

Fire Risk Assessment

RAISE-AP, Suite 6, Crescent House, Yonge Close, Eastleigh, Hampshire, SO50 9SX

Question	Response	Details
Electrical sources of ignition		
Fixed installation periodically inspected and tested	No	Obtain copy of Electrical Installation certificate. As there is only a sticker on the main box to go off, it would appear that the electrical installation is overdue. Recommend this is carried out and certificate obtained.
Portable appliance testing (PAT) carried out?	Yes	PAT checks are in date. Stickers on appliances and certificates are in date and available.
Policy in place regarding use of personal electrical appliances?	Yes	It appears that all electrical appliances area are PAT tested.
Pre-use checks carried out on all items of machinery and any faulty items removed from use?	N/A	
Trailing leads / adapters adequately controlled?	Yes	
Comments or additional hazards observed	None	

Question	Response	Details
Heating installations and portable heaters		
Fixed heating installations maintenance schedule in place?	Yes	
Gas isolation valve highlighted?	N/A	No gas input into the building
Are portable heaters used?	No	
Comments or additional hazards observed	None	

Question	Response	Details
Housekeeping		
Is housekeeping adequate?	Yes	
Avoidance of unnecessary accumulation of combustible materials or waste?	Yes	
Regular waste collections in place preventing build-up of combustible materials, e.g. packaging?	Yes	
Are combustible materials separated from ignition sources?	Yes	
All flammable materials on the premises are kept to a minimum and stored away from sources of heat and ignition?	Yes	
Appropriate storage of hazardous material in place?	Yes	Only a small amount of cleaning products are kept in a separate cupboard.
Comments or additional hazards observed	None	

Question	Response	Details
Cooking		
Are measures taken to prevent fires as a result from cooking?	Yes	Fore blanket in place in kitchen area and correct fire appliances in place.
Are extraction filters changed and ductwork regularly cleaned?	N/A	
Are suitable extinguishing appliances available?	Yes	
Comments or additional hazards observed	None	

Question	Response	Details
Arson		
Does basic security against arson appear reasonable?	Yes	
Is there an absence of unnecessary build-up of fire hazards close to the building?	Yes	
Comments or additional hazards observed	None	

Question	Response	Details
Dangerous Substances		
Are the fire precautions in place adequate for any dangerous substances used or stored?	N/A	
COSHH assessments in place?	Yes	
Comments or additional hazards observed	None	

Question	Response	Details
Smoking		
Are measures taken to prevent fires from a result of smoking?	Yes	
Smoking prohibited in the premises?	Yes	
Suitable arrangements in place for persons who wish to smoke	Yes	
No smoking policy observed at time of inspection?	Yes	
Comments or additional hazards observed	None	

General Information

The objective of a Fire Risk Assessment is to provide an environment which is safe from fire and which complies with The Regulatory Reform (Fire Safety) Order 2005. It is a dynamic process that requires management to continually assess fire hazards within the workplace and upgrade safety arrangements accordingly.

It is a comprehensive audit of workplace premises, process and activities which allows responsible persons to provide and maintain adequate fire safety arrangements and it can either be carried out as a separate activity or be incorporated into the existing workplace health and safety regime.

Passive fire protection includes:

- Cavity barriers
- Fire resisting ceiling systems including suspended ceilings
- Compartment walls and floors
- Fire doors and furniture
- Fire fighting shafts and stairwells
- Fire-resisting dampers
- Fire-resisting ductwork
- Fire-resisting glazing
- Fire-resisting service ducts and shafts
- Fire-resisting floors, walls and partitions
- Penetration seals for pipes, cables and other services
- Fire protection to structural frame
- The building envelope, i.e. fire-resisting external walls, curtain walls
- Walls and ceiling linings in escape routes

Active fire protection includes:

- Fire detection and alarm systems
- Emergency escape lighting
- First aid fire-fighting appliances
- Fire suppression systems
- Smoke control systems

Relevant supporting legislation, codes of practice and/or guidance documents:

- The Regulatory Reform (Fire Safety) Order 2005
- UK Gov Guidance – Fire Safety in the Workplace
- PAS 79:2012 – Fire Risk Assessment
- HSE HSG107 – Maintaining Portable Electrical Equipment

Identification of Persons at Risk

People are at risk from fire if the products of the fire (smoke and toxic gases) could affect them before they can leave the premises. People are helped if they can be given early warning of the fire and if they can turn away from the fire and make their way safely from the building.

