

FIRE RISK ASSESSMENT



THE LEARNING SUPPORT CENTRE

**Phoenix Yard
First Floor
Jubilee Building
5 Upper Brown Street
Leicester
LE1 5TE**

Prepared by:

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Fire Risk Assessment

INTRODUCTION

The **Management of Health and Safety at Work Regulations 1999 regulation 3** requires employers to carry out an assessment so as to identify the areas of significant risk within their business undertaking. Fire is considered a significant risk in any business activity but through the **Regulatory Reform (Fire Safety) Order 2005** employers have a specific duty to carry out an assessment of the risk of fire and the arrangements to deal with emergency situations.

The **Regulatory Reform (Fire Safety) Order 2005** came into force on 1 October 2006. This Order reforms the law relating to fire safety in non-domestic premises. It replaces fire certification under the Fire Precautions Act 1971 with:

- a general duty to ensure, as far as is reasonable and practicable, the safety of employees,
- a general duty, in relation to non-employees “Relevant persons”, to take such fire precautions as may be reasonably required in the circumstances to ensure that premises are safe and
- a duty to carry out a risk assessment.

“Relevant persons” is deemed as any person legally or legitimately in or around the premises e.g. staff, visitors, contractors and neighbours.

The Responsible Person

Is “The Employer”, if the workplace is, to any extent under his control, or “The person who has control of the premises”, or “The Owner”: The responsible person must;

- Take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees and
- In relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure the premises are safe.

This fire risk assessment must establish the current level of risk from fire and the fact that those in the buildings can be evacuated safely. The assessment will identify what needs to be done to significantly reduce the risk of harm/injury and property damage. A fire safety plan must be drawn up as this will establish the following:

- The emergency exit doors and routes.
- The fire assembly Point/s.
- The location and position of Fire Extinguishers.
- The location of the service isolation points (e.g. Gas and Electrical shut-off).
- The location of any particularly hazardous areas within the premises (e.g. stored hazardous chemicals or flammables).

The fire risk assessment must be communicated to all employees who may be affected by the content of the assessment with clear and relevant information on the risks to them identified by the fire risk assessment. Employees must also sign the record sheet to indicate that they have an understanding of what to do in a real emergency. In addition, you must inform non-employees (such as residents) of the relevant risks to them and provide them with information about the fire safety procedures for the premises.

You should (or the appointed Competent Person) constantly monitor what you are doing to implement the fire risk assessment in order to assess how effectively the risk is being controlled. Furthermore, 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 arrangements and amend / carry out a succeeding fire risk assessment.

The assessment is not a building structural integrity survey. The assessment findings are based on the observation and conversation and the 5 steps principal of fire risk assessment. No destructive methods have been used to further analyse the structure or the materials that have been used during construction.

If there are any doubts regarding the structural integrity or the effectiveness of the materials used during the construction of the location, the Local Fire Authority should be contacted for advice. We would be happy to speak to the Local Authorities on your behalf if you have any concerns.

If your Local Fire Authority has any particular queries regarding the content of this fire risk assessment, then please do not hesitate to contact your **ELAS Health and Safety Consultant** who can speak to the Authority on your behalf.

EXPLANATION OF TERMS

General Statement of Fire Policy:

This can be found within the body of the Health and Safety Policy.

Means of Escape:

This is the means by which people can safely leave a building to a point of safety in the event of an emergency evacuation being required. In majority of premises such as offices the primary escape route will be the main entrance staircase there may also be other fire exits at the various levels within the premises. Examples of these being adjoining doors to next door property, external escapes from upper floors, basement emergency exit doors. All emergency exit doors must be available at all times that the premises are open to the public. The doors should open in the direction of travel. These doors are to be easy to open without the use of a key. Fire doors that lead to the outside of the building or fire doors that are rarely used should be checked on a periodic basis to ensure that they open easily without sticking. Again this should be documented as evidence.

Emergency Lighting:

This is the means by which an emergency escape route is illuminated if the hard wire mains electrical system should fail. These are lights that are powered by mains electrical with the addition of a battery backup, to illuminate the light for at least 1 hour if the mains electrics were to fail. The British Standard for Emergency Lighting is BS 5266. Emergency Lighting should be tested on a monthly basis and documented.

Fire Alarm:

This is the means of giving warning in case of fire to all occupants of the building. The system consists of three parts these being: **Automatic Detection** (smoke and heat) the **Manual Break Glass Boxes** and the **Sounder System**. All three elements are electronically linked together so that operation of the automatic detection or manual call point will operate the sounders to give warning. The fire alarm should be tested at each break glass point weekly and electronically tested by a suitable qualified electrician on a 6 monthly or annual basis as determined by the system installed. The British Standard for a Fire Alarm System is BS: 5839. L(1). Fire alarms should be tested on a weekly basis at a different call point and documented.

