WARWICKSHIRE FIRE & RESCUE SERVICE

Fire Risk Assessment Information / Guidance

Version 2 - dated March 2014

CONTENTS

Introduction – Fire Risk Assessment (How to complete)

Section

Introduction

This document suggests information that should be contained in a fire risk assessment record. When completed in accordance with all suggestions it may serve as a record of a fire risk assessment as required by the **Regulatory Reform (Fire Safety) Order 2005 and Management of Health & Safety at Work Regulations 1999**

From the time these Regulations came into force it is a requirement for Responsible Persons to:

- Carry out a fire risk assessment of the premises taking into consideration all employees and all other (relevant) persons who may be affected by a fire in the workplace, and to make adequate provision for any disabled people with special needs who use or may be present in the premises;
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire. If more than five people are employed it is a requirement that these significant findings are recorded; *(However it is recommended that a written record is produced on all occasions to assist with the process of on going reviews)*
- Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace; and
- Provide information, instruction and training to employees about the fire precautions in the workplace

Further guidance can be found in the Fire safety law and guidance documents for business published by the Department for Communities and Local Government. These are available to purchase or download free by visiting the website: https://www.gov.uk/government/organisations/department-for-communities-and-local-government/series/fire-safety-law-and-guidance-documents-for-business

The recording of information within this document should be in a narrative format and not simply a Yes or No answer to a question.

Fire Risk Assessment (How to complete)

Divide the premises into areas/rooms/floors as necessary and carry out a fire risk assessment for each part. During the assessment and evaluation of the findings you should bear in mind the following.

Significant Findings:

When undertaking the fire risk assessment, the significant findings should be recorded.
The significant findings should include:

- a record of the protective and preventative measures already in place to control the risks;
- what further action, if any, needs to be taken to reduce risk sufficiently;

Review and Revision

The assessment should be reviewed or revised following any of the following:-

- *Any significant change of work practices*
- *Any significant change in staff levels*
- *Any structural or material alteration to the premises*
- *Any near miss or fire*
- *Annually from the date of the last assessment or review*

1 Premises Particulars

Specify the following particulars:-

- *Name and Address of Premises:*
- *Telephone Number:*
- *Use of Premises:*
- *Guidance used as the basis for assessment:*
- *Responsible Person (Owner/Employer/Person(s) in Control of the premises):*
- *Date of Risk Assessment:*
- *Date of Review:*
- *Name & relevant details of the person carrying out the Fire Risk Assessment:*
- *Experience and qualifications of the Fire Risk Assessor:*
- *Names and positions of persons consulted by the Fire Risk Assessor:*
- *Previous fire losses at the premises:*

2 Relevant Fire Safety Legislation

Specify the title(s) of the applicable legislation eg: The Regulatory Reform (Fire Safety) Order 2005.

State the enforcing authority for that legislation eg: The Health and Safety Executive

FIRE RISK ASSESSMENT

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

1 PREMISES PARTICULARS

Premises Name **Robin Hood Enterprises**

Address Loxley House
Forest House
Lincoln Green
Notts
NG1 4FB

Tel no: 01159 234567

Use of Premises
Offices

Guidance used

Responsible Person (Owner/Employer or Person in control of the premises)
Mr W Scarlett, Owner and Employer

Date of Risk Assessment 1st April 2013

Date of Review 31st March 2014

Name & contact details of the person who carried out the Fire Risk Assessment Mr J Little, Fire Consultant. Newtown, Anyshire.
01926 987654 or littlejohn@something.com

Experience and qualifications
15 years Fire & Rescue Service, G.I.Fire E., BSc Fire Engineering, Warrington Certification (individual).

Names of persons consulted by the Fire Risk Assessor
Mr F Tuck, Office Manager
Miss Take, Facilities and Systems Coordinator
Mr D Lyte, Fire Alarm Technician, Safen Sound Alarm Systems Ltd.

Premises Fire Loss Experience
2009, fire involving microwave cooker. Contained to Tea Room, Ground floor. No persons affected. Fire Brigade attended.

2 RELEVANT FIRE SAFETY LEGISLATION

Title of legislation
Regulatory Reform (Fire Safety) Order 2005

The above legislation is enforced by
Warwickshire Fire and Rescue Service

3 GENERAL DESCRIPTION OF PREMISES

Give a general description of the premises and the use to which it is put.
Include the following details:

- *Construction detail of the premises (i.e. Brick/Timber/Concrete)*
- *Approximate age of premises*
- *Times in use*
- *Total number of persons employed in the premises at any one time*
- *Total number of persons who may resort to the premises at any one time*
- *Size of the premises (Length and Width and/or area)*
- *Number of floors and staircases*

4 PEOPLE ESPECIALLY AT RISK FROM FIRE

Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

Consider:

- *Persons who may be asleep in your premises*
- *Employees, visitors, and other persons whose mobility, hearing or eyesight is impaired*
- *Other persons in the premises if the premises are multi-occupied · Varied working practices.*
- *Areas where employees/others are isolated (i.e. areas of your premises occupied when others are not)*
- *Young persons*
- *Contractors*
- *Visitors / Customers*

3 GENERAL DESCRIPTION OF PREMISES

Age, details of construction, features

The building comprises of an old, large, 'manor' type house, brick built with slate roof. (Built in 1930s)

The premises are considered to be of low risk due to conversion to office use in compliance with building regulations in 1995.

