

FIRE RISK ASSESSMENT

for

**Premier Electrical Co (Cambs) Ltd
Unit A5 Atria Court
52, Stirling Way
Papworth Business Park
Papworth Everard
Cambridgeshire
CB23 3GY**

Premises visited:	Unit 5 Atria Court
For the attention of:	Miss Carol Jacklin
Person seen at site:	Miss Carol Jacklin
Date of visit:	28 th July 2009
Report ref no:	H&S\001373\2009
Report by:	B Jacobs

of

Croner Consulting
Croner House
Wheatfield Way
HINCKLEY
LE10 1YG

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General Information**The Building/Structure**

Number of floors	Single storey with internal mezzanine offices
Approximate floor area	119,000
Details of construction	Metal framed and cladding
Occupancy	Offices and warehouse/storage area

The Occupants

Approximate maximum number	13
Approximate maximum number of employees at one time	13
Maximum number of members of the public	n/a
Other person at risk (list):	Visitors Contractors
Occupants at special risk	
Sleeping occupants	n/a
Disabled occupants	n/a
Occupants in remote areas	n/a

Fire Loss Experience

None to date

Relevant Fire Safety Legislation

The Regulatory Reform (Fire Safety) Order 2005

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999 as amended

Relevant Fire Safety Guides

Factories and Warehouses (ISBN 978 1 85112 816 7)

Overall Fire Risk Assessment

Following consideration of current fire safety standards and controls within the premises, the assessor is of the opinion that:

- The likelihood of fire occurring is **Low**
- The potential severity of harm is **Moderate Harm**
- The current risk to life is **Tolerable**

		Potential severity of harm		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of fire occurring	Low	Trivial	Tolerable	Moderate
	Medium	Tolerable	Moderate	Substantial
	High	Moderate	Substantial	Intolerable

In the fire risk assessment the risk is estimated in accordance with the above table.

The following risk based control plan is based on one advocated by BS 8800 for general Health and Safety risk

Estimated Risk Level	Action and timescales
Trivial	No further action is required other than maintaining the control measures that are currently in place.
Tolerable	No major additional controls required. However there might be a need of improvements.
Moderate	It is essential that efforts be made to reduce the risk. The additional control measures that are recommended should be implemented within a defined time period.
Substantial	Urgent action should be taken to reduce the risk. The additional control measures, that are recommended, should be implemented as soon as possible or limitations should be imposed on the parts of the premises affected.
Intolerable	The premises or the part of the premises affected should not be occupied until the additional control measures that are recommended have been implemented.

Important Note

Although the Consultant has exercised all due diligence in the inspection of your premises and in the preparation of this report, there may be other matters that were not taking place at the time of the visit or that occur and our Consultant was not informed of those matters. You should, therefore, carefully consider this report in its entirety to satisfy yourself that the main fire hazards and risks associated with your business have been covered.

The purpose of this report is to provide an assessment of the risk to life from fire in these premises and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

This report does not address the risk to property or business continuity from fire.

Responsible Person

The person ultimately responsible for fire safety as defined by the Regulatory Reform (Fire Safety) Order 2005 is Mr N Pacey Managing Director.

Suggested Review Date

It is suggested that this assessment be formally reviewed in July 2010 unless significant changes occur that affect the validity of the assessment.

Summary of Actions Required

Main Significant Findings

The following are the most important areas that were identified by the Consultant as requiring attention.

TOPIC	
	Prepare a comprehensive fire emergency plan and arrange for a person to liaise with the Fire Brigade in the event of a fire occurring.
	Person Responsible: Carol Jacklin HIGH PRIORITY

These matters must be given your highest priority.

Summary of Other Actions Required

The following is a list of other significant findings that were identified by your Consultant; they are prioritised to allow you to effectively direct your resources.

MEANS OF ESCAPE	
	Ensure that self-closing fire resistant doors are not wedged open.
	Person Responsible: Carol Jacklin MEDIUM PRIORITY

FIRE ALARMS AND DETECTION	
	Test the fire alarm weekly.
	Person Responsible: Carol Jacklin MEDIUM PRIORITY

FIRE FIGHTING EQUIPMENT	
	Train employees to use fire extinguishers.
	Person Responsible: Carol Jacklin MEDIUM PRIORITY

The person with overall responsibility should nominate members of the Management Team to take ownership of each of the above action points.

