

Fire risk assessment

Riverside House

14 Wharf Street, Swansea. Offices with ground floor café.



Overall risk

Moderate

Likelihood medium. Consequence moderate harm.

Actions

3 high**3 medium****1 low**

Next review

October 2027, or sooner after a significant change

Responsible person	Harbourline Estates
Assessment date	20 October 2026, 09:30
Assessor	Sian Price, Lead assessor
Technical review	Tom Hughes, 22 October 2026
Issued	22 October 2026
Previous assessment	FRA-2025-0098, issued 14 October 2025

Summary

Ignition sources are normal for offices with a café kitchen. Escape routes are clear and protected, but the basement lobby door and the unsealed riser penetrations weaken protection to the east stair and the third floor. Risk should fall to tolerable once the high priority actions are complete.

Scope and limitations

The whole building, including the basement plant room, common parts, the café and a sample of tenant offices on floors two and three. Non-destructive inspection. Ceiling voids and the roof plant area were not accessed. Fire alarm and emergency lighting categories are recorded as reported by the building manager unless stated otherwise.

Significant findings and action plan

Ref	Finding	Action	Priority	Target
F1	Fire doors The basement stair lobby door did not close fully under its closer. It stopped approximately 8 mm from the frame at the latch side. The intumescent strip and smoke seal appeared intact. Evidence: V5, P6	Adjust or replace the overhead closer so the door closes fully into its frame and latches from any open position. Check the other stair doors at the same time. Owner: Harbourline Estates	High	20 Nov 2026
F2	Housekeeping Cardboard boxes and two office chairs were stored against the boiler in the basement plant room. Evidence: V4, P4, P5	Remove the stored cardboard and furniture and keep the plant room clear. Add the plant room to the weekly walk-round. Owner: Harbourline Estates	High	27 Oct 2026
F3	Compartmentation Three cable penetrations of roughly 40 mm passed from the third floor riser cupboard into the adjoining office without fire stopping. Evidence: V8, P9	Appoint a competent fire-stopping contractor to seal the penetrations with a tested system suited to the wall construction, and keep a record of the products used. Owner: Harbourline Estates	High	20 Nov 2026
F4	Fire-fighting equipment The wet chemical extinguisher next to the fryer carried a service label dated March 2025 and is overdue for its annual service. The fire blanket was in date. Evidence: V3, P3	Have the extinguisher serviced by a competent person and confirm the annual service of all extinguishers in the building. Owner: Café tenant	Medium	20 Nov 2026
F5	Fire-fighting equipment A CO2 extinguisher was standing on the floor outside the café. It was not on a bracket and there was no sign at the fire point. Evidence: V2, P2	Mount the extinguisher on a bracket at the fire point and fit a sign above it. Owner: Harbourline Estates	Low	20 Jan 2027
F6	Emergency lighting The emergency lighting logbook records monthly function tests up to July 2026. Records for August and September were not seen. Evidence: V9	Carry out and record the monthly function test, and confirm whether the August and September tests took place. Owner: Harbourline Estates	Medium	20 Nov 2026
F7	Detection and alarm The building manager reported that the fire alarm is a category L2 system. This was not checked against the design certificate, which was not available on the day. Weekly call point tests are recorded up to 16 October 2026. Evidence: V1, D1, P1	Provide the fire alarm design and commissioning certificates and the latest six-monthly service report. Owner: Harbourline Estates	Medium	20 Nov 2026

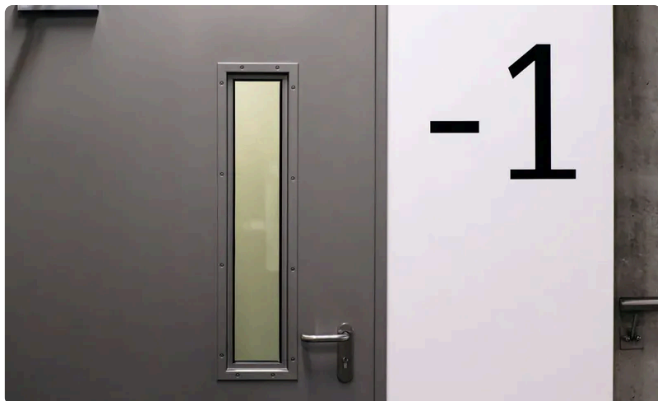
Satisfactory observations

Means of escape. First floor corridor and both stairs clear, signage in place and lit. West stair lobby door closes and latches. Evidence: V6, P7, V7, P8, V10.

