

Fire Risk Assessment



**Elliott Nash Limited
The Depot
Ludley Grove
Bartley Green
Birmingham
B32 3LE**

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Part 1 – Fire Executive Summary

Description of Fire Safety Systems

The property has no automatic fire alarm system or emergency lighting in place. Fire fighting equipment is evident around the property and is regularly inspected and tested.

Areas and activities assessed

The following areas and activities were assessed:

- Main office
- Stockrooms
- Outside Workshop
- External Cages
- Restroom



Management of fire safety


Day-to-day management of fire safety is controlled by the Office Manager Sharon Jones.

Fire safety actions requiring immediate attention

- There are Gas bottles stored in the outside workshop, these need to be transferred into the external metal cage and chained into an upright position, this cage must then be suitably signed i.e. flammable liquids and must be under lock and key at all times. (Note: Oxygen must be stored separate)
- Flammable liquids must be stored in a suitable container i.e. metal locker this is imperative to prevent the spread of fire and to ensure a safe time barrier (30 minutes) for escape.




Part 2 – Fire Safety Action Report

Ref	Recommended Control / Preventative Measures	Priority	Client comments
1.	Sources of ignition allowing fire to start		
1.1	Check to ensure that fixed electrical systems are inspected and tested by a competent electrical contractor (IEE qualified). This is recommended on a five yearly basis. Ensure the practice have a programme in place for testing and inspecting portable electrical appliances.	2	
1.2	Contractors required to carry out hot works at the property should be managed through a 'Permit to Work' system.	3	
1.3	Flammable substances stored in the internal stockroom should be stored in a suitable cabinet. 	1	
2.	Sources of fuel that may assist fire growth		
2.1	Housekeeping could be improved in the ground floor stockrooms. Remove waste materials on a daily basis.	2	
3.	Rapid fire and smoke spread in workplace		
3.1	It is recommended that a fire door should be installed between the main office and the storeroom, this would facilitate 30 minutes escape time from either room	2	
4.	Fire spread to adjacent properties		
	The skip next to the main building needs to be re positioned to prevent the spread of fire/arson 	2	
5.	Persons in workplace unaware of fire		
5.1	Within this building the means of raising the alarm is by word of mouth. This is acceptable as there are never any more than 3 members of staff in the main office area and when the workforce arrive in the morning, to be allocated		

	works/equipment, the main double doors by the stockroom are opened as is the roller shutter door.		
5.2	Ensure the means of raising the alarm is communicated to personnel and visitors, contractors and public.(a better sign in reception area)	2	
6.	Persons cannot safely evacuate in the event of fire		
6.1	Fire exit signs require posting in the reception area (running man) to show the nearest fire exit to safety.(although there is only one way in and one way out i.e. the main door, fire produces panic and people do the strangest things)	2	
6.2	Ensure employees have adequate evacuation procedures in place: <ul style="list-style-type: none"> • Method of raising the alarm • Safe evacuation routes • Safe assembly areas • Designated personnel to coordinate evacuation • Method of contacting the emergency services 	3	
6.3	Ensure regular fire drills are carried out (twice yearly is ideal).	3	
6.4	Ensure designated staff have been trained to coordinate evacuation of the property and record the fire log book.	3	
6.5	The second fire exit route from the stock room is bolted from the inside and the roller shutter is down. It is recommended that when the building is occupied this roller shutter be opened to allow escape from the stockroom area. 	1	
6.6	There is Good provision for disabled persons (Access and egress by the stockroom doors). Ensure procedures are in place to aid disabled persons during evacuation of the property.	3	
7.	Small fire grows rapidly putting untrained persons at risk		
	The required control/preventative measures are in place.		
8.	Fire service unaware of the fire		
	The required control/preventative measures are in place.		
9.	Fire Service unaware of building risks and emergency plan or Fire Service cannot gain access		
9.1	Ensure an emergency evacuation plan is put in place which should include: <p>Action on discovering a fire Action to raise the alarm Calling the emergency services</p>	3	

	Evacuation of the workplace Designated responsibilities What flammable liquids/gasses and oxygen/oxidising agents are in the building and where is their location Power and process isolation Assembly points Exit routes Use of fire equipment Training		

Part 3 – Fire Risk Assessment

Fire risk assessment		Risk Rating	Moderate	
Hazard		Sources of ignition allowing fire to start		
People		Employees, contractors, visitors and public		
Area		Work area and flammable substances		
Spec		Regulation 17 (Fire Safety) Reform Order 2005		
Control		Compliance with Standard		Priority
		Yes	No	
1.1)	The fixed electrical installation and portable electrical appliances are regularly examined and tested where necessary, by a competent person (in accordance with the IEE Regulations). Refer to Part 2 - Fire Safety Action Report.	✓		
1.2)	The electrical equipment (including the use of overloaded and/or coiled extension leads) and circuits are not overloaded.  The required control/preventative measures are in place.	✓		
1.3)	There are suitable measures in place to prevent smoking in areas where a fire could go undetected or where combustible materials are stored or used.  The required control/preventative measures are in place.	✓		

