

FIRE RISK ASSESSMENT – WORKED EXAMPLE

1 PREMISES PARTICULARS

Premises Name S M Enterprises

Address Small Place
Medium Road
Anywhere

Tel no: 01234 567890

Use of Premises

Offices

Owner/Employer/Person in control of the workplace

Mr Peter Smith
(Owner and Employer)

Date of Risk Assessment 1st July 2011

Date of Review 1st July 2012

Name & relevant details of the person who carried out the Fire Risk Assessment

Mr Jones (Company Health & Safety Advisor)
Ex. Fire Safety Officer, Anytown Fire & Rescue Service
M.I.F.E., B.Sc Fire Safety Studies, Dip.in H&S

2 GENERAL STATEMENT OF POLICY

Statement:

It is the policy of S M Enterprises Ltd to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company will provide and maintain a safe and healthy working environment, equipment, and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose

The company will give a high level of commitment to health and safety and will comply with all statutory requirements.

3**MANAGEMENT SYSTEMS*****Commentary:***

The Fire Safety Management plan is contained within the Health & Safety file and is kept in the Health & Safety Advisors office. A schematic is attached.

It confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the 5-step narrative method as advocated by the Employers Guide. The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters the employer has made the Health & Safety Advisor responsible for fire safety matters which includes the fire risk assessment and all matters appertaining to it.

This person will be responsible for:-

- Deciding the fire safety protective and preventative measures
- Informing other responsible persons what they are
- Ensuring they are implemented and communicated to other employees
- Ensuring co-ordination between other responsible persons

Fire Safety will be an agenda item for the weekly managers meeting.

The other responsible persons are shown on the schematic (attached).

They will be responsible for the fire safety measures as shown.

The Health & Safety Advisor will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

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GENERAL DESCRIPTION OF PREMISES*Description:*

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

The building has a fire certificate which was issued in January 1993.

The premises are considered to be of low risk (in the event of fire there is little chance of anyone being placed at risk due to the fire safety measures in place).

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 via the first floor to ground floor.

Occupancy

Times the Premises are in use: 8.00 am to 8.00 pm

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 x 20

Number of floor: 3 + basement

Number of Stairs: 2

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FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)

Manual-electric complying to BS 5839. AFD has been provided in a number of areas.

Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)

Non-maintained to 3 hours complying with BS 5266.

Other: (i.e. Sprinkler system to LPC rules BS 5306)

None

7**IDENTIFY FIRE HAZARDS*****Sources of Ignition:***

The ignition sources are those commensurate with office premises. There are no significant ignition sources within the workplace. Smoking is not allowed in the building.

Sources of Fuel:

The sources of fuel are those commensurate with office premises. Majority of the work is completed on computers so there are not vast amounts of paper. Paper for printers etc. is stored away in stationary cupboard which is kept locked. Waste paper bins are emptied every night and the waste stored outside away from the building in metal bins.

Work Processes:

The work processes are commensurate with office premises. There are no processes that pose a significant fire hazard. A competent electrician maintains all the electrical equipment. There is a service level agreement with an outside contractor to service all IT equipment. The company policy is the close down all electrical equipment at night.

Structural features that could promote the spread of fire:

This is an old building built around 1930.

All services and compartments are adequately fire stopped and there are no voids or false ceilings.

11 FIRE SAFETY SIGNS & NOTICES***Commentary:***

There are adequate fire safety signs and notices in the premises. All exit routes and fire safety equipment are adequately signposted.

12 FIRE WARNING SYSTEM***Commentary:***

There is a manual/electric fire warning system comprising of manual call points and automatic smoke detection. It will warn all persons resorting to the building when actuated.

13 EMERGENCY LIGHTING SYSTEM***Commentary:***

There is an adequate non-maintained emergency lighting system within the premises.

14 FIRE FIGHTING EQUIPMENT***Commentary:***

There is sufficient number of the correct type of fire extinguishers located throughout the premises. They are adequate for the risks within the premises and have been serviced within the last twelve months.

Is there a maintenance programme for the fire safety provisions in the premises Yes / No

Commentary: Records maintained within the fire safety log book.



Are regular checks of fire resisting doors, walls & partions carried out Yes / No

Commentary: Carried out by the services manager and recorded.



