

# Fire Risk Assessment

**For: ABC Client**

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**19<sup>th</sup> July 2004**

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## Part 1 – Fire Risk Assessment Protocol

### Introduction

The objective of the fire assessment is to assess the risk to life from fire. Business continuity and property damage fall outside of the scope of this assessment.

The Fire Precautions (Workplace) Regulations 1997 (as amended) require employers and others who have control of a workplace to ensure that:

- € The workplace is equipped with appropriate fire fighting equipment, fire detectors and alarms.
- € Non-automatic fire fighting equipment is easily accessible, simple to use and indicated by signs.
- € Measures are provided for fire fighting.
- € Responsible people are assigned to implement the fire fighting measures.
- € Arrangements have been made with external emergency services for rescue fire fighting and rescue work.
- € Fire exit routes are kept clear at all times.
- € Emergency exits lead as directly as possible to a place of safety.
- € Employees are able to evacuate as quickly and safely as possible.
- € Emergency exits are adequate in terms of number, distribution and dimensions.
- € Emergency doors open in the direction of escape.
- € Sliding or revolving doors are not designated as fire exits.
- € Emergency doors are not locked or fastened so that they cannot be easily and immediately opened.
- € Emergency routes and exits are indicated by signs.
- € Emergency routes and exits are provided with adequate emergency lighting where necessary.
- € Maintenance of the above.

The aim of the fire risk assessment is to ensure compliance with all relevant legal requirements and that:

- € the risk of a fire occurring is reduced to a minimum;
- € the risk of fire spreading is minimised; and
- € everyone in the workplace is able to reach a place of safety without outside assistance.

The following steps detail the QRM fire risk assessment protocol for the ABC Company.

### Step 1 – Fire risk assessment

The QRM safety consultant will complete the fire risk assessments for the individual property during the risk assessment visit. For all the identified fire hazards, we have created fire control standards and during the fire risk assessment process we make judgements as to how far you are complying (or not) with the fire control standards. This judgement is made by assessing your existing fire control measures in place and determining whether they are adequate or not.

In short, we determine whether:

- € your existing fire controls are satisfactory, or;
- € your existing fire controls are partially satisfactory, or;
- € your existing fire controls are unsatisfactory.

Where we consider the existing fire controls to be only partially satisfactory or unsatisfactory, we will produce fire safety recommendations. (See **Part 3 Fire Action Report**).

### Step 2 - Prioritise the fire control standard

The next step is to prioritise the recommendations associated with the individual fire control standards.

Depending on the fire controls already in existence and the recommended fire controls required, the individual fire control standards are given one of the following priorities:

	Priority
	1 Requires immediate remedial action.
	2 Requires remedial action within 3 months.
	3 Requires some additional controls in due course.

A detailed description of what these priorities mean in practical terms is outlined below.

	Priority	Comments	Timescale
	1	The identified fire risk should be remedied as soon as possible. If there is any delay in remedying the fire risk, alternative/temporary fire control measures should be introduced. If the fire risk relates to any work in progress, it must be stopped and alternative safe means of carrying out the work identified.	Immediate
	2	Some additional fire controls are necessary. Consideration may be given to a more cost-effective solution or to improvements that impose no extra cost. Regular monitoring of existing fire controls is essential.	Within 3 Months
	3	Some additional fire controls are necessary, although no timescale is appropriate. Consideration may be given to a more cost-effective solution or to improvements that impose no extra cost. Regular monitoring of existing fire controls is essential.	Ongoing

Where the existing fire control measures for individual workplace risks are found to be only partially satisfactory or unsatisfactory, fire safety recommendations are detailed in **Part 3 - Fire Action Report**.

The fire safety recommendations in the report directly link to the individual fire control standards and are given the same priority.

The fire risk assessment either shows that fire control measures are in place to comply with existing legislation, approved guidance or good practice relating to the site, or that additional fire action is necessary to achieve compliance.

**Step 3 – Fire Risk Rating**

Once all the fire control standard recommendations have been prioritised, the fire risk rating for the fire risk assessment as a whole is calculated.

