

# **SECTION 2(4)**

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## **FIRE SAFETY**

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## **Introduction**

The procedures for dealing with fire in an emergency including staff responsibilities can be found in Section 2(3). The following information in this section gives guidance on fire safety including fire risk assessments.

One of the most serious hazards, which can threaten any premises, is fire. It is, therefore, essential to do all that is possible to prevent fire occurring and to minimise the risk of casualties and damage if it does.

Building regulations contains specific details relating to the design of buildings so that they meet the requirements of fire safety. Alterations to the design of buildings, which are carried out by occupiers or local contractors, may negate the fire safety design. For example:

- The provision of a cupboard at the foot of a staircase;
- The erection of a semi-permanent display in an entrance foyer;
- The provision of a coffee lounge or other communal area in a circulation space.

Advice relating to all alterations, no matter how small, should be sought from the Council's Principal Building Surveyor.

## **Legislation and Standards**

The aim of fire and health and safety regulations and procedures on premises is to ensure that fire does not occur, and if it should that it is contained effectively and extinguished quickly. Policies and procedures must also be in place for the evacuation of staff, members of the public and visitors. In the workplace the provisions of the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999 apply. It is therefore essential that management ensure that appropriate fire risk assessments are carried out and that all other provisions of the Regulations are complied with. If you feel that you need more information, you can find details on how to get the various guides and a list of other useful reading material at the end of this section (see Further Information).

## **Building Managers**

The legal responsibility for all aspects of fire safety rests with the employer, ie: the Director of the premises in which the staff are employed. However, the day-to-day responsibility for fire safety is normally delegated to the building manager, who may, by reference to a job description, further delegate responsibilities to competent persons. It is recommended that senior managers check that each building accommodating staff from their department has had a building manager with specific responsibilities for fire safety appointed. At least one deputy should also be appointed and consideration should be given to the appointment of further deputies if the size of the premises and the number of staff warrant such action.

## **Fire Safety Policy**

In order to prevent a fire occurring and to minimise the risk of casualties and damage in such an event, a fire risk assessment is required. The findings of this fire risk assessment can then be used to form the foundation of a fire safety policy, which should:

- be in writing;
- be as simple as possible;
- provide the basis for action to achieve the objectives of preventing a fire and minimising damage if fire does occur.

The fire safety policy should focus on priorities rather than on the fine detail and should be compiled in liaison with Bracknell Area Fire Safety Officer, Royal Berkshire Fire and Rescue Service and/or a specialist fire consultant/adviser.

## **Fire Risk Assessment**

As with any other risk there are two factors which determine the degree of risk present in relation to fire.

1. **Fire hazard.** A fire hazard is something, which has the potential to cause a fire. A fire hazard could be an explosive or flammable material, an electrical installation or a situation in which it is possible that a fire could occur, eg: a science experiment, which uses naked flames.
2. **Fire risk.** A fire risk is the likelihood that a fire will occur as a result of a fire hazard and the extent and severity of the damage (ie: the harm potential) which may be caused.

The risk assessment should take into account the competence, age and mobility of staff, contractors and other visitors to the premises.

If you have any reason to suspect that your fire risk assessment is no longer valid or there has been a significant change in your premises that has affected your fire precautions, you will need to review your assessment and if necessary revise it. **At a minimum, the assessment should be reviewed annually.**

A simple fire risk assessment, designed to assist the building manager to carry out his or her responsibilities, is included in Appendix 1. An example of a completed fire assessment form is attached as Appendix 2.

## **Fire Hazards**

Fires can be started accidentally or deliberately (arson).

- Accidental fires are caused in many ways, for example carelessly discarded smoking materials or lack of maintenance on machinery, etc.
- Deliberate fires are a different problem. They are usually, but not always, started during the period when the premises are not in use. Expert advice on security can usually be obtained from the crime prevention or crime reduction officer at the local police station.

If a fire is discovered at an early stage, it can be extinguished before much damage is done. If, however, the fire is allowed to develop, a great deal of damage may be caused, even to the extent where the building must be demolished.

## **Basic Fire Safety Rules**

There are a number of basic fire safety rules many of which are no more than tidiness and good housekeeping.

- Combustible materials (such as cardboard boxes and packaging materials) should not be kept unless they are required. When such materials are not in use, they should be kept in a designated storage area.
- Corridors, stairways, entrances and exits should be kept clear and, in particular, kept free of combustible materials. Stairways and corridors, which form part of escape routes, should **always** be kept clear.

- Waste-paper bins should be made of metal or other non-combustible materials. They should be used and waste paper should not be left lying around. The bins should be frequently emptied and rubbish should not be allowed to collect in hidden places. Particular attention should be paid to general tidiness and cleanliness, especially around electrical appliances and in boiler rooms.
- Classroom displays and work displayed in corridors should be set up with care. Decorations can be a fire risk if they are hung near sources of heat or from light fittings.
- Stock rooms for stationery and other combustible materials should be kept securely locked. No smoking signs should be placed on the doors to these rooms.
- Boiler rooms must be kept clean, clear and locked.
- Electrical equipment must be used properly and kept in a safe working order. Electrical points should never be overloaded and wiring must be checked regularly.
- Refuse bins should be located in a secure compound at least 8 metres away from buildings. Alternatively, the bins should be chained to a fixed point at least 8 metres away from buildings, so that they cannot be wheeled against buildings and set alight.

