



Risk Management Services Ltd

Fire Risk Assessment

For

DART CUBICLES LLP
Trading as: The Cubicle Centre Ltd

Unit 33 Caldervale Business Park
Ravensthorpe
West Yorkshire
WF13 3JL





Index

Introduction	3
Aim of this Report	3
Client Profile	4
Fire Risk Assessment	5
Introduction	5
Responsible Person.....	5
Competent Person.....	6
Fire Safety Policy	7
The Cubicle Centre Ltd' Fire Safety Policy and procedures should take account of fire hazards and risks in specific areas of the premises. The local Fire Service inspection staff are responsible for ensuring compliance with fire safety legislation.	7
General Notes.....	9
Assessment Methodology.....	10
Risk Matrix	11
Fire Risk Assessment	12
Step 1 – Identifying the Significant Fire Hazards.....	12
Step 2 – Identifying the People at Risk.....	14
Step 3 – Coping with Residual Risk.....	14
Means of Escape	14
Fire Doors.....	14
Suitable Signage	15
Escape Lighting	15
Fire Alarm and Detection System.....	16
Fire Authority Response	16
Fire Fighting Equipment	17
Step 4 – Management Procedures	18
Step 5 – Risk Rating	18
Recommendations	19
Urgent Recommendations	19
Necessary Recommendations	20
Floor Plans.....	21
Appendices	22
Fire Escape Signs.....	23
Mandatory Signs.....	25
Fire Instruction Sign.....	26
How to Use a Fire Extinguisher	27
Maintenance Checklist.....	29
Emergency Lighting- Routine Monthly Checks	30
Fire Drill Record	31
Fire Safety Procedure.....	32
Fire Prevention	33
Fire Safety Audit Form.....	34
Errors and Omissions	36



Introduction

Aim of this Report

This Report is confidential to the Client. It is intended to be of assistance in identifying areas of weakness in the current fire safety management arrangements. The report provides a detailed appraisal of the Client's fire safety management system and makes recommendations to remove or reduce the risk where appropriate.

Whilst the principle objective of the Fire Risk Assessment is to protect life, it is also designed to protect property. Minimising the damage to business premises, as well as avoiding interruption in production or service provisions, will significantly reduce the loss of time and money that can occur following a fire.



Client Profile

Business Name:	DART CUBICLES LLP Trading as: The Cubicle Centre Ltd
Date of Assessment:	15 February 2016
Business Address:	Unit 33 Caldervale Business Park, Huddersfield Road, Ravensthorpe, WF13 3JL
Responsible Person:	Andrew Thorpe
	As defined by the Regulatory Reform (Fire Safety) Order 2005
Operation Details:	Manufacture toilet & washroom cubicles and associated products (Commercial)
Site Information:	The Cubicle Centre Ltd is divided between 3 buildings/units: <ol style="list-style-type: none">1. Prefabricated modular office accommodation;2. Showroom, Boardroom and vehicle storage/workshop; and3. Manufacturing/Processing factory/warehouse. <p>At the time of this assessment, a permanent extension/walkway is being erected to join the office accommodation to the showroom, to the rear.</p> <p>This Fire Risk Assessment covers all areas controlled by The Cubicle Centre Ltd.</p>
Building Occupancy:	The business operates between the hours of 8am – 5pm Mon to Thursday; 9am – 5pm Fridays.
General Construction:	Steel frame portal enclosed with brick and block construction
Number of Floors:	All areas are single storey, with the exception of the Boardroom area, which is currently having a mezzanine area refurbished to accommodate an executive office.
Surrounding Buildings and Occupations:	Traditional brick built, circa 1960's
Number of Persons on Site:	Employees - 47 Visitors – limited and known when due
Fire History:	Not applicable.
Consultant:	Jon Fox BSc(Hons) CertEd ASMS, CMIOSH MSYI MCMI

Fire Risk Assessment

Introduction

The Regulatory Reform (Fire Safety) Order 2005 employers and those who are responsible for, non-domestic, industrial, commercial and residential premises. Self-employed people and the voluntary sector are also covered within this regime.

At the core of the legislation lies the requirement to carry out a Fire Risk Assessment of the work activities and the workplace to enable the identification of potential fire hazards, and to decide who might be in danger in the event of fire. The assessment must also take into account the fire risks from neighbouring businesses.

The Regulations apply to an employer who employs one or more workers (excluding domestic servants), in a workplace for which he / she has responsibility.

Recommendations, where applicable, will be made to improve fire safety in general and good working practice, in particular:

- Emergency Procedures
- Precautions relating to means of escape
- Means for fighting fire
- Means of warning and detecting fire
- Maintenance and testing
- Instruction and training
- Record keeping.

Note 1: A Fire Certificate does not qualify as being a risk assessment.

Note 2: This Fire Risk Assessment is considered an accurate reflection of the premises at the time of the survey only.

Responsible Person

The legislation requires the Responsible Person to make a suitable and sufficient assessment of the risks to which relevant persons are exposed, for the purpose of identifying the general fire precautions that need to be taken to comply with the requirements and prohibitions imposed under the legislation.

The legislation defines the Responsible Person as:

- the employer (for a workplace to any extent under the employer's control); or
- a person who has control of a premises in connection with him carrying out any trade, business or other undertaking (for profit or not); or
- the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of any trade, business or other undertaking.

Competent Person

Except where a Responsible Person has sufficient training or knowledge he / she must appoint one or more Competent Person(s) to assist in undertaking preventative and protective measures under the Regulations. The Competent Person is defined as a person who has sufficient training and experience or knowledge and other qualities to enable him / her properly to assist in undertaking the preventative and protective measures.