To calculate the fire risk assessment rating we determine the likelihood (L) of injury resulting and the severity (S) of the injury. By multiplying the respective scores together, the **fire risk rating** is calculated using the **risk rating calculator** shown below, and expressed as a %.

**Severity (S)**

5	Multiple Fatalities
4	Single Fatality
3	Major Injury/Injuries
2	Lost Time Injury
1	First Aid Injury

**Likelihood (L)**

1	Unlikely (Extremely unlikely to ever occur)
2	Possible (Unlikely but may occur exceptionally)
3	Quite Possible (Likely to occur some time)
4	Likely (Likely to occur often)
5	Very Likely (Regular or continuous occurrence)

**Likelihood (L)**

	<b>1 (U)</b>	<b>2 (P)</b>	<b>3 (QP)</b>	<b>4 (L)</b>	<b>5 (VL)</b>	
<b>Severity (S)</b>	<b>5 (MF)</b>	5 (20%)	10 (40%)	15 (60%)	20 (80%)	25 (100%)
	<b>4 (SF)</b>	4 (16%)	8 (32%)	12 (48%)	16 (64%)	20 (80%)
	<b>3 (MI)</b>	3 (12%)	6 (24%)	9 (36%)	12 (48%)	15 (60%)
	<b>2 (LTI)</b>	2 (8%)	4 (16%)	6 (24%)	8 (32%)	10 (40%)
	<b>1 (FAI)</b>	1 (4%)	2 (8%)	3 (12%)	4 (16%)	5 (20%)

**Risk rating calculator**

**Key**

	<b>Priority</b>	<b>Overall Risk Rating</b>
	1. Requires immediate remedial action.	<b>Intolerable</b> (41-100%)
	2. Requires remedial action within 3 months.	<b>Moderate</b> (17-40%)
	3. Requires some additional controls in due course.	<b>Tolerable</b> (0-16%)

The fire risk assessment should be reviewed annually, and specifically when there have been changes in the fire arrangements. Specific reasons for review include:

- ∅ Alterations have taken place which affect fire safety provisions.
- ∅ There is high employee turnover or management change.
- ∅ An increase in the number of people using the premises.

€ A significant change in the work activity.

The following fire safety matters will be considered to be an unacceptable risk and will require immediate remedial action:-

- € A single unprotected staircase and the absence of, or inadequate, fire-resisting construction.
- € The accumulation of combustible materials or flammable substances under staircases, in basements or in escape routes.
- € Excessive travel distances to a place of safety.
- € The absence of suitable fire warning arrangements and/or fire fighting equipment.
- € The absence of emergency lighting and /or fire exit signs.
- € Overcrowded sites or very poor housekeeping.
- € Evidence of unsafe working practices or faulty electric / gas systems.
- € The presence of uncontrolled hazardous materials e.g. polyurethane, polystyrene foam or LPG cylinders.
- € Obstructed or locked fire exits and escape routes.

The contents of the fire risk assessment and the Fire Action Report are based on the areas/activities shown to the QRM Safety Consultant during their visit. QRM cannot be held liable for any areas or activities not shown to the Safety Consultant.

The assessment of the adequacy of the means of escape is based on the operation of the existing layout and design of the escape routes. The scope of the assessment does not cover an in depth analysis of the means of escape.

The assessment of the condition and fire resistance of the means of escape is based on visual inspection of accessible areas.

The assessment of the fire detection, fire protection and fire fighting systems is based on the effective operation of the existing systems. The scope of the assessment does not include an in depth analysis of the design of these systems.

The assessment of the fire fighting equipment relates to life saving. The scope does not extend to specially protecting property from damage.

Please contact your QRM Safety Consultant if you require clarification of any matter raised here.