1.4)	Appropriate controls are in place to reduce the risk of arsonist attack e.g. adequate security. The required control/preventative measures are in place.	✓		
1.5)	Adequate controls are in place to control contractor hot works and other potentially hazardous electrical works e.g. hot work permit / permit to work. Refer to Part 2 - Fire Safety Action Report.	✓		
1.6)	Adequate controls are in place to prevent chemical reactions e.g. oxidising agents are stored separately. Refer to Part 2 - Fire Safety Action Report.		✓	3

Fire risk assessment	Risk Rating	Moderate
Hazard	Part 2 - Sources of fuel that may assist fire growth	
People Exposed To Hazard	Employees, contractors, visitors and public	
Area Where Hazard Present	Gas supply, office furnishings, waste, office supplies, timber cabinets, chemicals	
Specific Legislation	Regulatory (Fire Safety) Reform Order 2005	

Control / Preventative Measures		Compliance with Standard		Priority
		Yes	No	
2.1)	The storage of combustible materials is avoided and where it cannot be avoided they are, where possible, separated from sources of ignition. Refer to Part 2 - Fire Safety Action Report.		✓	2
2.2)	Waste storage is minimised, it is kept in a fire resistant area/store and separated from sources of ignition. Refer to Part 2 - Fire Safety Action Report.		✓	2
2.3)	Fire retardant / low flammability wall and ceiling linings are present to limit fire spread. The required control/preventative measures are in place.	✓		
2.4)	The use of aerosols is limited or otherwise adequately controlled. The required control/preventative measures are in place.	✓		
2.5)	Fire retardant / low flammability furniture and carpets are present to limit fire spread. The required control/preventative measures are in place.	✓		

Fire risk assessment	Risk Rating	Moderate
Hazard	Part 3 – Rapid fire and smoke spread in workplace	
People Exposed To Hazard	Employees, contractors, visitors and public	
Area Where Hazard Present	common areas	
Specific Legislation	Management of Health and Safety at Work Regulations 1999 Regulatory (Fire Safety) Reform Order 2005	

Control / Preventative Measures		Compliance with Standard		Priority
		Yes	No	
3.1)	There is adequate structural compartmentation and fire resistance in accordance with the Building Regulations Approved Document B. The required control/preventative measures are in place.	✓		
3.2)	There is adequate fire protection separation in access corridors and fire escape routes in accordance with the Building Regulations Approved Document B. Refer to Part 2 - Fire Safety Action Report.		✓	2
3.3)	Adequate arrangements are in place to ensure the structural compartmentation is not being compromised e.g. doors being wedged open. The required control/preventative measures are in place.	✓		

Fire risk assessment	Risk Rating	Moderate
Hazard	Part 4 – Fire spread to adjacent properties	
People Exposed To Hazard	Employees, contractors, visitors, public and neighbouring businesses	
Area Where Hazard Present	Boundary walls	
Specific Legislation	Management of Health and Safety at Work Regulations 1999 Regulatory (Fire Safety) Reform Order 2005	

Control / Preventative Measures		Compliance with Standard		Priority
		Yes	No	
4.1)	<p>There is adequate fire resisting separation between building occupiers.</p> <p>The required control/preventative measures are in place.</p>	✓		
4.2)	<p>There are adequate controls in place to prevent waste building up externally.</p> <p>The large skip by the side of the building, this needs to be repositioned as far as practicable away from the building to minimise the risk of fire spread (this is one of the most common means of arson, people setting fire to skips).</p>	✓		2

Fire risk assessment	Risk Rating	Moderate
Hazard	Part 5 – Persons in workplace unaware of fire	
People Exposed To Hazard	Employees, contractors, visitors and public	
Area Where Hazard Present	All property	
Specific Legislation	Management of Health and Safety at Work Regulations 1999 Regulatory (Fire Safety) Reform Order 2005	

Control / Preventative Measures		Compliance with Standard		Priority
		Yes	No	
5.1)	A suitable means of alarm in accordance with BS 5839 is provided taking account of the size and type of operation. It can be heard in all locations and where this is electronic it is tested weekly, and maintained on a quarterly basis by a competent contractor in accordance with BS5588. Refer to Part 2 - Fire Safety Action Report.	✓		
5.2)	The means of alarm is not understood by employees / visitors and / or hearing impaired persons. Refer to Part 2 - Fire Safety Action Report.	✓		
5.3)	To detect a fire starting in little visited and unoccupied areas, an automatic fire detection system to BS 5839 is provided and is tested weekly and it is maintained on a quarterly basis by a competent contractor. Refer to Part 2 - Fire Safety Action Report.		✓	3
5.4)	Automatic smoke detectors are not obstructed. Refer to Part 2 - Fire Safety Action Report.		✓	3