The building has one internal stairway which is protected by fire resisting walls, partitions and doors.

It has one external escape staircase leading from the second floor and serving the first floor to ground level.

Occupancy

Times the premises are in use: 0800 ***to***	2000
The Total Number of persons Employed within the premises at any one time:	23
The Total Number of Persons who may resort to the Premises at any one time:	30

Size

Building footprint (Metres x Metres):	30 x20
Number of floors:	3
Number of basements:	1
Number of stairs:	2

4 PEOPLE ESPECIALLY AT RISK FROM FIRE

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk and what controls are or need to be in place:

i). Sleeping occupants	None
ii). Disabled occupants	Wheelchair user employed on ground floor only
iii). Occupants in remote areas	Basement in use for deposit/retrieval of archive records by staff. It is not a working area.
iv). Lone workers	Cleaning staff work outside of office hours. These are employees and receive fire safety training.
v). Young persons	None
vi). Others (include Outside contractors)	Contractors access the basement and roof space, Permit to Work procedure in place.

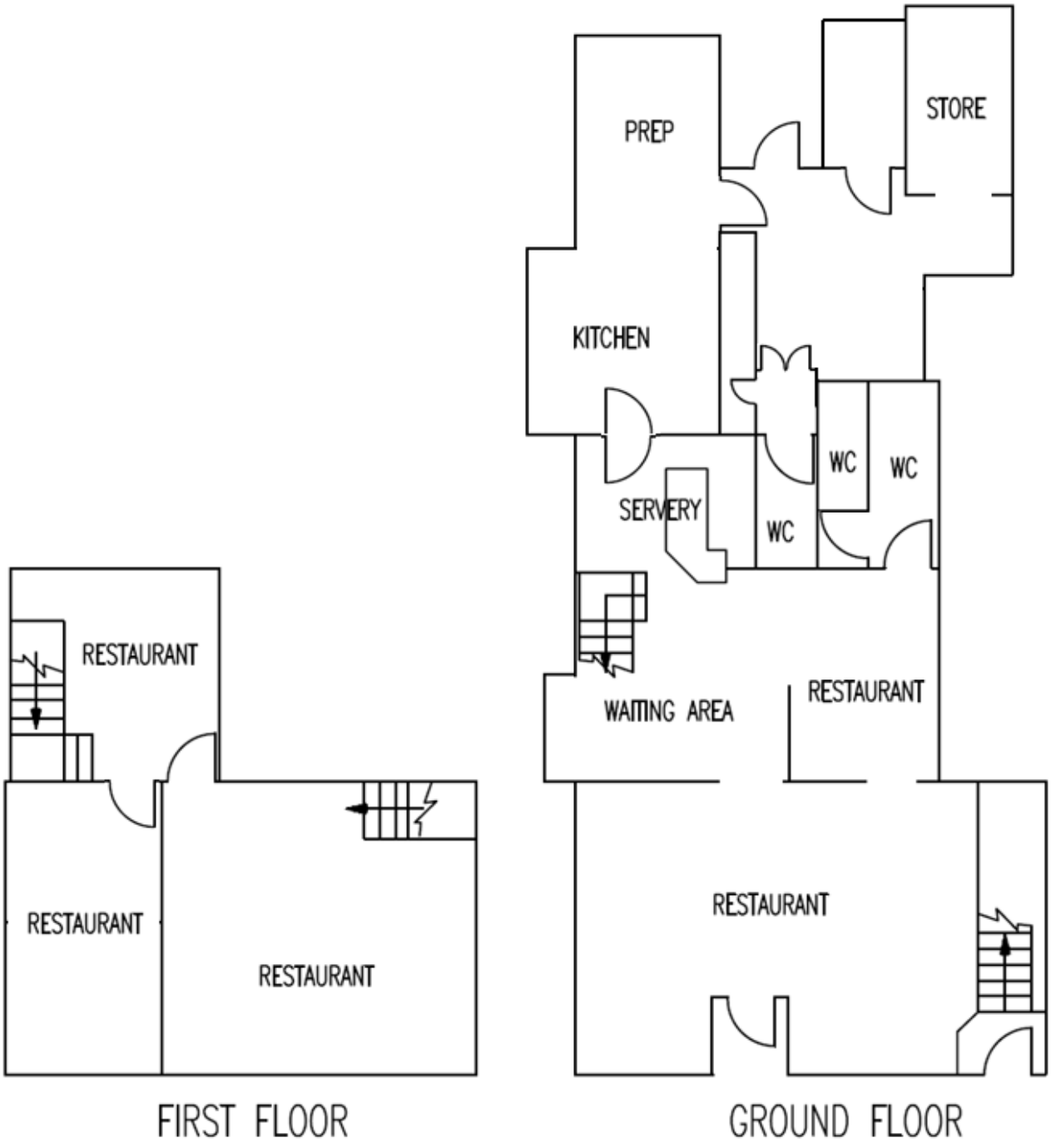
5 PLAN DRAWING

To assist the assessor in completing an assessment, and employees in understanding the findings and evacuation procedures/plans it is recommended that a single line drawing of the premises/area/room/floor is prepared, which should be attached to the risk assessment.

The plan should show :-

- *Escape routes,*
- *number of exits,*
- *number of stairs,*
- *fire resisting doors,*
- *fire resisting walls and partitions,*
- *places of safety etc.*
- *Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices etc.*
- *The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs)*
- *The location of emergency lights (to include hand held torches if provided)*
- *The location and type of firefighting equipment (i.e. water extinguishers, foam extinguishers, etc.)*

5 PLAN DRAWING



6 FIRE HAZARDS AND THEIR ELIMINATION

Consider any fire hazards within the area/room/floor:

- ***Ignition sources***
  Smoking materials /matches, lighters etc.
  Naked flames /hot work processes,
  Fixed /portable heaters,
  Boilers /engines /machinery,
  Cooking,
  Lighting equipment,
  Friction /sparks,
  Arson,
- ***Fuel Sources***
  Flammable liquids /solvents /oils etc,
  Chemicals,
  Wood /paper /cardboard
  etc, Plastics /rubber /foam,
  Furniture and furnishings,
  Flammable gases Textiles,

  Display materials,
  Waste materials,
- ***Work Processes***
  Can any fire risks identified be removed, replaced or reduced?
- ***Structural Features***

  Consider any structural features that could promote the spread of fire (e.g. open staircases, openings in walls and floors, large voids above ceilings and below floors). Additionally consider the potential combustibility of any structural features.

