

Isle of Wight Fire and Rescue Service



Fire Risk Assessment Information / Guidance



EXAMPLE

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Introduction – Fire Risk Assessment (How to complete)

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Introduction

This document suggests information that should be contained in a fire risk assessment record. When completed in accordance with all suggestions it may serve as a record of a fire risk assessment as required by the **REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

From the time these Regulations came into force the Fire Safety Order (article 8 & 9) states that :-

Duty to take general fire precautions

8. —(1) The responsible person must—

- (a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and
- (b) 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 that the premises are safe.

Risk assessment

9. — (1) The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.

(2) Where a dangerous substance is or is liable to be present in or on the premises, the risk assessment must include consideration of the matters set out in Part 1 of Schedule 1.

(3) Any such assessment must be reviewed by the responsible person regularly so as to keep it up to date and particularly if—

- (a) there is reason to suspect that it is no longer valid; or
- (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions, and where changes to an assessment are required as a result of any such review, the responsible person must make them.

(4) The responsible person must not employ a young person unless he has, in relation to risks to young persons, made or reviewed an assessment in accordance with paragraphs (1) and (5).

(5) In making or reviewing the assessment, the responsible person who employs or is to employ a young person must take particular account of the matters set out in Part 2 of Schedule 1.

(6) As soon as practicable after the assessment is made or reviewed, the responsible person must record the information prescribed by paragraph (7) where—

- (a) he employs five or more employees;
- (b) a licence under an enactment is in force in relation to the premises; or
- (c) an alterations notice requiring this is in force in relation to the premises.

(7) The prescribed information is—

- (a) the significant findings of the assessment, including the measures which have been or will be taken by the responsible person pursuant to this Order; and
- (b) any group of persons identified by the assessment as being especially at risk.

(8) No new work activity involving a dangerous substance may commence unless —

- (a) the risk assessment has been made; and
- (b) the measures required by or under this Order have been implemented.

Further guidance can be found in a leaflet called:

“A short guide to making your premises safe from fire”

Advice and information

You can get guides, suitable for your type of premises, from good bookshops and by downloading them from the internet at :-

www.firesafetyguides.communities.gov.uk

The recording of information within this document should be in a narrative format and not simply a Yes or No answer to a question.

Fire Risk Assessment (How to complete)

Divide the premises into areas/rooms/floors as necessary and carry out a fire risk assessment for each part. During the assessment and evaluation of the findings you should bear in mind the following.

Significant Findings:

Upon completion of the fire risk assessment, the significant findings should be recorded (Section 20).

The significant findings should include:

- a record of the protective and preventative measures already in place to control the risks;
- what further action, if any, needs to be taken to reduce risk sufficiently;

Review and Revision

The assessment should be reviewed or revised following any of the following:-

- *Any significant change of work practices*
- *Any significant change in staff levels*
- *Any structural or material alteration to the premises*
- *Any near miss or fire*
- *Reviewed at least annually*

1 Premises Particulars

Specify the following particulars:-

- *Name and Address of Premises:*
- *Use of Premises:*
- *Owner/Employer/Person(s) in Control of the Workplace:*
- *Telephone Number:*
- *Date of Risk Assessment:*
- *Date of Review:*
- *Name & relevant details of the person carrying out the Fire Risk Assessment:*

2 Provide a general statement of policy

A safety policy is a written statement of an employer's intent to ensure the safety of their employees. The purpose of the safety policy is to give clear commitment to comply with the relevant Regulations.

Example: -

"It is the policy of (employer/company/etc.) to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

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

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

FIRE RISK ASSESSMENT

1 PREMISES PARTICULARS

Premises Name Robin Hood Enterprises

Address Loxley House
Forest Close
Lincoln Green

Tel no: 0115 923 4567

Use of Premises

Offices

Owner/Employer/Person in control of the workplace

Mr Smith Owner and Employer

Date of Risk

Assessment 1st May 2005

Date of

Review 1st November 2005

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

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

2 GENERAL STATEMENT OF POLICY

Statement:

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

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

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

3 Management Systems

Provide a statement specifying the planning, organisation, control, monitoring and review of the fire risk assessment.

