



Scottish Fire and Rescue Service
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If phoning or calling ask for	Auditing Officer Andrew McDuff
Date	26/05/2026

FAO: Claire Reid

Dear Madam,

FIRE (SCOTLAND) ACT 2005: PART 3
THE FIRE SAFETY (SCOTLAND) REGULATIONS 2006

NAME AND ADDRESS OF PREMISES: 123 FLEMINGTON STREET, GLASGOW, G21 4TD

TYPE OF OCCUPANCY: FURTHER EDUCATION

DUTYHOLDER(S): GLASGOW KELVIN COLLEGE

OUTCOME OF FIRE SAFETY AUDIT

Following the fire safety audit of the above-mentioned premises carried out on the **21 May 2026** by **Auditing Officer Andrew McDuff** you are hereby informed that the existing fire safety arrangements, as audited on that date, **require some areas for improvement**.

Effect should be given to the areas highlighted below as identified during the audit process:

INADEQUATE APPLICATION OF THE FIRE RISK ASSESSMENT PROCESS

The fire risk assessment should be reviewed to take cognisance of the following matters:

1. It was noted that some Fire Safety Risk Assessment actions were not signed off. Also, in the intervening period since the risk assessment was undertaken, a significant risk has been identified regarding the external wall system.

A review of the fire safety risk assessment is required to be carried out for the premises by a competent person.

The outcome of the fire safety risk assessment should be recorded in an easily retrievable manner and available for inspection at all reasonable times where:

- a) Five or more persons are employed; **or**
- b) A licence or registration under an enactment is required in relation to the relevant premises;

Works for any outstanding findings should be undertaken and, as each finding is implemented, it should be signed off and the completion date recorded on the Fire Risk Assessment.

You are reminded that the process of risk assessment should be ongoing and hereafter where there is reason to suspect that the current fire risk assessment is:

- No longer valid, or
- If there has been a significant change in the matters to which it relates,

then the assessment should be reviewed and any required changes must be made to ensure continued compliance with the said Act and for inspection.

MANAGING FIRE SAFETY

2. It was noted access to the dry riser facilities is by means of a yale key and not the standard carriage key method. At the time of audit no such key was available for access. It is recommended arrangements are made to ensure the fire and rescue service are able to access the dry riser inlets quickly to avoid any delays to firefighting and rescue operations in event of a fire incident at the premises. Consideration should be given to provision of access to these facilities by means of the carriage key method.

MEASURES TO PREVENT SPREAD OF FIRE AND SMOKE

3. It is recognised that a fire door replacement/remedial works programme is in progress. The following issues were noted from doors sampled and should be addressed in the remedial works programme:
 - The double doors leading to the motor vehicle body repair area (052) appeared to have an excessive gap where the doors meet, one leaf appeared to be in disrepair, and the paintwork may impact on performance of intumescent strips and smoke seals.
 - Various doors – not fully closing.
 - Acoustic device leading to lift area on ground floor*.

*Any fire resisting doors that are required to close automatically should be interconnected to the fire warning system so that they close fully on the actuation of the fire warning system or the failure of the electrical supply to the doors and comply with the current British Standard. The use of acoustically activated door release mechanisms and floor plate devices should only be considered following a risk assessment as they will not operate in response to electrical mains failure or during an alarm fault or failure condition.

4. Fire doors should be examined regularly by a suitably informed person as part of an on-going maintenance programme with all findings recorded. They should be maintained in order that the doors are made close fitting and fitted with a self-closing device, capable of closing the door automatically from all angles of opening, including the fully open position. The integrity of the intumescent strips and cold smoke seals should also be examined.

N. B. Guidance on the recommended requirements for fire resisting doors can be found in the code of practice for Hardware for Fire and Escape Doors found at the following web address

<http://www.firecode.org.uk/>

5. Survey report compiled by Astute Fire Engineering dated 16/02/26. It is acknowledged a major works project has already commenced to address the issues highlighted regarding the rapid fire spread risk posed from the construction methods used for the external wall system, particularly around window openings. In the interim period, consideration should be given to reviewing fire loading/ignition sources near windows in the main building. I draw your attention to the significant build-up of combustibles in close proximity to a window in an upper floor as highlighted at during the audit.

6. An open hatch was noted in the stair leading to the plant room on the roof. This hatch should be kept closed when not in use to ensure protection of this escape route.

MEASURES TO PREVENT THE RISK OF FIRE

7. No records were available for the following:
 - Deep clean of the cooker hood/extraction system.

Servicing for the above should be carried out by a competent person in accordance with applicable standards, and records kept for inspection when required.

8. Combustibles were stored near electrical apparatus in the plant room on the roof. A portable compressed gas cylinder was also noted in this location. Combustible storage should not be located in close proximity to mains electrical equipment. The cylinder should be removed.

FIRE WARNING AND DETECTION SYSTEM

9. The followings issues require addressing regarding the premises' fire warning arrangements;
 - No beacon was provided for the workshop area.
 - Fault showing on fire alarm panel.

A survey of the premises should be undertaken by a competent person to ensure sufficient detection and warning is provided in all areas of the building which will allow relevant persons to evacuate before conditions become untenable. Remedial actions should then be carried out where any deficiencies/defects are identified to ensure the fire detection and warning system is provided and functioning appropriately in accordance with BS5839: Part 1 latest edition.

TESTING AND MAINTENANCE

10. The most recent maintenance records for some fire safety measures were not available for inspection at time of audit. The premises, emergency routes and exits, fire-fighting equipment, fire alarm, emergency lighting, Fire and Rescue Service facilities (where applicable) and other fire safety measures should be kept in efficient working order and covered by a suitable system of maintenance. Records should be kept available for inspection by SFRS when required.

No records were available for the following:

- Maintenance and servicing of the fire curtains.
- Maintenance and servicing of the fire dampers.

Servicing for the above fire safety measures should be carried out by a competent person in accordance with applicable standards, and records kept for inspection when required.

The above risk control measures should not be regarded as the only option for achieving the benchmark standards. Other fire safety risk assessment methods or fire safety measures which achieve the same end may be considered.

You are however, reminded that the process of fire safety risk assessment should be ongoing. If there is reason to suspect that the current fire safety risk assessment is no longer valid, or if there has been a significant change in the matters to which it relates, then the assessment must be reviewed by the duty holder and any changes in the fire safety measures required must be made to ensure continued compliance with the said Act and Regulations.

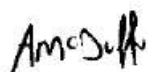
Where to get advice or further information

More detailed guidance on the Act and Regulations and fire safety risk assessment is available on the Scottish Fire and Rescue Website <http://www.firescotland.gov.uk>.

Free advice is available from the Scottish Fire and Rescue Service on technical details and options for compliance, however the duty holder is responsible for carrying out the fire safety risk assessment for their premises; and identifying and implementing the fire safety measures necessary as a result of the findings of the fire safety risk assessment.

Should you require further information or clarification in relation to this letter please do not hesitate to contact the above-named officer at the following address City of Glasgow, 123 Port Dundas Road, Cowcaddens, Glasgow G4 0ES.

Yours faithfully



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ANDREW KENNA
AREA COMMANDER
CITY OF GLASGOW SENIOR OFFICER