The Competent Person and/or designated deputies are responsible for ensuring the Fire Risk Assessment is undertaken and implemented and that the following items are maintained/carried out with documentation in accordance with the frequencies stipulated in the premises' Fire Log Book:

- Escape Routes
- Fire Extinguishers
- Fire Alarms
- Emergency Lighting
- Emergency Evacuation
- Staff training.

The Competent Person should ensure safe systems of work and a safe environment for all persons who have cause to use the premises.

Fire Safety Policy

The Cubicle Centre Ltd' Fire Safety Policy and procedures should take account of fire hazards and risks in specific areas of the premises. The local Fire Service inspection staff are responsible for ensuring compliance with fire safety legislation.

Adequate provisions must be in place to provide correct inspection and testing of fire-fighting equipment, prevention and protection equipment, and for ensuring that safe practices and procedures are carried out. It must be the policy of the Company to ensure that all appliances and equipment are maintained to the highest standard.

The persons with responsibility for the maintenance and testing of fire alarms and fire-fighting equipment are stated in the premises' Fire Risk Assessment. The results of all tests must be documented in the Fire Log Book, which must be available for inspection by authorised persons if required.

Induction and continuation training must be undertaken and should include the Fire Safety Policy, Fire Risk Assessment and fire plan. On completion of the training course, candidates/employees should sig as having received and understood the training.

An escorted tour of the premises and explanation of fire safety measures in place should also be carried out. This should include:

- Information on the premises' fire alarm system
- The location of fire alarm break glass points
- Emergency escape routes
- Exits
- Assembly point
- Fire-fighting equipment.

All employees within the organisation have a duty to report immediately any potential fire hazards to their line manager or management and to respond to any fire or alarm by following the instructions on the fire notices which are fitted on all exit routes and the premises' fire plan, which forms part of the Fire Risk Assessment.

All employees have a duty to conduct their operations in such a way so as to minimise the risk of fire. This involves:

- Taking care when smoking where permitted
- Keeping combustible materials separate from sources of ignition
- Avoiding unnecessary accumulation of combustible waste
- Complying with all written and verbal instructions issued to maintain fire safety standards within the premises.

Fire Wardens are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained to implement good fire prevention practices, good housekeeping and emergency procedures.

Fire Detection Equipment

Heat/Smoke detectors and manually operated fire alarms are located at strategic points throughout the premises. If the alarm sounds it is the responsibility of any employee present to assist with the evacuation of the building.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the premises. Employees should tackle a fire themselves (if trained) only if it would NOT pose a threat to their personal safety and only after activating the fire alarm. If the situation is beyond their capability or that of the fire extinguishing equipment available they should not attempt to fight the fire but should follow the premises' fire evacuation plan.

Fire Doors

Fire doors designed to restrict the spread of fire and smoke throughout the premises have been installed at strategic points. Fire doors must never be blocked, wedged, jammed or tied open.

Fire Exits

Fire exits are located at strategic points throughout the buildings. Exit doors must never be locked and corridors must never be blocked or used as storage space. Escape routes must not be compromised by obstruction, blockage or storage.

Emergency Lighting

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the premises in case of power failure.

Regular checks should be carried out to ensure that all the above fire safety provisions are in place and effective. The frequency and results of examination are detailed in the Fire Log Book.

Emergency Evacuation Procedures

In the event of the fire alarm being activated, a fire being discovered or in any other emergency situation (such as a bomb scare for example), all employees must leave the respective building by the nearest available exit and assemble at the relevant assembly point.

Should it become necessary to evacuate any building and the external assembly area is situated in the premises' car park, access road or public area, members of staff should supervise to ensure persons are not put at risk by traffic or arriving emergency vehicles (reflective jackets or tabards will be worn).

Travel Distances

Large places of assembly – single escape route

No occupants should have more than **18 Metres** to travel to a fire exit door leading to a place of safety

Large places of assembly – more than one escape route

No occupants should have more than **45 Metres** to travel to a fire exit door leading to a place of safety

Office areas – single escape route

No occupants should have more than **18 Metres** to travel to a fire exit door leading to a place of safety

Office areas – more than one escape route

No occupants should have more than **45 Metres** to travel to a fire exit door leading to a place of safety

Note: The above figures relate to premises classed as *normal fire risk* and may be reduced for premises rated *high fire risk*.

Definition of a 'place of safety' – protected corridor or stairwell, outside and clear of the building.

Disabled Employees and Visitors

It is the responsibility of the Competent Person and any other nominated employee to be aware, as far as is reasonably practicable, of any disabled employee or visitor on the premises. In the event of an emergency, in addition to following the normal emergency procedure, arrangements must be made to provide assistance for persons with special needs.

General Notes

The contents of this document should be brought to the attention of all employees and / or 'commercial' visitors to the workplace.