6 FIRE HAZARDS AND THEIR ELIMINATION / CONTROL

Sources of Ignition: (Electrical, Smoking, Arson, Heating Installations, Cooking, Lightning)

Smoking is not permitted in the building, a purpose made receptacle is provided at a designated external smoking area; this is emptied daily.

Portable Appliance Testing is recorded against all relevant electrical equipment within the business and the electric installation is inspected in accordance with NICEIC rules. The Microwave oven and toaster are commercial quality appliances and subject to a daily cleaning regime.

There is no history of arson in the immediate neighbourhood, the metal waste bins are securely fastened and fixed away from combustible property during non-working times.

Sources of Fuel and storage of combustible materials:

Paper and stationery are kept in a store room built to 30 min fire resisting standard. Waste materials are cleared from the building daily. There are no flammable liquids stored. Permit to Work procedure requires measures by contractors for control of hot work and use of materials within the building.

The basement is used for archive storage in purpose built rack systems, other than electric lighting there are no ignition sources in this area. The gas boiler and services intakes are in the basement within a 30 min fire resisting enclosure. The basement is provided with automatic fire detection.

Work Processes that impact on General Fire Precautions:

The majority of work involves the use of computer equipment; there are no processes that pose a significant fire risk. All IT equipment is under a maintenance contract with an outside contractor repairs are carried out off the premises. The company operates a clean desk policy and all non-essential electrical equipment is switched off at the close of business.

Structural features that could promote the spread of fire:

The structural features including the 1995 alterations are not deemed to promote fire spread. All services passing through compartments are adequately fire stopped. There are no voids or false ceilings.

Hazards introduced by Outside contractors and building works:

Contractors are required to have third party liability insurance and only appointed subject to satisfactory references.

During normal business hours the Permit to Work scheme is intended to control the effects of outside contractors, the Facilities and Services Coordinator inspects the work and location prior to the contractor leaving site.

Planned maintenance and decorating is arranged for weekends and out of hours. The employer undertakes inspection and security during these periods.

7 FIRE PROTECTION MEASURES

Consideration of the following factors should be recorded in a narrative format and not simply a Yes/No answer to a question.