- **Planning** – *How the employer proposes to complete the Fire Risk Assessment and determine priorities in eliminating any hazards and reducing risks to persons*
- **Organisation** – *How the organisation is structured. To include how Health and Safety information is communicated to all employees, and what their involvement has been in complying with all aspects of the Fire Risk Assessment*
- **Control** - *Identify the people (at all levels) who may have responsibility for carrying out the Management of Health and Safety issues throughout the workplace.*
- **Monitoring** – *Identify how the employer will measure the success of the Health and Safety policy. This should include regular checks of fire precautions, investigation of causes of incidents and the recording of other relevant information.*
- **Review** – *Identify a regular review procedure to include any identified deficiencies and a process by which they can be rectified.*

Commentary:

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

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

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

This person will be responsible for:-

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

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

The other responsible persons are shown on the schematic (attached). They will be responsible for the fire safety measures as shown.

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

4 General description of the premises

Give a general description of the premises and the use to which it is put
Include the following details:

- *Construction detail of the premises (i.e. Brick/Timber/Concrete)*
- *Approximate age of premises*
- *Times in use*
- *Total number of persons employed in the premises at any one time*
- *Total number of persons who may resort to the premises at any one time*
- *Size of the premises (Length and Width and/or area)*
- *Number of floors and staircases*

5 Fire Safety Systems

Give details of any fire safety systems in the premises such as fire warning systems, escape lighting, sprinklers, etc.

(e.g. Fire alarm break- glass system to British Standard 5839, escape lighting to British Standard 5266)

If none are to be provided briefly state the reasoning for that decision.

(e.g. Small open workshop, only three people at any one time, clear visibility, word of mouth sufficient to raise the alarm).

4**GENERAL DESCRIPTION OF PREMISES***Description:*

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

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

The building has one internal stairway which is protected by fire resisting walls, partitions and doors.

It has one external escape staircase leading from the second floor via the first floor to ground floor.

Occupancy

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

The Total Number of persons Employed within the premises at any one time: 23

The Total Number of persons who may resort to the premises at any one time: 30

Size

Building footprint (Metres x Metres): 30 x 20

Number of floor: 3 + basement

Number of Stairs: 2

5**FIRE SAFETY SYSTEMS WITHIN THE PREMISES**

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

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

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

Non-maintained to 3 hours complying with BS 5266.