Fire Fighting Equipment:

This is the provision of fire extinguishers in the public areas and in addition a fire blanket in the kitchen in order that any outbreak of fire can be tackled in its early stages. This will be if people feel comfortable to do so. Extinguishers are located mainly on the staircase or next to final exit doors so people can secure their escape route if necessary. A member of staff must be nominated and be trained in the use of fire extinguishers.

Escape Signage:

These are part of the passive measures to aid escape. All emergency exit routes must be indicated by signs that conform to Health and Safety (Signs and Signals) Regulations 1996 and to British Standard: 5499-4:2000.

Doors:

All doors and corridor doors should be upgraded to include intumescent strips and flexible edge smoke seal. Ideally a plan of upgrading old doors should be thought.

Fire Risk Assessment

Hazard	<i>Toxic Smoke, Heat, Burns</i>
Risk	<i>Fatality or serious injury due to burns; smoke inhalation or falls from height. Loss of property and business continuity</i>

Building Structure

Building Materials	Yes/No
Primary Construction	
Brick, Stone, Concrete	Yes
Steel (prefabricated)	Yes
Wood (Inc. timber frame)	Yes
Other (specify)	
Secondary Construction	Yes/No
Brick, Stone, Concrete	Yes
Steel (prefabricated)	Yes
Wood (Inc. floors, panels and roof supports)	Yes
Other (specify)	
Roof Construction	Yes/No
Flat Roof	Yes
Pitched Tiled – (includes lean too roofing)	Yes
Corrugated Sheet (specify type)	No
Other (specify)	

Building Fire Classification	Yes/No
Class A – (evacuation time 3 mins. Low Risk)	Yes
Class B – (evacuation time 2.5 mins. Normal Risk)	No
Class C – (evacuation time 2 mins. High Risk)	No

Building Type	Yes/No
Single Storey - (main/extension)	
Two Storey - (main/extension)	
Multi Storey – (specify)	Yes
Number of floors below ground – (specify)	
Open Plan	
Compartmented (mezzanine)	Yes

Building Purpose	Yes/No
Industrial Unit (purpose built – warehouse, factory, etc.)	No
Commercial Site (purpose built – office, etc.)	Yes
Converted Property (list original use if known)	No

Building Door Count for Final Exits	Numbers
750/900mm – (40ppm)	2
1050mm – (80ppm)	0
1500mm – (120ppm)	0
Other – (specify) (e.g. 1950mm @ 160ppm)	0

Building Occupancy	Numbers
Based on doors – (minus the largest door)	1
Based on floors (approximate)	40

Orientation	Yes/No
Stand Alone	No
Multi Building site	Yes
Attached to other Buildings	No

Fire Risk Assessment

Building Users

People who use the building	Yes/No
Employees	Yes
Disabled Employees	Yes
Visitors	Yes
Children or Elderly	Yes
Contractors	Yes
Other Businesses	Yes

Maximum number of users in the building	Numbers
Employees	30
Visitors (approx)	2

Building Use

Type of work carried out	Yes/No
Offices	Yes
Engineering	No
Warehousing	No
Restroom	Yes
Manufacturing	No
Hazardous products storage or production	No

Sources of Ignition

Sources of Heat or Flame	Yes/No
Smoking	Yes
Naked Flames/gas heater (bottle)	No
Welding	No
Grinding	No
Cooking	No
Electricity - (extension leads, adaptors, wiring, heaters)	Yes
Friction	No
Other Hot Works - (Inc. contractors e.g. roofers and plumbers)	No

Sources of Fuel

Sources of Fuel	Yes/No
Combustible Materials - (paper, wood, fabric and furnishings)	Yes
Flammable Liquids	Yes
Flammable Gases	No
Petrol, diesel, oils – (Inc. cooking, lubricants, engine etc.)	No

Specific observations/notes from the above detail:

The premise is located on a street in the centre of Leicester. The building is a three storey construction located on its own site.

The building is made of steel, brick and wood and is fitted out with office furniture and gas central heating units. The building is of low risk due to the fact there are no electrical heaters and no diesel operated machines on site and no gas stored plus any flammables.

There are 2 fire exits at 900mm giving the premises enough space to evacuate the 30 staff and 2 visitors at full occupation in the 3 minutes time needed.

There are some holes in the ceiling in the offices up stairs and down stairs in the cellar. There are some emergency lights not working correctly over the rear entrance. There is a refuge area planned for the top of the stairs but you have no inter com or Evac chair in place.