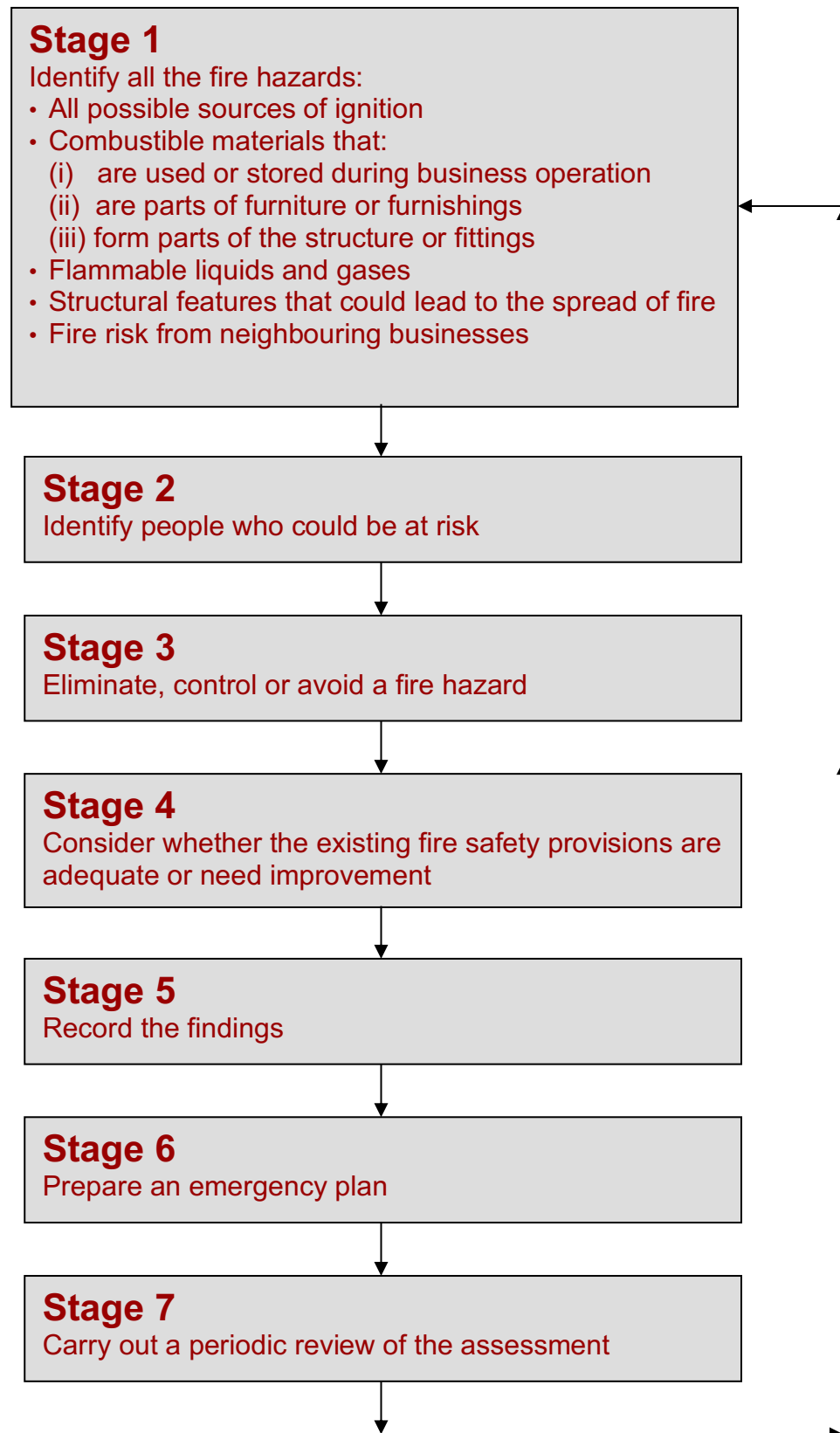
The Fire Risk Assessment should be reviewed at least annually or sooner, if there is reason to believe the assessment is no longer valid. Examples of issues that might change the validity of the assessment include:

- where you make changes to the building inside or out;
- if you have a fire or near miss;
- should you change work practices;
- if you begin to store chemicals or dangerous substances;
- where you significantly change your stock, or stock levels.

A copy of the Fire Risk Assessment should be kept in the workplace and made available to the permanent workforce and their official representatives, and to the employees of other employers who have access to the workplace.

Assessment Methodology

Regulatory Reform (Fire Safety) Order 2005 requires a business to undertake a Fire Risk Assessment. The stages in carrying out a Fire Risk Assessment follow the same principles as those for a general Risk Assessment:



Risk Matrix

The following system gives a simply way to determine the relative importance of risks. It takes account of the degree of harm (i.e. what is the worst likely outcome) and the likelihood of the event occurring. This method also incorporates a judgement as to whether or not a risk is acceptable.

When assessing the fire hazard ask the question “what is the worst likely outcome?” – is it **Severe** (e.g. fatality, disruption to business of more than 6 months, financial loss of more than £500,000 or total loss of building(s)), **Moderate** (e.g. major injury or permanent disability, disruption to business of more than 1 month, financial loss of more than £10,000 or loss of one floor of building) or **Minor** (e.g. a minor injury, disruption to business of one week, financial loss of £ 500 or loss / damage to some equipment)?

Next, make a judgement of the probability or likelihood of harm occurring:

LIKELIHOOD	DESCRIPTION
Probable	Occurs repeatedly / several times
Possible	Could occur sometime
Remote	Unlikely, though conceivable

Decisions as to whether or not action is needed can then be made by reference to the following matrix:

Severe	3	6	9
Moderate	2	4	6
Minor	1	2	3
	Remote	Possible	Probable

By using a matrix such as this, the risk level can be determined and used to prioritise your controls.

If degree of harm is compared with the likelihood of it occurring, a numerical value can be obtained.

- Risk levels of 9 would need controlling immediately.
- Risk levels of 1 may need no control measures.

Note: The matrix given above represents a minimum standard. Some users may wish to reflect higher standards in their organisation by extending the appropriate type of shading and hence prioritise for action.