7a MEANS OF ESCAPE – HORIZONTAL EVACUATION

Consider: -

- *How fire hazards are controlled within the area/room/floor*
- *The need to control and monitor the number of occupants*
- *The number of occupants in the area/room/floor and their familiarity with the premises*
- *The likely spread of fire*
- *The time it would probably take to escape (2-3 minutes?)*
- *In the event of a fire can all persons safely evacuate the premises after taking into account the fire risks in the area?*
- *Travel distances How far to the nearest exit?*
- *Definition and number of escape routes. Easily identified and available at all times?*
- *Number and widths of exits. Sufficient to evacuate all occupants quickly and easily?*
- *Inner rooms situations. Is there exit only available through another room?*
- *Corridors. Do they need to be protected by fire resisting walls and doors?*
- *Dead-end conditions. Is there only one way out?*
- *Door openings and door fastenings. Can door(s) be opened easily without the use of a key?*
- *Do all escape routes lead to a place of safety (e.g. not to an enclosed yard)?*
- *Housekeeping. Is there storage of combustibles or obstructions in escape routes?*
- *Sufficient number of stairways?*
- *Provisions for people with disabilities. Deaf, Blind, Mobility issues or special needs etc.*

7b MEANS OF ESCAPE – VERTICAL EVACUATION

Consider: -

- *Are there sufficient stairways to get all occupants out of the premises even if one stairway is inaccessible due to fire?*
- *If only one stairway, is it adequately protected by fire resisting construction with an exit to safety outside?*
- *Are the stairways wide enough to get all occupants out of the premises? (including disabled persons)*
- *Do the doors, walls and partitions to the stairways need to be fire resisting (i.e. could a fire spread to the staircase(s) before occupants have evacuated taking in to account the fire hazards present)?*
- *Do the exits from the stairways lead to place of safety (e.g. not to an enclosed yard)*

7 FIRE PROTECTION MEASURES

7a MEANS OF ESCAPE – HORIZONTAL EVACUATION

Commentary:

All employees are trained in what actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would prejudice their evacuation from the premises.

There are sufficient fire exits of suitable width from the premises that will allow all persons within the premises to evacuate in the event of fire. Other than the basement area there are no dead-end conditions.

It is anticipated that a fire in the building would be a slow to medium growth fire involving carbonaceous materials. It is also anticipated that any fire would be noticed fairly soon after ignition by employees due to the working practices of the building.

Furthermore some areas are covered by automatic smoke or heat detectors. This automatic fire detection provides early warning for those employees and cleaners who may be isolated (i.e. remote or lone working)

It is anticipated that all employees and persons within the building will have evacuated the building before any escape route becomes untenable.

All escape routes lead to a place of safety.

All escape routes are covered by Emergency Escape Lighting.

Deficiencies:

Panic bar door fastenings cannot be easily opened at all material times.

Fire resisting door sets are not provided with intumescent strips and cold smoke seals.

7b MEANS OF ESCAPE – VERTICAL EVACUATION

Commentary:

First Floor – There is both an internal stairway and external Fire escape serving the first floor. This is considered adequate for means of escape from the first floor.

Second Floor - There is both an internal stairway and external Fire escape serving the second floor. This is adequate as the second floor is used for office accommodation and storage. Basement – There is a single stairway serving the basement. This is adequate as the basement is used as a deposit/retrieval store.

The internal Stairway – this is protected by 30 mins fire resisting construction and at second floor level is separated from the route giving access to the alternative external stairway.

The external Stairway – this is a steel construction with hand rails to both sides and anti-slip treads and landings.

Deficiencies:

Glazing at first floor level within 1.8 metres horizontally of the external stairway is not fire resisting.

7c MEASURES TO LIMIT FIRESPREAD AND DEVELOPMENT

COMPARTMENTATION

Consider:-

- *Identifying compartment boundaries, walls, floors shafts such as staircases and lifts.*
- *The integrity of all joints.*
- *Firestopping around ductwork and services that pass through compartment walls.*
- *Measures to prevent the passage of heat and smoke through ductwork.*
- *Identify the standard of fire resistance required.*

WALL AND CEILING LININGS

Consider:-

- *Protected escape routes, horizontal and vertical should be free of decorative adornments and hangings which are not fire retardant.*
- *Thermoplastic materials in suspended ceilings and lighting diffusers.*
- *Classification of Linings required in circulation spaces.*

7d EMERGENCY LIGHTING

Consider:-

• If the premises are in use during the hours of darkness (consider winter months) escape lighting should be provided. (However, adjacent Street lighting through external glazing, may be considered)
• Areas of the premises with no natural light (internal spaces) should be provided with escape lighting.
• If the premises are large and/or complex an escape lighting system should be installed to the current British Standard.
• Where the premises are small a number of hand held torches strategically located may be sufficient?
• When operated is there sufficient illumination for occupants to see the external escape routes clearly?
• Does the system operate on sub-circuit failure?
• Is there sufficient illumination at changes in level and changes in direction?
• Is there sufficient illumination to show fire exit doors and their operation?
• Is there sufficient illumination to show fire alarm call points and fire fighting equipment?