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

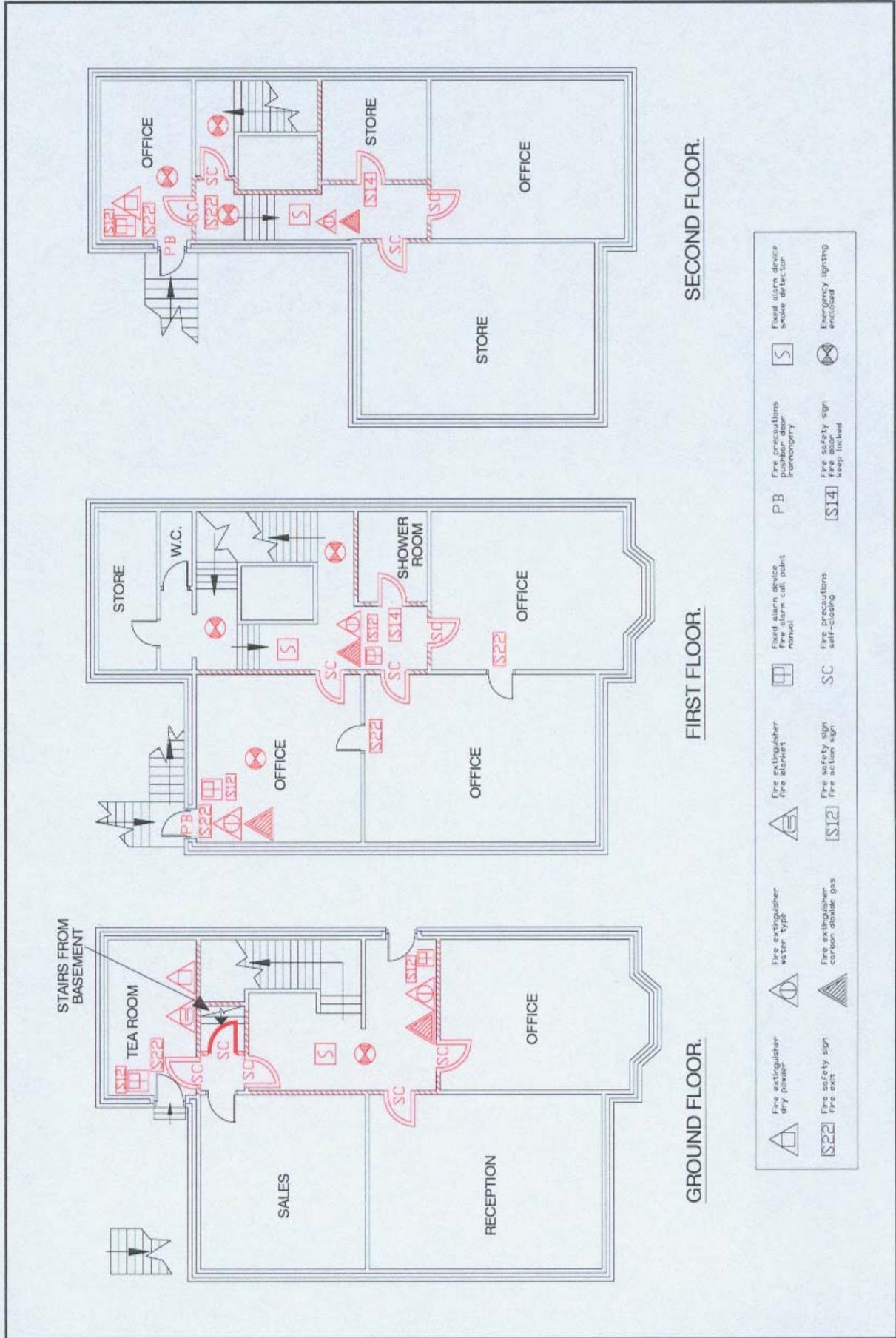
None

6 Plan drawing

To assist the assessor in completing an assessment, and employees in understanding the findings and evacuation procedures/plans it is recommended that a single line drawing of the premises/area/room/floor is prepared, which should be attached to the risk assessment.

The plan should show :-

- *Escape routes,*
- *number of exits,*
- *number of stairs,*
- *fire resisting doors,*
- *fire resisting walls and partitions,*
- *places of safety etc.*
- *Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices etc.*
- *The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs)*
- *The location of emergency lights (to include hand held torches if provided)*
- *The location and type of fire fighting equipment (i.e. water extinguishers, foam extinguishers, etc.)*



7 Identify Fire Hazards within the Area/Room/Floor

Consider any fire hazards within the area/room/floor:

- **Ignition sources**

*Smoking materials /matches, lighters etc.
Naked flames /hot work processes,
Fixed /portable heaters,
Boilers /engines /machinery,
Cooking,
Lighting equipment,
Friction /sparks,
Arson,*

- **Fuel Sources**

*Flammable liquids /solvents /oils etc,
Chemicals,
Wood /paper /cardboard etc,
Plastics /rubber /foam,
Furniture and furnishings,
Flammable gases
Textiles,
Display materials,
Waste materials,*

- **Work Processes**

Can any fire risks identified be removed, replaced or reduced?

- **Structural Features**

Consider any structural features that could promote the spread of fire (e.g. open staircases, openings in walls and floors, large voids above ceilings and below floors). Additionally consider the potential combustibility of any structural features.

7

IDENTIFY FIRE HAZARDS

Sources of Ignition:

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

Sources of Fuel:

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

Work Processes:

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

Structural features that could promote the spread of fire:

This is an old building built around 1930.

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

8 People who would be at Risk from Fire

Consider:

- *Employees*
- *Visitors / Customers*
- *Employees, visitors, and other persons whose mobility, hearing or eyesight is impaired*
- *Other persons in the premises if the premises are multi-occupied · Varied working practices (i.e. areas of your premises occupied when others are not)*
- *Areas where employees/others are isolated*
- *Contractors*
- *Persons who may be asleep in your premises*

Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk, and what control's are or need to be in place:

Employees are distributed throughout the building.

Visitors and contractors are signed in at reception. They are always accompanied by an employee who will brief them on the fire evacuation procedures. Employees are made responsible for their guests during any evacuation. Where visitors are identified as having disabilities that would prejudice their evacuation, the workplace manager is informed and measures put in place to ensure their evacuation in the event of fire.