Fire risk assessment	Risk Rating	Moderate
Hazard	Part 6 – Persons cannot safely evacuate in the event of fire	
People Exposed To Hazard	Employees, contractors, visitors and public	
Area Where Hazard Present	Fire exit routes, common areas, corridor and stairways.	
Specific Legislation	Management of Health and Safety at Work Regulations 1999 Regulatory (Fire Safety) Reform Order 2005 Health and Safety (Safety Signs and Signals) Regulations 1996	

Control / Preventative Measures		Compliance with Standard		Priority
		Yes	No	
6.1)	The size of the escape routes can cope with the number of persons in the workplace in accordance with the Building Regulations Approved Document B. The required control/preventative measures are in place.	✓		
6.2)	Escape routes remain clear and are not restricted or blocked. The required control/preventative measures are in place.	✓		
6.3)	Fire signage, including fire exit signs and fire action notices, is provided as necessary in readily conspicuous positions and checks are made to ensure it remains in place. Refer to Part 2 - Fire Safety Action Report.		✓	2
6.4)	Persons in the workplace have adequate knowledge of escape routes through appropriate fire training during induction, and refresher training is given annually. Refer to Part 2 - Fire Safety Action Report.	✓		3
6.5)	Persons in the workplace have adequate knowledge of escape routes fire drills which are carried out at six monthly intervals (unless otherwise stipulated on the Fire Certificate). Refer to Part 2 - Fire Safety Action Report.		✓	3
6.6)	The time taken to escape to a place of safety is not excessive. The required control/preventative measures are in place.	✓		
6.7)	Final exit doors are not obstructed, are easily operable and are adequately marked. Refer to Part 2 - Fire Safety Action Report.		✓	2
6.8)	A responsible person has been appointed and trained to co-ordinate the fire arrangements and sufficient fire wardens have been appointed and they have been trained for this role. Refer to Part 2 - Fire Safety Action Report.	✓		

6.9)	<p>Fire escape routes are free from slip, trip and fall hazards.</p> <p>The required control/preventative measures are in place.</p>	✓		
6.10)	<p>Existing fire exits and doors operate effectively, they can be opened without the use of a key, they are not locked during operating hours, and they are free from temporary or permanent obstructions in accordance with BS 476. Checks on their operation are carried out on a daily basis.</p> <p>Refer to Part 2 - Fire Safety Action Report.</p>		✓	2
6.11)	<p>There are no inappropriate means of escape, e.g. windows, roller shutters (without picket gates), portable or throw out ladders, wall and floor hatches.</p> <p>Refer to Part 2 - Fire Safety Action Report.</p>		✓	
6.12)	<p>Disabled people can use the existing means of escape or other suitable arrangements are in place. (Personal Emergency Evacuation Plans have been provided in accordance with BS 5588).</p> <p>Refer to Part 2 - Fire Safety Action Report.</p>	✓		

Fire risk assessment	Risk Rating	Moderate
Hazard	Part 7 – Small fire grows rapidly putting untrained persons at risk	
People Exposed To Hazard	Employees, contractors, visitors and public	
Area Where Hazard Present	Fire exit routes, common areas, corridor and stairways.	
Specific Legislation	Regulatory (Fire Safety) Reform Order 2005	

Control / Preventative Measures		Compliance with Standard		Priority
		Yes	No	
7.1)	There are sufficient numbers of fire extinguishers and/or fire hoses of the correct type. These need to be wall mounted.		✓	2
7.2)	The fire extinguishers are located in the correct positions and are maintained annually by a competent person. The required control/preventative measures are in place.	✓		
7.3)	The fire extinguishers are clearly identifiable and are not obstructed. The required control/preventative measures are in place.	✓		

Fire risk assessment	Risk Rating	Moderate
Hazard	Part 8 – Fire service unaware of the fire	
People Exposed To Hazard	Employees, contractors, visitors and public	
Area Where Hazard Present	All property	
Specific Legislation	Regulatory (Fire Safety) Reform Order 2005	

Control / Preventative Measures		Compliance with Standard		Priority
		Yes	No	
8.1)	There is adequate means of summoning the Fire Service. The required control/preventative measures are in place.	✓		
8.2)	The procedure for summoning the Fire Service is understood. The required control/preventative measures are in place.	✓		

