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Freedom of Information request reference number: FOIA 8980.1

Date of response: 16th September 2024

Request:

Viard House, 20-23 Holborn, London ec1n 2jd.

Also, by any chance did you have any paperwork detailing the panel faults that you could share with me?

CBRE don't seem to have any fire alarm panel reports from the old panel.

Response:

The Prevention and Protection team have provided all documents in relation to 20-23 Holborn London EC1N 2JD, an audit form dated 09/10/2013 is all we hold that mentions the Panel faults. I have attached the Audit form below. Personal data has been removed from the attached document under [section 40 of the FOIA – Personal Information](#).

We have dealt with your request under the Freedom of Information Act 2000. For more information about this process please see the guidance we publish about making a request [on our website](#).

LONDON FIRE BRIGADE - FIRE SAFETY REGULATION PREMISES INSPECTION AND DATA COLLECTION FORM

Date Added	Payroll	Added By	Message Detail
30/10/2013			Step #59 has a completed date of 09/10/2013, yet a prior step was completed on 16/10/2013. Job steps must be completed simultaneously sequentially

1. Location Detail Tab

File No: 00/011451

UPRN: 100022925358

Building Name: HALTON HOUSE
HALTON HOUSE

Address: 20-23 HOLBORN
LONDON
EC1N 2JD

Use: Office

Borough: City of London

Borough Fire Safety Team: FSR Tower Hamlets & City

Station Ground: A27 - Clerkenwell

Risk Score: 9

SIC Code:

Number of Floors: Total: 10 Basement: 2

Floor Area (m2): Total 2500 Average: 250

No. of Protected Staircases: 2

No. of Beds: 0

% Open Plan: 10

Special Features:

Additional Detail: Alternate external staircase MOE available.

Environmental Risks:

Reinspection Date: 1991-04-04

Heritage Building:

Petroleum Redevelopment:

Fire Fighter Risk: Medium

Unwanted Fire Signals Count: 0

2. Protection Tab

Fire Alarm

Alarm Type:AFA with AFD

Management Standard:Standard

BS Compliance

Material Deviations from Brigade preferred standard

Call Point Type:Break Glass

Sounder Type:Bell/Sounder

Power Supply Type:Mains

Automatic Fire Detection

Type:Smoke (Point, Aspirating)

Management Standard:Above Standard

Remotely Monitored

BS Compliance

Smoke Ventilation

Type:Mechanical

Management Standard:

BS Compliance

Sprinklers

Type:None

Management Standard:

% Covered 0

Domestic Installation

BS Compliance

General

Fire Instructions Displayed

Fire Drills And Training

Brigade Appliance Access

Special Features:

Number of Firefighting Shafts: 0

BS Applies

Engineering Solution Applies

Trade Off Measures

Other Legislation:

3. Alias Tab

Alias Address

4. Property Detail Tab

Occupier Contact:

Address:

HALTON HOUSE

20-23 HOLBORN

LONDON

EC1N 2JD

Responsible Team:

FSR Tower Hamlets & City

Occupancy Type:

Occupier - multi occupancy

Use:

Office

Valuation Office:

Office

Risk Score:

Re-inspection Date:

Total Capacity:

0

Floor Capacity:

0

Property Size for Use:

Large

In M²: 1001 to 2700

Is Non Ambulant:

Occupancy Times:

Weekdays+ends 0800 to 1800

Exceptional Value:

Environmental Risks:

Flammable Materials

Stored:

Type:

5. People at Risk Tab

Time Period	Weekday Occupants	Weekend Occupants
00:00 - 04:00	0 < 20	0 < 20
04:00 - 08:00	0 < 20	0 < 20
08:00 - 12:00	100 - 999	50 - 99
12:00 - 16:00	100 - 999	50 - 99
16:00 - 20:00	100 - 999	0 < 20
20:00 - 24:00	0 < 20	0 < 20

6. Contacts Tab

Contact Type	Occupier
Sole Supplier Risk	
Name	[REDACTED]
Responsible Person	
Position	
Address	
Telephone	[REDACTED]
Fax	
Email	
URL	

Abstracts

Part B - Fire Safety Audit

Article 9 - Risk Assessment

SAFETY CRITICAL
Has a suitable and sufficient Fire Safety Risk Assessment been carried out for the premises?