There is a basement to the building but this is used purely as a deposit/retrieval storage area. No persons actually work in the basement.

At the present time there are no employees with disabilities that would prejudice their escape in the event of fire.

Some employees work late and may find themselves isolated in parts of the building during these times. Cleaning staff who work after normal working hours may also be isolated in the building.

9 Means of Escape – Horizontal Evacuation

Consideration of the following factors should be recorded in a narrative format and not simply a Yes/No answer to a question.

Consider: -

- *How fire hazards are controlled within the area/room/floor*
- *The need to control and monitor the number of occupants*
- *The number of occupants in the area/room/floor and their familiarity with the premises*
- *The likely spread of fire*
- *The time it would probably take to escape (2-3 minutes?)*
- *In the event of a fire can all persons safely evacuate the premises after taking into account the fire risks in the area?*
- *Travel distances How far to the nearest exit?*
- *Definition and number of escape routes Easily identified and available at all times?*
- *Number and widths of exits Sufficient to evacuate all occupants quickly and easily?*
- *Inner rooms situations (page48) Is there exit only available through another room?*
- *Corridors Do they need to be protected by fire resisting walls and doors?*
- *Dead-end conditions) Is there only one way out?*
- *Door openings and door fastenings Can door(s) be opened easily without the use of a key?*
- *Do all escape routes lead to a place of safety (e.g. not to an enclosed yard)?*
- *Housekeeping Is there storage of combustibles or obstructions in escape routes?*
- *Sufficient number of stairways*
- *Provisions for people with disabilities Deaf, Blind, Mobility issues or special needs etc*

10 Means of Escape – Vertical Evacuation

Consider: -

- *Are there sufficient stairways to get all occupants out of the premises even if one stairway is inaccessible due to fire?*
- *Are the stairways wide enough to get all occupants out of the premises? (including disabled persons)*
- *Do the doors, walls and partitions to the stairways need to be fire resisting (i.e. could a fire spread to the staircase(s) before occupants have evacuated taking in to account the fire hazards present)?*
- *Do the exits from the stairways lead to place of safety (e.g. not to an enclosed yard)*

Commentary:

All employees are trained in what actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would prejudice their evacuation from the premises.

There are sufficient fire exits of suitable width from the premises that will allow all persons resorting to the premises to evacuate in the event of fire. There are no dead-end conditions.

It is anticipated that a fire in the building would be a slow to medium growth fire involving carbonaceous materials. It is also anticipated that any fire would be noticed fairly soon after ignition by employees due to the working practices of the building.

Furthermore some areas are covered by automatic smoke detectors. This automatic smoke detection provides early warning for those employees and cleaners who may be isolated (i.e. working late)

It is anticipated that all employees and persons resorting to the building would have evacuated the building before any escape route becomes untenable.

All door fastenings can be easily opened at all material times and all escape routes lead to a place of safety.

All escape routes are covered by Emergency Lighting.

Commentary:

Second Floor - There is both an internal stairway and external Fire escape serving the second floor. This is adequate as the second floor is used for office accommodation and storage.

First Floor - There is both an internal stairway and external Fire escape serving the first floor. This is considered adequate for means of escape from the first floor.

Basement - There is a single stairway serving the basement. This is adequate as the basement is used as a deposit/retrieval store.

Overall - There are sufficient stairways in the premises for means of escape.

11 Fire Safety Signs and Notices

- *Do all fire safety signs comply with the current standard (pictogram – symbols)?*
- *Are there sufficient fire exit signs on the escape routes?*
- *Are internal fire resisting doors indicated with “Fire Door-Keep Shut” notices?*
- *Are internal fire resisting doors to cupboards indicated with “Fire Door –Keep Locked Shut” signs?*
- *Where necessary are fire exit doors marked with “Fire Exit-Keep Clear” notices? (outside face)*
- *Are there signs indicating how to use door opening mechanisms e.g. “Push Bar to Open”?*
- *Are general fire action notices displayed stating what to do in a fire situation?*
- *Is fire-fighting equipment indicated?*