## Part 2 - Fire Risk Assessment

<b>Fire risk assessment</b>	<b>Risk Rating</b>	<b>Tolerable</b>	<b>12%</b>
<b>Hazard</b>	Sources of fuel, oxygen and ignition		
<b>People Exposed To Hazard</b>	Employees, visitors, contractors		
<b>Area Where Hazard Present</b>	Reception, cellular offices, meeting rooms, photocopier room, publications store, kitchen, open planned offices		
<b>Severity Of Injury</b>	Major injury		
<b>Likelihood Of Injury</b>	Unlikely		
<b>Specific Legislation</b>	Management of Health and Safety at Work Regulations 1999 The Fire Precautions (Workplace) Regulations 1997 (as amended) Regulations 4 to 6		

## Summary Of Control / Preventative Measures

		Compliance With Standard			Priority
		Yes	Partial	No	
<b>A)</b>	<p><b>The following sources of fuel, oxygen and ignition have been identified:</b></p> <p><u>Fuel</u> Paper, office furniture and equipment.</p> <p><u>Ignition</u> Electrical equipment, hob, oven, toaster, microwave.</p>				
<b>B)</b>	<p><b>The storage of combustible materials is avoided and where it cannot be avoided they are separated from sources of ignition.</b></p> <p>The required control/preventative measures are in place.</p>	½			
<b>C)</b>	<p><b>Waste storage is minimised, it is kept in a fire resistant area/store and separated from sources of ignition.</b></p> <p>The required control/preventative measures are in place.</p>	½			
<b>D)</b>	<p><b>The fixed electrical installation and portable electrical appliances are regularly examined and tested where necessary, by a competent person. Employees are prohibited from bringing their own equipment to work.</b></p> <p>The required control/preventative measures are in place.</p> <p>(Most of the electrical installation has been replaced in conjunction with the recent office refurbishment and portable appliance testing is planned for two years time.)</p>	½			
<b>E)</b>	<p><b>The use of portable heaters has been eliminated. Where this is not possible there are measures in place to minimise the ignition of combustibles.</b></p> <p>The required control/preventative measures are in place.</p>	½			

<b>Fire risk assessment (contd)</b>	
<b>Hazard</b>	Sources of fuel, oxygen and ignition
<b>People Exposed To Hazard</b>	Employees, visitors, contractors
<b>Area Where Hazard Present</b>	Reception, cellular offices, meeting rooms, photocopier room, publications store, kitchen, open planned offices
<b>Severity Of Injury</b>	Major injury
<b>Likelihood Of Injury</b>	Unlikely
<b>Specific Legislation</b>	Management of Health and Safety at Work Regulations 1999 The Fire Precautions (Workplace) Regulations 1997 (as amended) Regulations 4 to 6

**Summary Of Control / Preventative Measures**

		Compliance With Standard			Priority
		Yes	Partial	No	
<b>F)</b>	<b>The method of cooking minimises the risk of fire and there are suitable means of extinguishing any fires that occur.</b>  The required control/preventative measures are in place.	½			
<b>G)</b>	<b>There are suitable measures in place to prevent smoking in areas where a fire could go undetected or where combustible materials are stored or used.</b>  The required control/preventative measures are in place.  (The office has been designated no smoking and this policy is strictly enforced.)	½			
<b>H)</b>	<b>There are minimal combustible materials or sources of fuel in areas which could be subject to arson and there are security systems in place to monitor these areas.</b>  The required control/preventative measures are in place.	½			
<b>I)</b>	<b>There is a system in place for the control of contractors and maintenance work which includes minimising any hazards introduced by this work, and operating an effective permit to work system to control hot work.</b>  No control/preventative measures are in place.  Refer to Part 3 - Fire Action Report.			½	2

Fire risk assessment (contd)	
<b>Hazard</b>	Means of escape
<b>People Exposed To Hazard</b>	Employees, visitors, contractors
<b>Area Where Hazard Present</b>	Reception, cellular offices, meeting rooms, photocopier room, publications store, kitchen, open planned offices
<b>Severity Of Injury</b>	Major injury
<b>Likelihood Of Injury</b>	Unlikely
<b>Specific Legislation</b>	Management of Health and Safety at Work Regulations 1999 The Fire Precautions (Workplace) Regulations 1997 (as amended) Regulations 4 to 6