Are regular checks of escape routes & exit doors carried out Yes / No

Commentary: Carried out by the services manager and recorded.



Are regular checks of fire safety signs carried out Yes / No

Commentary: Carried out by the services manager and recorded.



Is there a maintenance regime for the fire warning system Yes / No

Commentary: Weekly check carried out by the services manager and recorded.

Weekly



Annual check carried out by contractors and recorded.

Annually



Is there a maintenance regime for the emergency lighting system Yes / No

Commentary: Weekly and Monthly checks carried out by the services manager and recorded.

Weekly



Annual check carried out by contractors and recorded.

Monthly



Annually



Is there maintenance of the fire fighting equipment (By competent person?) Yes / No

Commentary: Weekly check carried out by the services manager and recorded.

Weekly



Annual check carried out by contractors and recorded.

Annually



Are records kept & their location identified Yes / No



Commentary: The records for all aspects relating to maintenance issues are kept in the service managers office.

16**METHOD FOR CALLING THE FIRE SERVICE***Specify:*

Receptionist to call 999

17**EMERGENCY ACTION PLAN (EAP)***Commentary:*

There is a sufficient Emergency Action Plan attached to this record.

18**TRAINING***Commentary:*

Training is provided by the Training Manager.

A six-monthly training meeting is held to remind staff of what to do in the event of fire. Also included - How to call the Fire Service, and How to operate the fire alarm system.

All personnel including the Managing Director undertake this Training.

19**FIRE SAFETY DEFICIENCIES TO BE RECTIFIED**

<i>Deficiency/Rectification</i>	<i>Priority</i>	<i>Date to be Rectified</i>	<i>Date Rectified</i>
Fire Exit door onto First floor fire escape is difficult to open. Requires attention	1	15.07.11	
Emergency Lighting on Second Floor not working. Requires attention	1	15.07.11	
Fire Procedure Notice missing from Tea room Requires replacement	2	01.08.11	
Fire Drill not carried out since May 2010. Organise and carry out drill	1	30.07.11	

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SIGNIFICANT FINDINGS

<i>Significant Finding</i>	<i>Control Measure/Action</i>
<p>Deficiencies identified (see section 19)</p>	<p>Action required by Training Manager and Services Manager.</p>
<p>Deficiencies identified were linked to the Lack of a maintenance regime.</p>	<p>Service Manager to implement Programme of Maintenance. Start August 11 - Review Feb 12</p>
<p>Lack of recorded Fire Drills due to retirement Of previous Training Manager.</p>	<p>Training Manager to arrange for Fire Drills to be carried out every 6 months from now on August and February</p>

21**ADDITIONAL HAZARDS*****Specify:***

Smoke Cloak security device fitted within the premises.
Hours of operation - 8.pm - 8.am.

Need to consult Fire Service **Yes / No**

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FIRE SAFETY MANAGEMENT PLAN**FIRE SAFETY PLAN**

PERSON WITH OVERALL RESPONSIBILITY
FOR FIRE SAFETY

RESPONSIBLE PERSON
MR. P SMITH

POSITION
MANAGING DIRECTOR

FIRE RISK ASSESSMENT

PERSON RESPONSIBLE FOR:
CARRYING OUT & REVIEW

RESPONSIBLE PERSON
MR.A JONES

POSITION
HEALTH & SAFETY ADVISOR

MAINTENANCE PROGRAMME

PERSON RESPONSIBLE FOR:

- MAINTENANCE OF FIRE SAFETY PROVISIONS
- FIRE ALARM
- EMERGENCY LIGHTING
- FIRE FIGHTING EQUIPMENT
- ESCAPE ROUTES
- FIRE SAFETY SIGNS/NOTICES

RESPONSIBLE PERSON
MR R HOOD

POSITION
SERVICES MANAGER

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR:
PRODUCTION & REVIEW

RESPONSIBLE PERSON
MR A JONES

POSITION
HEALTH & SAFETY ADVISOR

STAFF TRAINING

PERSON RESPONSIBLE FOR:

- FIRE SAFETY TRAINING OF ALL STAFF
- IMPLEMENTING FIRE DRILLS

RESPONSIBLE PERSON
MRS M MARION

POSITION
TRAINING MANAGER

S M ENTERPRISES LTD

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