12 Fire Warning Systems

- *Is there a suitable fire warning system to alert occupants in the event of a fire?*
- *If the premises are large and/or complex an electric fire alarm should be installed to the current British Standard.*
- *Can all occupants be alerted when the alarm when it is sounded? (Including persons with hearing difficulties)*
- *Is there a need for automatic fire detection i.e. sleeping risks, multi-occupied premises, varied working, inner rooms situations, mezzanine floors?*

13 Emergency lighting System

- *If the premises are in use during the hours of darkness (consider winter months) escape lighting should be provided. (However, adjacent Street lighting through external glazing, may be considered)*
- *Areas of the premises with no natural light (internal spaces) should be provided with escape lighting.*
- *If the premises are large and/or complex an escape lighting system should be installed to the current British Standard.*
- *Where the premises are small a number of hand held torches strategically located may be sufficient?*
- *When operated is there sufficient illumination for occupants to see the external escape routes clearly?*
- *Does the system operate on sub-circuit failure?*
- *Is there sufficient illumination at changes in level and changes in direction?*
- *Is there sufficient illumination to show fire exit doors and their operation?*
- *Is there sufficient illumination to show fire alarm call points and fire fighting equipment?*

14 Fire Fighting Equipment

- *Is there sufficient fire fighting equipment provided for the area/room/floor?*
- *Is the fire fighting equipment appropriate for the risks?*
- *Is the fire fighting equipment simple to use?*
- *Has a competent person checked fire extinguishers within the last twelve months?*
- *Does it conform to a standard?*
- *Is the fire fighting equipment located on the escape routes and near to exit doors?*
- *Is it securely hung on wall brackets or suitable floor plates, unobstructed and easily accessible?*

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

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

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

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

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

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

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

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

15 Maintenance

The means of escape and other fire safety provisions must be maintained, at suitable intervals, by a competent (as defined in the relevant British standard) person and the maintenance recorded.

Produce a maintenance schedule that covers the means of escape, signs and notices, fire warning system, escape lighting if provided and fire fighting equipment.

Specify who will carry out the maintenance and where it will be recorded. (*Fire Log Book*)

Use the table opposite to check that all the fire safety provisions have been covered in the maintenance schedule. Attach the maintenance record to the risk assessment.

Recommended maintenance schedule

Equipment	Period	Action
Fire detection and fire warning systems including self-contained smoke alarms and manually operated devices.	Weekly	Check all systems for state of repair and operation. Repair or replace defective units Test operation of systems, self-contained alarms and manually operated devices.
	6 monthly / Annually	Full check and test of system by competent service engineer. Clean self-contained smoke alarms and change batteries
Emergency lighting equipment including self-contained units and torches.	Weekly	Operate torches and replace batteries as required. Repair or replace any defective unit.
	Monthly	Check all systems, units and torches for state of repair and apparent working order.
	Annually	Full check and test of systems and units by competent service engineer. Replace batteries in torches.
Fire-fighting equipment including hose reels.	Weekly	Check all extinguishers including hose reels for correct installation and apparent working order.
	Annually	Full check and test by competent service engineer.

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

Commentary: Records maintained within the fire safety log book. 4

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

Commentary: Carried out by the services manager and recorded. 4

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

Commentary: Carried out by the services manager and recorded. 4

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

Commentary: Carried out by the services manager and recorded. 4

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

Commentary: Weekly check carried out by the services manager and recorded. Weekly 4

Annual check carried out by contractors and recorded. 6 monthly / Annually 4

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

Commentary: Weekly and Monthly checks carried out by the services manager and recorded. Weekly 4

Annual check carried out by contractors and recorded. Monthly 4

Annually 4

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

Commentary: Weekly check carried out by the services manager and recorded. Weekly 4

Annual check carried out by contractors and recorded. Annually 4

Are records kept & their location identified Yes / No

4

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

16 Method of Calling the Fire Service

Establish and record the method by which the fire service would be called in the event of a fire.
i.e. (Automatic/person)

17 Emergency Action Plan (EAP)

Produce an emergency action plan, which details procedures in the event of a fire in the workplace.

