generating system?	Yes	<p>PV is provided on the roofs. The PV cut-off switch is present in the electrical risers on the top floor of each block.</p> <p>A commissioning certificate required.</p> <p><b>MEDIUM Priority</b></p>
<b>General comments:</b>		

### 7.2 Access & Water Supply

		Comment
Is vehicular access for the fire service acceptable?	Yes	Access of from Leigh Street.

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		<p>The access to the dry riser the Bishop Building is by the car park entrance at the eastern end of Leigh Street.</p> <p>Leigh Street is narrowed by concrete barriers due to the building opposite the site. It is also often partially obstructed by construction materials. This may restrict access for a fire tender.</p> <p>The advice of the Local FRS should be sought to ensure that they are happy they can access the dry riser.</p> <p><b>HIGH Priority</b></p>
Are local water supplies sufficient for firefighting?	Yes	Yes. There are numerous hydrants present in Leigh Street.
<b>General comments:</b>		

### 7.3 Maintenance of Facilities, Equipment & Devices Provided for Firefighting

		Comment
Rising Mains	Yes	Provided outside the ground floor entrance for Williams Lodge, for Williams Lodge, De Haviland and Bishops Building. The riser for Birch House is by the car park entrance at the eastern end of Leigh Street.
Fire-fighting lifts	No	

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Testing and maintenance	Provided	Test & maintenance certificates are present in the Appendix. There are remedial works required to the dry riser systems and these need to be action and the certificates updated - <b>MEDIUM Priority</b>
General comments:		

DRAFT



Certificate number 12650  
ISO 9001  
OHSAS 18001

## 8. PREMISES FIRE RISK RATING

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

Likelihood of Fire	Potential Consequences		
	Slight harm	Moderate harm	Severe harm
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Risk Level	Action and Timescale
Trivial	No action is required and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.



## 8.1 Likelihood of 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:

### Medium

There is a low likelihood of fire because of negligible potential sources of ignition.

## 8.2 Impact of Fire

Considering the nature of the premises and the occupants, as well as the fire protection and procedural arrangement 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:

### Moderate Harm

An outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

## 8.3 Summary of Risk Rating

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

### Moderate

No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.

## 8.4 Recommended Review

It is recommended that this fire risk assessment is reviewed in 12 months time to assess progress.

Once the various remedial actions are completed, the recommended review period may be extended if appropriate.


## **Appendix A**

### **Fire Door Survey Results**

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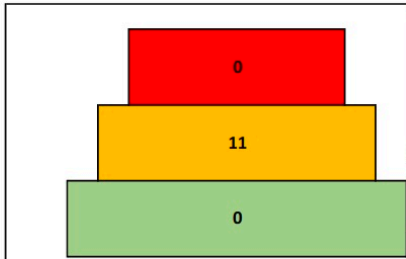
  
**FIRE DOOR Building COMPLIANCE CERTIFICATE & RISK CLASSIFICATION**

**High Wycombe Block 4 Birch House and extension**

<b>Communal Doors ONLY</b>	Date of Inspection: 11/06/2024
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Total Doors	Surveyed	% Complete	No Access	Not Surveyed
12	11	92%	1	0

**Surveyed Door Grade Profile**



Fail

Pass

Door Grades	
	C
	B
	A

No. of Work Sch	
	11
	No. of Certs
	0



Defect Priorities

High

Medium

Low


<b>IMPACT</b>	<b>58%</b>
<b>Likelihood</b>	<b>58%</b>

<b>Risk of Fire Spread Due to FD's</b>	<b>Medium</b>	<b>33.4%</b>
Door Type:		Communal Doors
No.		12

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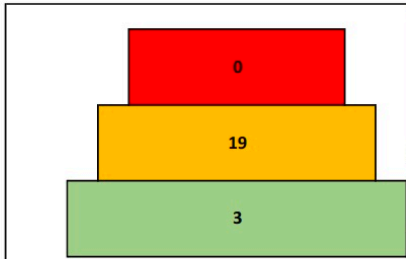
  
**FIRE DOOR Building COMPLIANCE CERTIFICATE & RISK CLASSIFICATION**

**High Wycombe Block 4 Birch House and extension**

<b>Flat Front Doors ONLY</b>	<b>Date of Inspection:</b> 12/06/2024
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Total Doors	Surveyed	% Complete	No Access	Not Surveyed
85	22	26%	63	0

**Surveyed Door Grade Profile**



↑

Fail

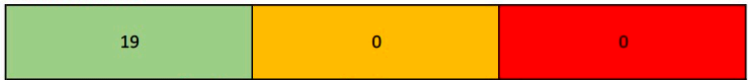
↓

Pass

Door Grades	
	C
	B
	A

No. of Work Sch	
	19
	No. of Certs
	3

**Defects Profile** Total No. of Defects = 19



Defect Priorities

High

Medium

Low

<b>Average No. Defects / Door</b>	0.86
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<b>IMPACT</b>	<b>58%</b>
<b>Likelihood</b>	<b>38%</b>

<b>Risk of Fire Spread Due to FD's</b>	<b>Medium</b>	<b>22.1%</b>
<b>Door Type:</b>	Flat Front Doors	
<b>No.</b>	85	


This is issued following a single inspection carried out by a qualified fire door inspector. It does not warrant the condition of the fire door after the inspection dates, should any repairs or replacement be undertaken, or the door loses integrity due to wear and tear, or removal of door closures or other tampering.

Live Safe Limited. Registered in England No: 15198293, Vat Reg. No.: 460 6406 07, Registered Office: 64 The Park, Ealing, London. W5 5NP. Tel: 07756 644 465

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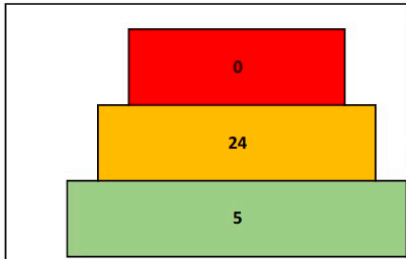
  
**FIRE DOOR Building COMPLIANCE CERTIFICATE & RISK CLASSIFICATION**

**High Wycombe Block 3 Bishops Building**

<b>Flat Front Doors ONLY</b>	Date of Inspection: 11/06/2024
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Total Doors	Surveyed	% Complete	No Access	Not Surveyed
38	29	76%	9	0

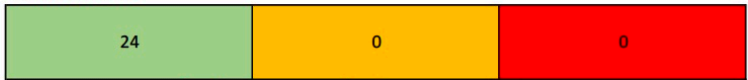
**Surveyed Door Grade Profile**



Door Grades	
	C
	B
	A

No. of Work Sch
24
No. of Certs
5

**Defects Profile** Total No. of Defects = 24



Defect Priorities

High

Medium

Low


<b>IMPACT</b>	<b>58%</b>
<b>Likelihood</b>	<b>48%</b>

Risk of Fire Spread Due to FD's	<b>Medium</b>	<b>27.9%</b>
Door Type:	Flat Front Doors	
No.	38	

## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



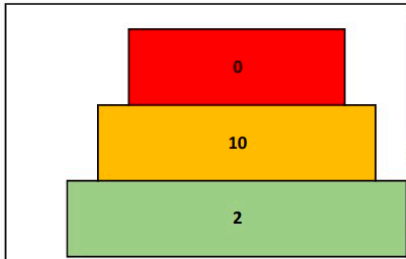
  
**FIRE DOOR Building COMPLIANCE CERTIFICATE & RISK CLASSIFICATION**

**High Wycombe Block 3 Bishops Building**

<b>Communal Doors ONLY</b>	Date of Inspection: 11/06/2024
----------------------------	--------------------------------

Total Doors	Surveyed	% Complete	No Access	Not Surveyed
19	12	63%	7	0

**Surveyed Door Grade Profile**



Fail

Pass

Door Grades	
	C
	B
	A

No. of Work Sch	
	10
No. of Certs	
	2



Defect Priorities

High

Medium

Low


<b>IMPACT</b>	<b>58%</b>
<b>Likelihood</b>	<b>46%</b>

<b>Risk of Fire Spread Due to FD's</b>	<b>Medium</b>	<b>26.4%</b>
Door Type:		Communal Doors
No.		19

## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



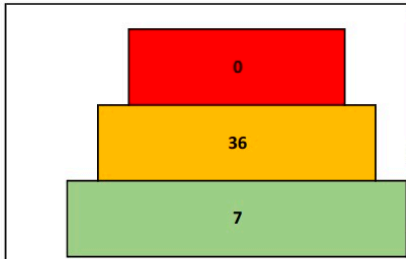
  
**FIRE DOOR Building COMPLIANCE CERTIFICATE & RISK CLASSIFICATION**

**High Wycombe Block 2 DEHAVILLAND**

<b>Communal Doors ONLY</b>	Date of Inspection: 11/06/2024
----------------------------	--------------------------------

Total Doors	Surveyed	% Complete	No Access	Not Surveyed
43	43	100%	0	0

**Surveyed Door Grade Profile**



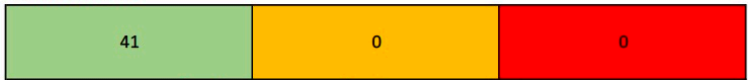
Fail

Pass

Door Grades	
	C
	B
	A

No. of Work Sch
36
No. of Certs
7

**Defects Profile** Total No. of Defects = 41



Defect Priorities

**High**

**Medium**

**Low**


<b>IMPACT</b>	<b>58%</b>
<b>Likelihood</b>	<b>53%</b>

<b>Risk of Fire Spread Due to FD's</b>	<b>Medium</b>	<b>31.0%</b>
Door Type:		Communal Doors
No.		43

## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



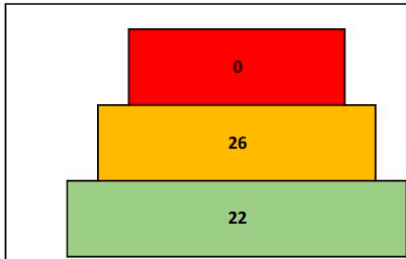
  
**FIRE DOOR Building COMPLIANCE CERTIFICATE & RISK CLASSIFICATION**

**High Wycombe Block 2 DEHAVILLAND**

<b>Flat Front Doors ONLY</b>	Date of Inspection: 11/06/2024
------------------------------	--------------------------------

Total Doors	Surveyed	% Complete	No Access	Not Surveyed
80	48	60%	32	0

**Surveyed Door Grade Profile**



Fail

Pass

Door Grades	
	C
	B
	A

No. of Work Sch
26
No. of Certs
22



Defect Priorities

■ High

■ Medium

■ Low

<b>IMPACT</b>	<b>58%</b>
<b>Likelihood</b>	<b>38%</b>


Risk of Fire Spread Due to FD's	<b>Medium</b>	<b>22.0%</b>
Door Type:	Flat Front Doors	
No.	80	



## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



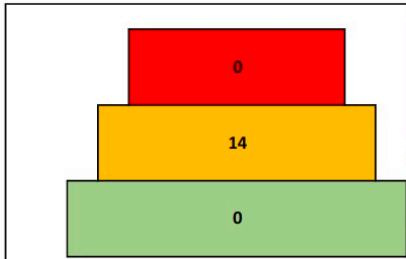
  
**FIRE DOOR Building COMPLIANCE CERTIFICATE & RISK CLASSIFICATION**

**High Wycombe Block 1 Williams Lodge**

<b>Communal Doors ONLY</b>	Date of Inspection: 11/06/2024
----------------------------	--------------------------------

Total Doors	Surveyed	% Complete	No Access	Not Surveyed
21	14	67%	7	0

**Surveyed Door Grade Profile**



Fail

Pass

Door Grades	
	C
	B
	A

No. of Work Sch	
	14
	No. of Certs
	0



Defect Priorities

High

Medium

Low


<b>IMPACT</b>	<b>58%</b>
<b>Likelihood</b>	<b>51%</b>

<b>Risk of Fire Spread Due to FD's</b>	<b>Medium</b>	<b>29.4%</b>
Door Type:		Communal Doors
No.		21

## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



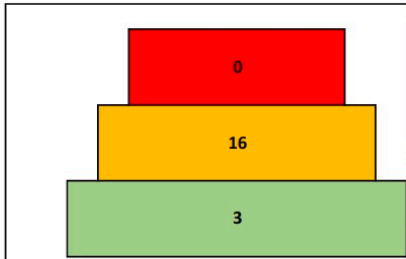
  
**FIRE DOOR Building COMPLIANCE CERTIFICATE & RISK CLASSIFICATION**

**High Wycombe Block 1 Williams Lodge**

<b>Flat Front Doors ONLY</b>	Date of Inspection: 14/08/2024
------------------------------	--------------------------------

Total Doors	Surveyed	% Complete	No Access	Not Surveyed
25	19	76%	6	0

**Surveyed Door Grade Profile**



Fail

Pass

Door Grades	
	C
	B
	A

No. of Work Sch	
	16
	No. of Certs
	3



Defect Priorities

High

Medium

Low

<b>IMPACT</b>	<b>58%</b>
<b>Likelihood</b>	<b>49%</b>

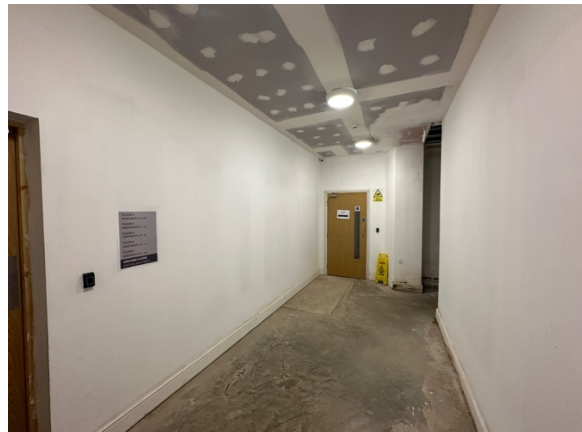
<b>Risk of Fire Spread Due to FD's</b>		<b>Medium</b>	<b>28.1%</b>
Door Type:	Flat Front Doors		
No.	25		