### **Maintenance of Exits and Exit Routes**

It is desirable for all exit routes to be inspected on a regular basis, eg: at least once a month. However, the condition of fire doors and smoke control doors should be checked daily and their maintenance should be given the highest priority.

The means of escape in the event of an emergency is incorporated in the planning stage of any building and under no circumstances should any alterations or additions be made to a building without seeking advice from the Council's Principal Building Surveyor.

The route to a place of safety must always be unobstructed and it should be possible to open all doors without the use of a key. This can cause security problems. However, using technical products such as crash bars, glass bolts, etc can solve many, if not all of these.

Hazards may unwittingly be created along a safety route. For example, the provision of open notice boards or paper displays in corridors and particularly in stairwells creates a hazard. Such displays ignite easily in the event of a fire and may prevent the occupants of the building from reaching a place of safety.

A further example of unsafe practice is the use of corridors or exit routes, such as foyers and open spaces, as storage areas, either permanently or temporarily, following a delivery of goods such as stationery or chemicals.

In premises where the occupants are familiar with all exits routes and these routes are in constant use, there is no need for them to be indicated. However, as there will be visitors to council buildings who are not familiar with the routes (eg: members of the public, outside contractors, etc) and because some routes may be concealed and not in normal use, fire exit doors and routes should be indicated with Fire Safety Signs and Notices.

## **Emergency Evacuation Procedures**

Under the Management of Health and Safety at Work Regulations 1999, every employer must establish appropriate procedures to be followed in the event of serious and imminent danger to its employees. The Regulations also set out the minimum requirements for emergency procedures. Emergency procedures should allow for:

Evacuation where necessary, a competent person should be appointed to supervise any evacuation.

- a) The restriction of access to danger areas.
- b) The provision of warnings and instructions to employees who are exposed to danger.
- c) The cessation of work.
- d) Danger areas to be made safe before work recommences.
- e) The emergency procedures should be tested by way of regular emergency drills and the drills should be recorded.

## **Emergency Drills**

Emergency drills allow staff, clients, contractors, and other visitors to become familiar with exit routes and doors which are not used during normal occupancy. They also allow them to become familiar with the method of operation of specifically designed door catches. Emergency drills serve not only to familiarise staff, clients, contractors, and other visitors with the action to be taken in the event of an emergency, but also to test the exit routes and doors. This enables faults, such as seized hinges or stiff catches, to be identified. If such faults are discovered, they should be reported to the building manager, who should record the fault and arrange for the appropriate action to be taken.

A minimum of two practice emergency drills should take place annually. When new staff arrive or when temporary staff are appointed, they should be instructed in the emergency procedure by their manager who should also conduct the member of staff around all exit routes. This should take place as soon as possible after their arrival. During the "walkabout" all exits should be opened to ensure that they are available for use.

When planning an evacuation procedure, the following should be considered:

- Staff should be made aware of the procedures which are necessary to ensure that all visitors or clients are escorted to a predetermined assembly area, which should be clear of any vehicular access. Guidance on suitable assembly areas may be obtained from the local authority fire officer.
- A member of staff should be nominated to call the relevant emergency services.
- There should be some means of ensuring that all members of staff, clients, contractors, visitors and anyone else on the premises are accounted for. All visitors to the premise should be required to sign in at reception on arrival and to sign out before departure. The signing-in book should also be available at the assembly area. One person should be responsible for collating this information, which should be communicated to the emergency services on arrival.

Practice emergency drills should be called by building managers evacuation officers who may or may not inform other members of staff of the intended action. However, the person who is responsible for calling the emergency services should always be aware that an emergency drill is to take place. This is so that the emergency services are not alerted unnecessarily. Emergency drills should be carried out at different times of the day.

Emergency evacuation instructions should be provided and sited throughout the premises. Detailed advice on the wording and procedures to be followed can usually be obtained from the local authority fire officer. The emergency routine notices should contain instructions for all doors and windows to be closed and for the power to appliances and machines to be turned off where it is possible to do so without endangering life.

The "Total Evacuation Time" is the time from the sounding of the alarm to the time when all occupants have left the building. It is suggested that the time taken to evacuate a normal building should be in the region of two to three minutes. If it is greater than this, the reasons why the evacuation took so long should be identified and measures should be taken to address the reasons for the delay. Once this has been done the emergency drill should be repeated.

A log should be kept following each fire drill which records a full description of the event. For example:

- What time and date did the evacuation take place?
- How many people were on site?
- How long did it take to fully evacuate the building?
- Did all staff evacuate the building, If not why not?
- What further could be done to make the evacuation procedure more efficient?

Following the drill the above information should be evaluated to establish what went wrong and how things could be improved. Another drill may be required earlier than the next planned drill. This will ensure any changes made to the evacuation plan following the evaluation work.

### **Fire Safety Inspection Prior To Public Admission**

Building managers should carry out an inspection of the premises prior to any dual usage and record the results of this inspection. Dual usage includes the use of the premises for stage plays, dances, youth clubs and other community activities.

Prior to each event, those parts of the premises, which are to be used by the public, should be examined to ensure that:

- Exit routes are unobstructed.
- Exit doors open easily.
- Exit routes and doors are indicated with fire safety signs and notices.