Fire Risk Assessment

Step 1 – Identifying the Significant Fire Hazards

a) Combustible Materials		
Materials that form part of the business operation	<input checked="" type="checkbox"/> if present	Location / Quantity:
Large quantities of paper, including files, folders and contents of waste bins	<input type="checkbox"/>	
Packaging materials	<input checked="" type="checkbox"/>	
Fabrics and clothing	<input type="checkbox"/>	
Timber, hardboard, chipboard and similar products	<input checked="" type="checkbox"/>	
Chemicals which may be combustible or react with other chemicals to produce heat	<input type="checkbox"/>	
Display and exhibition materials	<input type="checkbox"/>	
Other (please specify)	<input checked="" type="checkbox"/>	
Furniture and furnishings	<input checked="" type="checkbox"/> if present	Location / Quantity:
Desks and office furnishings	<input checked="" type="checkbox"/>	
Carpets	<input type="checkbox"/>	
Curtains, drapes and cushions	<input type="checkbox"/>	
Upholstered benches and stools	<input type="checkbox"/>	
Armchairs	<input type="checkbox"/>	
Beds and bedding where there is a sleeping risk	<input type="checkbox"/>	
Wardrobes and dressing tables	<input type="checkbox"/>	
Dining chairs and tables	<input type="checkbox"/>	
Artificial foliage, trees, shrubs and flowers	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	
Parts of the structure and fittings	<input checked="" type="checkbox"/> if present	Location / Quantity:
Combustible wall and ceiling lining	<input type="checkbox"/>	
Large notice boards and tapestries	<input type="checkbox"/>	
Composite (sandwich) panels incorporating combustible insulation	<input type="checkbox"/>	
Timber shelving	<input type="checkbox"/>	
Temporary room or office partitions	<input type="checkbox"/>	
Plastic fluorescent light diffusers	<input type="checkbox"/>	
Unsuitable glazing	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	
Flammable liquids and gases	<input checked="" type="checkbox"/> if present	Location / Quantity:
Petroleum products	<input type="checkbox"/>	
Cooking oils	<input type="checkbox"/>	
Motor oils, other lubricants and hydraulic	<input checked="" type="checkbox"/>	

fluids		
Solvents and degreasing agents	<input type="checkbox"/>	
Paints and thinners	<input type="checkbox"/>	
Specialist chemicals used in production processes	<input type="checkbox"/>	
Propane, butane, acetylene and other flammable gases in cylinders	<input type="checkbox"/>	
Battery Charging	<input checked="" type="checkbox"/>	For Fork Lift Truck
Other (please specify)	<input type="checkbox"/>	
Structural features that could lead to the spread of fire	<input checked="" type="checkbox"/> if present	Location
Ducts without dampers	<input type="checkbox"/>	
Flues and redundant chimneys	<input type="checkbox"/>	
Voids behind panelling, above ceilings and below floors	<input type="checkbox"/>	
Unstopped holes around services	<input type="checkbox"/>	
Uncompartmented roof spaces	<input type="checkbox"/>	
Warped and ill-fitting doors	<input type="checkbox"/>	
Unprotected stairways	<input checked="" type="checkbox"/>	The only stairs leads from the vehicle workshop/storage to the Executive Management Office.
Unprotected areas resulting from changes of use	<input checked="" type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

b) Sources of Ignition:

Ignition source	<input checked="" type="checkbox"/> if present	Location / Quantity:
Flames or sparks from a work process (e.g. welding, cutting, grinding, hot air gun)	<input checked="" type="checkbox"/>	
Electrical installation	<input checked="" type="checkbox"/>	Regularly inspected
Portable electrical appliances	<input checked="" type="checkbox"/>	PAT Testing regime in place on an annual basis.
Frictional heat	<input type="checkbox"/>	
Electrostatic discharge	<input type="checkbox"/>	
Ovens, kilns, open hearths, furnaces or incinerators	<input type="checkbox"/>	
Boilers, engines or other oil burning equipment	<input type="checkbox"/>	
Matches, lighters, candles and smoking materials	<input type="checkbox"/>	
Bonfires or waste burning	<input type="checkbox"/>	
Open gas flames and gas burning equipment	<input checked="" type="checkbox"/>	Gas isolation valve identified and labelled
Light bulbs and fluorescent tubes if too close to combustible materials	<input type="checkbox"/>	
Portable heaters	<input type="checkbox"/>	
Cooking equipment, including deep fat fryers	<input type="checkbox"/>	
Arson	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

Step 2 – Identifying the People at Risk

Particular note should be made where:	<input checked="" type="checkbox"/> if present	Number / Location:
Sleeping accommodation is provided	<input type="checkbox"/>	
Large numbers of the public may be present	<input type="checkbox"/>	
People may be unfamiliar with the layout of the building and the location of the exit routes	<input type="checkbox"/>	
Staff are working in areas where there is a specific risk	<input type="checkbox"/>	
People have lengthy or tortuous escape routes	<input type="checkbox"/>	
Contractors are working on site	<input type="checkbox"/>	
People with impaired mobility, hearing or eyesight are present	<input type="checkbox"/>	
People with mental disability or illness are present	<input type="checkbox"/>	
People in adjacent or neighbouring buildings	<input type="checkbox"/>	
Occupancy patterns (e.g. 9am to 5pm office hours)		8am – 5pm Monday – Thursday 9am – 5pm Friday
Other (please specify)	<input type="checkbox"/>	

Step 3 – Coping with Residual Risk

These measures should provide: adequate means of escape; suitable signage; escape lighting; a fire alarm and detection system; and means for fighting a fire.

Means of Escape

Can the following escape times to a safe area be achieved?