Summary Of Control / Preventative Measures		Compliance With Standard			Priority
		Yes	Partial	No	
<b>J)</b>	<p><b>Existing escape routes are in operation and they are free from temporary or permanent obstructions, combustible materials and sources of ignition. Checks on their operation are carried out on a daily basis.</b></p> <p>The required control/preventative measures are in place.</p>	½			
<b>K)</b>	<p><b>Existing fire exits and doors are in operation, they can be opened without the use of a key, they are not locked during operating hours, and they are free from temporary or permanent obstructions. Checks on their operation are carried out on a daily basis.</b></p> <p>Door wedges were being used for the main front door and the kitchen door.</p> <p>Refer to Part 3 - Fire Action Report.</p>		½		2
<b>L)</b>	<p><b>There are no inappropriate means of escape.</b></p> <p>The required control/preventative measures are in place.</p>	½			
<b>M)</b>	<p><b>Wall and ceiling coverings limit fire spread.</b></p> <p>The required control/preventative measures are in place.</p>	½			
<b>N)</b>	<p><b>Disabled people can use the existing means of escape or other suitable arrangements are in place.</b></p> <p>The required control/preventative measures are in place.</p> <p>(Disabled people will be taken to the landing in the internal escape staircase and will await rescue by the fire brigade.)</p>	½			
<b>O)</b>	<p><b>Fire signage, including fire exit signs and fire action notices, is provided as necessary in readily conspicuous positions and checks are made to ensure it remains in place.</b></p> <p>Additional directional fire signage is required.</p> <p>Refer to Part 3 - Fire Action Report.</p>		½		2

<b>Fire risk assessment (contd)</b>	
<b>Hazard</b>	Smoke and fire spread
<b>People Exposed To Hazard</b>	Employees, visitors, contractors
<b>Area Where Hazard Present</b>	Reception, cellular offices, meeting rooms, photocopier room, publications store, kitchen, open planned offices
<b>Severity Of Injury</b>	Major injury
<b>Likelihood Of Injury</b>	Unlikely
<b>Specific Legislation</b>	Management of Health and Safety at Work Regulations 1999 The Fire Precautions (Workplace) Regulations 1997 (as amended) Regulations 4 to 6

**Summary Of Control / Preventative Measures**

		Compliance With Standard			Priority
		Yes	Partial	No	
<b>P)</b>	<p><b>Existing escape route are free from damage, and there are no holes which span across compartments.</b></p> <p>The required control/preventative measures are in place.</p>	1/2			
<b>Q)</b>	<p><b>Fire doors are closed, or fitted with effective self-closing devices, they are free from damage, checked monthly, and regularly maintained.</b></p> <p>A self-closing device is required for the door to the photocopier room.</p> <p>Refer to Part 3 - Fire Action Report.</p>		1/2		2

Fire risk assessment (contd)	
<b>Hazard</b>	Emergency lighting
<b>People Exposed To Hazard</b>	Employees, visitors, contractors
<b>Area Where Hazard Present</b>	Reception, cellular offices, meeting rooms, photocopier room, publications store, kitchen, open planned offices
<b>Severity Of Injury</b>	Major injury
<b>Likelihood Of Injury</b>	Unlikely
<b>Specific Legislation</b>	Management of Health and Safety at Work Regulations 1999 The Fire Precautions (Workplace) Regulations 1997 (as amended) Regulations 4 to 6

**Summary Of Control / Preventative Measures**

		Compliance With Standard			Priority
		Yes	Partial	No	
<b>R)</b>	<p><b>Emergency lighting is provided, it is checked monthly by the user and it is tested on a six monthly and annual basis by a competent contractor.</b></p> <p>No control/preventative measures are in place.</p> <p>Refer to Part 3 - Fire Action Report.</p>		½		2

Fire risk assessment (contd)	
<b>Hazard</b>	Fire warning systems
<b>People Exposed To Hazard</b>	Employees, visitors, contractors
<b>Area Where Hazard Present</b>	Reception, cellular offices, meeting rooms, photocopier room, publications store, kitchen, open planned offices
<b>Severity Of Injury</b>	Major injury
<b>Likelihood Of Injury</b>	Unlikely
<b>Specific Legislation</b>	Management of Health and Safety at Work Regulations 1999 The Fire Precautions (Workplace) Regulations 1997 (as amended) Regulations 4 to 6