7e FIRE SAFETY SIGNS AND NOTICES

• Do all fire safety signs comply with the current standard (pictogram – symbols)?
• Are there sufficient fire exit signs on the escape routes?
• Are internal fire resisting doors indicated with "Fire Door-Keep Shut" notices?
• Are internal fire resisting doors to cupboards indicated with "Fire Door –Keep Locked Shut" signs?
• Where necessary are fire exit doors marked with "Fire Exit-Keep Clear" notices? (outside face)
• Are there signs indicating how to use door opening mechanisms e.g. "Push Bar to Open"?
• Are general fire action notices displayed stating what to do in a fire situation?
• Is fire-fighting equipment indicated?

7c MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

COMPARTMENTATION

Commentary:

Walls to the stairway, all floors and ceilings are of sound construction with no gaps or holes where pipework or conduits pass through.

Deficiencies:

None observed.

SURFACE SPREAD OF FLAME

Commentary:

Emulsion paint finishes to all walls and ceilings. Other than safety signs and notices there are no materials in the stairs that will promote the spread of flame.

Deficiencies:

None observed.

7d EMERGENCY LIGHTING SYSTEM

Commentary:

Electric emergency escape lighting is provided internally by separate fittings, they are non-maintained type of 3 hour duration. Externally there is sufficient street lighting to see the way to safety away from the building. Only escape routes, including basement are provided for not, individual offices.

Deficiencies:

At the time of the fire risk assessment 2 fittings did not illuminate. The test frequency was recorded as quarterly. Monthly testing is required.

7e FIRE SAFETY SIGNS AND NOTICES

Commentary:

Fire exit routes have directional signs which are clearly visible and illuminated by emergency lighting. Fire extinguishers have appropriate location signs and notices as to their use. Fire resisting doors have keep locked or shut signs where required. Fire Action Notice is displayed next to all fire alarm call points.

Deficiencies:

None observed.

7f FIRE WARNING SYSTEMS

• Is there a suitable fire warning system to alert occupants in the event of a fire?
• If the premises are large and/or complex an electric fire alarm should be installed to the current British Standard.
• Can all occupants be alerted by the alarm when it is sounded? (Including persons with hearing difficulties)
• Is there a need for automatic fire detection i.e. sleeping risks, multi-occupied premises, varied working, inner rooms situations, mezzanine floors?

7g FIRE FIGHTING EQUIPMENT

• Is there sufficient fire fighting equipment provided for the area/room/floor?
• Is the fire fighting equipment appropriate for the risks?
• Is the fire fighting equipment simple to use?
• Has a competent person checked fire extinguishers within the last twelve months?
• Does it conform to a standard?
• Is the fire fighting equipment located on the escape routes and near to exit doors?
• Is it securely hung on wall brackets or suitable floor plates, unobstructed and easily accessible?

7h AUTOMATIC FIRE SUPPRESSION SYSTEMS

• What type of system is provided? (Specific risk coverage, partial building or whole building coverage)
• What type of supply of suppression media? (e.g. water mains fed, water tank supply, inert gas pressurized cylinder, etc.)
• Is the system for life or property protection?
• Has a competent person checked the system within the last twelve months?
• What standard does it conform to?
• Is the control equipment clearly indicated by signage external to the building?
• Is it linked to sound the fire alarm upon its operation?

7f FIRE WARNING SYSTEM

Commentary:

The building is fitted with an electrical fire alarm to BS 5839 Part1: 2002, category L4 system with automatic fire detection in escape route. The warning siren can be heard throughout the building. The system has been certified and a maintenance contract is in place.

Deficiencies:

None observed.

7g FIRE FIGHTING EQUIPMENT

Commentary:

There are fire extinguishers on each floor, one water and one CO2 located within the single stairway and additionally at first floor next to the exit leading to the external fire escape route. There is one Dry Powder and one Fire Blanket provided in the ground floor Tea Room. All equipment has been checked within the previous 12 months and there is a maintenance contract in place.

Deficiencies:

The fire fighting equipment in the Tea Room is not the most appropriate given the provision of kettle and microwave only. Consider replacement of existing with a 3 litre water extinguisher.

7h AUTOMATIC FIRE SUPPRESSION SYSTEMS

Commentary: (Type of system, designed and installed to what standard?)

None fitted or required for compliance with the Fire Safety Order 2005.

Deficiencies:

Not applicable.

8 MANAGEMENT – PROCEDURES AND ARRANGEMENTS

In the course of the fire risk assessment, there is a need to ensure that there are formal, documented procedures for people to follow in the event of fire, and that the procedures in question are appropriate.