### **Licensing**

Under the provisions of the Licensing Act 2003, licensable activities may only be carried on under, and in accordance with, a premises licence, temporary event notice or club premises certificate. If you intend to carry on any of the licensable activities, and unless your activity is covered by one of the exemptions in the Act, you will need one of these three authorisations. It is an offence to carry on any licensable activity without such an authorisation.

There are four main licensable activities:

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club



- The provision of regulated entertainment
- The provision of late night refreshment

#### What is regulated entertainment?

Regulated entertainment includes the following: a performance of a play; an exhibition of a film; an indoor sporting event; boxing or wrestling entertainment; a performance of live music; any playing of recorded music; a performance of dance or karaoke; entertainment of a similar description to that falling within the performance of live music, the playing of recorded music and the performance of dance.

Applications are dealt with by the Licensing Team in the Council's Environment and Leisure Department and will be assessed and commented on by the Local Fire Authority.

#### **Out-of-Hours Use**

The use of premises after normal hours requires careful consideration of all aspects of fire safety. For example, there is a need for security in parts of the building which are not in use, but the provision of this security may result in exits being locked. When premises are used out of normal hours and facilities are secured, those responsible should be aware of all safety routines, including the whereabouts of the nearest available telephone. At end of use, waste-paper bins should be emptied and the responsible person should ensure that no cigarettes are left smouldering and that there are no other possible causes of fire present. They should also ensure that all doors and windows are properly secured.

#### **Emergency Lighting**

All premises should have a system of emergency lighting. The ideal system is one which satisfies the requirements of BS 5266, *Emergency Lighting. Part 1 - Code of practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment.*

The system of emergency lighting should either be tested, (if automatic) or switched on (if manually operated) and the results should be recorded. Where a purpose-made emergency lighting system is installed, it should be maintained and tested by a qualified person, in accordance with the requirements of BS 5266, *Emergency Lighting: Part 1 - Code of practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment.* It is recommended that where a purpose-made system is installed, a maintenance agreement is made with an appropriate approved company.

#### **Fire-Fighting Equipment**

All premises should be provided with the means to fight fire and a record should be kept of the service history of all portable fire-fighting equipment and hose reels.

Hose reels and portable fire extinguishers should be of a type appropriate for the risk. The colours and types of and uses for fire extinguishers are shown overleaf.

All staff should be familiar with the methods of operation and limitations of every type of fire extinguisher or fire hose reel on the premises. Specialist fire extinguishers are required in places such as kitchens and workshops, and staff who work in these areas should be aware of the particular hazards which exist.

### Portable Fire Extinguishers

Each fire extinguisher should be examined by a competent person once a month to ensure that:

- (a) it is in the correct position;
- (b) it is fully charged.

Any faults should be reported to the building manager immediately.

Training in the use of fire extinguishers is available through Training and Development Section within Human Resources.

### Colour coding

BS En 3, *Specification for Portable Fire Extinguishers*, recommends that all fire extinguishers should be red with an additional colour coding to indicate the extinguishing medium.

|             |                   |                        |                     |
|-------------|-------------------|------------------------|---------------------|
| Water = Red | Dry Powder = Blue | Carbon Dioxide = Black | Foam & AFFF = Cream |
|-------------|-------------------|------------------------|---------------------|

### Types of Extinguishers

The table below describes the type of fire extinguisher required to deal with the various classes of fire.

| Type Of Extinguisher | For Use On The Following Class Of Fire |  |                   |
|----------------------|--|--|-------------------|
|                      | Wood, paper, cloth, etc                | Liquids, fats petrol, oil, etc               | Electrical        |
| Water (Red)          | Most suitable                          | <b>Do Not Use</b>                            | <b>Do Not Use</b> |
| Foam (Cream)         | Only suitable on small surface fires   | Most suitable, especially for fats           | <b>Do Not Use</b> |
| AFFF (Cream)         | <b>Multi-Purpose</b>                   |  |                   |
| CO2 (Black)          | Only suitable on small surface fires   | Suitable where contamination must be avoided | Suitable          |
| Dry Powder (Blue)    | Only suitable on small surface fires   | Most suitable                                | Suitable          |

### Siting of portable fire extinguishers

Appliances should always be sited:

- As close as is practicable to the fire risk.
- Adjacent to exit doorways.
- On escape routes.

- At the same location on each floor in uniform buildings.
- Where possible, in groups, thus forming fire points.
- Where possible, in shallow recesses.
- Away from extremes of temperature.

Portable fire-fighting equipment should be securely fixed to a wall with the carrying handles approximately one metre from floor level.

Persons who wish to use a fire extinguisher should not have to travel more than 30m in any direction to locate one.

### **Charging of portable fire extinguishers**

Whether a fire extinguisher is fully charged can be established using a simple visual examination. The competent person who checks the fire extinguisher should ensure that the accidental discharge mechanism is intact (this is normally a pin through the handle with a seal at the end).

It is recommended that spare fire extinguishers of each type be kept at a central point. This will ensure that should a fault be found during the monthly check, or at any other time, an operable extinguisher can be used to replace the faulty one.

### **Fire Blankets**

Fire blankets are used for smothering small fires, which involve cooking fat or other flammable liquids, and also for smothering the flames on people whose clothing has caught fire.