Fire Risk Assessment

The following is your Fire Risk Assessment.

The assessment must be reviewed/updated if circumstances change, new information becomes available that makes it no longer valid or when the recommended additional control measures are implemented.

Where your control measures were found to be adequate you must monitor and maintain those measures to ensure conditions do not deteriorate.

In any event it should be formally reviewed annually.

Sources of Ignition					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Smoking ban enforced.	✓				
Procedures for control of contractors are in place.	✓				
All the machinery is satisfactory.	✓				
Installed electrical equipment is maintained.	✓		Premises 15 months old, certificate of test obtained on occupation		
Portable electrical equipment is maintained.	✓		PAT carried out annually		

Notes
The sources of ignition are adequately controlled

Sources of Fuel and Oxygen					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes	No			
Flammable liquid-based products are adequately controlled.	✓		Very small quantity of petrol in machine		
Paper and card adequately controlled.	✓				
Timber/wood adequately controlled.	✓		Small number of pallets		
Furniture, fittings and fixtures are fire retardant where required.	✓		Mainly purchased in last 15 months		
Waste materials are adequately controlled.	✓				
Housekeeping standards are satisfactory.	✓				
Natural airflow does not pose an increased risk.	✓				

Notes
Very limited quantities of fuel should a fire develop

Structural Feature that Will Allow Fire to Spread					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes	No			
Building alterations have been approved by Building Control.	✓				
Structural features that will allow the rapid spread of fire have appropriate controls.	✓				
Structural features that will allow the rapid spread of Smoke have appropriate controls.	✓				
Raised storage areas (mezzanine floors) conform to current standards.	✓				
Fire stopping between compartments is satisfactory.	✓				

Notes
Premises built to current standards.

Means of Escape					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
All occupants can easily escape from a fire.	✓				
Where there is only one escape route or a 'Dead End', a place of safety or a choice of routes can be reached in less than one minute.	✓		From first floor offices		
All people can get to a place of safety in 2-3 minutes.	✓				
All escape routes lead to a place of safety.	✓				
Escape routes are free from combustible materials.	✓				
Escape routes are unobstructed.	✓				
Where necessary escape corridors and staircases are structurally protected.	✓				
Escape routes are wide enough.	✓				
Where required, all doors open in the direction of escape.	✓				
All doors to and along escape routes are easy to open without the use of a key.	✓				
Where necessary signs indicating the method of operating door fastenings are displayed.	✓				
Where necessary escape routes are signed with suitable safety signs.	✓				
All self-closing fire resistant doors are functioning correctly and are identified by safety signs.	✓				

Means of Escape - continued					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes	No			
Where necessary emergency lighting is provided.	✓				
The emergency lighting provided is adequate.	✓				
Emergency lighting is visually inspected on a daily basis.	✓				
Emergency lighting is tested and maintained at suitable intervals.	✓				
All escape routes are adequately signed.	✓				
Sufficient 'Fire Action' signs are displayed.	✓				

Notes
Visually inspect emergency lights daily

Fire Alarms and Detection					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Suitable arrangements are in place for detecting a fire.	✓		Smoke alarms		
There are suitable arrangements for giving warning in the event of a fire?	✓		Continuous siren		
A suitable fire alarm system is installed.	✓				
The detection will give sufficient warning for people to escape.	✓				
Where needed automatic fire detection is installed to protect escape routes.	✓		Smoke alarm in stairwell		
Electronic door locks are linked to the automatic detection system.	✓				
The fire warning signal is audible or visual throughout the premises.	✓				
The control and indicating equipment is checked daily to ensure there are no fault conditions.	✓				
Weekly tests of fire alarms are carried out and recorded.	✓				
The system is tested and maintained by a competent person.	✓				
Records are kept of all tests, maintenance and false alarms.	✓				

Notes

Fire Fighting Equipment					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Suitable first aid fire-fighting equipment provided.	✓				
Fire-fighting equipment is correctly sited and is visible or clearly signed.	✓				
Sufficient employees are trained and competent in the use of fire-fighting equipment.	✓				
All fire-fighting equipment properly maintained.	✓		Serviced annually		

Notes

Management of Fire Safety					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes	No			
There is a comprehensive fire emergency plan that is reviewed regularly.	✓	✓			