"The responsible person shall make a suitable and sufficient assessment of the risks to which relevant persons are exposed to identify the preventive & protective measures"

Compliance Level: Broadly Compliant

Observations: A fire risk assessment has been carried out and is suitable and sufficient. FRA carried out in July 2012 no review date planned.

Article 10 - Principles of prevention to be applied

SAFETY CRITICAL
Have any preventative and protecting measures been implemented?

"Where the responsible person implements any preventative and protective measures he must do so on the basis of the principles specified in Part 3 of schedule 1"

Compliance Level: Broadly Compliant

Observations: The risk assessment details the risk reduction measures, the measures to mitigate the effects of fire and the control measures. There was evidence available of strict regime of testing and servicing of electrical and mechanical equipment

Article 11 - Fire Safety Arrangements

SAFETY CRITICAL
Is there effective
Fire Safety
Management?

"The responsible person shall make . appropriate arrangements.for the effective planning, organisation control, monitoring & review of preventive and protective measures"

Observations: There is comprehensive and auditable management system in place, detailing all the required systems of fire safety management, including FRA, EAP, maintenance and training of staff. This is recorded where required. However there was evidence of poor housekeeping in the basement plant room area with significant amounts of rags, paint and cardboard being stored adjacent to electrical equipment.

Monitoring of the preventive and protective measures

Compliance
Level:Minor
deficiency; Non-
Compliant

Suitable arrangements for the effective monitoring and review of the protective measures are not in place. evidence of monitoring or review of the procedures to ensure unwanted fire loading is regularly disposed of could not be provided.

Remedy:

Suitable arrangements for the effective control, monitoring and review of the preventative and protective measures must be made and implemented. The preventative and protective measures are the measures that have been identified by a risk assessment as the general fire precautions the responsible person needs to take to comply with the Order.

Article 17 - Maintenance

SAFETY CRITICAL
Are fire safety
provisions being
adequately
maintained?

"Where necessary in order to safeguard the safety of relevant persons.the responsible person must ensure that the premises and facilities, equipment & devices provided. are subject to a suitable system of maintenance.in an efficient state.in efficient working order and in good repair"

Compliance
Level:Broadly
Compliant

Observations: The risk assessment details the maintenance measures in place and there is evidence to support this, such as maintenance and test records .The responsible person has a good understanding of the need and requirement for maintenance and evidence of this was available at the time of the audit.AFD tested every six months.

Article 38 - Maintenance of Measures Provided for Protection of Fire-Fighters Safety Critical

SAFETY CRITICAL
Are suitable arrangements in
place to ensure that facilities,
equipment and devices for use
by or the protection of fire
fighters are maintained in an
efficient state, in efficient

"Where necessary.to safeguard the safety of fire-fighters in the event of fire, the responsible person must ensure.facilities, equipment and devices provided.use by or protection of fire-fighters.suitable system of maintenance.maintained.working order and in good repair"

working order and in good repair?

Compliance Level:Not Applicable Observations:

Article 19 - Provision of information to employees

Is adequate provision made to provide information to employees?

"The responsible person must provide his employees with comprehensible and relevant information"

Compliance Level:Broadly Compliant

Observations: Information is provided to employees as required by this Article and is comprehensible, relevant and sufficient

Article 20 - Provision of information to employers and the self-employed from outside undertakings

Is adequate information provided to employers and employees from outside undertakings?

"The responsible person must ensure that comprehensible and relevant information is provided to employees from outside undertakings and to ensure such employees from outside undertakings are provided with appropriate instructions and comprehensible and relevant information regarding any risks to that person"

Compliance Level:Broadly Compliant

Observations: Information is provided as required by this Article and is comprehensible, relevant and sufficient. Contractors used are from approved list and aware of the EAP and other relevant fire safety issues.

Article 22 - Co-operation and co-ordination

Is there adequate co-operation and co-ordination between responsible persons where there are two or more sharing responsibilities or have duties in respect of premises?

"Where two or more responsible persons share, or have duties in respect of, premises (Whether on a temporary or a permanent basis) each such person must, co-operate, Take all reasonable steps to co-ordinate necessary measures, and provide information"

Compliance Level:Not Applicable

Observations:

Article 21 - Training

SAFETY CRITICAL

Are employees being effectively trained?