Fire Risk Assessment

External View of Building



Plan View of Building



FIRST EVALUATION

In view of the nature of your work, the materials used and the structure of the premises including the systems that are already in place, the fundamental level of risk is;

High	Medium	Low	✓
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Fire Risk Assessment

Fire Prevention and Precautions

Control Flammable Liquids, Gases, Combustible Materials and Oxygen	Yes/No
Is there a large amount of combustible materials?	No
Are all flammable liquids stored in a flameproof store or locker?	Yes
Are flammable and compressed gases stored in a compound or cage?	N/A
Are flammable liquids kept in small amounts ready for use?	Yes
If dangerous substances are, or could be used has a DSEAR assessment been carried out?	N/A
Are flammable liquids that are ready for use kept in flame and spill proof containers?	Yes
Are there bins with lids on for the disposal of combustible materials?	Yes
Are combustible materials removed from the building regularly?	Yes
Can the amount or use of flammable liquids be reduced?	No
Is there a "Hot Works Permit" system in place?	N/A
Are contractors questioned over hot work processes?	N/A
Is there an issue relating to Arson?	No
History of fire on the premises?	No
Is there a ventilation system?	No
Is any ventilation system closed in the event of fire?	N/A

Observations/Comments

There are no amounts of flammable liquid stored at these premises.

Actions

Ensure all flammables are stored correctly. Otherwise no action this time.

Fire Risk Assessment

Fire Evacuation and Provision

Fire Evacuation

Means of Escape and Evacuation	Yes/No
Is there a signing in system in place for or in the event of a fire evacuation?	Yes
Is there a Fire Action Plan in place?	No
Is the Fire Action Plan communicated to all staff?	No
Is there an evacuation "Grab" file ready?	No
Is there a site visitor "Induction" process?	No
Do all one way escape routes comply with traveling distance?	Yes
Are all escape routes under maximum traveling distance?	Yes
Where is the nominated assembly point/s?	Yes
Are the assembly points indicated in a relative or final place of safety?	No
Are there any fire protection routes for means of escape?	Yes
Are there any areas / rooms compartmentalised / protected?	Yes
Do any rooms have false ceilings and have they been inspected?	Yes
Are all escape routes easily identifiable, unobstructed, and illuminated?	Yes
Are any "Dead Ends" protected and or detected suitably?	Yes
Are there any "Inner Rooms" and are they protected and or detected suitably?	No
Are there any external fire escapes?	No
Are all cupboard or store rooms signed and kept locked?	Yes
Will a fire or the effects of fire go undetected and compromise exits?	No
Do all final exits open in the direction of travel, easily and without a key?	Yes
Do all fire doors have self-closing mechanisms?	No
Do all fire doors have intumescent and cold smoke seals fitted?	No
Are all fire doors kept closed?	Yes
Are there trained personnel, marshals / wardens / for disabled evacuation?	Yes
Is there a "GEEP" or any "PEEP"s in place?	Yes
Is there adequate emergency lighting where necessary?	Yes
Is there emergency lighting outside by final exits and external routes?	Yes
Is there adequate detection, heat or smoke, where necessary?	Yes
If people sleep in the building is there an early warning system?	N/A
Are doors wide enough taking into consideration that the largest door is unavailable?	Yes
Are there steps or stairs on route to the place of safety?	Yes
Is there a refuge area?	Yes

Observations/Comments

There is no visible fire assembly point at present. There is no fire plan in place on reception. There is emergency lighting in place but it does not work in all areas of the building. There are no grab bags. There is no site induction process for staff or visitors. There are gaps in the ceiling in the offices upstairs storerooms offices and down stairs rooms and cellar. There is limited smoke detection and none in some the offices up stairs. No inter com on refuge area.

Actions

Ensure that the fire plan is updated and includes smoke detection, emergency lighting and arrows to indicate the direction of travel to leave the building safely. Put in place emergency lighting on all final fire exits and ensure all emergency lighting is working correctly. Put grab bags in place with a whistle, torch and hi vis. Put in place site inductions. Fill in gaps in offices and storerooms. Fit smoke detection in all areas of your business. Fit an inter com to your refuge area that connects to a call centre.

Fire Risk Assessment

Fire Evacuation and Provision (Cont)

Signage and Signals

Fire Extinguisher and Evacuation Signage	Yes/No
Do all fire extinguishers have signs indicating type and use?	Yes
Are all fire points indicated with blue and white fire action signs?	Yes
Are the action cards simple enough to be suitable?	Yes
Are all fire blankets indicated?	Yes
Is there sufficient escape route signage (running person signs)?	Yes
Are signs suitable for all used languages on the premises?	Yes
Are the fire exits indicated with running person signs?	Yes
Is there "keep clear fire exit signs" on all external doors?	No
Do all fire doors have "Fire door keep closed signs" where necessary?	No
Any matters with signage to give cause for concern? – (the fire assembly sign is not visible and plug in glades in use)	Yes

Observations/Comments

Some fire action signs are missing and some call point signs are missing and some fire exit signs are missing on the rear stairs. Some final exits have no keep clear or keep closed signs in place. Some fire exit signs are removed and others are missing.

Actions

Ensure that you carry out a check of all, fire action cards, call point signs, fire exit signs and keep clear – keep closed signs on final exit doors both sides and replace where they are missing. Repair all fire exit signs and replace missing ones.

Fire Extinguishing Equipment	Yes/No
Is there a sprinkler system installed?	N/A
Is the sprinkler system connected to the fire alarm, detector system?	N/A
Is there a dry or wet riser in the premises? (dry)	No
Are there sufficient fire extinguishers installed in all parts of the building?	Yes
Are the extinguishers of an appropriate type?	Yes
Is there trained staff to operate fire extinguishers?	Yes
Have the extinguishers been inspected in the last twelve months?	Yes
Is there sufficient provision for Fire Service access?	Yes
Is there any other firefighting equipment in the premises?	No

Observations/Comments

Staff are trained to use extinguishers.

Actions

When training lapses after three years then – contact ELAS and they will help you will this on 0161 785 2000.

Fire Risk Assessment

Fire Evacuation and Provision (Cont)

Fire Alarms and Fire Detection	Yes/No
Is there a fire alarm system in place? - (siren)	Yes
Does the alarm system appear to be sufficient?	Yes
Is there a fire detection system in place such as heat or smoke?	Yes
Does the fire alarm system indicate which zone the fire is in?	Yes
Does the fire alarm have a staged or phased evacuation?	Yes
Is the system connected to a monitoring service?	Yes
Are all exits covered by a fire alarm call points?	No
Does the fire alarm have a suitable audible sounder?	Yes
Does the fire alarm have a flashing beacon to alert those in noisy areas?	Yes

Observations/Comments

There is a fire alarm with a zoned panel in place at these premises. There are no smoke detectors in place at some locations in these premises. The alarm system is not connected to an outside monitoring service for the lift but not for the disabled refuse area.

Actions

Fit smoke detectors in your offices at all locations e.g. offices/meeting rooms up stairs. Fit call points signs to all fire exits. Consider fitting a connection to your fire alarm system to call an outside monitoring service for your disabled refuse area.

Audit and Management of the Fire Systems

Principles	Yes/No
Is the fire alarm sounded on a weekly basis and documented?	Yes
Are all fire alarm call points tested to sound the alarm in rotation and documented?	Yes
Is the fire alarm inspected and tested on a 6/12 monthly basis and documented?	Yes
Is the emergency lighting tested on a monthly basis and documented?	No
Is the smoke/heat detection inspected and tested on a 6 monthly basis and documented?	Yes
Are fire drills carried out and documented?	Yes
Date of last portable appliance test by a competent person?	24/07/2014
Date of last fixed wire installation test by a competent person?	30/09/14
Date of last Gas/bottle inspection by a competent person?	15/04/14

Observations/Comments

There were no records for call point emergency lighting tests, no smoke detector tests - PAT tests were in place for equipment as were fire drills records. The fixed electrical wiring has been tested. All portable appliances have been tested and recorded.

Actions

Ensure that you start to carry out weekly tests of fire alarm, call points, emergency lighting and heat and smoke detection. Include in this PAT testing for all electrical equipment including electrical appliances. Document fire drills – smoke alarm testing of smoke detectors once in place – wiring reports and electrical servicing records.

Fire Risk Assessment

Fire Evacuation and Provision (Cont)

Additional Observations / Controls or Findings

Observations/Comments

You do have a number of holes in the walls and this may help a fire to spread all around your offices.

Recommendations

You must ensure that all possible routes of convection, conduction and radiation are minimised. Where you have pipe work/wires running along your false ceiling and these must be blocked off where they run through the office walls and no holes should be left in wall partitions.

Risk Evaluation

Risk Evaluation	Yes	No
Are the controls in place adequate for the level of risk?	✓	

Consider the controls that are in place and re-evaluate the level of risk from fire.

High	Medium	✓	Low
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Are other controls required if yes indicate below

Significant Notes or Restrictions

*I have rated your assessment as a **medium** risk as on the day of inspection it was noted that the general fire safety arrangements throughout your premises appear not to be being managed. Therefore;*

You are required to note the observation and summary actions plan in this report and implement any actions required to further reduce the risk of or in the event of fire. Ensure that you continually monitor and review your fire equipment, signage, procedures and inspections of the premise to maintain the lowest level of risk.

Risk Assessment carried out by-

Paul Johnson
Health and Safety Consultant / Trainer

Date:- **13th April 2015**

Maximum Review Date:- **13th April 2016**
Or if there is a significant