Fire risk assessment	Risk Rating	Moderate
Hazard	Part 9 – Fire Service unaware of building risks and emergency plan or Fire Service cannot gain access	
People Exposed To Hazard	Employees, contractors, visitors and public	
Area Where Hazard Present	All property	
Specific Legislation	Management of Health and Safety at Work Regulations 1999 Regulatory (Fire Safety) Reform Order 2005	

Control / Preventative Measures		Compliance with Standard		Priority
		Yes	No	
9.1)	An emergency plan is provided and implemented which takes account of the use of the premises, vulnerable groups, and specific work activities, e.g. confined spaces. Refer to Part 2 - Fire Safety Action Report.	✓		
9.2)	A means of informing the Fire Service of the health and safety risks within the building is in place. The required control/preventative measures are in place.	✓		
9.3)	The Fire Service can approach the premises and gain access in the event of an emergency. The required control/preventative measures are in place.	✓		

Part 4 – Fire Risk Assessment Protocol

Introduction

The objective of the fire assessment is to assess the risk to life from fire. Business continuity and property damage fall outside of the scope of this assessment.

The Regulatory (Fire Safety) Reform Order 2005 requires employers and others who have control of a workplace to ensure that:

- The workplace is equipped with appropriate fire fighting equipment, fire detectors and alarms.
- Non-automatic fire fighting equipment is easily accessible, simple to use and indicated by signs.
- Measures are provided for fire fighting.
- Responsible people are assigned to implement the fire fighting measures.
- Arrangements have been made with external emergency services for rescue fire fighting and rescue work.
- Fire exit routes are kept clear at all times.
- Emergency exits lead as directly as possible to a place of safety.
- Employees are able to evacuate as quickly and safely as possible.
- Emergency exits are adequate in terms of number, distribution and dimensions.
- Emergency doors open in the direction of escape.
- Sliding or revolving doors are not designated as fire exits.
- Emergency doors are not locked or fastened so that they cannot be easily and immediately opened.
- Emergency routes and exits are indicated by signs.
- Emergency routes and exits are provided with adequate emergency lighting where necessary.
- Maintenance of the above.

The Management of Health and Safety At Work Regulation 1999 Regulatory (Fire Safety) Reform Order 2005 require a risk assessment to be completed to ensure compliance with all relevant legal requirements and that:

- the risk of a fire occurring is reduced to a minimum;
- the risk of fire spreading is minimised; and
- everyone in the workplace is able to reach a place of safety without outside assistance.

Risk assessment is the process whereby hazards (anything with the potential to cause harm) are identified on site. The risks (likelihood of the hazard resulting in harm) are then assessed for each of the identified hazards. The degree of risk can then be used to prioritise control measures, which will ensure the risk of injury is reduced to an acceptable level.

However, once the hazards have been identified, the first consideration must be to determine whether it is possible to remove the hazard completely and thus avoiding the need to control the risk(s) associated with it. Where it is not possible to remove the hazard either in terms of cost or practicability, then control measures must be implemented.

The following steps detail the PSC fire risk assessment protocol.

Step 1 – Fire risk assessment

Your safety consultant will identify the fire hazards on your site as part of the fire risk assessment process. For all the identified hazards, we have created control standards and during the visit we will make judgments as to how far you are complying (or not) with the control standards. These judgments are made by assessing your existing control measures in place and determining whether they are satisfactory or not.

Where we consider your existing controls to be unsatisfactory i.e. you are not complying with the control standard, we will make recommendations in order to advise you how to either remove the hazard or reduce the risk through improving the level of control. (See **Part 2 - Fire Safety Action Report**).

Step 2 - Prioritising the fire safety recommendations

The next step is to prioritise the recommendations. This is summarised in the table below.

	Priority	Comments
	1.	<p>Immediate (Requires immediate remedial action)</p> <p>The fire safety issue requires immediate action. If it is not possible to reduce the risk then work / access must be prohibited. If the work involves a work activity which is in progress it must be stopped and alternative safe means of carrying out the work identified.</p>
	2.	<p>Within 3 months (Requires remedial action Within 3 months)</p> <p>Some additional fire safety controls are necessary. Consideration may be given to a more cost-effective risk reducing solution. Regular monitoring of existing fire safety controls is essential.</p>
	3.	<p>Ongoing (Requires some additional controls in due course)</p> <p>Some additional fire safety controls are necessary. Consideration may be given to a more cost-effective risk reducing solution. Regular monitoring of existing fire safety controls is essential.</p>

Step 3 – Risk Rating

Once the fire safety recommendations have been prioritised, the overall risk rating for each part of the fire risk assessment is determined by assessing the likelihood of harm occurring and the severity of the outcome. This is summarised in the table below:

	Risk Rating	Priority
	Intolerable	1. Requires immediate remedial action.
	Moderate	2. Requires remedial action within 3 months.
	Tolerable	3. May require additional controls in due course.