Manual call points. Call point at the main exit unobstructed. Evidence: P1.

Evidence

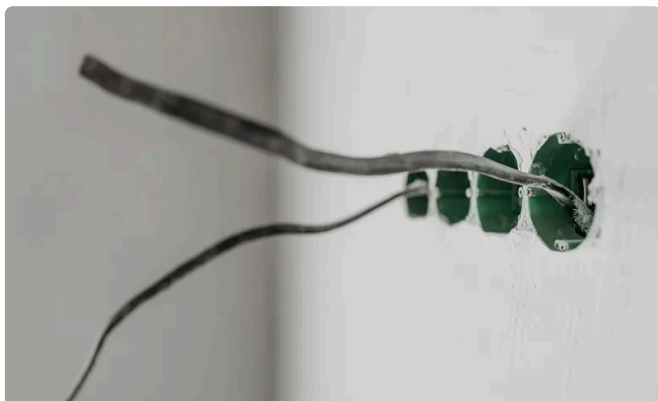
Photographs taken by the assessor on 20 October 2026. Each finding references the evidence it relies on.



P6. Basement stair lobby door, closed position. Basement stair lobby, 10:28.



P4. Stored cardboard in the plant room. Basement plant room, 10:21.



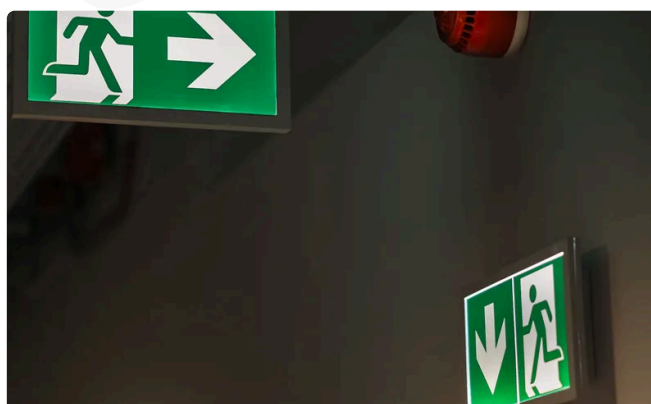
P9. Unsealed cable penetrations, third floor riser. Third floor riser, 11:03.



P3. Café kitchen cooking line. Café kitchen, 10:05.



P2. CO2 extinguisher on the floor outside the café. Ground floor corridor, 09:53.



P7. Exit signage, first floor corridor. First floor corridor, 10:42.

Assessor, review and approval

Assessor	Sian Price. Level 4 Diploma in Fire Risk Assessment. Nine years assessing offices, retail and mixed-use buildings.
Technical reviewer	Tom Hughes. Technical reviewer for buildings over 2,000 m².
Method	Your firm's workplace template. Non-destructive inspection with sampling of tenant areas.
Approved	Version 1.0 approved by Sian Price on 22 October 2026 at 14:12.
Changes after drafting	23 recorded edits. One suggested action rejected with reasons. One measurement corrected against photo P6.

Reported information

The fire alarm category and the emergency lighting test history were reported by the building manager. They are recorded as reported and were not verified on the day.

About this report

The assessor recorded observations by voice, photograph and document on site. Draft wording was prepared from those records and every finding was reviewed, amended where needed and approved by the assessor named above, who is responsible for the professional judgements in this report.