EMERGENCY ACTION PLAN (EAP)

Produce an emergency action plan, which details procedures in the event of a fire in the building.

The EAP should cover:-

- *all foreseeable events*
- *the action employees should take if they discover a fire*
- *how people will be warned*
- *how the evacuation is carried out (action on hearing fire warning)*
- *inclusion of the evacuation of visitors and people with disabilities*
- *assembly points*
- *procedures for checking the premises have been evacuated*
- *identify escape routes*
- *fire fighting equipment*
- *duties and identities of persons with specific responsibilities in the event of a fire*
- *where appropriate the isolating of machinery and processes*
- *how the fire service are called and by who*
- *liaison with fire service on arrival*
- *the importance of not attempting to re-occupy the building until instructed to do so by the fire and rescue service.*

METHOD OF CALLING THE FIRE SERVICE

Establish and record the method by which the fire service would be called in the event of a fire.
i.e. (Automatic/person)

NOTE In cases of false alarms, where the fire and rescue service does not attend the building, the decision to re-enter the building will need to be taken by a responsible person.

8 MANAGEMENT – PROCEDURES AND ARRANGEMENTS

Fire Safety is managed by:
Mr W Scarlett, owner and employer.

The following competent person(s) are appointed to assist:
Miss Take, Facilities and Systems Coordinator.
Mr D Lyte, Safen Sound Alarm Systems Ltd.
Mr J Little, Fire Consultant.

Fire Safety arrangements recorded
Commentary:
Mr W Scarlett has a written Fire Safety Management Plan detailing the responsibilities of individuals in regard to Fire Risk Assessment, Maintenance of Fire Safety Measures, Production of the Emergency Action Plan and Employee Training for fire safety. This is reviewed annually or more frequently due to staff changes or physical changes.

PROCEDURES IN THE EVENT OF FIRE

Commentary:
The Emergency Action Plan (EAP) is displayed adjacent to all fire alarm call points and details the Assembly Point, Action on discovery of fire, Action on hearing the fire alarm and Action for visitors and disabled. The EAP duplicates responsibility for calling the fire service and liaison on their arrival.

Deficiencies:
The EAP requires review to clarify how to call and liaise with emergency services. It also requires detail of the method for ensuring the evacuation has been carried out and all persons accounted for.

METHOD FOR CALLING THE FIRE SERVICE

Commentary:
Wherever possible any fire should be confirmed before calling the fire service, the fire alarm sounding may be a false alarm. The senior member of management present at the time will call the fire service using mobile phone, giving the address of the building and information about the location of the fire.

Deficiencies:
None but see Emergency Action Plan deficiencies

LIAISON WITH THE FIRE AND RESCUE SERVICE

In large and complex buildings, it is important that there are arrangements for local fire and rescue service crews to familiarize themselves with the building and, with, for example, the facilities for fire-fighting. In some such buildings, there might be a need for pre-planning emergency procedures with the fire and rescue service. In addition, it is important that the fire procedures for the building address summoning of the fire and rescue service in the event of fire and reception of the fire and rescue service on arrival.

ROUTINE INSPECTIONS

The fire risk assessment is somewhat similar to the MOT inspection of a car; it reflects the conditions found by an assessor at a particular point in time. There is, however, a need to ensure that, on a more routine basis, there are means for detecting deficiencies in fire precautions. Accordingly, it is appropriate for the fire risk assessor to investigate arrangements for suitably trained or instructed building occupants to carry out routine inspections of the fire precautions.

Such inspections need no specialist knowledge, but can make a major contribution towards the maintenance of adequate fire precautions by checking that, for example, manual call points, fire detectors, sprinkler heads, etc. remain unobstructed, self-closing fire doors operate correctly, fire exit doors that are not in normal use open easily and that there is no storage in escape routes that should remain relatively sterile (e.g. protected staircases). Sometimes these matters are addressed in the course of health and safety inspections or more specific fire audits. Often, more frequent day-to-day inspections, of a basic nature, can be carried out by, for example, patrolling security officers.

LIAISON FOR FIRE AND RESCUE SERVICE PLANNING

Commentary:

The size and use of the building is unlikely to be of interest to fire service planning.

ARRANGEMENTS FOR ROUTINE INSPECTIONS OF FIRE PRECAUTIONS

Commentary:

Miss Take, Facilities and Systems Coordinator has received training and is responsible for routine checks and testing of all fire precautions for which entries are required in the Fire Safety Log Book.

NOMINATED TRAINED PERSONS

USE OF FIRE FIGHTING EQUIPMENT

Commentary:

Mr F Tuck and Miss Take have received training in the use of fire extinguishers

ASSIST WITH EVACUATION

Commentary:

All employees are responsible for assisting their visitors who are not capable of self- evacuation, this includes arranging assistance with other employees. As visitors to the building are infrequent and few in number there are no nominated trained individuals. There are no visitors without appointment.