## **Appendix B**

### **Photographs**

## Fire Risk Assessment

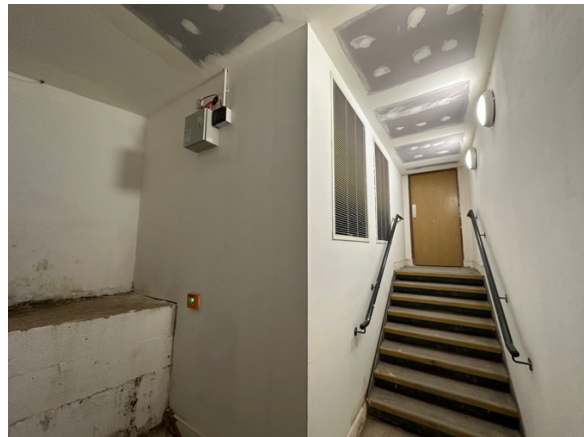
The Old Works, High Wycombe  
October 2024





## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024





## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



## Fire Risk Assessment

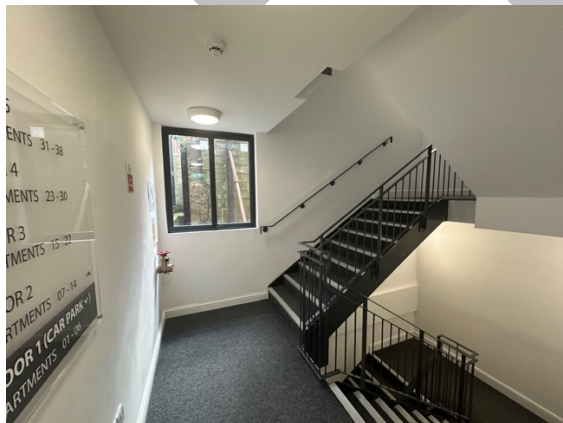
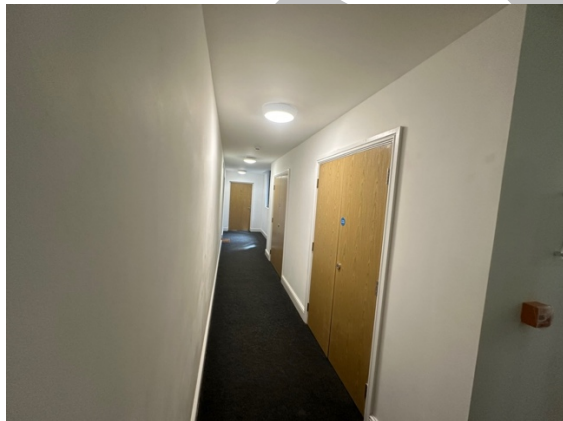
The Old Works, High Wycombe  
October 2024





# Fire Risk Assessment

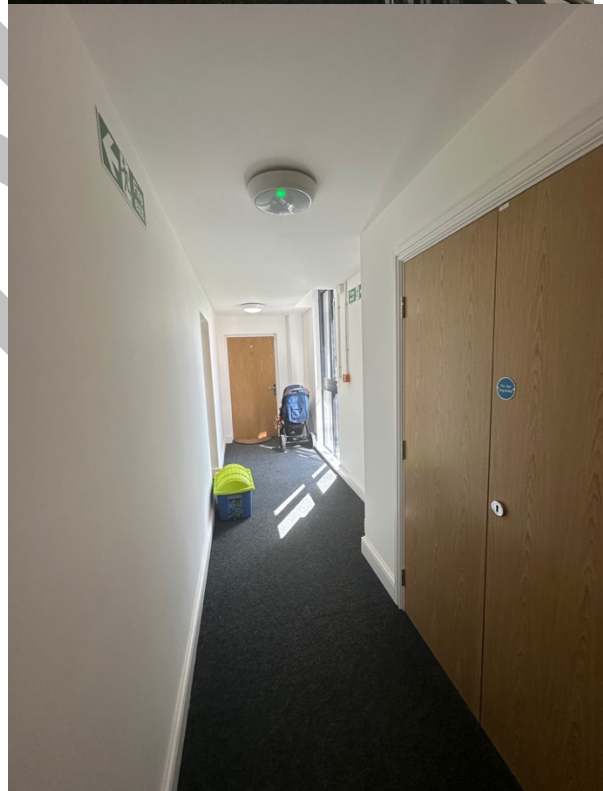
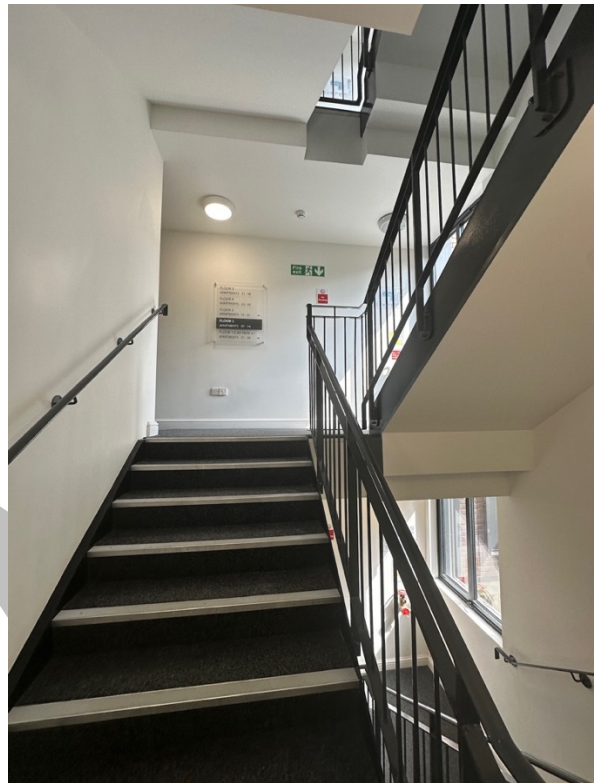
The Old Works, High Wycombe  
October 2024



Certificate number 12650  
ISO 9001  
OHSAS 18001

## Fire Risk Assessment

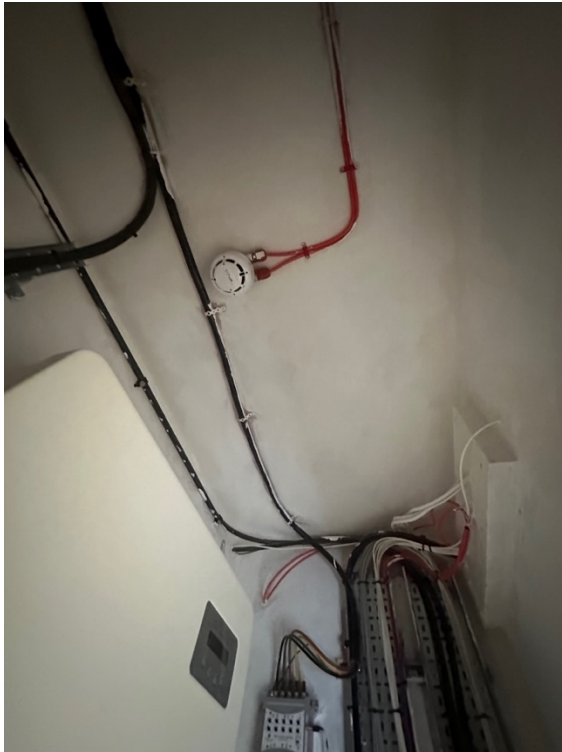
The Old Works, High Wycombe  
October 2024





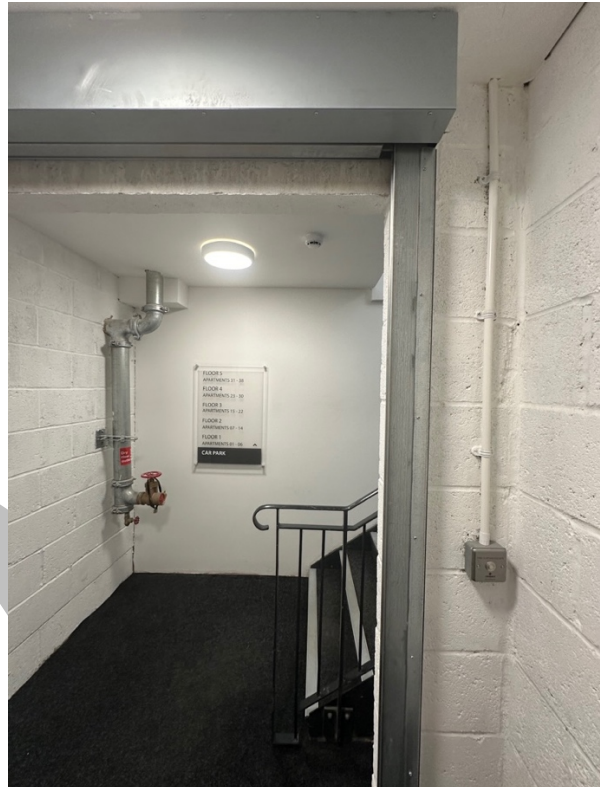
## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024





## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024

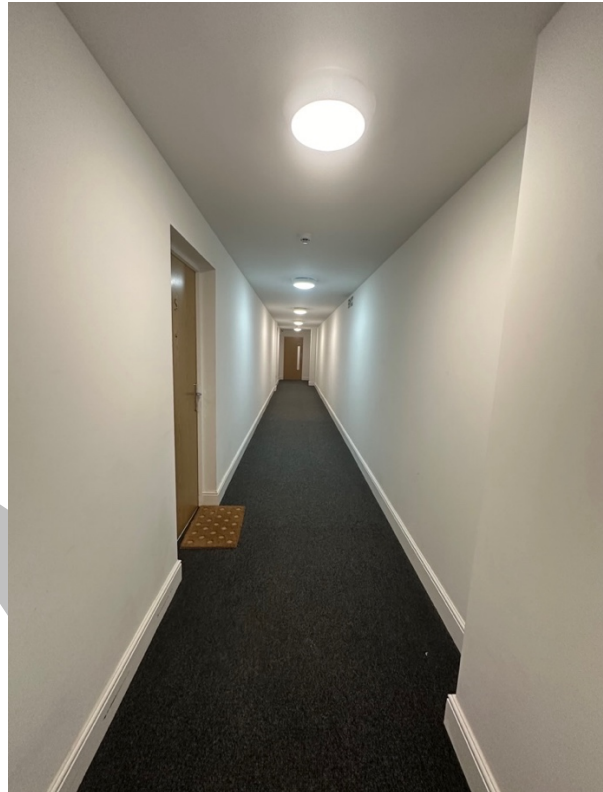


Certificate number 12650  
ISO 9001  
OHSAS 18001



## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



## Fire Risk Assessment

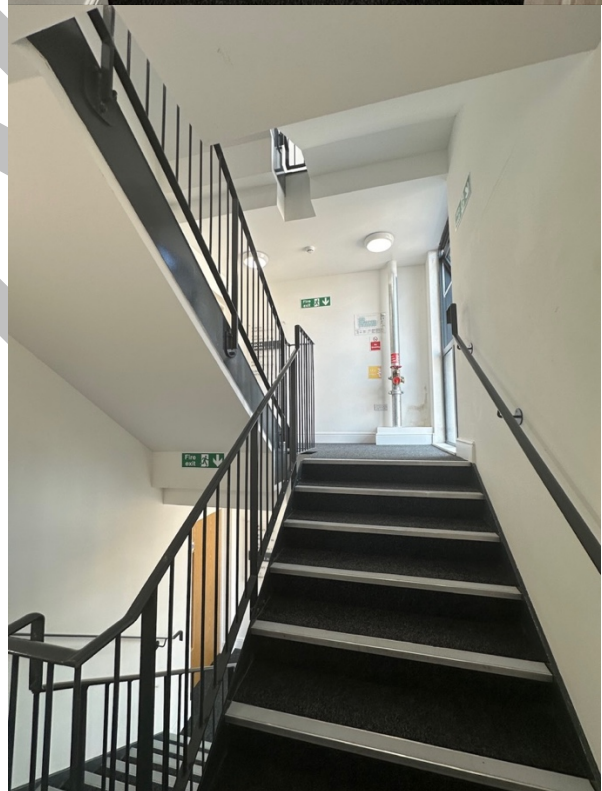
The Old Works, High Wycombe  
October 2024





## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024

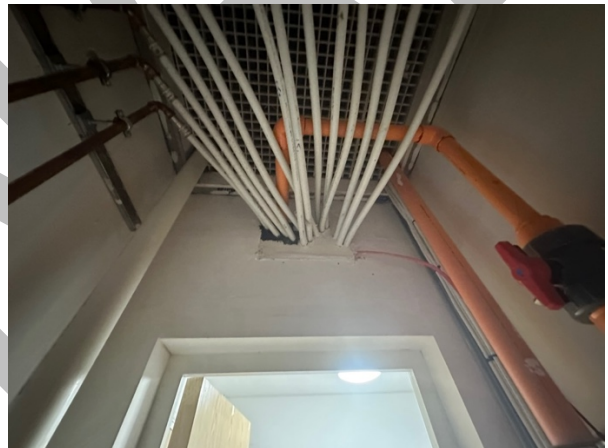


Certificate number 12650  
ISO 9001  
OHSAS 18001



## Fire Risk Assessment

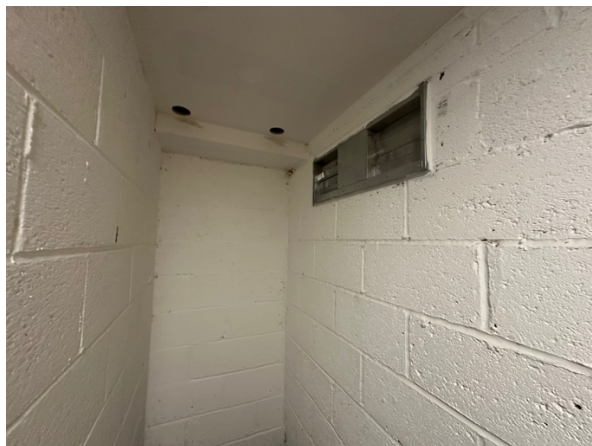
The Old Works, High Wycombe  
October 2024





## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024





# Fire Risk Assessment

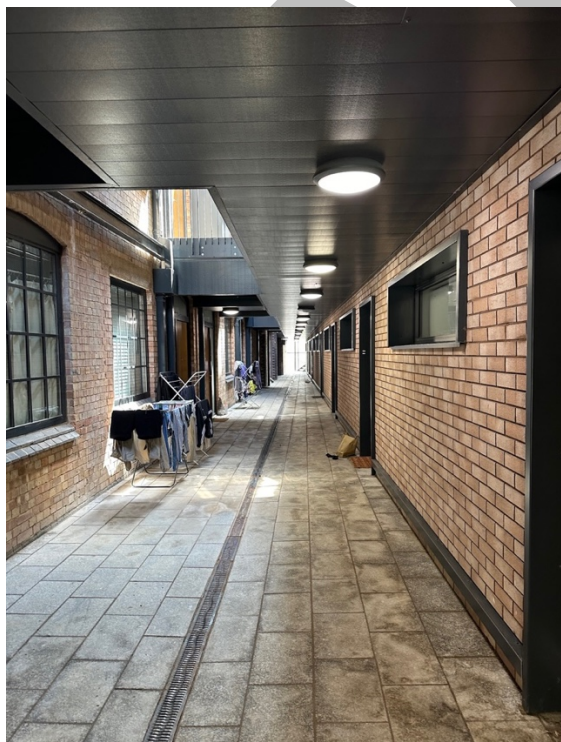
The Old Works, High Wycombe  
October 2024



Certificate number 12650  
ISO 9001  
OHSAS 18001

# Fire Risk Assessment

The Old Works, High Wycombe  
October 2024





## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



Certificate number 12650  
ISO 9001  
OHSAS 18001



## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024

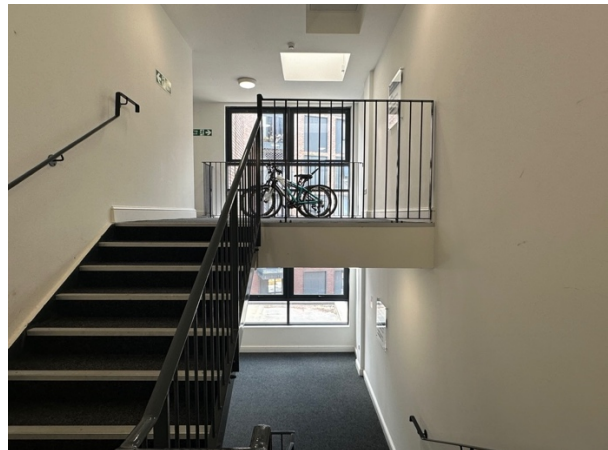


Certificate number 12650  
ISO 9001  
OHSAS 18001



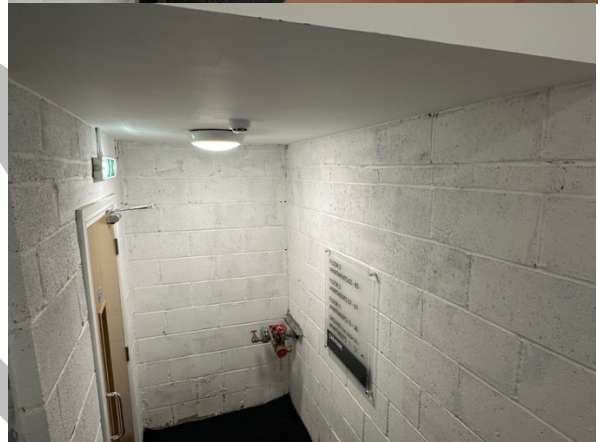
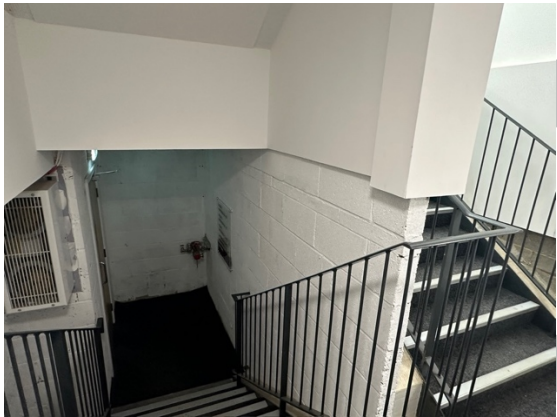
## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



# Fire Risk Assessment

The Old Works, High Wycombe  
October 2024

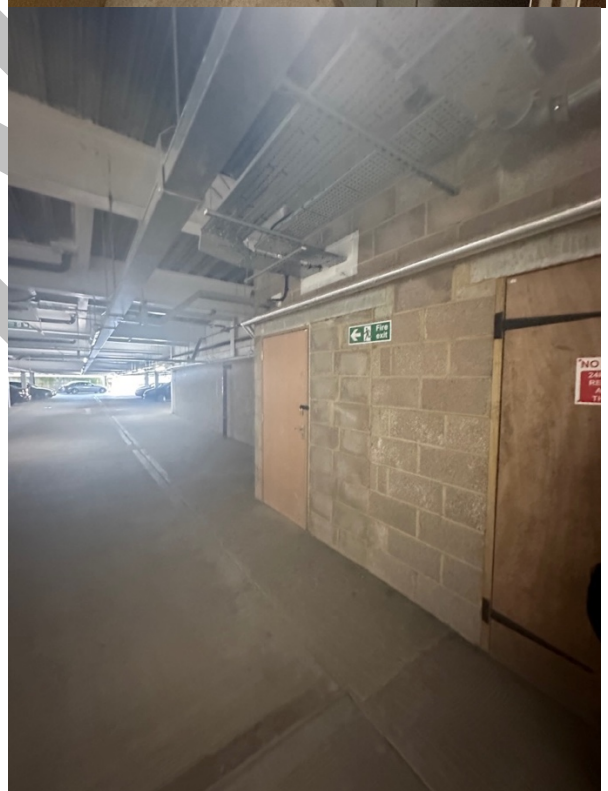
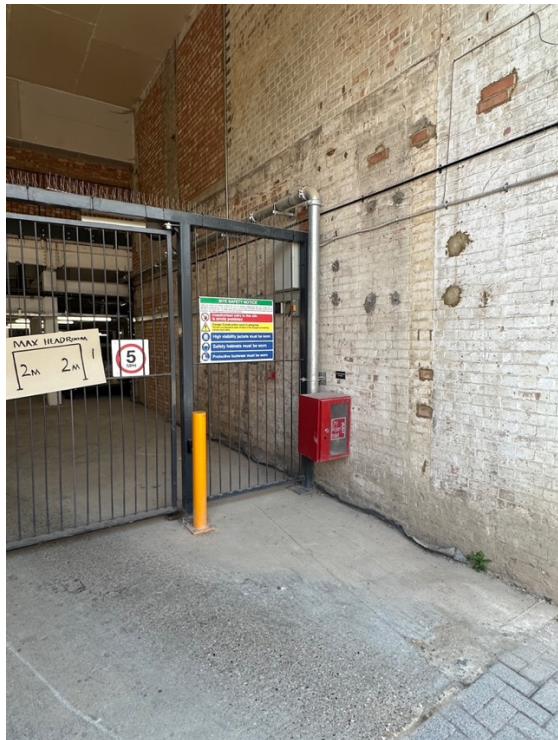


Certificate number 12650  
ISO 9001  
OHSAS 18001



## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



## **Appendix C**

### **Fire Strategy & Plans**

## **Appendix D**

### **Latest Commissioning Certificates and Management Arrangements**



## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



### The Old Works Certificate Summary

	Birch House	Bishops House	DeHavilland	William Morris
AOV	26/06/2024	27/06/2024	26/06/2024	27/06/2024
Car Park Ventilation	17/06/2024			
Communal Fire Alarm	27/06/2024	27/06/2024	28/06/2024	27/06/2024
Emergency Lighting		08/11/2023		
Lifts - Passenger	20/04/2024	20/04/2024		20/04/2024
Lightening Protection	10/09/2023			
Sprinklers	10/10/2023	10/10/2023	10/10/2023	10/10/2023
Basement Staircase Ventilation				
Fire Curtain	N/A		N/A	N/A
Fire Doors - Flat Front Doors	Jun-24	Jun-24	Jun-24	Jun-24
Fire Doors - Communal Doors	Jun-24	Jun-24	Jun-24	Jun-24
EV				
PV				
Automatic Door Switch				
Dry Riser	17/10/2024	17/10/2024	17/10/2024	17/10/2024
Communal Electrics				
Residential Electrics				





**OLYMPIAN**  
FIRE PROTECTION LTD

**NATURAL SMOKE VENTILATION SYSTEM  
INSPECTION AND TEST CERTIFICATE**

Certificate of inspection and test of the natural smoke ventilation system at: **Birch House,**

Address: **Leigh Street, High Wycombe**

On behalf of: **The Old Works Management Ltd,**

Address: **Universal Square, 3<sup>rd</sup> Floor, Building 2, Devonshire Street North, Manchester, M12 6JH**

I/~~we~~ being the competent person/~~s~~ responsible (as indicated by my/~~our~~ signatures below) for the Natural Smoke Ventilation system, particulars of which are set out below, CERTIFY that the said installation has been inspected and tested in accordance with the recommendations of BS 9999:2017 & BS 9991:2015.

The smoke ventilation system inspected and tested comprised the following:-

1 No. **Ostro 1.0m<sup>2</sup> MFA roof ventilator.**

1 No. **NVMSA AOV Control Panel**

1 No. **Orange Fireman's Switch**

At the time of inspection the following defects/issues were noted (see below):-


**None**

Taking account of the defects/issues noted above the installation Status is classed as:

**Satisfactory**

Name: **George Vekkos**

Position: Engineer **Test Engineer**

Signature: 

Date: **26/06/2024**

On Behalf of: Olympian Fire Protection Ltd, Unit 1 Cheadle Court, Turves Rd, Cheadle Hulme, Stockport, Cheshire SK8 6AW. Tel. No: 0161 998 5551





**OLYMPIAN**  
**FIRE PROTECTION LTD**

**NATURAL SMOKE VENTILATION SYSTEM  
INSPECTION AND TEST CERTIFICATE**

Certificate of inspection and test of the natural smoke ventilation system at: **Bishops Building,**  
Address: **Leigh Street, High Wycombe**  
On behalf of: **The Old Works Management Ltd,**  
Address: **Universal Square, 3<sup>rd</sup> Floor, Building 2, Devonshire Street North, Manchester, M12 6JH**

I/~~we~~ being the competent person/~~s~~ responsible (as indicated by my/~~our~~ signatures below) for the Natural Smoke Ventilation system, particulars of which are set out below, CERTIFY that the said installation has been inspected and tested in accordance with the recommendations of BS 9999:2017 & BS 9991:2015.

The smoke ventilation system inspected and tested comprised the following:-

- 1 No. Ostro 140 deg. Ostro Stairwell Vent.
- 5 No. Supermaster 1000mm Actuator with Bracket Sets
- 6 No. Orange Fireman's Switches
- 1 No. Master Control Panel
- 5 No. Mini Plus Panels

At the time of inspection the following defects/issues were noted (see below):-

**None**

Taking account of the defects/issues noted above the installation Status is classed as:

**Satisfactory**

Name: **George Vekkos**

Position: Engineer **Test Engineer**

Signature:



Date: **27/06/2024**



**OLYMPIAN**  
FIRE PROTECTION LTD

**NATURAL SMOKE VENTILATION SYSTEM  
INSPECTION AND TEST CERTIFICATE**

Certificate of inspection and test of the natural smoke ventilation system at: **DeHavilland,**

Address: **Leigh Street, High Wycombe**

On behalf of: **The Old Works Management Ltd,**

Address: **Universal Square, 3<sup>rd</sup> Floor, Building 2, Devonshire Street North, Manchester, M12 6JH**

I/~~we~~ being the competent person/~~s~~ responsible (as indicated by my/~~our~~ signatures below) for the Natural Smoke Ventilation system, particulars of which are set out below, CERTIFY that the said installation has been inspected and tested in accordance with the recommendations of BS 9999:2017 & BS 9991:2015.

The smoke ventilation system inspected and tested comprised the following:-

- 2 No. 1.5m<sup>2</sup> Smoke Shaft Vents
- 1 No. Ostro 1.0m<sup>2</sup> Stairwell Vent.
- 1 No. 1000mm Smoke Vent Actuator – 24V DC
- 12 No. Gilbert Series 54 smoke evacuation Damper Grilles
- 2 No. Master 10A Natural AOV Control Panels
- 12 No. Mini Plus Panels
- 14 No. Orange Fireman' Control Switches

At the time of inspection the following defects/issues were noted (see below):-

**None**

Taking account of the defects/issues noted above the installation Status is classed as:

**Satisfactory**

Name: **George Vekkos**

Position: Engineer **Test Engineer**



Certificate number 12650  
ISO 9001  
OHSAS 18001



**OLYMPIAN**  
FIRE PROTECTION LTD

## NATURAL SMOKE VENTILATION SYSTEM INSPECTION AND TEST CERTIFICATE

Certificate of inspection and test of the natural smoke ventilation system at: **Williams Lodge,**

Address: **Leigh Street, High Wycombe**

On behalf of: **The Old Works Management Ltd,**

Address: **Universal Square, 3<sup>rd</sup> Floor, Building 2, Devonshire Street North, Manchester, M12 6JH**

I/~~we~~ being the competent person/~~s~~ responsible (as indicated by my/~~our~~ signatures below) for the Natural Smoke Ventilation system, particulars of which are set out below, CERTIFY that the said installation has been inspected and tested in accordance with the recommendations of BS 9999:2017 & BS 9991:2015.

The smoke ventilation system inspected and tested comprised the following:-

- 1 No. 1.5m<sup>2</sup> Smoke Shaft Vent.
- 1 No. Ostro 1.0m<sup>2</sup> Stairwell Vent.
- 6 No. Gilbert Series 54 Smoke Evacuation Damper/Grilles.
- 1 No. Master 10A Natural AOV Control Panel
- 6 No. Mini Plus Panels
- 8 No. Orange Fireman's Control Switches

At the time of inspection the following defects/issues were noted (see below):-


**None**

Taking account of the defects/issues noted above the installation Status is classed as:

**Satisfactory**

Name: **George Vekkos**

Position: Engineer **Test Engineer**

Signature: 

Date: **27/06/2024**



## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



### Inspection and Servicing Certificate

Ventec House, Unit 16,  
Chalwyn Industrial Estate,  
Poole, Dorset BH12 4PE  
+44 (0) 1202 744 958  
info@vent.co.uk  
www.vent.co.uk

#### Certificate of acceptance for the smoke control system at:

**Client Details:** Olympian Fire Protection Ltd

**Address:** High Wycombe Apartments, Leigh Street

High Wycombe

**Postcode:** HP11 2QT

I being the competent person responsible (as indicated by my signatures below) for the servicing of the smoke control system, particulars of which are set below, CERTIFY that the said work for which I have been responsible conforms to the best of my knowledge and belief with BS 7346-8:2013, Clause 9, except for the variations, if any, stated in this certificate.