Number of floors: 1

Single staircase: No

Inner rooms: No

Basement areas: No

Brief details of construction: standard build single open plan provision with businesses attached either side

Use of premises: alternative provision

Number of employees: 2-5

Maximum number of students at any time: 6

Operating hours: 8am – 4pm (Monday – Friday)

Visitors: Yes

Members of the public: No

Young persons: Yes

Disabled persons: Possibly

Lone workers: No

Fire Protection Measures

Question	Response	Details
Means of Escape		
Suitable number of escape routes in place?	Yes	
Multiple escape routes clearly segregated?	N/A	
Suitable fire doors in place?	Yes	
Escape routes accessible at all times during operating hours / unobstructed?	Yes	
Comments or additional hazards observed	None	

Question	Response	Details
Fire Safety Signs and Notes		
Adequate signage in place throughout premises?	Yes	
Signage confirms to current legislation?	Yes	
Suitable fire assembly point?	Yes	Fire assembly point is highlighted on fire action posters and is a suitable and safe distance away.
Comments or additional hazards observed	None	

Question	Response	Details
Emergency Escape Lighting		
Emergency escape lighting in place?	Yes	
Comments or additional hazards observed	None	

Question	Response	Details
Fire Alarm		
Early detection system in place?	Yes	
Alarm audible throughout the premises?	Yes	
Additional visual means of fire warning in place (e.g. visual in toilets etc...)	Yes	
Comments or additional hazards observed	None	

Question	Response	Details
Fire Fighting Appliances		
Suitable and sufficient fire extinguishers in place?	Yes	
CO ₂	Yes	
Water		
Foam	Yes	
Sprinklers		
Powder		
Type F		
Fire blankets	Yes	
Ansul (fire suppression)		
All fire appliances readily accessible?	Yes	
Comments or additional hazards observed	None	

Question	Response	Details
Testing and Maintenance		
Adequate maintenance of premises?	Yes	
Fire alarm subject to weekly checks and annual inspections, records maintained and available?	Yes	Maintained inspection records are kept on file.
Escape doors subject to weekly checks, records maintained and available?	Yes	
Emergency escape lighting subject to weekly checks and annual inspections, records maintained and available?	Yes	
Fire fighting equipment subject to weekly checks and annual inspections, records maintained and available?	Yes	Certificates kept on file of all annual inspections including fire alarm systems and appliances.
Maintenance and testing of other fire protection systems?	Yes	
Comments or additional hazards observed	None	

Question	Response	Details
Procedures and Arrangements		
Fire wardens nominated and appropriately trained?	Yes	
Fire safety training provided for all employees including: fire risks, fire measures, action in the event of a fire, location and use of fire extinguishers?	Yes	
Adequate arrangements for any disabled persons likely to be present?	Yes	
Fire drills carried out at appropriate intervals and records maintained?	Yes	Carried out within the last 12 months
Appropriate records maintained and readily available? E.g. weekly checks.	Yes	
Comments or additional hazards observed	None	

Question	Response	Details
Hazard from Fire		
Taking into account the Fire Hazards identified and the Fire Protection Measures in place it is considered that the hazard from fire at these premises is:	Low – unusually low likelihood of fire as a result of negligible potential sources of ignition	

Action Plan

Please record any significant findings here and the action required to be taken.

ACTION 1 – ensure that the electrical installation is tested on a 5 yearly basis and certificate obtained.

ACTION 2 – ensure that all appliances have the notice above denoting the type and use.

ACTION 3 – ensure that all fire action posters are fully filled in, highlighting the assembly point.

Review

This document must be reviewed at regular intervals and following significant changes. All reviews must confirm if work in the Action Plan has been completed.