**Summary Of Control / Preventative Measures**

		Compliance With Standard			Priority
		Yes	Partial	No	
<b>S)</b>	<p><b>Automatic fire detection is provided in remote areas, it is tested weekly and it is maintained on a quarterly basis by a competent contractor.</b></p> <p>No control/preventative measures are in place.</p> <p>Refer to Part 3 - Fire Action Report.</p>		½		2
<b>T)</b>	<p><b>Suitable means of alarm is provided taking account of the size and type of operation. Where this is electronic it is tested weekly, and maintained on a quarterly basis by a competent contractor.</b></p> <p>No control/preventative measures are in place.</p> <p>Refer to Part 3 - Fire Action Report.</p>		½		2

Fire risk assessment (contd)	
<b>Hazard</b>	Fire fighting
<b>People Exposed To Hazard</b>	Employees, visitors, contractors
<b>Area Where Hazard Present</b>	Reception, cellular offices, meeting rooms, photocopier room, publications store, kitchen, open planned offices
<b>Severity Of Injury</b>	Major injury
<b>Likelihood Of Injury</b>	Unlikely
<b>Specific Legislation</b>	Management of Health and Safety at Work Regulations 1999 The Fire Precautions (Workplace) Regulations 1997 (as amended) Regulations 4 to 6

**Summary Of Control / Preventative Measures**

		Compliance With Standard			Priority
		Yes	Partial	No	
<b>U)</b>	<p><b>There are sufficient numbers of fire extinguishers and/or fire hoses of the correct type, which are located in the correct positions, and are maintained annually by a competent person.</b></p> <p>The required control/preventative measures are in place.</p>	1/2			

<b>Fire risk assessment (contd)</b>	
<b>Hazard</b>	Organisation and arrangements, training and records
<b>People Exposed To Hazard</b>	Employees, visitors, contractors
<b>Area Where Hazard Present</b>	Reception, cellular offices, meeting rooms, photocopier room, publications store, kitchen, open planned offices
<b>Severity Of Injury</b>	Major injury
<b>Likelihood Of Injury</b>	Unlikely
<b>Specific Legislation</b>	Management of Health and Safety at Work Regulations 1999 The Fire Precautions (Workplace) Regulations 1997 (as amended) Regulations 4 to 6

**Summary Of Control / Preventative Measures**

		Compliance With Standard			Priority
		Yes	Partial	No	
<b>V)</b>	<p><b>An emergency plan is provided and implemented which takes account of the use of the premises, vulnerable groups, and specific work activities etc.</b></p> <p>The emergency plan for the designated three zones in the office is being prepared as part of the fire risk assessment.</p> <p>Refer to Part 3 - Fire Action Report.</p>		½		2
<b>W)</b>	<p><b>A responsible person has been appointed and trained to co-ordinate the fire arrangements.</b></p> <p>The required control/preventative measures are in place.</p>	½			
<b>X)</b>	<p><b>Sufficient fire wardens have been appointed and they have been trained for this role.</b></p> <p>The required control/preventative measures are in place.</p> <p>(Three wardens have been nominated and are being notified to the landlord.)</p>	½			

<b>Fire risk assessment (contd)</b>	
<b>Hazard</b>	Organisation and arrangements, training and records
<b>People Exposed To Hazard</b>	Employees, visitors, contractors
<b>Area Where Hazard Present</b>	Reception, cellular offices, meeting rooms, photocopier room, publications store, kitchen, open planned offices
<b>Severity Of Injury</b>	Major injury
<b>Likelihood Of Injury</b>	Unlikely
<b>Specific Legislation</b>	Management of Health and Safety at Work Regulations 1999 The Fire Precautions (Workplace) Regulations 1997 (as amended) Regulations 4 to 6

**Summary Of Control / Preventative Measures**

		Compliance With Standard			Priority
		Yes	Partial	No	
<b>Y)</b>	<p><b>Employees and others under the employer's direct control receive appropriate fire training during induction, and refresher training is given annually.</b></p> <p>No control/preventative measures are in place.</p> <p>Refer to Part 3 - Fire Action Report.</p>			½	2
<b>Z)</b>	<p><b>Fire drills are carried out at six monthly intervals (unless otherwise stipulated on the fire certificate)</b></p> <p>The required control/preventative measures are in place.</p>	½			
<b>AA)</b>	<p><b>A fire log is provided and is kept up to date. Other fire related records are systematically filed.</b></p> <p>No control/preventative measures are in place.</p> <p>Refer to Part 3 - Fire Action Report.</p>			½	2

## Part 3 – Fire Action Report

### Executive summary

#### Management of fire safety

At the time of the fire risk assessment visit, the ABC Company had only recently moved into the office space which had been completely refurbished.