EMERGENCY ACTION PLAN

Commentary:

ROBIN HOOD ENTERPRISES

EMERGENCY ACTION PLAN

ASSEMBLY POINT – REAR CAR PARK

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY

9 STAFF TRAINING AND FIRE DRILLS

Since failure of people to react correctly has been associated with many fires that have resulted in serious loss of life, an important part of the fire risk assessment is consideration of arrangements for giving instruction and training to staff on fire safety matters and for carrying out fire drills. Fire safety induction training for all new staff is particularly important.

Thereafter, fire safety refresher training needs to be given periodically. The frequency of refresher training needs to take into account the turnover of staff, the complexity of the building and the fire procedures, and the fire risk. There will often be a need to provide additional, or special, training for people who have special responsibilities in the event of fire; this could, for example, include fire wardens.

Legislation does not specifically require that fire drills are carried out. However, generally fire drills are important in all except the smallest building. The drills are a means of reinforcing training, and provide feedback on the effectiveness of the training that has been carried out.

9 MANAGEMENT – TRAINING

EMPLOYEE INDUCTION FIRE SAFETY

Commentary:

Training is provided by Mr F Tuck, the office manager.

On the first day of employment the Emergency Action Plan is explained and all fire escape routes are walked up to the Assembly Point.

EMPLOYEE PERIODIC FIRE SAFETY

Commentary:

A six-monthly training meeting is held to remind staff of what to do in the event of fire, the purpose of fire safety measures within the building and the method for reporting of defects. The review and changes to the Fire Risk Assessment explained.

ADDITIONAL TRAINING FOR SPECIAL RESPONSIBILITIES

(eg. Fire Warden, assisting with evacuation)

Commentary:

Both Nominated employees are experienced and trained for their special responsibilities; further training to assist their development is considered during an annual staff review in October.

The Fire Consultant and fire alarm engineer are not employees but the company requirement is for them to have third party accreditation.

FIRE DRILLS

Commentary:

Fire drills are carried out annually in winter months under emergency lighting conditions.

EMPLOYEES OF OUTSIDE ORGANISATIONS

Commentary:

There is a signing in process at reception which includes outside contractors confirming their understanding of the Emergency Action Plan. A copy of the EAP is displayed in Reception.

RECORDS OF TRAINING AND DRILLS

Commentary:

All employees' training, including fire safety training, is recorded on their individual PR file which is stored electronically. Fire Drills are recorded in the Fire Safety Log Book, provided by the local Fire Service which is stored electronically.

10 MANAGEMENT – MAINTENANCE & TESTING

MAINTENANCE AND TESTING OF FIRE PROTECTION MEASURES

• Are there adequate arrangements for testing and maintenance of all fire protection measures?
• Is the workplace itself adequately maintained in order to avoid certain fire hazards?

NOTE Recommendations for testing and maintenance of systems are given in the relevant British Standards for the particular systems and equipment.

RECORD KEEPING

Legislation does not specifically require that records of training, inspection, testing, maintenance, etc. are kept. Nevertheless, such records are an important means of demonstrating, if required, that all legislative obligations have been satisfied.

Consider :

• any records that exist
• to make recommendations, where appropriate, for keeping of records.
• records can also be important in demonstrating that there have been no breaches of good practice that could result in litigation in the event of injury to an occupant of the building in the event of fire.

10 MANAGEMENT – MAINTENANCE & TESTING

Is there a maintenance programme for the fire protection measures in the premises by appropriate competent person(s) Yes / ~~No~~ Contracts are in place for Buildings maintenance, including emergency call out arrangements.

Deficiencies:
See deficiencies comments under section 7a

Are regular checks of fire resisting doors, walls & partitions carried out ***Yes / ~~No~~***
This is done by the Facilities and Systems Coordinator at monthly intervals. Arrangements for reporting defects are in place for repairs as they are discovered.
Deficiencies:
None

Are regular checks of escape routes & exit doors carried out ***Yes / ~~No~~***
Checked weekly and recorded in the Fire Safety Log Book
Deficiencies:
See deficiencies comments under section 7a

Are regular checks of fire safety signs carried out ***Yes / ~~No~~***
Checked monthly by the Facilities and Systems Coordinator and recorded in the Fire Safety Log Book. Arrangements for reporting defects are in place for repairs as they are discovered.
Deficiencies: none

Is there a service and test regime for the fire warning system ***Yes / ~~No~~***

Weekly Testing Carried out by the Facilities and Systems Coordinator.
Annually Serviced Carried out by Safen Sound Alarm Systems Ltd.