Fire blankets should be kept in a suitable container, which is fixed to the wall, open end downwards. It is recommended that a minimum clearance below the container of 1½ times the container's length. Blankets should be positioned adjacent to the fire extinguishers.

Blankets, which contain asbestos, should be replaced with blankets made of glass fibre.

### **Buckets of Sand**

Buckets of sand are recommended for use in workshops and garages, as they can be used to contain spillage of flammable or other heavy liquids, thus preventing the spread of fire.

Rubbish should not be allowed to accumulate in these buckets.

### **Fire Warning Systems**

In all premises there should be some means of warning the occupants of an outbreak of fire. In smaller premises, this may be a hand-operated bell or sounder. In larger and multi-storey premises, the fire alarm should be an electrically operated system installed and maintained in accordance with BS 5839, *Fire Detection and Alarm Systems for Buildings: Part 1 - Code of practice for system design, installation and servicing*.

The alarm system should be tested at a given time each week and the results of all tests should be recorded. In the case of electrical systems, using a different break-glass point on each occasion should carry out the test. Council staff can carry out these tests provided that the alarm installer has trained them. In addition to the weekly test of an electrical system, inspections and tests should be carried out on a quarterly, annual and five-yearly basis. A servicing agreement should be entered into with a fire alarm company.

### **Responding to Fire Alarms - Out of Normal Hours**

The Responsible Person for each Council property shall nominate a competent person to respond to the premises at all times within 20 minutes of an alarm activation to facilitate entry to the building, resetting of the Automatic Fire Alarm System and post alarm procedures.

In the event of no sign of fire being apparent, the Royal Berkshire Fire & Rescue Service (RBFRS) will not necessarily await attendance of the competent person before deciding on the action to take.

Whilst RBFRS may silence the alarm sounders when they have gained access to the premises, they will not be responsible for resetting the fire detection and fire alarm system. This will be the responsibility of the attending competent person.

### **Further Information**

The Bracknell Area Fire Safety Officer, Royal Berkshire Fire and Rescue Service can usually provide detailed advice on fire safety issues. Fire Services **must** give fire prevention advice under s6(2)(b) of the Fire Services Act 2004.

Detailed guidance is provided by the Department for Communities & Local Government and can be downloaded at <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>. The guidance covers all types of premises:

## **A Simple Fire Risk Assessment**

This guidance aims to help those who need to assess fire risks in buildings by describing a simple method of making a fire risk assessment. For large or complex premises a more detailed assessment may be required. You may use an alternative method provided that it meets the aims below.

These are to:

- identify all potential fire hazards, reducing them wherever possible;
- assess the likelihood of fire occurring;
- consider whether anyone is especially at risk and the consequences of a fire on everyone present; and
- decide whether existing fire safety measures are adequate or need improvement.

## **Carrying Out The Assessment**

There are no hard and fast rules as to how the assessment should be carried out although it should be done when the building is in operation. The important thing is that it should be both practical and systematic to ensure that the whole building is examined – every room or area, particularly any not often in use.

For small buildings it will usually be possible to assess the building as a whole, but in large buildings it may be necessary to divide the building into rooms or a series of assessment areas. Escape routes (corridors, stairways, etc) will need to be included in the assessment.

Where a building is shared by other occupiers, all occupiers and the owner will need to work together in making the risk assessment.

Managers, using their judgement, knowledge of the premises and the familiarity of their staff with work activities, will be able to make a realistic assessment without seeking outside assistance.

The assessment needs to be regularly monitored to make sure it is kept up-to-date. The simple method shown in the following check-list can also be used as an inspection checklist. A further assessment should be carried out if there is a significant change in the work activity or when the monitoring exercise shows that it is no longer realistic.

**Note:** In large or complex premises, or where the activity involves the use of highly flammable materials and/or flames, sparks or high temperature, the manager may wish to seek specialist advice in the making of the assessment.

**Fire Risk Assessment Check List**

Name Building:

Address:

Postcode:

Department:

Assessment Number: Date:

The answers to all the questions should be 'yes' (or 'not applicable'). If the answer to any question is 'no' then steps should be taken to rectify the deficiency as soon as is practicable. When the work is complete, the fire risk assessment should be reviewed to ensure that the measures taken have not compromised any other part of the plan.

**STAGE 1: IDENTIFYING THE FIRE HAZARDS**

**YES**      **NO**      **N/A**

1      Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept in the workplace?                 

**Notes:** .....

2      Is the system operating effectively?                 

**Notes:** .....

3      Are all combustible materials and flammable liquids and gases stored safely?                 

**Notes:** .....

4      Are all heaters fitted with suitable guards and fixed in position away from combustible materials?                 

**Notes:** .....

5      Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?                 

**Notes:** .....

**STAGE 1: IDENTIFYING THE FIRE HAZARDS (Continued)**

**YES**       **NO**       **N/A**

6      Is the wiring of the electrical installation inspected periodically by a competent person?

          

**Notes:** .....

7      Is the use of extension leads and multi-point adapters kept to a minimum?

          

**Notes:** .....

8      Are flexes run in safe places where they will not be damaged?

          

**Notes:** .....

9      Is the upholstery of furniture in good condition?

          

**Notes:** .....

10      Is the workplace free of rubbish and combustible waste materials?

          

**Notes:** .....

11      Is there a designated smoking area provided with adequate ashtrays?

          

**Notes:** .....

12      Have suitable measures been taken to protect against the risk of arson?

          

**Notes:** .....

13      Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?