"The responsible person must ensure that his employees are provided with adequate safety training"

Compliance Level:Broadly Compliant

Observations: Training is the responsibility of each separate occupier, evidence was available both written and verbal to demonstrate that suitable and sufficient training is being carried out. Fire drills are being carried out twice yearly .Last date of fire drill was 26/04/13.

Article 12 - Elimination or reduction of risks from dangerous substances

SAFETY CRITICAL

Are suitable arrangements in place to manage the elimination or reduction of risks from dangerous substance?

"Where a dangerous substance is present . the responsible person shall ensure that risk related to the . substance is either eliminated or reduced as far as is reasonably practicable"

Compliance Level:Not Applicable

Observations:

Article 16 - Additional emergency measures in respect of dangerous substances

Are there suitable additional emergency measures provided to safeguard all relevant persons from an accident, incident or emergency related to dangerous substances in or on the premises?

"The responsible person subject to the risk assessment, must ensure that information on emergency arrangements is available, suitable warning and other communication systems are established, escape facilities are provided and maintained, provide information to relevant accident and emergency services and display information at the premises. In the event to an incident occurring take immediate steps and permit only essential persons to the affected area and provide PPE, specialised equipment and plant"

Compliance Level:Not Applicable

Observations:

Article 18 - Safety assistance

Are there adequate number of competent persons and arrangements in place to assist the responsible person in undertaking the preventative and protective measures?

"The responsible person must appoint competent persons to assist him in undertaking preventive and protective measures"

Compliance Level:Broadly Compliant

Observations: Adequate competent persons have been assigned to assist in the undertaking of preventive and protective measures. Every floor has designated fire wardens who have received extra training.

Article 14 - Emergency routes and exits

SAFETY CRITICAL
Is effective means of escape provided and maintained?

"Where necessary to safeguard the safety of relevant persons in case of fire the responsible person must ensure that routes to emergency exits . and exits are kept clear at all times and where required, to be adequately illuminated by emergency lighting"

Compliance Level:Minor deficiency; Non-Compliant

Observations: The fire door on 3rd floor staircase lobby was found to be not effectively self closing. Wood and plasterboard was stored in the basement partially obstructing the corridor escape route.

Failure to ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times

Routes to emergency exits are not kept clear. The basement corridor was partially blocked by plasterboard and wood. This prevents relevant persons from evacuating the premises as quickly and safely as possible.

Remedy:

All routes to emergency exits must be kept clear at all times.

Remove all Items blocking or obstructing emergency exit routes and, in accordance with Article 11, make suitable management

arrangements to ensure the route(s) is/are kept clear of obstructions.

Failure to ensure that in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible. In the event of danger persons would be unable to evacuate as quickly and as safely as possible due to inadequate protection to emergency route from fire. This is because fire door on the third floor staircase lobby is not self closing. If any of the doors remain open it will allow fire to spread into the escape route and/or the route to fill with smoke before people can use the route to escape.

Remedy:

Fire doors must close effectively to resist the passage of smoke and heat. Positive action self-closing devices which comply with BS EN standards or an equivalent must be fitted to the third floor staircase lobby doors.

Article 8 - General Fire Precautions

SAFETY CRITICAL
Are employers carrying out their general fire precaution responsibilities?

"The responsible person must - Take such general precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees or relevant persons"

(see Article 4, meaning of general fire precautions)

Compliance Level: Broadly Compliant

Observations: The majority of articles have been broadly complied with and little risk to relevant persons is created by the deficiencies found

Article 13 - Fire Warning Arrangements

SAFETY CRITICAL
Are effective fire warning arrangements provided?

"Where necessary, the responsible person must ensure that the premises are equipped with appropriate fire detection equipment, alarms, and fire-fighting equipment"

Compliance Level: Broadly Compliant

Observations: The systems required by this article are suitable and sufficient. L2 system fitted, suitably maintained and no faults showing on panel.

Article 13 - Fire Fighting Equipment

Are effective fire fighting equipment arrangements provided?

"Where necessary, the responsible person must ensure that the premises are equipped with appropriate fire-fighting equipment"

Compliance Level: Broadly Compliant

Observations: The equipment required by this article is suitable and sufficient. All extinguishers required are supplied in the correct location and subject to regular maintenance.