Deficiencies: None

Is there a service and test regime for the emergency lighting system ***Yes / ~~No~~***
Service and test done as required under British Standard 5266
Monthly Carried out by the Facilities and Systems Coordinator.
Annually Carried out by ABC Electrics Ltd. As per contract.

Deficiencies:
Testing has been at quarterly intervals not monthly

Is there maintenance of the fire fighting equipment ***Yes / ~~No~~***
Service and test done as required under British Standard 5306 Part 3
Monthly Carried out by the Facilities and Systems Coordinator.
Annually Carried out by Outlaw FFE Ltd. (BAFE registered). As per contract.

Deficiencies: None

Are records kept & their location identified ***Yes / No***
Building maintenance records are kept separately; the records for all other aspects are kept in the Fire Safety Log Book. This is stored electronically and available via the owner, office manager or Facilities and Systems Coordinator.
Deficiencies: None

11 FIRE RISK ASSESSMENT

ASSESSMENT OF LIKELY CONSEQUENCES OF FIRE

- Consequences need to take into account the extent of injury that would occur to occupants in anticipated scenarios, and take into account the number of occupants likely to be affected.
- Consequences are more serious if a greater number of occupants are affected.
- Equally, serious consequences include, for example, a situation in which there is a high likelihood that a small number of occupants (even one) will be subject to serious injury in the event of fire.
- The likely consequences of fire need not, and usually cannot, be expressed in a statistical manner (e.g. probability of death or serious injury). All that is required is a subjective judgement that classifies likely consequences of fire into one of several pre-determined categories.
- Since the assessment of these factors is subjective, the use of numbers to express fire risk does not confer any greater accuracy to the assessment of fire risk.
- The pre-determined categories of likely consequences of fire may be described in the form of words, such as "slightly harmful", "harmful" and "extremely harmful", provided these terms are defined, or in the form of numbers (e.g. 1, 2 and 3), but there will be a need for at least three categories.
- However, if likely consequences are expressed in the form of numbers, care is necessary to ensure that it is not implied, for instance, that a likelihood of "2" indicates that fire is twice as likely to result in casualties compared to a likelihood of "1".

ASSESSMENT OF FIRE RISK

- In the process of every fire risk assessment, an assessment should be made of the fire risk in the building. It is usual and acceptable for the fire risk to be expressed in terms of one of a number of pre-determined categories of risk (e.g. “trivial”, “tolerable”, “moderate”, “substantial” or “intolerable”).

11 FIRE RISK ASSESSMENT

Taking into account the fire prevention measures observed at the time of this risk assessment, it is the opinion of the Fire Risk Assessor that the hazard from fire (likelihood of fire) at these premises is:

Low [ ] **Medium** [X] **High** [ ]

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is the opinion of the Fire Risk Assessor that the consequences for life safety in the event of fire would be:

Slight harm [ ] **Moderate harm** [X] **Extreme harm** [ ]

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

Trivial [ ] **Tolerable** [ ] **Moderate** [X] **Substantial** [ ] **Intolerable** [ ]

RISK LEVEL ACTION AND TIMESCALE

Trivial - No action is required and no detailed records need 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 is unoccupied, it should not be occupied until the risk has been reduced. If the premises is occupied, urgent action should be taken.

Intolerable - Premises (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan.)

The fire risk assessment should be reviewed regularly.

12 ACTION PLAN

- Make a list of the fire safety deficiencies found from the fire risk assessment.
- Prioritise and rectify the deficiencies.
- Once fully rectified, amend the fire risk assessment sheets and fire safety records.
- Review the fire risk assessment as appropriate.

12 ACTION PLAN

To remedy the deficiencies identified in sections 8 to 17, the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial [X] **Tolerable** [ ]

Deficiency/Rectification	*Priority*	*Date to be Rectified*	*Date Rectified*	*Action by whom*
Review Emergency Action Plan with particular regard to calling the fire service, meeting fire service on arrival and sweep search to confirm clear evacuation.	3 weeks	21/04/2013		W Scarlett
Provide 3 litre Water fire extinguisher in Tea Room to replace existing Dry Powder and Fire Blanket	6 months	At next service 15/10/2013		Miss Take
Arrange repair of 2 emergency light fittings, change frequency of system testing to monthly.	2 weeks	14/04/2013		Miss Take
Install fire resisting glazing to areas within 1.8 metres of external fire escape.	2 months	31/05/2013		W Scarlett
Have intumescent strips and smoke seals fitted to self-closing fire-resisting doors.	3 months	30/06/2013		Miss Take
Arrange repairs/replacement of doors fitted with panic bar furniture. Investigate and report to W Scarlett why this matter was not identified by existing checks and arrangements.	2 weeks	14/04/2013		Miss Take

FIRE RISK ASSESSMENT

LAST PAGE

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