          

**Notes:** .....

**STAGE 2: IDENTIFYING THE PEOPLE WHO COULD BE AT RISK**

**YES**       **NO**       **N/A**

14      Is there a sufficient number of exits of suitable width for the people present?

          

**Notes:** .....



**STAGE 2: IDENTIFYING THE PEOPLE WHO COULD BE AT RISK (continued)**

**YES**      **NO**      **N/A**

15      Do the exits lead to a place of safety?                 

**Notes:** .....

16      Are gangways and escape routes free from obstructions?                 

**Notes:** .....

17      Are the escape routes free from tripping and slipping hazards?                 

**Notes:** .....

18      Are steps and stairs in a good state of repair?                 

**Notes:** .....

19      Are final exits always unlocked when the building is in use?                 

**Notes:** .....

20      Are the devices securing final exits capable of being opened immediately and easily without the use of a key?                 

**Notes:** .....

21      Are internal fire doors labelled as such and normally kept closed?                 

**Notes:** .....

22      Are the self-closers on fire doors operating correctly?                 

**Notes:** .....

23      Do the doors on escape routes open in the direction of travel?                 

**Notes:** .....

24      Are escape routes clearly signed?                 

**Notes:** .....

**STAGE 2: IDENTIFYING THE PEOPLE WHO COULD BE AT RISK (continued)**

**YES**      **NO**      **N/A**

25      Are escape routes adequately lit?

          

**Notes:** .....

26      Have plans been made and rehearsed regarding assisting staff and visitors to evacuate the premises?

          

**Notes:** .....

**STAGE 3: ELIMINATE, CONTROL OR AVOID THE FIRE HAZARDS**

**YES**      **NO**      **N/A**

27      Do procedures and practices avoid the use of combustible materials or processes that use heat?

          

**Notes:** .....

28      Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?

          

**Notes:** .....

29      Have staff been trained in how to call the fire brigade, the use of the fire extinguishers and basic fire prevention?

          

**Notes:** .....

30      Have you asked your insurers for advice regarding the fire protection of your premises?

          

**Notes:** .....

**STAGE 4: CONSIDER WHETHER THE EXISTING FIRE SAFETY PROVISIONS ARE ADEQUATE OR NEED IMPROVEMENT**

**YES**      **NO**      **N/A**

31      Where escape lighting is installed is it in working order and maintained regularly?

          

**Notes:** .....

32      Is the fire alarm system in working order?

          

**Notes:** .....

**STAGE 4 CONSIDER WHETHER THE EXISTING FIRE SAFETY PROVISIONS ARE ADEQUATE OR NEED IMPROVEMENT (continued)**

**YES**      **NO**      **N/A**

33      Is the fire alarm tested weekly?                 

**Notes:** .....

34      Can the fire alarm be raised without placing anyone in danger?                 

**Notes:** .....

35      Are the fire alarm call points clearly visible and unobstructed?                 

**Notes:** .....

36      Are an adequate number of suitable fire extinguishers provided?                 

**Notes:** .....

37      Are fire extinguishers and fire blankets located suitable and ready for use?                 

**Notes:** .....

38      Are the fire extinguishers serviced annually by a competent company or person?                 

**Notes:** .....

39      Is automatic fire detection system in working order?                 

**Notes:** .....

**STAGE 5: RECORD THE FINDINGS**

**YES**      **NO**      **N/A**

40      If you employ five or more people have you recorded the findings of the fire risk assessment?                 

**Notes:** .....

41      Have you told your staff or their representatives about your findings?                 

**Notes:** .....

42      If you have prepared a formal report has this been shown to your staff or their representatives?                 

**Notes:** .....

**STAGE 5: RECORD THE FINDINGS (continued)**

|            |           |            |
|------------|-----------|------------|
| <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|------------|-----------|------------|

43 If you share the workplace with others do they know about the risks that you have identified?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

44 If you do not have direct control over the workplace have you made your finding known to the owner or landlord?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

**STAGE 6: PREPARE AN EMERGENCY PLAN**

|            |           |            |
|------------|-----------|------------|
| <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|------------|-----------|------------|

45 Are the fire action notices displayed prominently throughout the workplace?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

46 Have you nominated someone to respond to the premises at all times within 20 minutes of an alarm activation to facilitate entry to the building, resetting of the AFAS and post alarm procedures.

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

47 Is the main electrical isolation switch signed and does the manager and staff know where it is?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

48 Is the main gas isolation switch signed and does the manager and staff know where it is?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

49 Is the main water stopcock signed and does the manager and staff know where it is?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

50 Has the emergency plan been drawn up in case of a major fire?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

51 Is a copy of the emergency plan kept other than at the workplace?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

**STAGE 7: CARRY OUT A PERIODIC REVIEW OF THE ASSESSMENT**

 YES NO N/A

52 Has a procedure been established to review the fire risk assessment periodically?

**Notes:** .....

This document along with any report written from this Fire Risk Assessment should be kept in a separate file. All associated paperwork should also be retained in the file including:

- copy of the building emergency evacuation plan (showing assembly points etc)
- records of emergency evacuation drills (including evacuation times)
- records of fire alarm tests
- records of fire extinguisher tests
- records of any automatic fire detection system tests
- records of fire extinguisher tests
- records of emergency lighting tests, etc