Name and Surname (in block letters): Chris Baker Position: Director

Signature: Date: 15/07/2024

For and behalf of: Ventec 100 Ltd t/a Vent Engineering

Address: Unit 16C, Chalwyn Industrial Estate

Poole

Dorset

Postcode: BH12 4PE

The extent of liability of the signatory is limited to the system described below.

Extent of system covered by the certificate:

Car Park Smoke - Fume ventilation system as wiring schematic

REF CB - DS - 51079 - 001D

Deviations from BS 7346-8:2013, Clause 9:

None

☐ Relevant details of the work carried out and faults identified have been entered in the system logbook.

N/A



London Office: 0207 477 2215  
Midlands Office: 0121 607 8088  
Northern Office: 0161 930 8260



Ventec 100 Ltd T/A Vent Engineering, Registered Office: Towngate House, 2-8 Parkstone Road, Poole BH15 2PW. Registered in England. Company No. 02202581. VAT No. 504 2020 17.



Certificate number 12650  
ISO 9001  
OHSAS 18001

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MCR/TOW/071024a

## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



Certificate No:  
311140

KM 573948

### Module Certificate - Maintenance Certificate of a Fire Detection and Fire Alarm System

**IMPORTANT NOTE:** Recipients of this BAFE Certificate are strongly advised to have their System(s) covered by a maintenance contract with an SP203-1 Certified Organisation with maintenance included within their scope.

SCHEDULE		
Part 1	<b>Name of company issuing this certificate</b> Olympian Fire Protection Limited	<b>BAFE Reg No</b> 100872
Part 2	<b>Name of Customer</b> The Old Works Management Ltd	
Part 3	<b>Address of Protected Premises</b> Birch House Leigh Street High Wycombe HP11 2WR United Kingdom	
Part 4	<b>4.1 Type of System and Applicable Standard/Code of Practice</b> BS 5839-1 Fire Detection and Alarm System (Non-domestic premises)	
	<b>4.2 Type of premises</b> Domestic	
	<b>4.3 Detail of system/work undertaken</b> Service and inspection	
	<b>4.4 List of variations/modifications have been presented</b> Not applicable	
	<b>4.5 Maintenance work undertaken</b> Not applicable	
Part 5	<b>Date of Handover of the system</b>	2022/07/05
	<b>Date of last maintenance (if applicable)</b>	2024/06/27
	<b>Date of next maintenance</b>	December 2024

We, being currently an BAFE SP203-1 'Certificated Organization' in respect of Fire Detection and Fire Alarm Systems of the type(s) we have identified in Part 4 of the above Schedule, certify that the system in the above Schedule complies with the Standard or Code of Practice identified in the above Schedule and with all other requirements as currently laid down within the SP203-1 Certification Scheme in respect of such a system.

<b>Signed for and on behalf of the issuing organisation</b>	
<b>Print Name</b>	Darren Morrell
<b>Job Title</b>	Managing Director
<b>Date</b>	2024/07/02

DA10

BSI Group, Kitemark House, Maylands Avenue, Hemel Hempstead, HP2 4SQ, United Kingdom  
Telephone: 0345 080 9000 email: mk.customerservices@bsigroup.com web: www.bsigroup.com  
BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH  
Telephone: 0844 335 0897; email: info@bafe.org.uk; web: www.bafe.org.uk

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MCR/TOW/071024a


## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



OLY2024051 - Master

### FIRE DETECTION AND ALARM SYSTEM INSPECTION AND SERVICING REPORT

<b>A. Details of the Client</b>	
Client :	The Old Works Management Ltd
Address:	Universal Square, 3rd Floor, Building 2 Devonshire Street North MANCHESTER, LANCASHIRE
	Post Code: M12 6JH
<b>B. Details of fire Detection and Alarm System</b>	
Address	Birch House Leigh Street  High Wycombe, Bucks
	Post Code: HP11 2WR
Details of the system	The fire alarm system comprises a fire alarm panel and detection, sounders and manual call points to the staircases to Cat, L4 and it also operates the AOV system.
<b>C. Extent of the Installation and Limitations of the Inspection and Servicing</b>	
Extent of the detection and alarm system covered by this report: The complete building	
Agreed limitations, if any, on the inspection and servicing: None	
<b>D. Certification of Inspection and Servicing</b>	
<p>I, being the competent person(s) responsible (as indicated by my signature(s) below) for the Inspection and Servicing of the fire alarm system, particulars of which are set out above, CERTIFY that the said work for which I have been responsible complies to the best of my knowledge and belief with the recommendations of Clause 45 of BS 5839-1:2017, quarterly inspection of vented batteries/periodic inspection and test/inspection and test over a 12 month period (delete as applicable), except for the variations, if any, stated in this report.</p> <p>Variations from the recommendations of Clause 45 of BS 5839-1:2017 for periodic or annual inspection and test (as applicable):</p> <p>§ None</p> <p>I further declare that in my judgement, the said system was overall in * Satisfactory condition (see G) at the time the inspection and servicing was carried out, and that it should be further inspected as recommended (see H). * (Insert 'a satisfactory' or 'an unsatisfactory' as appropriate)</p> <p>The extent of the liability of the signatory is limited to the system described above. For the <b>INSPECTION</b> and <b>SERVICING</b> of the system:</p> <p>Name: Darren Morrell Position: Managing Director Signature:  Date: 02/07/2024</p> <p>§ Continue on additional numbered pages as required</p>	
<b>E. Particulars of the Organisation Responsible for the Inspection and Servicing</b>	
Organisation:	Olympian Fire Ltd
Address:	Unit 1 Cheadle Court, Turves Rd Cheadle Hulme, Stockport Cheshire SK8 6AW
	Post Code:

The Old Works, High Wycombe  
October 2024

[illegible]

General condition of the fire detection and alarm system :	Date(s) of the inspection and servicing:
§ The installation was in good condition and fully operational.	<div style="border: 1px solid black; padding: 2px; text-align: center;">26/06/2024</div>

☒ Outstanding defects reported to responsible person

§ Continue on additional numbered pages as required

☒ Relevant details of the work carried out and faults identified have been entered in the system log book. (see Clause 40.2)

During the past 12 months, 10 false alarms have occurred. This number of false alarms equates to N/A (for Category M systems enter 'Not Applicable').

false alarms per 100 automatic  
fire detectors per annum

false alarms per 100 automatic  
fire detectors per annum

Based upon risk assessment, taking into account type of system and environment, I RECOMMEND that the fire detection and alarm system, details of which are given on page 1 of this certificate, is inspected and serviced after a period not exceeding: 6 Months or change of tenancy

*Enter a period not exceeding 6 months*

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MCR/TOW/071024a



# Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



OLY2024051 - Master

<b>I. Quarterly Inspection of Vented Batteries</b> † See note below	
<input checked="" type="checkbox"/> Batteries Checked	<input checked="" type="checkbox"/> Battery connections checked
N/A	Electrolyte levels checked and topped up as necessary
<b>J. Schedule of Items Inspected</b> † See note below	
<b>Premises</b>	
<input checked="" type="checkbox"/> Manual call points suitably sited	<input checked="" type="checkbox"/> Building use or occupancy does not make existing types of automatic fire detector unsuitable for detection of fire or prone to unwanted alarms
<input checked="" type="checkbox"/> Manual call points are unobstructed	N/A
<input checked="" type="checkbox"/> Manual call points are conspicuous	Additional fire detection and alarm equipment provided in any extensions or alterations to the building
<input checked="" type="checkbox"/> All exits, including any new exits, have manual call points	<b>Documentation</b>
<input checked="" type="checkbox"/> Automatic fire detectors suitable for building use or occupancy	<input checked="" type="checkbox"/> System log book examined
<input checked="" type="checkbox"/> Automatic fire detectors suitably sited	<input checked="" type="checkbox"/> Any faults recorded have been attended to
<input checked="" type="checkbox"/> Fire alarm devices suitably sited	<b>False alarms</b> § Continue on additional numbered pages as required.
<input checked="" type="checkbox"/> No partitions within 500 mm horizontally of any automatic fire detector (Clause 22.3g)	<input checked="" type="checkbox"/> Record of false alarms checked in accordance with Clause 30.2i
<input checked="" type="checkbox"/> No storage within 300 mm of ceilings (Clause 22.3i)	<input checked="" type="checkbox"/> Rate of false alarms during the previous 12 months recorded (Clause 30.2i)
<input checked="" type="checkbox"/> Clear space of 500 mm exists below each automatic fire detector (Clause 22.3n)	<input checked="" type="checkbox"/> Action taken in respect of false alarms complies with the recommendations of Clause 30.2j:
<input checked="" type="checkbox"/> Each automatic fire detector's ability to receive the stimulus it is designed to detect has not been impeded by any other means.	§
<b>K. Schedule of Items Tested</b> † See note below	
<input checked="" type="checkbox"/> Fire alarm functions of CIE checked by operation of at least one detector or manual call point in each circuit and entry made in log book indicating which indicating device used for these tests	N/A
<input checked="" type="checkbox"/> Operation of fire alarm devices	N/A
<input checked="" type="checkbox"/> Controls and visual indicators at CIE checked for correct operation	N/A
N/A	Printers checked for correct operation
N/A	Printers checked that characters are legible
N/A	Printer consumables available in sufficient quantity to ensure operation until next service visit
<input checked="" type="checkbox"/> Fault indicators and their circuits checked by simulation of fault conditions	<input checked="" type="checkbox"/> Standby battery disconnected and full load alarm simulated
<input checked="" type="checkbox"/> Automatic transmission of alarm signal to receiving centre	N/A
<input checked="" type="checkbox"/> Automatic transmission of other signals, such as fault signals, to receiving centre	<input checked="" type="checkbox"/> Specific gravity of each cell of vented batteries checked
	<input checked="" type="checkbox"/> Mains disconnected and batteries momentarily load tested (other than those within devices such as manual call points, detectors and fire alarm sounders of a radio linked system)
<b>L. Arrangements in Place for Repair of Faults or Damage</b> † See note below	
<input checked="" type="checkbox"/> Emergency call out arrangement in place where maintenance carried out by a third party	<input checked="" type="checkbox"/> User records faults or damage in log book
<input checked="" type="checkbox"/> Name and telephone number of any third party responsible for maintenance prominently displayed at main CIE	<input checked="" type="checkbox"/> User arranges for repairs to be carried out as soon as possible
<input checked="" type="checkbox"/> Records and documentation give information on maintenance arrangements. See Clause 40	

† All boxes must be completed

✓ Indicates an inspection or a test was carried out and the result was **satisfactory**  
✗ Indicates an inspection or a test was carried out and the result was **unsatisfactory**

N/A Indicates that an inspection or test was **Not Applicable**.

LIM Indicates that, exceptionally, a **limitation** agreed with the person ordering the work **prevented** the inspection or test being carried out.

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# Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



OLY2024051 - Master

M. Over a 12 Month Period - Schedule of Items Inspected		† See note below
<b>Premises</b>		
<input checked="" type="checkbox"/> Automatic fire detectors unpainted	<input checked="" type="checkbox"/> Readily accessible cable fixings secure	
<input checked="" type="checkbox"/> Automatic fire detectors undamaged	<input checked="" type="checkbox"/> Readily accessible cable fixings undamaged	
<input checked="" type="checkbox"/> Visual fire alarm devices not obstructed	<b>Documentation</b>	
<input checked="" type="checkbox"/> Lenses of visual fire alarm devices are clean	<input checked="" type="checkbox"/> Cause and effect programme confirmed as being correct	
N. Over a 12 Month Period - Schedule of Items Tested		† See note below
<input checked="" type="checkbox"/> Switch mechanism of every manual call point	<input checked="" type="checkbox"/> CIE manufacturer's annual checks and tests carried out	
<input checked="" type="checkbox"/> Fire alarm devices checked for correct operation	<input checked="" type="checkbox"/> Radio signal strengths checked for adequacy	
<input checked="" type="checkbox"/> Automatic fire detectors functionally tested, including heat detectors, point smoke detectors, optical beam smoke detectors, aspirating fire detection systems, carbon monoxide fire detectors, flame detectors and multi-sensor detectors	<input checked="" type="checkbox"/> For fire detection systems that enable analogue values to be determined, it should be confirmed that each analogue value is within the range specified by the manufacturer	
<input checked="" type="checkbox"/> All unmonitored, permanently-illuminated filament lamp indicators at CIE replaced	<input checked="" type="checkbox"/> Standby power supply capacity checked	
	<input checked="" type="checkbox"/> Checks recommended by manufacturers of other components of system carried out	
O. Additional Checks Upon Change of Servicing Organisation		† See note below
<input type="checkbox"/> Adequate number of call points (Clause 20.2)	<input type="checkbox"/> Standby power supplies provided	
<input type="checkbox"/> Adequate provision of fire detection for the category of system	<input type="checkbox"/> Standby power supplies comply with Clause 25.4	
<input type="checkbox"/> Sound pressure levels comply with Clause 16.2	<input type="checkbox"/> Exposure of false alarms is not excessive (see Section 3)	
<input type="checkbox"/> Change in use, layout or construction of the premises have not reduced system effectiveness	<input type="checkbox"/> Experience of false alarms is not excessive (see Section 3)	
<input type="checkbox"/> Cabling has fire resistance complying with Clause 26.2	<input type="checkbox"/> Existing records checked	
<input type="checkbox"/> Circuits monitored in compliance with Clause 12.2	<input type="checkbox"/> Log book available (if not available, a suitable log book should be provided by the servicing organisation). (See Clause 48.2)	
<input type="checkbox"/> Requirements of BS 7671 are met (Clause 29)		
P. Related Reference Documents		
Design Specification Ref. No:	N/A	Date Issued: N/A
Design Drawings Ref. No:	N/A	Date Issued: N/A
'As Fitted' Drawings No:	N/A	Date Issued: N/A
Electrical Installation Certificate No:	N/A	Date Issued: N/A
Fire Alarm Design Certificate No:	N/A	Date Issued: N/A
Fire Alarm Installation Certificate No:	N/A	Date Issued: N/A
Fire Alarm Commissioning Certificate No:	N/A	Date Issued: N/A
Fire Alarm Verification Certificate No:	N/A	Date Issued: N/A
Operating and Maintenance Instructions:	N/A	Date Issued: N/A
Previous inspection and servicing report:	N/A	Date Issued: N/A
Log Book:	N/A	Date Issued: N/A
Other:	N/A	Date Issued: N/A

† All boxes must be completed

✓ Indicates an inspection or a test was carried out and the result was **satisfactory**

✗ Indicates an inspection or a test was carried out and the result was **unsatisfactory**

N/A Indicates that an inspection or test was **Not Applicable**.