	Yes	No	N/A	Comments
30 seconds for high fire risk areas (6-12 metres)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1 minute for normal fire risk areas (9-25 metres)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 minutes for low fire risk areas (12-45 metres)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Please detail any factors that could hinder the means of escape:				

Fire Doors

Do fire doors have :

	Yes	No	N/A	Comments
30 or 60 minute rating?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Self closing mechanism?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intumescent and smoke seals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vision panels (if fitted) manufactured to the same fire resistance as the door?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please detail any factors associated with fire doors:

Suitable Signage

Is there suitable fire safety signage throughout the building? Are the:

	Yes	No	Comments
Escape routes unambiguously signed with running man, open door and arrow pictograms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mandatory signs relating to fire doors displayed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fire Action Notices displayed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Signs indicating the location of fire fighting equipment displayed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Please detail any issues associated with signage:

Examples of suitable signage is given in Appendices

Escape Lighting

Is escape lighting provided:

	Yes	No	Comments
So that the fire exit signs are visible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
In corridors without windows or without the benefit of borrowed light (e.g. from street lamps)?	<input type="checkbox"/>	<input type="checkbox"/>	
To illuminate changes in floor level or changes in direction?	<input type="checkbox"/>	<input type="checkbox"/>	
To illuminate corridor intersections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
In unlit areas such as basements?	<input type="checkbox"/>	<input type="checkbox"/>	
In large open-plan office areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
On external escape routes to the final place of safety?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
To illuminate call points and fire fighting equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Please detail any issues/comments associated with escape lighting:

The emergency lighting is installed in accordance with British Standard 5266. Emergency lighting and illuminated exit signs are subject to periodic tests/servicing as detailed in the British Standard 5266 with all results recorded and available on request.

Fire Alarm and Detection System

System	<input checked="" type="checkbox"/> if present	Location:
Fire Alarm Panel/System	<input checked="" type="checkbox"/>	Located in the entrance to the office accommodation, the Fire Alarm panel is compliant to British Standard (BS 5839 part 1). In addition, the secondary panel is located inside the entrance to the warehouse area.
Verbal warning	<input checked="" type="checkbox"/>	
Rotary hand bell	<input type="checkbox"/>	
Gas horn	<input type="checkbox"/>	
Break glass system	<input checked="" type="checkbox"/>	Throughout the working environment, adjacent to every nominated exit point.
Automatic fire detection	<input checked="" type="checkbox"/>	Heat rise detectors fitted throughout the office accommodation and showroom, to 'L2' standard. The fire alarm is supplemented with visual alarms in all noise polluted areas
Other (please specify)	<input type="checkbox"/>	
Please detail any issues/comments associated with fire alarm and detection systems:		
Redcare GPRS G2 Dual Path. The alarm is remotely monitored by the Alarm Response Centre and a silent test takes place on a weekly basis.		








Fire Authority Response

Are:	<input checked="" type="checkbox"/> if present	Location:
Details of Fire Authority services known?	<input checked="" type="checkbox"/>	
Grid references provided for remote locations?	<input type="checkbox"/>	
All noted water supplies listed?	<input type="checkbox"/>	
Access routes for fire appliances suitable and sufficient?	<input type="checkbox"/>	
Is a Fire Plan located adjacent to the Fire Alarm Panel?	<input checked="" type="checkbox"/>	Zone 1 – Showroom Zone 2 – Conference Room Zone 3 – Vehicle Workshop/Storage
Please detail any issues that could impact on the fire authority responding in reasonable time:		

Fire Fighting Equipment

Note: There should be a minimum of:

- one suitable extinguisher per 200m² of floor area;
- at least one suitable extinguisher per floor;
- no one should have to travel more than 30m to reach a suitable extinguisher.

Extinguisher Type	<input checked="" type="checkbox"/> if present	Quantity and Location
Water 	<input checked="" type="checkbox"/>	Main Warehouse: 2 (Rear Fire Exit; behind Giben Smart ST) Office Accommodation:
CO₂ 	<input checked="" type="checkbox"/>	Main Warehouse: 5 Office Accommodation: Showroom: 4
Powder 	<input checked="" type="checkbox"/>	Main Warehouse: 4 Office Accommodation:
Foam 	<input checked="" type="checkbox"/>	Main Warehouse: 6 Office Accommodation: Showroom: 4
Class F 	<input type="checkbox"/>	Not Applicable
Fire Hose 	<input type="checkbox"/>	Not Applicable
Fire Blanket 	<input type="checkbox"/>	
Other: Please specify	<input type="checkbox"/>	

Please detail any issues associated with fire fighting equipment::

Step 4 – Management Procedures

Are management procedures in place for:	<input checked="" type="checkbox"/> if present	Comments
Assisting people with disabilities to escape?	<input type="checkbox"/>	
Liaising with contractors?	<input checked="" type="checkbox"/>	
Good housekeeping?	<input checked="" type="checkbox"/>	
Maintenance and testing of fire safety equipment?	<input checked="" type="checkbox"/>	
Maintenance of electrical equipment and plant?	<input checked="" type="checkbox"/>	
Record keeping?	<input checked="" type="checkbox"/>	
Staff training?	<input checked="" type="checkbox"/>	
Emergency procedures?	<input checked="" type="checkbox"/>	

Examples of relevant Management Procedures are contained in the attached Appendices.

Step 5 – Risk Rating

Overall rating for fire risk :						
Degree of Harm	Severe	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Minor	<input checked="" type="checkbox"/>
Likelihood	Remote	<input checked="" type="checkbox"/>	Possible	<input type="checkbox"/>	Probable	<input type="checkbox"/>

Risk Rating (see Risk Matrix)	1	2	3	4	5	6
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

< Low Risk

High Risk >

Recommendations

Urgent Recommendations Immediate attention to these recommendations is suggested as they are perceived to present a significant risk.	Planned completion date	Date completed
1. None.		

Necessary Recommendations

Compliance with these recommendations is necessary to comply with legislation, or to bring the area up to an acceptable minimum standard.

Planned
completion
date

Date
completed

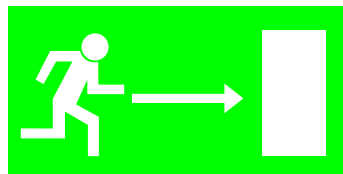
2. None.