**Section 2(4): Fire Safety**

| <b>What are the Hazards which may be caused?</b> | <b>Who/what may be harmed?</b><br>(Give specific groups of people eg staff, visitors, contractors, pupils, residents, cleaners, disabled, etc and estimate numbers; include significant property damage) | <b>What is done now?</b><br>(ie: provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg COSHH, DSE, noise, manual handling, fire etc) | <b>How bad is the risk?</b><br>(Low, Medium or High) | <b>What needs to be done?</b><br>(What action should be taken or needs to be considered in order that the risks identified are effectively controlled?) | <b>By whom?</b><br>(What is the target date for completion?) |
|--|--|--|--|---|--|
|  |  |  |  |   |  |
|  |  |  |  |   |  |
|  |  |  |  |   |  |
|  |  |  |  |   |  |

**Section 2(4): Fire Safety**

| <b>What are the Hazards which may be caused?</b> | <b>Who/what may be harmed?</b><br>(Give specific groups of people eg staff, visitors, contractors, pupils, residents, cleaners, disabled, etc and estimate numbers; include significant property damage) | <b>What is done now?</b><br>(ie: provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg COSHH, DSE, noise, manual handling, fire etc) | <b>How bad is the risk?</b><br>(Low, Medium or High) | <b>What needs to be done?</b><br>(What action should be taken or needs to be considered in order that the risks identified are effectively controlled?) | <b>By whom?</b><br>(What is the target date for completion?) |
|--|--|--|--|---|--|
|  |  |  |  |   |  |
|  |  |  |  |   |  |
|  |  |  |  |   |  |
|  |  |  |  |   |  |

**Example of a Simple Fire Risk Assessment**

|                    |   |                              |
|--------------------|---|------------------------------|
| Name Building:     | <b>College Pines Community Centre</b>           |                              |
| Address:           | <b>Another Road<br/>Bracknell<br/>Berkshire</b> |                              |
| Post Code:         | <b>RG21 87S</b>                                 |                              |
| Department:        | <b>Main building</b>                            |                              |
| Assessment Number: | <b>002</b>                                      | Date: <b>1 February 2019</b> |

The answers to all the questions should be 'yes' (or 'not applicable'). If the answer to any question is 'no' then steps should be taken to rectify the deficiency as soon as is practicable. When the work is complete the fire risk assessment should be reviewed to ensure that the measures taken have not compromised any other part of the plan.

**STAGE 1: IDENTIFYING THE FIRE HAZARDS**

|   | <b>YES</b>                          | <b>NO</b>                | <b>N/A</b>               |
|---|-------------------------------------|--------------------------|--------------------------|
| 1      Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept in the workplace?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Notes:</b> <i>White spirit and paint kept in cleaner's store and butane gas canisters kept in Caretakers store.</i>  |                                     |                          |                          |
| 2      Is the system operating effectively?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Notes:</b> <i>These items are kept to a minimum at all times and managed by the appropriate staff. Apart from these items there was no other hazardous substance found on the premises, and no hazardous activity takes place.</i> |                                     |                          |                          |
| 3      Are all combustible materials and flammable liquids and gases stored safely?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Notes:</b> <i>All these items are kept under lock and key at all times with only authorised entry.</i>   |                                     |                          |                          |



**STAGE 1: IDENTIFYING THE FIRE HAZARDS (continued)**

|    |  | <b>YES</b>                          | <b>NO</b>                           | <b>N/A</b>               |
|----|--|-------------------------------------|-------------------------------------|--------------------------|
| 4  | Are all heaters fitted with suitable guards and fixed in position away from combustible materials?<br><br><b>Notes:</b> <i>No heaters are present at time of assessment.</i>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 5  | Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?<br><br><b>Notes:</b> <i>All portable electrical equipment held on site is tested annually by a Contractor and each piece of equipment is labelled with an inspection date.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 6  | Is the wiring of the electrical installation inspected periodically by a competent person?<br><br><b>Notes:</b> <i>Every 5 years or when any major rewiring of building takes place.</i>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 7  | Is the use of extension leads and multi-point adapters kept to a minimum?<br><br><b>Notes:</b> <i>Some areas require changes to be made see risk assessment.</i>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8  | Are flexes run in safe places where they will not be damaged?<br><br><b>Notes:</b> <i>Some extensions are exposed at feet level could be damaged by kicking see risk assessment.</i>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9  | Is the upholstery of furniture in good condition?<br><br><b>Notes:</b> <i>Damaged furniture is disposed of immediately.</i>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 10 | Is the workplace free of rubbish and combustible waste materials?<br><br><b>Notes:</b> <i>Some rubbish is left within offices overnight see risk assessment.</i>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11 | Is there a designated smoking area provided with adequate ashtrays?<br><br><b>Notes:</b> <i>No Smoking is permitted on the premises.</i>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

**STAGE 1: IDENTIFYING THE FIRE HAZARDS (continued)**

|            |           |            |
|------------|-----------|------------|
| <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|------------|-----------|------------|

12 Have suitable measures been taken to protect against the risk of arson?

|                          |                                     |                          |
|--------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|-------------------------------------|--------------------------|

**Notes:** *Large wheeled plastic refuse bins containing flammable waste are positioned in an area which is accessible to potential arsonists see risk assessment*

13 Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** *Fire doors throughout the building*

**STAGE 2: IDENTIFYING THE PEOPLE WHO COULD BE AT RISK**

|            |           |            |
|------------|-----------|------------|
| <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|------------|-----------|------------|

14 Is there a sufficient number of exits of suitable width for the people present?

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** *New ramp put in this year at rear of building to aid disabled people getting out*

15 Do the exits lead to a place of safety?

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** .....