LIM Indicates that, exceptionally, a **limitation** agreed with the person ordering the work **prevented** the inspection or test being carried out.

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Certificate number 12650  
ISO 9001  
OHSAS 18001

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## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



Certificate No:  
311141

KM 573948

### Module Certificate - Maintenance Certificate of a Fire Detection and Fire Alarm System

**IMPORTANT NOTE:** Recipients of this BAFE Certificate are strongly advised to have their System(s) covered by a maintenance contract with an SP203-1 Certificated Organisation with maintenance included within their scope.

SCHEDULE		
Part 1	<b>Name of company issuing this certificate</b> Olympian Fire Protection Limited	<b>BAFE Reg No</b> 100872
Part 2	<b>Name of Customer</b> The Old Works Management Ltd	
Part 3	<b>Address of Protected Premises</b> Bishops Building Leigh Street High Wycombe HP11 2WQ United Kingdom	
Part 4	<b>4.1 Type of System and Applicable Standard/Code of Practice</b> BS 5839-1 Fire Detection and Alarm System (Non-domestic premises)	
	<b>4.2 Type of premises</b> Domestic	
	<b>4.3 Detail of system/work undertaken</b> Service and inspection	
	<b>4.4 List of variations/modifications have been presented</b> Not applicable	
	<b>4.5 Maintenance work undertaken</b> Not applicable	
Part 5	<b>Date of Handover of the system</b>	2022/07/05
	<b>Date of last maintenance (if applicable)</b>	2024/06/27
	<b>Date of next maintenance</b>	December 2024

We, being currently an BAFE SP203-1 'Certificated Organization' in respect of Fire Detection and Fire Alarm Systems of the type(s) we have identified in Part 4 of the above Schedule, certify that the system in the above Schedule complies with the Standard or Code of Practice identified in the above Schedule and with all other requirements as currently laid down within the SP203-1 Certification Scheme in respect of such a system.

<b>Signed for and on behalf of the issuing organisation</b>	
<b>Print Name</b>	Darren Morrell
<b>Job Title</b>	Managing Director
<b>Date</b>	2024/07/02

DA10

BSI Group, Kitemark House, Maylands Avenue, Hemel Hempstead, HP2 4SQ, United Kingdom  
Telephone: 0345 080 9000 email: mk.customerservices@bsigroup.com web: www.bsigroup.com  
BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH  
Telephone: 0844 335 0897; email: info@bafe.org.uk; web: www.bafe.org.uk

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## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



Certificate No:  
311141

KM 573948

### Module Certificate – Maintenance Certificate of a Fire Detection and Fire Alarm System

Part 7	Variations
Part 8	Comments None

DA10

BSI Group, Kitemark House, Maylands Avenue, Hemel Hempstead, HP2 4SQ, United Kingdom  
Telephone: 0345 080 9000 email: mk.customerservices@bsigroup.com web: www.bsigroup.com  
BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH  
Telephone: 0844 335 0897; email: info@bafe.org.uk; web: www.bafe.org.uk

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## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



OLY2024052 - Master

### FIRE DETECTION AND ALARM SYSTEM INSPECTION AND SERVICING REPORT

#### A. Details of the Client

Client : The Old Works Management Ltd  
Address: Universal Square, 3rd Floor, Building 2  
Devonshire Street North  
MANCHESTER, LANCASHIRE  
Post Code: M12 6JH

#### B. Details of fire Detection and Alarm System

Address: Bishops Building  
Leigh Street  
High Wycombe, Bucks  
Post Code: H11 2WQ  
Details of the system: The fire alarm system comprises detection to corridors in order to operate the AOV installation (Cat. L5)

#### C. Extent of the Installation and Limitations of the Inspection and Servicing

Extent of the detection and alarm system covered by this report:

The fire detection system covers the common areas of the whole of the building.

Agreed limitations, if any, on the inspection and servicing:

None

#### D. Certification of Inspection and Servicing

I, being the competent person(s) responsible (as indicated by my signature(s) below) for the Inspection and Servicing of the fire alarm system, particulars of which are set out above, CERTIFY that the said work for which I have been responsible complies to the best of my knowledge and belief with the recommendations of Clause 45 of BS 5839-1:2017, quarterly inspection of vented batteries/periodic inspection and test/inspection and test over a 12 month period (delete as applicable), except for the variations, if any, stated in this report.

Variations from the recommendations of Clause 45 of BS 5839-1:2017 for periodic or annual inspection and test (as applicable):

§ None

I further declare that in my judgement, the said system was overall in \* Satisfactory condition (see G) at the time the inspection and servicing was carried out, and that it should be further inspected as recommended (see H). \* (Insert 'a satisfactory' or 'an unsatisfactory' as appropriate)

The extent of the liability of the signatory is limited to the system described above.

For the INSPECTION and SERVICING of the system:

Name: Darren Morrell Position: Managing Director Signature: Date: 02/07/2024

§ Continue on additional numbered pages as required

#### E. Particulars of the Organisation Responsible for the Inspection and Servicing

Organisation: Olympian Fire Ltd  
Address: Unit 1 Cheadle Court, Turves Rd  
Cheadle Hulme, Stockport  
Cheshire SK8 6AW  
Post Code:



The Old Works, High Wycombe  
October 2024

[illegible]

General condition of the fire detection and alarm system :	Date(s) of the inspection and servicing: 27/06/2024
§ The installation was in good condition and full working order.	
<input type="checkbox"/> N/A Outstanding defects reported to responsible person	§ Continue on additional numbered pages as required
<input checked="" type="checkbox"/> Relevant details of the work carried out and faults identified have been entered in the system log book. (see Clause 40.2)	
During the past 12 months, <input type="text" value="10"/> false alarms have occurred. This number of false alarms equates to <input type="text" value="N/A"/> ( for Category M systems enter 'Not Applicable').	

Based upon risk assessment, taking into account type of system and environment, I RECOMMEND that the fire detection and alarm system, details of which are given on page 1 of this certificate, is inspected and serviced after a period not exceeding: 6 Months or change of tenancy

*Enter a period not exceeding 6 months*

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MCR/TOW/071024a

# Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



OLY2024052 - Master

<b>I. Quarterly Inspection of Vented Batteries</b> † See note below	
<input checked="" type="checkbox"/> Batteries Checked	<input checked="" type="checkbox"/> Battery connections checked
N/A	Electrolyte levels checked and topped up as necessary
<b>J. Schedule of Items Inspected</b> † See note below	
<b>Premises</b>	
<input checked="" type="checkbox"/> Manual call points suitably sited	<input checked="" type="checkbox"/> Building use or occupancy does not make existing types of automatic fire detector unsuitable for detection of fire or prone to unwanted alarms
<input checked="" type="checkbox"/> Manual call points are unobstructed	N/A
<input checked="" type="checkbox"/> Manual call points are conspicuous	Additional fire detection and alarm equipment provided in any extensions or alterations to the building
<input checked="" type="checkbox"/> All exits, including any new exits, have manual call points	<b>Documentation</b>
<input checked="" type="checkbox"/> Automatic fire detectors suitable for building use or occupancy	<input checked="" type="checkbox"/> System log book examined
<input checked="" type="checkbox"/> Automatic fire detectors suitably sited	<input checked="" type="checkbox"/> Any faults recorded have been attended to
<input checked="" type="checkbox"/> Fire alarm devices suitably sited	<b>False alarms</b> § Continue on additional numbered pages as required.
<input checked="" type="checkbox"/> No partitions within 500 mm horizontally of any automatic fire detector (Clause 22.3g)	<input checked="" type="checkbox"/> Record of false alarms checked in accordance with Clause 30.2i
<input checked="" type="checkbox"/> No storage within 300 mm of ceilings (Clause 22.3i)	<input checked="" type="checkbox"/> Rate of false alarms during the previous 12 months recorded (Clause 30.2i)
<input checked="" type="checkbox"/> Clear space of 500 mm exists below each automatic fire detector (Clause 22.3n)	<input checked="" type="checkbox"/> Action taken in respect of false alarms complies with the recommendations of Clause 30.2j:
<input checked="" type="checkbox"/> Each automatic fire detector's ability to receive the stimulus it is designed to detect has not been impeded by any other means.	§
<b>K. Schedule of Items Tested</b> † See note below	
<input checked="" type="checkbox"/> Fire alarm functions of CIE checked by operation of at least one detector or manual call point in each circuit and entry made in log book indicating which indicating device used for these tests	N/A
<input checked="" type="checkbox"/> Operation of fire alarm devices	N/A
<input checked="" type="checkbox"/> Controls and visual indicators at CIE checked for correct operation	N/A
<input checked="" type="checkbox"/> Ancillary functions of CIE tested	N/A
<input checked="" type="checkbox"/> For CIE, manufacturer's checks and tests performed	N/A
<input checked="" type="checkbox"/> Fault indicators and their circuits checked by simulation of fault conditions	<input checked="" type="checkbox"/> Standby battery disconnected and full load alarm simulated
<input checked="" type="checkbox"/> Automatic transmission of alarm signal to receiving centre	<input checked="" type="checkbox"/> Specific gravity of each cell of vented batteries checked
<input checked="" type="checkbox"/> Automatic transmission of other signals, such as fault signals, to receiving centre	<input checked="" type="checkbox"/> Mains disconnected and batteries momentarily load tested (other than those within devices such as manual call points, detectors and fire alarm sounders of a radio linked system)
<b>L. Arrangements in Place for Repair of Faults or Damage</b> † See note below	
<input checked="" type="checkbox"/> Emergency call out arrangement in place where maintenance carried out by a third party	<input checked="" type="checkbox"/> User records faults or damage in log book
<input checked="" type="checkbox"/> Name and telephone number of any third party responsible for maintenance prominently displayed at main CIE	<input checked="" type="checkbox"/> User arranges for repairs to be carried out as soon as possible
<input checked="" type="checkbox"/> Records and documentation give information on maintenance arrangements. See Clause 40	

† All boxes must be completed

✓ Indicates an inspection or a test was carried out and the result was **satisfactory**  
✗ Indicates an inspection or a test was carried out and the result was **unsatisfactory**

N/A Indicates that an inspection or test was **Not Applicable**.

LIM Indicates that, exceptionally, a **limitation** agreed with the person ordering the work **prevented** the inspection or test being carried out.

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# Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



OLY2024052 - Master

M. Over a 12 Month Period - Schedule of Items Inspected			† See note below		
<b>Premises</b>					
<input checked="" type="checkbox"/>	Automatic fire detectors unpainted		<input checked="" type="checkbox"/>	Readily accessible cable fixings secure	
<input checked="" type="checkbox"/>	Automatic fire detectors undamaged		<input checked="" type="checkbox"/>	Readily accessible cable fixings undamaged	
<input checked="" type="checkbox"/>	Visual fire alarm devices not obstructed		<b>Documentation</b>		
<input checked="" type="checkbox"/>	Lenses of visual fire alarm devices are clean		<input checked="" type="checkbox"/>	Cause and effect programme confirmed as being correct	

N. Over a 12 Month Period - Schedule of Items Tested			† See note below		
<input checked="" type="checkbox"/>	Switch mechanism of every manual call point		<input checked="" type="checkbox"/>	CIE manufacturer's annual checks and tests carried out	
<input checked="" type="checkbox"/>	Fire alarm devices checked for correct operation		<input checked="" type="checkbox"/>	Radio signal strengths checked for adequacy	
<input checked="" type="checkbox"/>	Automatic fire detectors functionally tested, including heat detectors, point smoke detectors, optical beam smoke detectors, aspirating fire detection systems, carbon monoxide fire detectors, flame detectors and multi-sensor detectors		<input checked="" type="checkbox"/>	For fire detection systems that enable analogue values to be determined, it should be confirmed that each analogue value is within the range specified by the manufacturer	
<input checked="" type="checkbox"/>	All unmonitored, permanently-illuminated filament lamp indicators at CIE replaced		<input checked="" type="checkbox"/>	Standby power supply capacity checked	
			<input checked="" type="checkbox"/>	Checks recommended by manufacturers of other components of system carried out	

O. Additional Checks Upon Change of Servicing Organisation			† See note below		
<input type="checkbox"/>	Adequate number of call points (Clause 20.2)		<input type="checkbox"/>	Standby power supplies provided	
<input type="checkbox"/>	Adequate provision of fire detection for the category of system		<input type="checkbox"/>	Standby power supplies comply with Clause 25.4	
<input type="checkbox"/>	Sound pressure levels comply with Clause 16.2		<input type="checkbox"/>	Exposure of false alarms is not excessive (see Section 3)	
<input type="checkbox"/>	Change in use, layout or construction of the premises have not reduced system effectiveness		<input type="checkbox"/>	Experience of false alarms is not excessive (see Section 3)	
<input type="checkbox"/>	Cabling has fire resistance complying with Clause 26.2		<input type="checkbox"/>	Existing records checked	
<input type="checkbox"/>	Circuits monitored in compliance with Clause 12.2		<input type="checkbox"/>	Log book available (if not available, a suitable log book should be provided by the servicing organisation). (See Clause 48.2)	
<input type="checkbox"/>	Requirements of BS 7671 are met (Clause 29)				

P. Related Reference Documents					
Date Issued:			Date Issued:		
Design Specification Ref. No:	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	Fire Alarm Commissioning Certificate No:	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
Design Drawings Ref. No:	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	Fire Alarm Verification Certificate No:	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
'As Fitted' Drawings No:	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	Operating and Maintenance Instructions:	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
Electrical Installation Certificate No:	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	Previous inspection and servicing report:	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
Fire Alarm Design Certificate No:	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	Log Book:	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
Fire Alarm Installation Certificate No:	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	Other:	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>

† All boxes must be completed

✓ Indicates an inspection or a test was carried out and the result was **satisfactory**

✗ Indicates an inspection or a test was carried out and the result was **unsatisfactory**

N/A Indicates that an inspection or test was **Not Applicable**.

LIM Indicates that, exceptionally, a **limitation** agreed with the person ordering the work **prevented** the inspection or test being carried out.

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## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



Certificate No:  
311138

KM 573948

### Module Certificate - Maintenance Certificate of a Fire Detection and Fire Alarm System

**IMPORTANT NOTE:** Recipients of this BAFE Certificate are strongly advised to have their System(s) covered by a maintenance contract with an SP203-1 Certificated Organisation with maintenance included within their scope.