Floor Plans

Appendices

Fire Escape Signs

TYPES OF ESCAPE ROUTE SIGN IN GENERAL USE



EEC sign



British Standard sign

There is sometimes confusion over which of the above designs is correct. The answer is that both are legal, however most authorities recommend the **British Standard** version as it is more widely understood.

The signs depicted over-page are of British Standard design, which are recommended.

Whichever design is chosen, it should be consistent throughout. **A mixture of designs should not be used within the same premises.**

A third design is preferred by the NHS which is similar to the BS version, but includes flames. This sign is also well understood and is quite acceptable.



ELEMENTS OF ESCAPE ROUTE SIGNS



Graphic symbol,
front lit



Graphic symbol,
back lit












Directional
arrow








Supplementary
text

Fire exit signs conforming to BS 5499: Part 1 1990

Sign, Colour and Pictogram	Description, Uses and Conventions
	<p>Used without an arrow above the 'Final Fire Exit' door leading directly to safety, usually at the door leading outside to fresh air.</p>
 (a)  (b)	<p>Used to direct a person to a fire exit indicating that the direction of travel is (a) – straight on from here or straight on and up from here; (b) – straight on and down from here</p>
 (a)  (b)	<p>Used to direct a person to a fire exit indicating that the direction of travel is (a) – left from here; (b) – right from here</p>
 (a)  (b)	<p>Used to direct a person to a fire exit indicating that the direction of travel is (a) – up and left from here; (b) up and right from here</p>
 (a)  (b)	<p>Used to direct a person to a fire exit indicating that the direction of travel is (a) – down and right from here; (b) down and left from here</p>

Mandatory Signs

Sign	Meaning	Location
	Do not prevent self-closing fire door from closing	At eye level on both faces of each leaf of self-closing fire doorsets
	Keep fire door locked shut when not in use	At eye level on the outside of each leaf of fire doorsets required to be kept locked e.g. store cupboards on escape routes
	Keep area clear of obstructions that might prevent the operation of an automatic fire door or shutter	At eye level on or near a fire door or shutter that closes automatically in the event of a fire
	Keep area clear of obstructions which may impede escape	On escape routes at points where obstructions may occur e.g. on the exterior face of a final exit door
	Door to be secured in the open position so that escape will not be impeded on final exits	At eye level on doors or gates that may impede escape if not secured in the open position e.g. inward opening doors

Fire Instruction Sign



FIRE INSTRUCTIONS

IF YOU DISCOVER A FIRE

- Operate the nearest fire alarm call point immediately.
- Attack the fire with a suitable extinguisher only if you have been trained and it is safe to do so.

IF THE FIRE ALARM SOUNDS

- The brigade will be called by the senior responsible person at the office.
- Leave the building immediately using the nearest exit offering visitors assistance where necessary.
- Close all doors behind you.
- Report to the assembly point opposite the car park.



Do not stop to collect personal belongings.

Never re-enter the building for any reason unless authorised to do so.

Do not take risks.

How to Use a Fire Extinguisher

DO NOT attempt to extinguish a fire (or continue to fight a fire) if:

- there is a risk of personal injury;
- **THERE IS A POSSIBILITY THAT YOUR ESCAPE ROUTE MAY BE CUT OFF BY THE FIRE, SMOKE OR COLLAPSE OF THE STRUCTURE;**
- the fire continues to grow in spite of your efforts;
- there are potential explosive sources (e.g. gas cylinders) threatened by the fire.

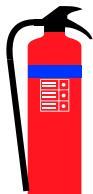
WATER



Suitable for most fires except those involving electrical equipment or flammable liquids.

- Direct the jet at the base of the flame and keep it moving across the area of the fire.
- Look for any 'hot spots' after the main fire is extinguished
- A fire spreading vertically should be attacked at its lowest point and followed upwards.

DRY POWDER



Suitable for fires involving electrical equipment or flammable liquids.

- On fires involving either liquids in containers or spilled liquids, direct the jet (or horn) towards the near edge of the fire. With a rapid sweeping motion, drive the fire towards the far edge until all the flames are extinguished.
- On fires involving flowing liquids, direct the jet (or horn) at the base of the flames and sweep upwards.
- On fires involving electrical equipment, switch off the current and then direct the jet (or horn) straight at the fire.
- Where the equipment is enclosed, direct the jet (or horn) into any opening which will allow penetration of the interior.
- When the fire appears to be extinguished, shut-off the discharge and wait until the atmosphere clears. If any flame is still visible, discharge again.

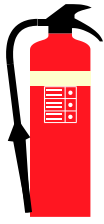
CARBON DIOXIDE



Suitable for fires involving electrical equipment and flammable liquids.

- Method of operation same as for dry powder.
- CO₂ extinguishers should **NOT** be used in confined spaces where there is a danger that the fumes may be inhaled.
- DO NOT HOLD THE HORN since it becomes extremely cold during use.

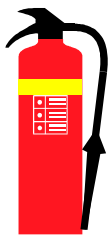
FOAM



Suitable for most fires involving flammable liquids, apart from cooking oil fires.

- Where the liquid on fire is in a container, direct the jet at the inside edge of the container or at an adjoining vertical surface above the level of the burning liquid. This breaks the jet and allows the foam to build up and flow across the surface of the liquid to smother the fire.
- Where this is not possible, stand well back, direct the jet with a gentle sweeping movement, allow the foam to drop down and lie on the surface of the liquid.
- Do not aim the jet directly into the liquid as this will drive the foam beneath the surface and render it ineffective. Also, it may cause the fire to 'splash' and spread.

WET CHEMICAL



Specifically for use on fires in deep fat fryers. DO NOT USE on fires involving electrical equipment.