Article 15 - Procedures for serious and imminent danger and for danger areas

SAFETY CRITICAL

Are there adequate procedures for serious and imminent danger and for danger areas?

"The responsible person must establish & where necessary give effect to .procedures.to be followed in the event of serious & imminent danger to relevant persons, nominate.competent persons to implement procedures, inform & instruct relevant persons concerned"

Compliance Level:Broadly Compliant

Observations: The responsible person has well established and workable procedures to be followed in the event of serious and imminent danger. Simultaneous evacuation in place.Staff questioned had good level of knowledge on what to do when alarm sounded.

Article 37 - Fire-Fighters Switches for Luminous Discharge Tubes

Has suitable notice been given to the fire authority regarding the installation of fire-fighters switches? "Prescribed voltage"

"This article applies to apparatus" "designed to work at a voltage exceeding the prescribed voltage" "The cut off switch must be" "placed, coloured or marked as to satisfy" "the fire authority" The responsible person must give suitable notice to the fire authority showing where the cut off switch is to be sited, coloured or marked"

means:

1000v AC or 1500v DC between two conductors.

600 v AC or 900 v Dc between conductor and earth

Note This article does not apply to licensed premises authorised to for the exhibition of a film

Compliance Level:Not Applicable

Observations:

Article 23 - General duties of employees at work

Are employees carrying out their general duties while at work?

"Every employee must, while at work take reasonable care for the safety of himself and others, co-operate with their employer, inform their employer or any other employee with specific responsibility for the safety of his fellow employees of any hazard"

Compliance Level:Broadly Compliant

Observations: Employees are fully complying with their duties

The following articles do not attract a score and are for information only (primarily to inform Government IRMP returns); however these issues should be considered when applying the EMM.

Article 27 - Powers of inspectors

Has the Responsible Person prevented an inspector from exercising their powers under this Article where a prosecution has **not** been taken
No (Compliant)

Article 29 - Current alterations notices

Has the Responsible Person failed to comply with any alterations notice served on the premises where a prosecution has **not** been taken
Not Applicable

Article 30 - Current enforcement notices

Has the Responsible Person failed to comply with any enforcement notice served on the premises where a prosecution has **not** been taken
Not Applicable

Article 31 - Current prohibition notices

Has the Responsible Person failed to comply with any prohibition notice served on the premises where a prosecution has **not** been taken

Not Applicable

Article 32 - Offences

Has the Responsible Person failed to comply with any other Article, not mentioned elsewhere on this form, where a prosecution has **not** been taken

Not Applicable

Article 24 - Power to make Regulations

Article 24 Secretary of State's Power to make additional regulations about fire precautions

Not Applicable

Management Compliance Level

Management Compliance Level: 1 - Well above average

Initial Expectation: Verbal action

Considered EMM

Confirmed Action: Verbal action

Audit Conclusion: Audit carried out by Camden I.O. following a fire that involved the outside of the main ground floor front door. Report had been compiled reference the fire and seemed to conclude that the fire was started by a vagrant. The building is 1970s office accommodation, mid terrace framed building with solid floors and flat roof. The premises is managed to a good standard and all the required systems of fire safety management are in place. L2 alarm system which is maintained correctly, all staff questioned had a good level of knowledge of fire safety and the emergency action plan. All common areas, escape routes and final exit routes checked and correct.

Other authorities to notify (if required)

Amount of weeks to be allowed for completion of any necessary works

Peak Activity Inspections required:

General Notes

(eg Instructions to Admin)

Premises is broadly compliant Please close FS01 Thanks

Non-Farynor required detail:

History Of Fires	Fire Setting In Area
Appliance	Water Supplies: Select... Average Below Average Above Average
Access: Select... Average Above Average Below Average	
Occupants Predominant Type: Select... Average Mobility Atypically	Fire Warning System: Select... Adequate More Than Adequate Less Than Adequate
Mobile Untypically Vulnerable	
Fire Loading: Select... Average Lower than average Higher than average	Features Assisting Fire Spread: Atrium Unprotected Voids Unprotected Ducts Other

Audit Calculation & Signature

Management Compliance
Level:

1 - Well above average

Property Risk Group:

D - Workplace familiar

Life Risk:

-1.6

Relative Risk:

3.48

Signature of Occupier:

Name: No Name Supplied

Date Completed

29 October 2013