The Environment, Health, Safety & Training Officer has a very good understanding of the fire management issues affecting the areas occupied by the ABC Company.


The ABC Company is aware of its statutory duties to co-operate with B&HS Management Ltd (Gillingham House landlords) and have already requested a copy of the Fire Certificate from the LFCDA.

The Environment, Health, Safety & Training Officer has nominated three employees to serve as fire marshals and is arranging for testing and maintenance contractors to be engaged for the fire alarm system.



#### Fire actions requiring immediate attention

No such issues were identified at the time of the visit.

## 1. Fire risk assessment

Ref	Recommended Control / Preventative Measures	Priority	Client Comments
1/11/04	<p>Appraise the competence of contractors and for those contractors who meet the required standard, a written authorisation (limitation of works) is issued to them. Exchange health and safety documentation with contractors, including site rules and fire emergency arrangements.</p> <p>(A separate contractor management procedure will be sent separately to Martin Isles.)</p>	Within 3 months.	
1/K1/04	<p>Door wedges were being used at the main front door and for the kitchen door. The use of door wedges must cease and in relation to the main front door, an investigation into the possibility of keeping the door closed but unlocked must be considered. With regards to the kitchen door, due to the fact that catering staff will be carrying awkward trays containing items which will often be hot, consideration must be given to providing an electro-magnetic door catch, linked to the fire alarm.</p>	Within 3 months.	
1/O1/04	<p>Fire action notices must be obtained for the call points (by the main front door and the rear fire escape door.)</p> <p>(These signs are being supplied by QRM.)</p> <p>Furthermore, it was noted that Contra Fire Ltd has been requested to supply the signs for the fire extinguishers.</p>	Within 3 months.	
1/O2/04	<p>The following sign must be suspended from the ceiling above the entrance to the open planned office.</p> <div data-bbox="344 1177 741 1310" style="display: inline-block; border: 1px solid black; padding: 5px;">  </div> <p>(Directing persons to the rear fire exit.)</p>	Within 3 months.	

## 1. Fire risk assessment (contd)

Ref	Recommended Control / Preventative Measures	Priority	Client Comments
1/O2/04	<p>The following sign must be suspended from the ceiling above the junction of the meeting room corridor and the main corridor.</p>  <p>(Directing persons to the rear fire exit.)</p>	Within 3 months.	
1/O3/04	<p>The following sign must be suspended from the ceiling to the left of the door to the Concrete Centre office door.</p>  <p>(Directing persons to the main front entrance door.)</p>	Within 3 months.	
1/Q1/04	A self-closing device is required to be fitted to the door to the photocopier room.	Within 3 months.	
1/R1/04	The emergency lighting must be tested on a monthly basis and tested by a competent contractor on an annual basis. At the time of the fire risk assessment visit, Martin Isles was looking into setting up a testing and maintenance regime with a competent contractor.	Within 3 months.	

## 1. Fire risk assessment (contd)

Ref	Recommended Control / Preventative Measures	Priority	Client Comments
1/S1/T1/04	The fire alarm system must be tested weekly and maintained on a quarterly basis by a competent contractor. At the time of the fire risk assessment visit, Martin Isles was looking into setting up a testing and maintenance regime with a competent contractor.	Within 3 months.	
1/V1/04 & 1/Y1/04	The fire emergency plan for the designated three zones in the office is being prepared by QRM as part of the fire risk assessment. The plan must be communicated to all employees once available. Furthermore, the plan must be displayed in the meeting rooms due to the ability of affiliated companies from outside to hold meetings in the offices.	Within 3 months.	
1/AA1/04	A fire log book is being prepared by QRM as part of the fire risk assessment. It must be used to document all the testing and maintenance activity to be put in place.	Within 3 months.	