The EAP should cover:-

- *all foreseeable events*
- *the action employees should take if they discover a fire*
- *how people will be warned*
- *how the evacuation is carried out (action on hearing fire warning)*
- *to include the evacuation of visitors and people with disabilities*
- *assembly points*
- *procedures for checking the premises have been evacuated*
- *identify escape routes*
- *fire fighting equipment*
- *duties and identities of persons with specific responsibilities in the event of a fire*
- *where appropriate the isolating of machinery and processes*
- *how the fire service are called and by who*
- *liaison with fire service on arrival*

Attach the EAP to the risk assessment

18 Training

All employees should receive fire safety training including a full explanation of the EAP. This should be carried out on induction and other regular periods. (Usually once or twice a year)

The training programme should also include the following:-

- *who receives training,*
- *what training is given,*
- *how often it is given,*
- *where it is recorded. (to include staff acknowledgement of training given)*

Attach the training programme to the risk assessment.

Fire Drills

Regular fire drills should be carried out to both support the training given and to test the procedures work appropriately.

16

METHOD FOR CALLING THE FIRE SERVICE

Specify:

Receptionist to call 999

17

EMERGENCY ACTION PLAN (EAP)

Commentary:

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

18

TRAINING

Commentary:

Training is provided by the Training Manager.

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

All personnel including the Managing Director undertake this Training.

19 Rectification of Fire Safety deficiencies

- Make a list of the fire safety deficiencies found from the fire risk assessment.
- Prioritise and rectify the deficiencies.
- Once fully rectified, amend the fire risk assessment sheets and fire safety records.
- Review the fire risk assessment as appropriate.

<i>Deficiency/Rectification</i>	<i>Priority</i>	<i>Date to be Rectified</i>	<i>Date Rectified</i>
Fire Exit door onto First floor fire escape is difficult to open. Requires attention	1	12.05.05	
Emergency Lighting on Second Floor not working. Requires attention	1	12.05.05	
Fire Procedure Notice missing from Tea room Requires replacement	2	10.06.05	
Fire Drill not carried out since May 2004. Organise and carry out drill	1	30.05.05	

20 Significant Findings

From the outcomes of the risk assessment record the significant findings.

The significant findings should include:

- a record of the protective and preventative measures currently in place to control the risks.
- what further action, if any, needs to be taken to reduce risk sufficiently.
(as identified in Section 19 Fire Safety deficiencies)

<i>Significant Finding</i>	<i>Control Measure/Action</i>
Deficiencies identified (see section 19)	Action required by Training Manager and Services Manager.
Deficiencies identified were linked to the Lack of a maintenance regime.	Service Manager to implement Programme of Maintenance. Start June 05 - Review November 05
Lack of recorded Fire Drills due to retirement Of previous Training Manager.	Training Manager to carryout Fire Drills - May/November 05

21 Additional Hazards

Although not forming part of the risk assessment persons in control of a workplace are requested to inform the Fire Authority of any additional hazards within the workplace.

Emergency crews entering the site/building should be made aware of any hazards which may affect their safety, particularly those which may require special procedures for fire fighting.

Specify any such hazard and inform the Fire Authority in order that an appropriate operational plan can be undertaken.

21

ADDITIONAL HAZARDS

Specify:

Smoke Cloak security device fitted within the premises.

Hours of operation - 8.pm - 8.am.

Need to consult Fire Service

 **Yes / No**

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY
FOR FIRE SAFETY

RESPONSIBLE PERSON
MR. P SMITH

POSITION
MANAGING DIRECTOR

FIRE RISK ASSESSMENT

PERSON RESPONSIBLE FOR:
CARRYING OUT & REVIEW

RESPONSIBLE PERSON
MR.A JONES

POSITION
HEALTH & SAFETY ADVISOR

MAINTENANCE PROGRAMME

PERSON RESPONSIBLE FOR:

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

RESPONSIBLE PERSON
MR R HOOD

POSITION
SERVICES MANAGER

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR:
PRODUCTION & REVIEW

RESPONSIBLE PERSON
MR A JONES

POSITION
HEALTH & SAFETY ADVISOR

STAFF TRAINING

PERSON RESPONSIBLE FOR:

- FIRE SAFETY TRAINING OF ALL STAFF
- IMPLEMENTING FIRE DRILLS

RESPONSIBLE PERSON
MRS M MARION

POSITION
TRAINING MANAGER

ROBIN HOOD ENTERPRISES

EMERGENCY ACTION PLAN

ASSEMBLY POINT – REAR CAR PARK

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY