

FIRE RISK ASSESSMENT

THE LEARNING SUPPORT CENTRE LIMITED & JOTTERS LIMITED

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Dated: 10th March 2014

The Responsible Person is:

Laura Cook.....
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Fire Risk Assessment

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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 **Order** applies in England and Wales. It covers general fire precautions and other fire safety duties that are needed to protect “relevant persons” in case of fire in and around most “premises”. The **Order** requires fire precautions to be put in place “where necessary” and to the extent that is reasonable and practicable in the circumstances of the case.

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.
- The emergency exit routes.
- The fire assembly Point.
- The location of your fire containment doors.
- 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.

This assessment has been developed to comply with the **Health & Safety at Work etc Act 1974** and the **Regulatory Reform (Fire Safety) Order 2005**.

The assessment is not a building structural integrity survey. The assessment findings are based on 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

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 the majority of premises, the primary escape route will be the main entrance. There may also be other fire exits at the various levels within the premises. Examples of these are 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.

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.

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 sound that should be achieved at the bed head in premises for sleeping is 75 decibels. 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(3).

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 BS: 5499-4:2000.

Doors:

In all premises, corridor doors should be upgraded to include intumescent strips and flexible edge smoke seal. Ideally a plan of upgrading old doors should be developed.

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
Brick, Stone, concrete	✓	
Steel (prefabricated)		✓
Wood	✓	
Combination of all or some of the above	✓	

Building Type	Yes	No
Single Storey		✓
Two Storey		✓
Multi Storey	✓	
Open Plan		✓
Compartmentalised	✓	

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

Building Use

Type of work carried out	Tick
Offices	✓
Training	✓

Building Users

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

Sources of Ignition

Sources of Heat or Flame	Yes	No
Smoking		✓
Cooking		✓
Electricity (extension leads, adaptors, wiring, heaters)	✓	

Sources of Fuel

Sources of Fuel	Yes	No
Combustible Materials (paper, wood, carpets, furniture, fixtures and fittings)	✓	
Flammable Liquids		✓
Flammable Gases		✓
Petrol, diesel, oil		✓

Fire Risk Assessment

Observations

The building forms a part of Phoenix Yard which is a late 19th Century mill complex arranged in three multi-storey buildings around a central courtyard. The occupied premises are contained within the first floor of Jubilee House on Upper Brown Street, Leicester.

The occupied area comprises of a reception area, compartmentalised internal office spaces, a large meeting/training room, kitchen area, toilets and boiler room. There is a rear fire exit leading onto a communal staircase from the upper floors and exiting onto the pavement at ground floor level.

The premises were not occupied at the time of this assessment. They will be used as office/meeting/training space for employees and invited visitors. There is a possibility that the training room may be made available to external businesses in the future.

Sources of ignition will be limited to general office equipment. There is a mains gas boiler offering central heating.

At the time of inspection, there were limited combustible materials however, in the future; there will be general office furniture and equipment along with files and printed materials.

*At no time during the assessment process did the inspection include:
Any form of structural survey.*

Inspection that could not be undertaken from ground level (e.g. inspection above ceiling panels) or which would have involved disturbance of fixtures and fittings.

Investigation of original design calculations or construction details.

Inspection of personal property.

Inspection of furniture and equipment with relation to fire and flame resistance.

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 and Combustible Materials	Yes	No
Is there a large amount of combustible materials?		✓
Are all flammable liquids stored in a flameproof store or locker?	N/a	N/a
Are flammable and compressed gases stored in a compound or cage?	N/a	N/a
Are flammable liquids kept in small amounts ready for use?	N/a	N/a
Are flammable liquids that are ready for use kept in flame and spill proof containers?	N/a	N/a
Are there bins with lids on for the disposal of combustible materials?	N/a	N/a
Are combustible materials removed from the building regularly?	✓	
Can the amount or use of flammable liquids be reduced?	N/a	N/a
Is there an issue relating to Arson?		✓

Observations

At the time of inspection, there was a limited quantity of combustible materials on site. No flammable liquids were observed.

Actions

As and when the building is occupied and the above materials are introduced to the building, this assessment should be reviewed.

*Action 30.03.2014 There are limited quantity of combustible materials on site.
Cleaning products are stored safely.*

Fire Alarms and Fire Detection	Yes	No
Is there a fire alarm system in place?	✓	
Is there a fire detection system in place such as heat or smoke?	✓	
Does the fire alarm system indicate which zone the fire is in?	✓	
Is the system connected to a monitoring service?		✓
Is the fire alarm tested on a weekly basis?		✓
Is the fire alarm on a service contract?		✓
Does the fire alarm have a fire bell?		✓
Does the fire alarm have a fire siren?	✓	
Does the fire alarm have a flashing beacon to alert those in noisy areas?		✓

Observations

There are smoke detectors along the main corridor inside the building and a heat detector within the kitchen. This is supplemented by the provision of break glass call points positioned at strategic locations.

I was unable to establish the location of the main fire alarm panel, or whether the fire alarm is linked between all buildings forming the courtyard. It was indicated that the landlord may be responsible for the maintenance and testing of the fire alarm system.

Actions

Establish who is responsible for the operation and maintenance of the fire alarm system within the building. Acquaint yourself with the evacuation arrangements for the building along with any specific arrangements for testing and inspection of the fire alarm components within your premises.

*15.07.2014 in progress
Fire Safety Plan produced and distributed to Office team and sent out to whole staff team*

Fire Risk Assessment

Fire Prevention and Precautions (Cont)

Fire Extinguishing Equipment	Yes	No
Is there a sprinkler system installed?	N/a	N/a
Is the sprinkler system connected to the fire alarm, detector system?	N/a	N/a
Are there sufficient fire extinguishers installed in all parts of the building?		✓
Are the extinguishers of an appropriate type?		✓
Have the extinguishers been inspected in the last twelve months?		✓
Have employees been given information and training in their use?		✓

Observations

There were no fire extinguishers in the premises at the time of inspection.

It was indicated that employees had not received fire safety awareness or extinguisher training.

Actions

Make provision for the installation of an appropriate type and number of fire extinguishers. These should be wall mounted or placed within stands and adequately signed. A maintenance contract should be arranged with provision for annual maintenance.

Action 30.03.2014 Guidance taken from ELAS and appropriate extinguishers and signage installed

Employees should be provided with fire safety awareness training and those with additional fire safety responsibilities such as Fire Marshals, should be provided with fire extinguisher training.

15.07.2014 in progress awaiting further advice from ELAS

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?	✓	
Is there an emergency plan in place?	✓	
Is the emergency plan adequate?	✓	
Are there enough fire escapes and are they in the right places?	✓	
Are all fire exits and escapes easily and quickly accessible from all areas?	✓	
Do escape routes lead to a place of safety?	✓	
Are the passageways compartmentalised/protected?	✓	
Are all escape routes easily identifiable, unobstructed, and illuminated?	✓	
Are the fire escapes suitable and sufficient for all people likely to use them?	✓	
Will a fire affect all fire exits?		✓
Will there be at least one exit available for use?	✓	
Are the fire assembly points indicated in a safe area?	✓	
Do all fire doors have self closing mechanisms?	✓	
Do all fire doors have intumescent or smoke strips fitted?	✓	
Are there trained personnel to help disabled people?	✓	
Are all fire doors kept closed?	✓	
Is there adequate emergency lighting where necessary?	✓	
If people sleep in the building is there an early warning system?	N/a	N/a
Are fire doors compliant with the relevant widths (min 525mm)	✓	
Are doors wide enough taking into consideration that the largest door is unavailable?	✓	
Are there steps or stairs on route to the place of safety?	✓	
Is there a refuge area?		✓

Observations

A building fire emergency plan has yet to be developed. As the building is not yet occupied, there is are signing in arrangements.

No assembly point has been allocated.

Fire Risk Assessment

Actions

Develop a fire safety plan for the premises identifying the following:

1. Responsibilities for fire safety;
2. Specific roles undertaken by staff in an emergency;
3. Training requirements for staff;
4. Fire precautions;
5. Dealing with disabled visitors;
6. Fire action, etc.

Actioned and distributed 15/07/2014

Identify a suitable location for a fire assembly point and carry out a fire drill at six monthly intervals and keep a record of the drills undertaken.

*Ensure that your emergency lighting is regularly tested as part of your fire safety checks. **Landlord's responsibility and has confirmed that this is tested regularly.***

*Please appoint an individual or individuals in these premises to undertake formal fire safety inspections. This will help to ensure that fire exits and escape routes (including external areas) are kept clear and free from obstructions at all times; that all extinguishing equipment is in good condition, readily accessible and sited in an appropriate area; that housekeeping is maintained to a good standard in all work areas to prevent the build up of flammable waste materials; that flammable liquids are suitably stored and used in the premises; alarm systems are tested at /appropriate intervals and that the premises are secure from intruders and potential arsonists. **Actioned 15/07/2014** Keep fire safety records for your premises including records of extinguisher maintenance, alarm tests, fire safety checks and fire drills are undertaken. **Actioned 18/06/2014 relevant docs from Landlord requested.***

Fire Risk Assessment

Signage and Signals

Fire Extinguisher and Evacuation Signage	Yes	No
Do all fire extinguishers have signs indicating type and use?	✓	
Are all fire points indicated with blue and white fire action signs?	✓	
Are all fire blankets indicated?	✓	
Is there sufficient escape route signage (running person signs)?	✓	
Are the fire exits indicated with running person signs?	✓	
Is there "keep clear fire exit signs" on all external doors?		✓
Do all fire doors have "Fire door keep closed signs"?	✓	

Observations

There is limited provision of fire safety signage within the building.

Actions

Review provision of fire safety signage in these premises. As a general rule, appropriate fire safety signage such as fire escape direction signage should be clearly visible from all areas of the premises.

Action 30.03.2014 additional signage purchased

Management of the Fire System

Principles	Yes	No
Is the fire alarm tested on a weekly basis and documented?		✓
Is the fire alarm inspected and tested on a 6/12 monthly basis?	✓	
Is the emergency lighting tested on a monthly basis and documented?	Unknown	Unknown
Is the smoke/heat detection inspected and tested on a 6 monthly basis?	Unknown	Unknown
Are fire drills carried out		✓

Observations

As mentioned earlier, it is unclear what the arrangements are for operation and maintenance of the fire alarm system and emergency lights.

Actions

Establish who is responsible for the above items.

Actioned 18.06.14 awaiting response from Landlord on unknown principles

Fire Risk Assessment

Other Risk Reduction Controls

Reducing the Risk	Yes	No
Are any gas appliances serviced regularly?	✓	
Is the mains electric system inspected every five years?	Unknown	Unknown
Are all electrical appliances, extensions and cables inspected?	✓	

Observations

No evidence was available to show that the gas system has been inspected by a Gas Safe engineer within the last 12 months.

No evidence was available to show that the mains electrical system has been inspected by a Competent engineer within the last 5 years.

Actions

*Ensure that records are available to show that the gas system has been serviced by a Gas Safe registered engineer. The gas system will require annual servicing. **Actioned when Gas boiler was connected***

*Employers and business owners are required to ensure that the fixed electrical system is tested and inspected on a five yearly basis. The person conducting the test must provide a certificate of conformance. **18.06.2014 in progress awaiting further details from Landlord***

*Ensure that a suitable portable appliance testing (PAT) regime is established and supplement this with visual inspection of portable electrical equipment. **This is carried out annually in July***

Fire Risk Assessment

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

Other Controls Required

*I have on this occasion rated your assessment as a **Medium** risk as on the day of inspection, it was noted that there are insufficient fire safety arrangements within your premises. There are a number of issues that need to be addressed.*

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

Reviewed by Donna Welburn, once the premise has been occupied actioned notes in red. ELAS review date 10th March 2015

Risk Assessment carried out by-

Andrew Vickers
Health and Safety Consultant / Trainer

Date:-

10th March 2014

Review Date:-

10th March 2015*

*It is recommended that this risk assessment is reviewed as soon after occupation as possible.