- Turn off the source of heat if safe to do so.
- Hold the lance at arms length, well above the fire and with the nozzle at least 1 metre away from the fire.
- Even if the fire appears to go out quickly, discharge the entire contents of the extinguisher.

BEWARE!

- Before starting to fight even the smallest fire, ensure that the alarm has been raised and the Safe Working Procedure activated.
- Take up a position where access to the fire is unrestricted and where a quick and safe retreat is possible.
- Crouching will help the operator to keep clear of smoke, avoid heat and allow a closer approach to the fire.
- Always ensure that a fire is completely extinguished and not liable to re-ignite or continue smouldering.

Maintenance Checklist

Equipment	Interval	Action Required
Fire detection and fire warning systems, including self-contained and manually operated devices	Daily	<ul style="list-style-type: none"> ● Visual check of panel and remedy of any identified faults
	Weekly	<ul style="list-style-type: none"> ● Check for state of repair and operation ● Repair or replace defective parts ● Test operation, including self-contained alarms and manually operated devices
	Six monthly	<ul style="list-style-type: none"> ● Service and test by a competent engineer ● Clean self-contained smoke alarms and replace batteries
Emergency lighting, self-contained units and torches	Weekly	<ul style="list-style-type: none"> ● Check torches and replace batteries if required
		<ul style="list-style-type: none"> ● Repair or replace defective units
	Monthly	<ul style="list-style-type: none"> ● Check all lights and torches for state of repair and correct functioning
	Bi-annually (or as advised by an Electrical Contractor)	<ul style="list-style-type: none"> ● Service and test by a competent engineer. Replace batteries in torches
Firefighting equipment, including hose reels	Weekly	<ul style="list-style-type: none"> ● Check all equipment for correct installation and apparent function
	Annually	<ul style="list-style-type: none"> ● Service and test by a competent engineer
Passive fire protection including walls, doors, etc.	Monthly	<ul style="list-style-type: none"> ● Check all fire doors are in good working order and closing correctly and that the frames and seals are intact
	After building or refurbishment work	<ul style="list-style-type: none"> ● Routine monitoring of the passive fire detection measures should be undertaken

Emergency Lighting- Routine Monthly Checks

Once each month, by simulating failure of the normal lighting, emergency lighting should be checked.

Date	Equipment Tested	Faults and remedial actions	Signed

Fire Drill Record

A fire drill should be held at least once and preferably twice a year and a record kept of every drill.

Fire Drill Record
Date of drill:
Type of drill:
Number of staff involved:
Optimum evacuation time:
Actual evacuation time:
Time to completion of roll call:
Assessment of drill:
Remedial action necessary:
Person responsible for drill (print name):
Fire safety manager's comments:
Name: _____ Signature: _____ Date: _____

Fire Safety Procedure

The advice below is provided to assist you in what action to take in the event of a fire:

- Familiarise yourself with the site and ensure that you know the following:
 - the location of the nearest escape route and any alternative routes;
 - locations of fire alarm points and how / when to activate them;
 - what do if an alarm sounds;
 - where to assemble if you have to evacuate a building or site.

- On discovering a fire:
 - in the event of a fire (however small) raise the alarm. Call the fire brigade and then inform management;
 - only attempt to extinguish a fire where there is no risk of personal injury either from the fire, from any toxic gases or from the structural failure of the building;
 - when attempting to extinguish a fire ensure that you use the appropriate type of fire extinguisher for the specific type of fire;
 - ensure that you have a clear emergency exit at all times.

- On hearing a fire alarm / fire warning:
 - leave via the nearest exit close all doors behind you. Do not wait to conclude meetings or telephone calls;
 - report to the person in charge at the assembly point which should be well clear of all buildings and arriving emergency services.

Fire Prevention

Below are some practical precautions that can be taken in order to guard against fires starting:

- Keep the quantities of flammable materials on the premises to a minimum. Where possible, when ordering substances choose the least hazardous option.
- Do not let rubbish accumulate and cause a fire hazard.
- Do not smoke in forbidden areas.
- Store all flammable material safely, well away from possible sources of ignition.
- Keep flammable liquid containers closed to stop vapour escaping.
- Dispense flammable liquids in a safe place with adequate ventilation.
- Warn people of the risk by ensuring there is a conspicuous sign on each container, storage area etc.
- Before welding and similar work, remove or insulate flammable material and have fire extinguishers to hand.
- Guard against ignition sources like naked flames, sparks etc. - especially when spraying highly flammable liquids such as paints.
- Treat any drum which has held a flammable substance in just the same way as you would a full one. Never heat it or leave it near a heating appliance.
- After each spell of work, check the area for smouldering matter or fire.
- Burn rubbish in a suitable container well away from buildings or dry crops. Have fire extinguishers on hand. Do not burn aerosol cans and do not "brighten" fires with flammable liquids.
- Hydrogen is given off when batteries are on charge. Do not charge batteries in areas where sparks may be generated.
- Avoid the build-up of dust by frequently checking and cleaning.
- Avoid taking ignition sources (e.g. welders, cigarettes, space heaters, electric tools, etc.) into dusty atmospheres.
- Ensure that all electrical equipment has been PAT tested.
- Portable heaters pose a particular hazard especially when placed too close to combustible furniture, fittings, etc. You should ensure that any portable heaters are securely guarded and located in areas where they will not be knocked. Never place books, paper or clothes on top of them and ensure that ventilation grills are not obstructed.