16 Are gangways and escape routes free from obstructions?

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** .....

17 Are the escape routes free from tripping and slipping hazards?

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** .....

18 Are steps and stairs in a good state of repair?

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** .....

19 Are final exits always unlocked when the building is in use?

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** .....

20 Are the devices securing final exits capable of being opened immediately and easily without the use of a key?

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** .....

**STAGE 2: IDENTIFYING THE PEOPLE WHO COULD BE AT RISK (continued)**

|     |    |     |
|-----|----|-----|
| YES | NO | N/A |
|-----|----|-----|

21 Are internal fire doors labelled as such and normally kept closed?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** *Ground floor fire door wedged open see risk assessment.*

22 Are the self-closers on fire doors operating correctly?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

23 Do the doors on escape routes open in the direction of travel?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

24 Are escape routes clearly signed?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

25 Are escape routes adequately lit?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** *Emergency escape lighting provided throughout the building.*

26 Have plans been made and rehearsed regarding assisting staff and visitors to evacuate the premises?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** *Emergency evacuation exercise takes place every Jan & June and it is the responsibility of all departments operating within the centre to look after their own visitors in an emergency.*

**STAGE 3: ELIMINATE, CONTROL OR AVOID THE FIRE HAZARDS**

|     |    |     |
|-----|----|-----|
| YES | NO | N/A |
|-----|----|-----|

27 Do procedures and practices avoid the use of combustible materials or processes that use heat?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** *Use of authorised contractors only approved by reactive maintenance department.*

28 Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** *CCTV provided but large wheeled plastic refuse bins containing flammable waste are positioned in an area which is accessible to potential arsonists see risk assessment.*

**STAGE 3: ELIMINATE, CONTROL OR AVOID THE FIRE HAZARDS (continued)**

|     |    |     |
|-----|----|-----|
| YES | NO | N/A |
|-----|----|-----|

29 Have staff been trained in how to call the fire brigade, the use of the fire extinguishers and basic fire prevention?

|  |   |  |
|--|---|--|
|  | ☐ |  |
|--|---|--|

**Notes:** *Staff not trained in use of fire extinguishers see risk assessment*

30 Have you asked your insurers for advice regarding the fire protection of your premises?

|  |   |  |
|--|---|--|
|  | ☐ |  |
|--|---|--|

**Notes:** *To speak with Council's Insurance Officer.*

**STAGE 4: CONSIDER WHETHER THE EXISTING FIRE SAFETY PROVISIONS ARE ADEQUATE OR NEED IMPROVEMENT**

|     |    |     |
|-----|----|-----|
| YES | NO | N/A |
|-----|----|-----|

31 Where escape lighting is installed is it in working order and maintained regularly?

|   |  |  |
|---|--|--|
| ☐ |  |  |
|---|--|--|

**Notes:** *Checked every 3 months with full 4-hour test every 6 months.*

32 Is the fire alarm system in working order?

|   |  |  |
|---|--|--|
| ☐ |  |  |
|---|--|--|

**Notes:** .....

33 Is the fire alarm tested weekly?

|   |  |  |
|---|--|--|
| ☐ |  |  |
|---|--|--|

**Notes:** *Weekly by caretaker.*

34 Can the fire alarm be raised without placing anyone in danger?

|   |  |  |
|---|--|--|
| ☐ |  |  |
|---|--|--|

**Notes:** .....

35 Are the fire alarm call points clearly visible and unobstructed?

|   |  |  |
|---|--|--|
| ☐ |  |  |
|---|--|--|

**Notes:** .....

36 Are an adequate number of suitable fire extinguishers provided?

|   |  |  |
|---|--|--|
| ☐ |  |  |
|---|--|--|

**Notes:** .....

37 Are fire extinguishers and fire blankets located suitable and ready for use?

|   |  |  |
|---|--|--|
| ☐ |  |  |
|---|--|--|

**Notes:** .....

**STAGE 4: CONSIDER WHETHER THE EXISTING FIRE SAFETY PROVISIONS ARE ADEQUATE OR NEED IMPROVEMENT (continued)**

|     |    |     |
|-----|----|-----|
| YES | NO | N/A |
|-----|----|-----|

38 Are the fire extinguishers serviced annually by a competent company or person?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** *Contractors, Churches - check annually (last check 02/02).*

39 Is automatic fire detection system in working order?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

**STAGE 5: RECORD THE FINDINGS**

|     |    |     |
|-----|----|-----|
| YES | NO | N/A |
|-----|----|-----|

40 If you employ five or more people have you recorded the findings of the fire risk assessment?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

41 Have you told your staff or their representatives about your findings?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

42 If you have prepared a formal report has this been shown to your staff or their representatives?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

43 If you share the workplace with others do they know about the risks that you have identified?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** *Report will be discussed at next weekly staff meeting*

44 If you do not have direct control over the workplace have you made your finding known to the owner or landlord?

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

**Notes:** .....

**STAGE 6: PREPARE AN EMERGENCY PLAN**

|            |           |            |
|------------|-----------|------------|
| <b>YES</b> | <b>NO</b> | <b>N/A</b> |
|------------|-----------|------------|

45 Are the fire action notices displayed prominently throughout the workplace?

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** .....