SCHEDULE		
Part 1	<b>Name of company issuing this certificate</b> Olympian Fire Protection Limited	<b>BAFE Reg No</b> 100872
Part 2	<b>Name of Customer</b> The Old Works Management Ltd	
Part 3	<b>Address of Protected Premises</b> DeHavilland Leigh Street High Wycombe HP11 2WP United Kingdom	
Part 4	<b>4.1 Type of System and Applicable Standard/Code of Practice</b> BS 5839-1 Fire Detection and Alarm System (Non-domestic premises)	
	<b>4.2 Type of premises</b> Domestic	
	<b>4.3 Detail of system/work undertaken</b> Service and inspection	
	<b>4.4 List of variations/modifications have been presented</b> Not applicable	
	<b>4.5 Maintenance work undertaken</b> Not applicable	
Part 5	<b>Date of Handover of the system</b>	2022/07/05
	<b>Date of last maintenance (if applicable)</b>	2024/06/28
	<b>Date of next maintenance</b>	December 2024

We, being currently an BAFE SP203-1 'Certificated Organization' in respect of Fire Detection and Fire Alarm Systems of the type(s) we have identified in Part 4 of the above Schedule, certify that the system in the above Schedule complies with the Standard or Code of Practice identified in the above Schedule and with all other requirements as currently laid down within the SP203-1 Certification Scheme in respect of such a system.

<b>Signed for and on behalf of the issuing organisation</b>	
<b>Print Name</b>	Darren Morrell
<b>Job Title</b>	Managing Director
<b>Date</b>	2024/07/02

DA10

BSI Group, Kitemark House, Maylands Avenue, Hemel Hempstead, HP2 4SQ, United Kingdom  
Telephone: 0345 080 9000 email: mk.customerservices@bsigroup.com web: www.bsigroup.com  
BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH  
Telephone: 0844 335 0897; email: info@bafe.org.uk; web: www.bafe.org.uk

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## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



Certificate No:  
311138

KM 573948

### Module Certificate – Maintenance Certificate of a Fire Detection and Fire Alarm System

Part 7	Variations
Part 8	Comments None

DA10

BSI Group, Kitemark House, Maylands Avenue, Hemel Hempstead, HP2 4SQ, United Kingdom  
Telephone: 0345 080 9000 email: mk.customerservices@bsigroup.com web: www.bsigroup.com  
BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH  
Telephone: 0844 335 0897; email: info@bafe.org.uk; web: www.bafe.org.uk

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## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



OLY2024053 - Master

### FIRE DETECTION AND ALARM SYSTEM INSPECTION AND SERVICING REPORT

<b>A. Details of the Client</b>	
Client :	The Old Works Management Ltd
Address:	Universal Square, 3rd Floor, Building 2 Devonshire Street North MANCHESTER, LANCASHIRE
	Post Code: M12 6JH
<b>B. Details of fire Detection and Alarm System</b>	
Address	DeHavilland Leigh St High Wycombe, Bucks
	Post Code: HP11 2WP
Details of the system	The fire alarm system comprises detection to corridors in order to operate the AOV installation (Cat. L5)
<b>C. Extent of the Installation and Limitations of the Inspection and Servicing</b>	
Extent of the detection and alarm system covered by this report: The fire detection system covers the common areas to the whole of the building.	
Agreed limitations, if any, on the inspection and servicing: None	
<b>D. Certification of Inspection and Servicing</b>	
I, being the competent person(s) responsible (as indicated by my signature(s) below) for the Inspection and Servicing of the fire alarm system, particulars of which are set out above, CERTIFY that the said work for which I have been responsible complies to the best of my knowledge and belief with the recommendations of Clause 45 of BS 5839-1:2017, quarterly inspection of vented batteries/periodic inspection and test/inspection and test over a 12 month period (delete as applicable), except for the variations, if any, stated in this report.	
Variations from the recommendations of Clause 45 of BS 5839-1:2017 for periodic or annual inspection and test (as applicable): § None	
I further declare that in my judgement, the said system was overall in * Satisfactory condition (see G) at the time the inspection and servicing was carried out, and that it should be further inspected as recommended (see H). * (Insert 'a satisfactory' or 'an unsatisfactory' as appropriate)	
The extent of the liability of the signatory is limited to the system described above. For the <b>INSPECTION</b> and <b>SERVICING</b> of the system:	
Name:	Darren Morrell
Position:	Managing Director
Signature:	
Date:	02/07/2024
§ Continue on additional numbered pages as required	
<b>E. Particulars of the Organisation Responsible for the Inspection and Servicing</b>	
Organisation:	Olympian Fire Ltd
Address:	Unit 1 Cheadle Court, Turves Rd Cheadle Hulme, Stockport Cheshire SK8 6AW
	Post Code:

The Old Works, High Wycombe  
October 2024

[illegible]

General condition of the fire detection and alarm system :	Date(s) of the inspection and servicing:	28/06/2024
§ The installation was in good condition and full working order.		
<div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> N/A Outstanding defects reported to responsible person</span> <span>§ Continue on additional numbered pages as required</span> </div>		
<input checked="" type="checkbox"/> Relevant details of the work carried out and faults identified have been entered in the system log book. (see Clause 40.2)		
During the past 12 months, <input type="text" value="10"/> false alarms have occurred. This number of false alarms equates to <input type="text" value="N/A"/> (for Category M systems enter 'Not Applicable'). <div style="display: flex; justify-content: space-between;"> <span>per 100 automatic fire detectors per annum</span> </div>		

Based upon risk assessment, taking into account type of system and environment, I RECOMMEND that the fire detection and alarm system, details of which are given on page 1 of this certificate, is inspected and serviced after a period not exceeding: 6 Months or change of tenancy

*Enter a period not exceeding 6 months*

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MCR/TOW/071024a

# Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



OLY2024053 - Master

<b>I. Quarterly Inspection of Vented Batteries</b> † See note below	
<input checked="" type="checkbox"/> Batteries Checked	<input checked="" type="checkbox"/> Battery connections checked
N/A	Electrolyte levels checked and topped up as necessary
<b>J. Schedule of Items Inspected</b> † See note below	
<b>Premises</b>	
<input checked="" type="checkbox"/> Manual call points suitably sited	<input checked="" type="checkbox"/> Building use or occupancy does not make existing types of automatic fire detector unsuitable for detection of fire or prone to unwanted alarms
<input checked="" type="checkbox"/> Manual call points are unobstructed	N/A
<input checked="" type="checkbox"/> Manual call points are conspicuous	Additional fire detection and alarm equipment provided in any extensions or alterations to the building
<input checked="" type="checkbox"/> All exits, including any new exits, have manual call points	<b>Documentation</b>
<input checked="" type="checkbox"/> Automatic fire detectors suitable for building use or occupancy	<input checked="" type="checkbox"/> System log book examined
<input checked="" type="checkbox"/> Automatic fire detectors suitably sited	<input checked="" type="checkbox"/> Any faults recorded have been attended to
<input checked="" type="checkbox"/> Fire alarm devices suitably sited	<b>False alarms</b> § Continue on additional numbered pages as required.
<input checked="" type="checkbox"/> No partitions within 500 mm horizontally of any automatic fire detector (Clause 22.3g)	<input checked="" type="checkbox"/> Record of false alarms checked in accordance with Clause 30.2i
<input checked="" type="checkbox"/> No storage within 300 mm of ceilings (Clause 22.3i)	<input checked="" type="checkbox"/> Rate of false alarms during the previous 12 months recorded (Clause 30.2i)
<input checked="" type="checkbox"/> Clear space of 500 mm exists below each automatic fire detector (Clause 22.3n)	<input checked="" type="checkbox"/> Action taken in respect of false alarms complies with the recommendations of Clause 30.2j:
<input checked="" type="checkbox"/> Each automatic fire detector's ability to receive the stimulus it is designed to detect has not been impeded by any other means.	§
<b>K. Schedule of Items Tested</b> † See note below	
<input checked="" type="checkbox"/> Fire alarm functions of CIE checked by operation of at least one detector or manual call point in each circuit and entry made in log book indicating which indicating device used for these tests	N/A
<input checked="" type="checkbox"/> Operation of fire alarm devices	N/A
<input checked="" type="checkbox"/> Controls and visual indicators at CIE checked for correct operation	N/A
<input checked="" type="checkbox"/> Ancillary functions of CIE tested	N/A
N/A	For CIE, manufacturer's checks and tests performed
<input checked="" type="checkbox"/> Fault indicators and their circuits checked by simulation of fault conditions	<input checked="" type="checkbox"/> Standby battery disconnected and full load alarm simulated
<input checked="" type="checkbox"/> Automatic transmission of alarm signal to receiving centre	N/A
<input checked="" type="checkbox"/> Automatic transmission of other signals, such as fault signals, to receiving centre	<input checked="" type="checkbox"/> Specific gravity of each cell of vented batteries checked
	Mains disconnected and batteries momentarily load tested (other than those within devices such as manual call points, detectors and fire alarm sounders of a radio linked system)
<b>L. Arrangements in Place for Repair of Faults or Damage</b> † See note below	
<input checked="" type="checkbox"/> Emergency call out arrangement in place where maintenance carried out by a third party	<input checked="" type="checkbox"/> User records faults or damage in log book
<input checked="" type="checkbox"/> Name and telephone number of any third party responsible for maintenance prominently displayed at main CIE	<input checked="" type="checkbox"/> User arranges for repairs to be carried out as soon as possible
<input checked="" type="checkbox"/> Records and documentation give information on maintenance arrangements. See Clause 40	

† All boxes must be completed

✓ Indicates an inspection or a test was carried out and the result was **satisfactory**  
✗ Indicates an inspection or a test was carried out and the result was **unsatisfactory**

N/A Indicates that an inspection or test was **Not Applicable**.

LIM Indicates that, exceptionally, a **limitation** agreed with the person ordering the work **prevented** the inspection or test being carried out.

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# Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



OLY2024053 - Master

M. Over a 12 Month Period - Schedule of Items Inspected			† See note below		
<b>Premises</b>					
<input checked="" type="checkbox"/>	Automatic fire detectors unpainted		<input checked="" type="checkbox"/>	Readily accessible cable fixings secure	
<input checked="" type="checkbox"/>	Automatic fire detectors undamaged		<input checked="" type="checkbox"/>	Readily accessible cable fixings undamaged	
<input checked="" type="checkbox"/>	Visual fire alarm devices not obstructed		<b>Documentation</b>		
<input checked="" type="checkbox"/>	Lenses of visual fire alarm devices are clean		<input checked="" type="checkbox"/>	Cause and effect programme confirmed as being correct	
N. Over a 12 Month Period - Schedule of Items Tested			† See note below		
<input checked="" type="checkbox"/>	Switch mechanism of every manual call point		<input checked="" type="checkbox"/>	CIE manufacturer's annual checks and tests carried out	
<input checked="" type="checkbox"/>	Fire alarm devices checked for correct operation		<input checked="" type="checkbox"/>	Radio signal strengths checked for adequacy	
<input checked="" type="checkbox"/>	Automatic fire detectors functionally tested, including heat detectors, point smoke detectors, optical beam smoke detectors, aspirating fire detection systems, carbon monoxide fire detectors, flame detectors and multi-sensor detectors		<input checked="" type="checkbox"/>	For fire detection systems that enable analogue values to be determined, it should be confirmed that each analogue value is within the range specified by the manufacturer	
<input type="checkbox"/>	All unmonitored, permanently-illuminated filament lamp indicators at CIE replaced		<input checked="" type="checkbox"/>	Standby power supply capacity checked	
<input type="checkbox"/>			<input checked="" type="checkbox"/>	Checks recommended by manufacturers of other components of system carried out	
O. Additional Checks Upon Change of Servicing Organisation			† See note below		
<input type="checkbox"/>	Adequate number of call points (Clause 20.2)		<input type="checkbox"/>	Standby power supplies provided	
<input type="checkbox"/>	Adequate provision of fire detection for the category of system		<input type="checkbox"/>	Standby power supplies comply with Clause 25.4	
<input type="checkbox"/>	Sound pressure levels comply with Clause 16.2		<input type="checkbox"/>	Exposure of false alarms is not excessive (see Section 3)	
<input type="checkbox"/>	Change in use, layout or construction of the premises have not reduced system effectiveness		<input type="checkbox"/>	Experience of false alarms is not excessive (see Section 3)	
<input type="checkbox"/>	Cabling has fire resistance complying with Clause 26.2		<input type="checkbox"/>	Existing records checked	
<input type="checkbox"/>	Circuits monitored in compliance with Clause 12.2		<input type="checkbox"/>	Log book available (if not available, a suitable log book should be provided by the servicing organisation). (See Clause 48.2)	
<input type="checkbox"/>	Requirements of BS 7671 are met (Clause 29)				
P. Related Reference Documents					
Date Issued:			Date Issued:		
Design Specification Ref. No:	<input type="text"/>	<input type="text"/>	Fire Alarm Commissioning Certificate No:	<input type="text"/>	<input type="text"/>
Design Drawings Ref. No:	<input type="text"/>	<input type="text"/>	Fire Alarm Verification Certificate No:	<input type="text"/>	<input type="text"/>
'As Fitted' Drawings No:	<input type="text"/>	<input type="text"/>	Operating and Maintenance Instructions:	<input type="text"/>	<input type="text"/>
Electrical Installation Certificate No:	<input type="text"/>	<input type="text"/>	Previous inspection and servicing report:	<input type="text"/>	<input type="text"/>
Fire Alarm Design Certificate No:	<input type="text"/>	<input type="text"/>	Log Book:	<input type="text"/>	<input type="text"/>
Fire Alarm Installation Certificate No:	<input type="text"/>	<input type="text"/>	Other:	<input type="text"/>	<input type="text"/>

† All boxes must be completed

✓ Indicates an inspection or a test was carried out and the result was **satisfactory**

✗ Indicates an inspection or a test was carried out and the result was **unsatisfactory**

N/A Indicates that an inspection or test was **Not Applicable**.

LIM Indicates that, exceptionally, a **limitation** agreed with the person ordering the work **prevented** the inspection or test being carried out.

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## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



Certificate No:  
311142

KM 573948

### Module Certificate - Maintenance Certificate of a Fire Detection and Fire Alarm System

**IMPORTANT NOTE:** Recipients of this BAFE Certificate are strongly advised to have their System(s) covered by a maintenance contract with an SP203-1 Certificated Organisation with maintenance included within their scope.