Fire Safety Audit Form

1 Fire Exit Routes		Yes	No
a.	Are routes easily identifiable?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Are routes free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Can fire doors be opened easily?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Are all self closing devices operative?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Are all fire exit routes marked on fire plan?	<input type="checkbox"/>	<input type="checkbox"/>
f.	Are they all unlocked when premises are open?	<input type="checkbox"/>	<input type="checkbox"/>
g.	Free from external obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
2 Fire Extinguishers		Yes	No
a.	Sited on escape routes?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Sited adjacent to exit doors?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Grouped to form fire points?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Wall mounted in prominent position?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Away from extremes of temperature?	<input type="checkbox"/>	<input type="checkbox"/>
f.	Serviced in last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
g.	Correct extinguishers sited by the fire hazard?	<input type="checkbox"/>	<input type="checkbox"/>
h.	Accessible and unobstructed by storage etc?	<input type="checkbox"/>	<input type="checkbox"/>
3 Control of Waste (Skips and Bins)		Yes	No
a.	Waste bins/skips at least 5 metres from the building?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Timber pallets at least 5 metres from the building?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Correctly used (relevant material in appropriate bin)?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Lids securely in place?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Oil/liquid waste in bunded areas away from the building?	<input type="checkbox"/>	<input type="checkbox"/>
f.	Waste burning prohibited?	<input type="checkbox"/>	<input type="checkbox"/>
g.	Waste removed regularly?	<input type="checkbox"/>	<input type="checkbox"/>
4 Housekeeping		Yes	No
a.	Are the premises clear of process waste?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Are storage areas adequate and tidy?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Are separate containers provided for flammable or other special waste?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Is flammable waste removed at least daily?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Are no smoking rules in force and complied with?	<input type="checkbox"/>	<input type="checkbox"/>
f.	Are there suitable containers for the disposal of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>
5 Liquefied Petroleum Gas (LPG)		Yes	No
a.	Are LPG cylinders stored in an outdoor caged area and locked overnight?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Is the store used only for LPG storage?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Is the store at least 5 metres from the building and the third party property?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Are permanent safety warning notices displayed?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Are the cylinders stored with the valve set uppermost?	<input type="checkbox"/>	<input type="checkbox"/>

6 Flammable Liquids		Yes	No
a.	Are bulk supplies in a purpose built store?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Is the store secure?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Is there adequate high and low level ventilation?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Are liquids moved in safety containers?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Are flammables kept away from sources of ignition?	<input type="checkbox"/>	<input type="checkbox"/>
7 General Fire Prevention		Yes	No
a.	Are all heating appliances fixed and clear of combustibles?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Are trailing electrical cables kept to a minimum and protected where necessary?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Are there adequate electrical sockets?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Are there permit to work systems for contractors hot work?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Are automatic sprinkler installations tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>
8 Emergency Lighting		Yes	No
a.	Covering all exit routes and associated signage?	<input type="checkbox"/>	<input type="checkbox"/>
b.	All lamps are lit?	<input type="checkbox"/>	<input type="checkbox"/>
c.	The control panel indicates normal i.e. No faults?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Tests and inspections at recommended intervals completed and recorded?	<input type="checkbox"/>	<input type="checkbox"/>
9 Evacuation Plan		Yes	No
a.	Plan up to date with clear instructions?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Clearly displayed throughout?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Communicated to all personnel?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Fire wardens appointed and adequate?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Fire assembly areas clearly marked, safe and made known to employees/visitors etc.?	<input type="checkbox"/>	<input type="checkbox"/>
10 Record Keeping		Yes	No
a.	Written record of fire risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>
b.	Weekly fire alarm test records?	<input type="checkbox"/>	<input type="checkbox"/>
c.	Electrical inspection and testing records (portable and fixed)?	<input type="checkbox"/>	<input type="checkbox"/>
d.	Emergency Lighting Tests?	<input type="checkbox"/>	<input type="checkbox"/>
e.	Fire training (induction, drills, use of extinguishers etc) recorded?	<input type="checkbox"/>	<input type="checkbox"/>
f.	Statutory inspections?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Errors and Omissions

All advice offered and actions suggested in this Report are based on findings made by the Consultant at the time of the inspection and information provided by the Client.

Reference is made in this Report to the Client's legal obligations where applicable. The Report is not an authoritative interpretation of legislation. Copies of relevant Acts and Regulations can be obtained from the Stationery Office or through good booksellers.

Legislation is subject to ongoing amendment and development, with new statutory requirements constantly coming into effect. This Report refers to current legislation at the date of the inspection and should be interpreted accordingly.

Failure to comply with legislation could, in certain cases, result in criminal action being taken against you by the relevant authority. Any failure to comply with legislation could severely compromise your chances of successfully defending any related civil action for damages. This report does not set out the criminal and civil consequences of any statutory breaches which it identifies. You will need to take legal advice for further information.

The fire risk assessment has been compiled to provide an assessment of risk to life from fire and does not address the risk to property or business continuity from fire. The assessment is based on information provided to the Consultant. Where such information was given by the Client, it is assumed that it is accurate and correct, and no independent verification has been made.

The author of this report is not a specialist in the field of security. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

Statements in relation to the fire resistant structure will be based on the visual inspection of readily accessible areas, with a degree of sampling where appropriate. Statements in relation to escape lighting will be based on visual inspection and no test of luminance levels or verification of full compliance with relevant British Standard will be carried out. Statements in relation to the fire alarm system will be based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard will be carried out.

The inspection of the premises will not include inspection of those parts of the Premises which are unexposed or inaccessible.

No investigation was made during the Consultant's visit to determine whether or not any hazardous materials have been used in construction at the premises or have subsequently been incorporated into any part of them. Specialist investigation and a structural survey would be necessary to enable a report to be prepared on whether or not the premises are free from risk in this respect.

This Report is provided to assist the Client in assessing his/her exposure, at the premises, to the risks expressly referred to in this Report. It is for the sole use of the Client and is confidential to the Client and his/her professional advisors. Any other person relies on the Report at their own risk.