46 Have you nominated someone to respond to the premises at all times within 20 minutes of an alarm activation to facilitate entry to the building, resetting of the AFAS and post alarm procedures.

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** *Use Forestcare Keyholder Services*

47 Is the main electrical isolation switch signed and does the manager and staff know where it is?

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** .....

48 Is the main gas isolation switch signed and does the manager and staff know where it is?

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** .....

49 Is the main water stopcock signed and does the manager and staff know where it is?

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** .....

50 Has the emergency plan been drawn up in case of a major fire?

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** .....

51 Is a copy of the emergency plan kept other than at the workplace?

|                                     |                          |                          |
|-------------------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|--------------------------|

**Notes:** .....

**STAGE 7: CARRY OUT A PERIODIC REVIEW OF THE ASSESSMENT**

**YES**

**NO**

**N/A**

52 Has a procedure been established to review the fire risk assessment periodically?

**Notes:** *To be reviewed every 12 months or if any significant changes to the building.*

This document along with any report written from this Fire Risk Assessment should be kept in a separate file. All associated paperwork should also be retained in the file including:

- copy of the building emergency evacuation plan (showing assembly points etc)
- records of emergency evacuation drills (including evacuation times)
- records of fire alarm tests
- records of fire extinguisher tests
- records of any automatic fire detection system tests
- records of fire extinguisher tests
- records of emergency lighting tests, etc

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**Section 2(4): Fire Safety**


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| <b>What are the Hazards which may be caused?</b>                                     | <b>Who/what may be harmed?</b><br><small>(Give specific groups of people eg: staff, visitors, contractors, pupils, residents, cleaners, disabled, etc and estimate numbers; include significant property damage)</small> | <b>What is done now?</b><br><small>(ie: provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg: COSHH, DSE, noise, manual handling, fire etc)</small> | <b>How bad is the risk?</b><br><small>(Low, Medium or High)</small> | <b>What needs to be done?</b><br><small>(What action should be taken or needs to be considered in order that the risks identified are effectively controlled?)</small>                     | <b>By whom?</b><br><small>(What is the target date for completion?)</small> |
|--|--|--|---|--|---|
| Extension leads<br>Overloaded risk of fire   | All staff throughout the building  | There is no policy within the building restricting the use of extension leads to a minimum level.  | High  | <i>Write a policy on reducing the use of extension leads within the building. Ask a competent person to visit the rooms concerned and report their findings and solutions to managers.</i> | Centre Manager  |
| Damage to extension leads through kicking with feet                                  | All staff throughout the building  | No thought is given when connecting extension leads to equipment and ring main.  | High  | <i>All extension leads need to be re-routed away from the desk users' feet and taken away from walkways</i>  | Centre Manager & Caretaker  |
| Waste material left in the building overnight  | The building   | The caretaker removes some waste material at the moment but not all.   | Low   | <i>The caretaker needs to be made aware (written procedures) of his duties and told to ensure that all waste is removed before the building is locked.</i>                                 | Centre Manager & Caretaker  |
| Risk of fire spreading to building should there be an arson attack on the waste bins | The building   | Only empty waste bins are currently stored next to the building and CCTV provided.   | Medium to Low   | <i>A secure compound to be constructed for the waste bins which will ensure the bins are not visible or accessible to potential arsonists.</i>   | Centre Manager  |



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**Section 2(4): Fire Safety**

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| What are the Hazards which may be caused?   | Who/what may be harmed?<br><small>(Give specific groups of people eg: staff, visitors, contractors, pupils, residents, cleaners, disabled, etc and estimate numbers; include significant property damage)</small> | What is done now?<br><small>(ie: provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg COSHH, DSE, noise, manual handling, fire etc)</small> | How bad is the risk?<br><small>(Low, Medium or High)</small> | What needs to be done?<br><small>(What action should be taken or needs to be considered in order that the risks identified are effectively controlled?)</small>  | By whom?<br><small>(What is the target date for completion?)</small> |
|---|---|--|--|--|--|
| Spread of smoke throughout the building if the Fire Door is left open and there were to be a fire | Staff, visitors and any contractors working at the building   | The fire door on the ground floor through to the building offices and kitchen area is propped open.  | Medium to High   | <i>Brief all staff and sign to go on door stating that 'This is a Fire Door and must be closed at all times'. However if this door is required to be open at all times, then a system should be installed where the fire door automatically closes on the sounding of the alarm.</i> | Centre Manager   |
| Unchallenged spread of fire   | Building and all staff  | All staff evacuate and although adequate fire-fighting equipment has been provided throughout the building no-one is trained or expected to put out a fire.  | Medium   | <i>Training course to be arranged so that all staff receives basic awareness of how to use a fire extinguisher and the opportunity under controlled conditions to discharge one.</i>   | Centre Manager   |
|   |   |  |  |  |  |
|   |   |  |  |  |  |