SCHEDULE		
Part 1	<b>Name of company issuing this certificate</b> Olympian Fire Protection Limited	<b>BAFE Reg No</b> 100872
Part 2	<b>Name of Customer</b> The Old Works Management Ltd	
Part 3	<b>Address of Protected Premises</b> Williams Lodge Leigh Street High Wycombe HP11 2WQ United Kingdom	
Part 4	<b>4.1 Type of System and Applicable Standard/Code of Practice</b> BS 5839-1 Fire Detection and Alarm System (Non-domestic premises)	
	<b>4.2 Type of premises</b> Domestic	
	<b>4.3 Detail of system/work undertaken</b> Service and inspection	
	<b>4.4 List of variations/modifications have been presented</b> Not applicable	
	<b>4.5 Maintenance work undertaken</b> Not applicable	
Part 5	<b>Date of Handover of the system</b>	2022/07/05
	<b>Date of last maintenance (if applicable)</b>	2024/06/27
	<b>Date of next maintenance</b>	December 2024

We, being currently an BAFE SP203-1 'Certificated Organization' in respect of Fire Detection and Fire Alarm Systems of the type(s) we have identified in Part 4 of the above Schedule, certify that the system in the above Schedule complies with the Standard or Code of Practice identified in the above Schedule and with all other requirements as currently laid down within the SP203-1 Certification Scheme in respect of such a system.

<b>Signed for and on behalf of the issuing organisation</b>	
<b>Print Name</b>	Darren Morrell
<b>Job Title</b>	Managing Director
<b>Date</b>	2024/07/02

DA10

BSI Group, Kitemark House, Maylands Avenue, Hemel Hempstead, HP2 4SQ, United Kingdom  
Telephone: 0345 080 9000 email: mk.customerservices@bsigroup.com web: www.bsigroup.com  
BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH  
Telephone: 0844 335 0897; email: info@bafe.org.uk; web: www.bafe.org.uk

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## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



Certificate No:  
311142

KM 573948

### Module Certificate – Maintenance Certificate of a Fire Detection and Fire Alarm System

Part 7	Variations
Part 8	Comments None

DA10

BSI Group, Kitemark House, Maylands Avenue, Hemel Hempstead, HP2 4SQ, United Kingdom  
Telephone: 0345 080 9000 email: mk.customerservices@bsigroup.com web: www.bsigroup.com  
BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH  
Telephone: 0844 335 0897; email: info@bafe.org.uk; web: www.bafe.org.uk

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## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



OLY2024050 - Master

### FIRE DETECTION AND ALARM SYSTEM INSPECTION AND SERVICING REPORT

<b>A. Details of the Client</b>	
Client :	The Old Works Management Ltd
Address:	Universal Square, 3rd Floor, Building 2 Devonshire Street North MANCHESTER, LANCASHIRE
	Post Code: M12 6JH
<b>B. Details of fire Detection and Alarm System</b>	
Address	Williams Lodge Leigh Street High Wycombe, Bucks
	Post Code: HP11 2WP
Details of the system	The fire alarm system comprises detection to corridors in order to operate the AOV installation ( Cat. L5).
<b>C. Extent of the Installation and Limitations of the Inspection and Servicing</b>	
Extent of the detection and alarm system covered by this report: The fire detection system covers the common areas to the whole of the building.	
Agreed limitations, if any, on the inspection and servicing: None	
<b>D. Certification of Inspection and Servicing</b>	
I, being the competent person(s) responsible (as indicated by my signature(s) below) for the Inspection and Servicing of the fire alarm system, particulars of which are set out above, CERTIFY that the said work for which I have been responsible complies to the best of my knowledge and belief with the recommendations of Clause 45 of BS 5839-1:2017, quarterly inspection of vented batteries/periodic inspection and test/ inspection and test over a 12 month period (delete as applicable), except for the variations, if any, stated in this report.	
Variations from the recommendations of Clause 45 of BS 5839-1:2017 for periodic or annual inspection and test (as applicable): § None	
I further declare that in my judgement, the said system was overall in * Satisfactory condition (see G) at the time the inspection and servicing was carried out, and that it should be further inspected as recommended (see H). * (Insert 'a satisfactory' or 'an unsatisfactory' as appropriate)	
The extent of the liability of the signatory is limited to the system described above. For the <b>INSPECTION</b> and <b>SERVICING</b> of the system:	
Name:	Darren Morrell
Position:	Managing Director
Signature:	
Date:	02/07/2024
§ Continue on additional numbered pages as required	
<b>E. Particulars of the Organisation Responsible for the Inspection and Servicing</b>	
Organisation:	Olympian Fire Ltd
Address:	Unit 1 Cheadle Court, Turves Rd Cheadle Hulme, Stockport Cheshire SK8 6AW
	Post Code:



The Old Works, High Wycombe  
October 2024

[illegible]

General condition of the fire detection and alarm system :	Date(s) of the inspection and servicing:
§ The installation was in good condition and full working order.	<div style="border: 1px solid black; padding: 2px; display: inline-block;">27/06/2024</div>

☒ Outstanding defects reported to responsible person

☒ Relevant details of the work carried out and faults identified have been entered in the system log book. (see Clause 40.2)

§ Continue on additional numbered pages as required

During the past 12 months, 0 false alarms have occurred.

This number of false alarms equates to N/A ( for Category M systems enter 'Not Applicable').

false alarms per 100 automatic
fire detectors per annum

Based upon risk assessment, taking into account type of system and environment, I RECOMMEND that the fire detection and alarm system, details of which are given on page 1 of this certificate, is inspected and serviced after a period not exceeding: 6 Months or change of tenancy

*Enter a period not exceeding 6 months*

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MCR/TOW/071024a

## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



**OLYMPIAN**  
FIRE PROTECTION LTD

### EMERGENCY LIGHTING CERTIFICATE

Certificate of Inspection/servicing/testing/remedials/modification relating to the Emergency Lighting installation at: **Bishops Building**

Address: **Leigh Street, High Wycombe, Bucks, H11**

I/we being the competent person/s responsible (as indicated by my/our signatures below) for the particulars of which are set out below, CERTIFY that to the best of my/our knowledge and belief the: -

- ~~• modifications undertaken comply with the requirements of BS5266 1:2016~~
- ~~• The remedial works have been undertaken in accordance with the requirements of BS5266 1:2016.~~
- Installation has been visually inspected for defects and is in accordance with the requirements of BS 5266-1:2016
- Installation provides the appropriate coverage for the building layout and current usage and is in accordance with the requirements of BS 5266-1: 2016
- Installation has been tested in accordance with the requirements of BS 5266-1:2016

**(Strike out any of the above as appropriate)**

Name: **Paul Starkey**

Position: **Test Engineer**

Signature:

Date: **08/11/2023**



Certificate number 12650  
ISO 9001  
OHSAS 18001

## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



For and on Behalf of: Olympian Fire Protection Ltd, Unit 1, Cheadle Court, Turves Rd, Cheadle Hulme, Stockport, Cheshire, SK8 6AW

On behalf of: **The Old Works Management Ltd**

Address: **Universal Square, 3<sup>rd</sup> Floor, Building 2, Devonshire Street North, Manchester, M12 6LH**

The Extent of liability of the signatory is limited to the system described below:

Extent of system covered by this certificate: **The complete emergency lighting installation to the premises, which comprises maintained exit signs and non-maintained luminaires.**

Variations from the recommendations of BS 5266-1: 2016: for periodic inspection and test (as applicable): **Non noted**

Relevant details of the work carried out and faults identified have been entered in the system log book: **Yes/~~No~~**

The following remedial works/actions are considered necessary: **N/A**



Certificate number 12650  
ISO 9001  
OHSAS 18001

## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



DRAFT



Certificate number 12650  
ISO 9001  
OHSAS 18001



## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



ESTD 1859

# BES Group

### REPORT OF THOROUGH EXAMINATION OF LIFTING EQUIPMENT Lifting Operations and Lifting Equipment Regulations 1998 (Regulation 9)

In any correspondence relating to this  
report please quote:

District **L567**  
Policy **EIC000552960**  
Item No. **LF1**  
User Ref **LFT2**

1	Employer (and/or plant owner)	MCR Property Group Ltd
2	Address	S1907 Old Works Management Ltd Birch House High Wycombe Buckinghamshire HP11 2QT
	For the attention of	The manager.
3	Address at which the examination was made	As above - Birch house
4	Description of Lifting Equipment	ELECTRIC PASSENGER / GOODS LIFT
	Distinguishing Number	11287784
	Makers Name	SCHINDLER
	Model	3300
	Year of Manufacture	2022
	Safe Working Load (As marked, unless otherwise stated)	9 persons / 675 kg.
5	Nature of Examination	Thorough Examination carried out within an interval of 6 months under Regulation 9(3)(a)(i) unless otherwise indicated.
6	Identification of any part found to have a defect which is or could become a danger to persons. State description of the defect, and any repair, renewal or alteration required to remedy the defect, either immediately or within a specified time.	None.
7 (i)	Other defects and remedies	None.
7 (ii)	Details of any tests required to supplement the examination	None

ID: 39441284

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Certificate number 12650  
ISO 9001  
OHSAS 18001

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## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



### 8 Observations

The suspension belts remain serviceable.  
The safety gear rope remains serviceable.

Note: Design not checked, this report should be read in conjunction with an EC Declaration of Conformity Certificate and/or Initial Thorough Examination Report (inc. load test, where applicable) issued by your manufacturer and/or installer.

### 9 Date of last thorough examination

Unknown

#### Date of this examination

20/04/2024

#### Latest date by which the next thorough examination must be carried out

20/10/2024

Unless otherwise stated, this inspection has been completed in accordance with Procedure 05-20-P01.

I certify that the above equipment was thoroughly examined (unless otherwise stated) and, subject to any remedial action to defects noted on this report, which are or could become a danger to persons, the equipment is safe to operate.

Date of Examination 20/04/2024

Report Date 20/04/2024

Signature: Mr E Rebelo

Qualification - Engineer Surveyor to  
British Engineering Services  
Unit 718 Eddington Way, Birchwood Park, Warrington WA3 6BA  
Telephone: 0345 712 5842 Web: britishengineeringservices.co.uk

L3  
vers E.72  
ID: 39441284



Certificate number 12650  
ISO 9001  
OHSAS 18001

## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



# BES Group

ESTD 1859

### REPORT OF THOROUGH EXAMINATION OF LIFTING EQUIPMENT Lifting Operations and Lifting Equipment Regulations 1998 (Regulation 9)

In any correspondence relating to this  
report please quote:

District **L567**  
Policy **EIC000552960**  
Item No. **LE2**  
User Ref **LFT5**

1	Employer (and/or plant owner)	MCR Property Group Ltd
2	Address	S0071 Old Works Management Ltd The Old Works High Wycombe Buckinghamshire HP11 2RH
	For the attention of	The manager.
3	Address at which the examination was made	As above - Bishops court
4	Description of Lifting Equipment	ELECTRIC PASSERNGER / GOODS LIFT
	Distinguishing Number	11287790
	Makers Name	SCHINDLER
	Model	3300
	Year of Manufacture	2022
	Safe Working Load (As marked, unless otherwise stated)	9 persons / 675 kg
5	Nature of Examination	Thorough Examination carried out within an interval of 6 months under Regulation 9(3)(a)(i) unless otherwise indicated.
6	Identification of any part found to have a defect which is or could become a danger to persons. State description of the defect, and any repair, renewal or alteration required to remedy the defect, either immediately or within a specified time.	None.
7 (i)	Other defects and remedies	The counter weight guide self lubricating oil pots are empty and should be replenished. The car guide self lubricating oil pots are empty and should be replenished. The lift pit is begrimed and should be cleaned. The maintenance limit magnetic plate lindapter are loose adjacent to the top floor and should be secured.
7 (ii)	Details of any tests required to supplement the examination	None
8	Observations	The suspension belts remain serviceable.

ID: 39441304

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Certificate number 12650  
ISO 9001  
OHSAS 18001

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## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



The safety gear rope remains serviceable.

We recommend providing an approved landing door safety barrier for use when inspection and maintenance work is being carried out.

Note: Design not checked, this report should be read in conjunction with an EC Declaration of Conformity Certificate and/or Initial Thorough Examination Report (inc. load test, where applicable) issued by your manufacturer and/or installer.

9	Date of last thorough examination	Unknown
	Date of this examination	20/04/2024
	Latest date by which the next thorough examination must be carried out	20/10/2024

Unless otherwise stated, this inspection has been completed in accordance with Procedure 05-20-P01.

I certify that the above equipment was thoroughly examined (unless otherwise stated) and, subject to any remedial action to defects noted on this report, which are or could become a danger to persons, the equipment is safe to operate.

Date of Examination 20/04/2024  
Report Date 20/04/2024  
Signature: Mr E Rebelo

Qualification - Engineer Surveyor to  
British Engineering Services  
Unit 718 Eddington Way, Birchwood Park, Warrington WA3 6BA  
Telephone: 0345 712 5842 Web: britishengineeringservices.co.uk

L3  
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ID: 39441304





## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



# BES Group

ESTD 1859

### REPORT OF THOROUGH EXAMINATION OF LIFTING EQUIPMENT Lifting Operations and Lifting Equipment Regulations 1998 (Regulation 9)

In any correspondence relating to this  
report please quote:

District **L567**  
Policy **EIC000552960**  
Item No. **LE1**  
User Ref **LFT1**

1	Employer (and/or plant owner)	MCR Property Group Ltd
2	Address	S0071 Old Works Management Ltd The Old Works High Wycombe Buckinghamshire HP11 2RH
	For the attention of	The manager.
3	Address at which the examination was made	As above- Williams Lodge
4	Description of Lifting Equipment	ELECTRIC PASSENGER / GOODS LIFT
	Distinguishing Number	11287786
	Makers Name	SCHINDLER
	Model	3300
	Year of Manufacture	2023
	Safe Working Load (As marked, unless otherwise stated)	9 persons/ 675 kg.
5	Nature of Examination	Thorough Examination carried out within an interval of 6 months under Regulation 9(3)(a)(i) unless otherwise indicated.
6	Identification of any part found to have a defect which is or could become a danger to persons. State description of the defect, and any repair, renewal or alteration required to remedy the defect, either immediately or within a specified time.	None.
7 (i)	Other defects and remedies	None.
7 (ii)	Details of any tests required to supplement the examination	None

ID: 39441285

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Certificate number 12650  
ISO 9001  
OHSAS 18001

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## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



8 *Observations*

The suspension belts remain serviceable.  
The safety gear rope remains serviceable.

Note: Design not checked, this report should be read in conjunction with an EC Declaration of Conformity Certificate and/or Initial Thorough Examination Report (inc. load test, where applicable) issued by your manufacturer and/or installer.

9 *Date of last thorough examination*

Unknown

*Date of this examination*

20/04/2024

*Latest date by which the next thorough examination must be carried out*

20/10/2024

Unless otherwise stated, this inspection has been completed in accordance with Procedure 05-20-P01.

I certify that the above equipment was thoroughly examined (unless otherwise stated) and, subject to any remedial action to defects noted on this report, which are or could become a danger to persons, the equipment is safe to operate.

Date of Examination 20/04/2024

Report Date 20/04/2024

Signature: Mr E Rebelo

Qualification - Engineer Surveyor to  
British Engineering Services  
Unit 718 Eddington Way, Birchwood Park, Warrington WA3 6BA  
Telephone: 0345 712 5842 Web: britishengineeringservices.co.uk

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ID: 39441285



Certificate number 12650  
ISO 9001  
OHSAS 18001

## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



### Lightning Protection Test and Inspect

#### Attendance Record

Work reference:	WST0244512
Site:	The Old Works
Date of attendance:	19/09/2023
Purchase order issued:	Email acceptance Steve 22 08 2023
Engineer Name	Wayne Scammell
Engineers Signature	
Site Representative	James Chapman
Site Representative Signature	

PTSG Electrical Services Ltd, Unit 43 Winpenny Road, Parkhouse Industrial Estate East, Newcastle Under Lyme ST5 7RH. Tel 01782 565797



Registered Office: PTSG Electrical Services Ltd,  
11-14 Flemming Court, Castleford, West Yorkshire WF10 5HW  
Registered in England and Wales No. 02811979



Certificate number 12650  
ISO 9001  
OHSAS 18001

## Fire Risk Assessment

The Old Works, High Wycombe  
October 2024



### LIGHTNING PROTECTION CERTIFICATE OF INSPECTION & TEST REPORT

PTSG Electrical Services Ltd. 13-14 Flemming Court, Whistler Drive, Castleford,  
West Yorkshire, WF10 5HW

Stoke Office: 01782 565797 Head Office: 01977 668771



Client	ETRIM Limited		
Site Name	The Old Works	Building Name	The Old Works
Address	Leigh Street High Wycombe HP11 2WP		
PTSG Job Reference	WST0244512	Client Purchase Order	Email acceptance Steve 22 08 2023
Completion Date of Inspection	19/09/2023		
Engineer Name	Wayne Scammell	Site Representative Name	James Chapman
Engineer Signature		Site Representative Signature	

BUILDING INFORMATION			
Construction of Building	Steel Frame/Brick Clad	Usage of Building	Residential
Density	Urban	No. of Floors	6
Type of Roof	Metal Clad/Tile/Slate	Dedicated roof Access	No
Type of LPS	ESE & FARADAY	System Type	Full BS System
Surge Protection	No Access	Height of building (m)	18
Existing Fire Protection	Automatic	Risk of Fire	Ordinary
Location Relative to Surroundings	Surround by Objects of Similar Height		

INSPECTION PARAMETERS			
Test Set Number used	Meg 183	Weather Conditions	Damp

AIR TERMINATION		Repair Required	No
Type	Metal Clad/ESE		
Size	8mm PVC		
Mesh Size	Not Visible		
Fixings	Not Visible		
Fixing Type	Not visible		
Bonding Type	Not Visible		
Any Comments			

DOWN CONDUCTOR		Repair Required	No
Material	Steel		
Colour	N/A		
Size	N/A		
Fixings	N/A		
Spacing	N/A		
EQ Bond Fitted	No Access		
Any Comments			

EARTH POINTS	
Total number of earth points on the system	1
Ohms reading of each point should not be above	10
Ground Repairs required	No
Any exceptions to repair on earth point reading	
Overall System Reading	0.900

0 ohms = No Access, No Test or No Reading – see provisional Certificate

EP No.	Resistance in Ohms	Any Comments	Ground Type	Type of Inspection Pit	Type of Electrode	Type of Test Clamp	Test Method
1	0.9	Earth pit located in underground carpark at space 58	Concrete	Plastic Furze	Copper Bond	BBand	Overall test



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## Fire Risk Assessment

The Old Works, High Wycombe  
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### ANNUAL SPRINKLER SERVICE



Date of inspection: 10/10/2023  
Date of last inspection: \_\_\_\_\_

Building name: Birch House  
Building address: THE OLD WORKS  
Site contact: KARL

#### GENERAL

☒ YES ☐ NO  
☐ YES ☒ NO  
☒ YES ☐ NO  
☐ YES ☒ NO

System being serviced was originally installed in accordance with BS 9251  
Building alteration / renovation since last service  
System maintained satisfactory  
Occupancy classification changed since last service

#### SPRINKLER TYPE AND COVERAGE

##### Type of sprinkler system

☒ YES ☐ NO

☒ WET

Hydraulic design information provided at the valve

#### SPRINKLER COMPONENTS

☒ YES ☐ NO  
☐ YES ☒ NO  
☒ YES ☐ NO  
☒ YES ☐ NO  
☒ YES ☐ NO  
☒ YES ☐ NO  
☒ YES ☐ NO  
☒ YES ☐ NO

Maintenance sequence followed in O&M manual  
Faults/error codes on pump-set  
Low level switch on tank is operational  
Flow test carried out in all riser cupboards  
All control valves, check valves and test connections are operational  
All valves are secured with a padlock  
Sprinkler cover caps and exposed heads are in good condition  
Sprinkler heads are not obstructed

#### ALARMS

☒ YES ☐ NO  
☒ YES ☐ NO

Waterflow detecting devices tested and operational  
Waterflow signal notifies the fire panel



Certificate number 12650  
ISO 9001  
OHSAS 18001

## Fire Risk Assessment

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### ANNUAL SPRINKLER SERVICE



Date of inspection: 10/10/2023  
Date of last inspection: \_\_\_\_\_

Building name: WILLIAMS LODGE  
Building address: THE OLD WORKS  
Site contact: Kenn

#### GENERAL

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	System being serviced was originally installed in accordance with BS 9251
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Building alteration / renovation since last service
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	System maintained satisfactory
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Occupancy classification changed since last service

#### SPRINKLER TYPE AND COVERAGE

Type of sprinkler system ☒ WET  
☒ YES ☐ NO Hydraulic design information provided at the valve

#### SPRINKLER COMPONENTS

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maintenance sequence followed in O&M manual
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Faults/error codes on pump-set
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Low level switch on tank is operational
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Flow test carried out in all riser cupboards
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	All control valves, check valves and test connections are operational
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	All valves are secured with a padlock
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Sprinkler cover caps and exposed heads are in good condition
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Sprinkler heads are not obstructed

#### ALARMS

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Waterflow detecting devices tested and operational
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Waterflow signal notifies the fire panel



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OHSAS 18001

## Fire Risk Assessment

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### ANNUAL SPRINKLER SERVICE



Date of inspection: 10/10/2023  
Date of last inspection: \_\_\_\_\_

Building name: BISHOP BUILDING  
Building address: THE OLD WORKS  
Site contact: KEVIN

#### GENERAL

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	System being serviced was originally installed in accordance with BS 9251
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Building alteration / renovation since last service
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	System maintained satisfactory
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Occupancy classification changed since last service

#### SPRINKLER TYPE AND COVERAGE

Type of sprinkler system ☒ WET  
☒ YES ☐ NO Hydraulic design information provided at the valve

#### SPRINKLER COMPONENTS

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maintenance sequence followed in O&M manual
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Faults/error codes on pump-set
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Low level switch on tank is operational
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Flow test carried out in all riser cupboards
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	All control valves, check valves and test connections are operational
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	All valves are secured with a padlock
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Sprinkler cover caps and exposed heads are in good condition
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Sprinkler heads are not obstructed

#### ALARMS

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Waterflow detecting devices tested and operational
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Waterflow signal notifies the fire panel



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### ANNUAL SPRINKLER SERVICE

**EPG CONTRACTING**  
ELECTRICAL PLUMBING GAS

Date of inspection: 10/10/2023  
Date of last inspection: \_\_\_\_\_

Building name: DEMANING AND BALDING  
Building address: THE OLD WORKS  
Site contact: KEVIN

#### GENERAL

☒ YES ☐ NO  
☐ YES ☒ NO  
☒ YES ☐ NO  
☐ YES ☒ NO

System being serviced was originally installed in accordance with BS 9251  
Building alteration / renovation since last service  
System maintained satisfactory  
Occupancy classification changed since last service

#### SPRINKLER TYPE AND COVERAGE

Type of sprinkler system

☒ YES ☐ NO

☒ WET

Hydraulic design information provided at the valve

#### SPRINKLER COMPONENTS

☒ YES ☐ NO  
☐ YES ☒ NO  
☒ YES ☐ NO  
☒ YES ☐ NO  
☒ YES ☐ NO  
☒ YES ☐ NO  
☒ YES ☐ NO  
☒ YES ☐ NO

Maintenance sequence followed in O&M manual  
Faults/error codes on pump-set  
Low level switch on tank is operational  
Flow test carried out in all riser cupboards  
All control valves, check valves and test connections are operational  
All valves are secured with a padlock  
Sprinkler cover caps and exposed heads are in good condition  
Sprinkler heads are not obstructed

#### ALARMS

☒ YES ☐ NO  
☒ YES ☐ NO

Waterflow detecting devices tested and operational  
Waterflow signal notifies the fire panel



Certificate number 12650  
ISO 9001  
OHSAS 18001



## Fire Risk Assessment

The Old Works, High Wycombe  
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## M&P FIRE PROTECTION LTD

Unit 12, Viewpoint, Boxley Road, Maidstone, Kent ME14 2DZ  
Office: 0800 043 1974 Email: info@mpfireprotection.com Website: www.mpfireprotection.com

### DRY RISER CERTIFICATE OF INSPECTION/WORKS

Client:	Amthal		
Address:	The Old Works, High Wycombe, Buckinghamshire, HP11 2WX		
Test Date:	17/10/23		
Location of Riser:	Bishops Building, left side car park entrance		
Number of Floors:	6		
Inlet Cabinet checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Outlet Cabinet checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	N/A
Outlet Valves checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Seal checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Padlock & Straps checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Air Release Valve checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Pressure Test to 12 BAR:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	12 bar pressure test Passed
Test Duration 15 MINS:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	test Passed
Test Passed:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	12 bar pressure test Passed
Comments			
Parts Needed 1x p&s 2x dr signs			
Engineer Name:	Archie		Customer Name:
Sign:			Sign:
Date:	17/10/23		Date:

CERTIFICATES ARE VALID FOR 1 YEAR FROM DATE OF PRESSURE TEST.

Where testing has been carried out, we warrant that the Dry/Wet Rising Fire Main listed above has been hydraulically pressure tested in accordance with BS9990:2015. This Certificate will be endorsed with any defects that are identified. It is your responsibility to inform the relevant Fire Authority of any defects. BS9990:2015 recommends 6 monthly Visual Inspections



Company Registration No. 07296790 Incorporated in England & Wales  
Registered Office: Kings Lodge, London Road, West Kingsdown, Nr Brands Hatch, Kent TN15 6AR F31 – Issue 1



## Fire Risk Assessment


The Old Works, High Wycombe  
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### DRY RISER CERTIFICATE OF INSPECTION/WORKS

Client:	Amthal		
Address:	The Old Works, High Wycombe, Buckinghamshire, HP11 2WX		
Test Date:	17/10/23		
Location of Riser:	Da Havilland Building, right of podium stairs		
Number of Floors:	6		
Inlet Cabinet checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Outlet Cabinet checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	N/A
Outlet Valves checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Seal checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Padlock & Straps checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Air Release Valve checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Pressure Test to 12 BAR:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	12 bar pressure test Passed
Test Duration 15 MINS:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	test Passed
Test Passed:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	12 bar pressure test Passed
Comments			
Parts Needed 5x P&S 2x DR signs			
Engineer Name:	Archie	Customer Name:	
Sign:		Sign:	
Date:	17/10/23	Date:	

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## Fire Risk Assessment

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Office: 0800 043 1974 Email: info@mpfireprotection.com Website: www.mpfireprotection.com

### DRY RISER CERTIFICATE OF INSPECTION/WORKS

Client:	Amthal		
Address:	The Old Works, High Wycombe, Buckinghamshire, HP11 2WX		
Test Date:	17/10/23		
Location of Riser:	right of podium level stairs		
Number of Floors:	6		
Inlet Cabinet checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Outlet Cabinet checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Outlet Valves checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Seal checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Padlock & Straps checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Air Release Valve checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Pressure Test to 12 BAR:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	12 bar pressure test failed
Test Duration 15 MINS:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	test failed
Test Passed:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	12 bar pressure test failed
<b>Comments</b> failed at the victaulic clamp just below the level 2 outlet sign sticker			
<b>Parts Needed</b> requires 1x victaulic clamp requires 1x inlet glass at 330x580mm requires 1x inlet sign			
Engineer Name:	Archie	Customer Name:	
Sign:		Sign:	
Date:	17/10/23	Date:	

CERTIFICATES ARE VALID FOR 1 YEAR FROM DATE OF PRESSURE TEST.

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### DRY RISER CERTIFICATE OF INSPECTION/WORKS

Client:	Amthal		
Address:	The Old Works, High Wycombe, Buckinghamshire, HP11 2WX		
Test Date:	17/10/23		
Location of Riser:	Birch House, right of podium level stairs		
Number of Floors:	4		
Inlet Cabinet checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Outlet Cabinet checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	N/A
Outlet Valves checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	see comments
Seal checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Padlock & Straps checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Air Release Valve checked:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	okay
Pressure Test to 12 BAR:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	12 bar pressure test failed
Test Duration 15 MINS:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	test failed
Test Passed:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Remarks	12 bar pressure test failed
<b>Comments</b> leaking from floor two outlet valve. requires changing turning tool required			
<b>Parts Needed</b> 1x make screwed outlet valve 1x p&s turning tool required			
Engineer Name:	Archie	Customer Name:	
Sign:		Sign:	
Date:	17/10/23	Date:	

CERTIFICATES ARE VALID FOR 1 YEAR FROM DATE OF PRESSURE TEST.

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