The fire emergency plan includes the following elements

Arrangements have been made to liaise with the emergency services if a fire occurs.	✓				
The person(s) delegated to liaise with the fire brigade is able to inform them that the premises have been fully evacuated or the number of persons and the likely location of those that have not been accounted for.	✓				
Information is available to the person(s) nominated to liaise with the Fire Brigade on special fire or rescue risks and the hazards that the emergency services are likely to face.	✓				
There are proper arrangements for calling the Fire Brigade.	✓				
Competent person(s) are available to assist in implementation of fire safety legislation.	✓		Croner Consulting		
Staff are aware of the action to take in the event of fire.	✓				
All staff receive induction training in fire prevention and fire safety procedures.	✓				
Staff are trained in fire evacuation.	✓				

Management of Fire Safety - continued					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Staff with special responsibilities (e.g. fire wardens) are given additional training.	✓				
Training, including refresher training, is carried out in the fire routine and the fire emergency plan	✓				
Fire evacuation drills are carried out at appropriate intervals.	✓				
There is an established assembly point that is located in a safe position.	✓				
In-house inspections of fire precautions are carried out.	✓				

Notes

Appendix 'A' - Explanation Of Terms Used In The Report

Hazard

Something with the potential to cause harm.

Risk

The likelihood of potential harm from that hazard being realised. The extent of the harm will depend on:

The likelihood of harm occurring.

The potential severity of the harm, i.e. of any resultant injury or adverse health affect.

The number of people that might be exposed.

Residual Risk

This is the risk that remains when the current control measures are taken into account. As you implement the additional controls that are recommended in the report, the level of risk will be reduced.

Reasonably Practicable

Reasonably Practicable is a term widely used in health and safety law and is a balance of risk versus the cost of control measures.

The greater the risk, the greater the need to commit resources, be they financial, human or procedural to eliminate, reduce or control the risk.

In law, the burden of proof is placed on the employer to demonstrate that reasonably practicable precautions were taken. In practical terms, you will normally have fulfilled your duty if you adopt current best practice.

However, if you consider that the cost of eliminating or reducing a serious risk is too expensive, it is vital that you carry out investigations to establish the true cost and make a cost benefit analysis. Evidence that you have done this may be required at a later date and therefore, your information that you used to make your decision should be kept on file and reviewed periodically to take account of technical and industry best practice developments.

Priorities for Action

To assist you in allocating resources, the recommendations in this report have been assigned priorities as follows:

Immediate Priority

A dangerous condition liable to cause an imminent risk of a fatal or major injury.

These matters should be resolved or work initiated within 24 hours

High Priority

Contravention of statutory requirements which could lead to fire resulting in fatal or major injury, and the issuing of a Prohibition Notice or legal proceedings being instituted by the Enforcing Authority.

These matters should be resolved or work initiated within seven days

Medium Priority

Contravention of statutory requirements which could lead to fire or injury or the issuing of an Enforcement Notice. These matters require a planned programme of action to eliminate or control the risk identified.

It is suggested these matters be resolved or work initiated within 3 months

Low Priority

Matters not in line with best practice and/or established Company procedures. Enforcement action is not likely, although accident or property damage possible. The recommendations made are desired improvements, precautions or techniques consistent with good fire and health and safety control and practice.

These matters should be resolved or work initiated within a planned timescale

Appendix 'B' - Advisory Enclosures

Routine Frequency	Record
Daily	
Emergency lights (check for faults) (BS 5266 Pt 1)	None or log book if fault
Escape routes clear	None or log book if fault
Fire resisting doors shut	None or log book if fault
Fire safety signs and fire extinguishers in position	None or log book if fault
Before vacating premises remove plugs from sockets and check security of premises	None or log book if fault
Weekly	
Fire extinguishers and hose reels checked (visual check)	Log book
Fire alarm test from call point	Log Book
Monthly	
Emergency lighting test including auto start generator (simulated mains failure) (BS 5266 Pt 1)	Log book
Six monthly	
Day staff training and drills	Log book
Fire Alarm Maintenance	Log book
Emergency lighting (BS 5266 Pt 1)	Log book/Test Certificate
Annually	
Fire extinguishers (BS 5306 Pt 3)	Label
Emergency lighting over three years old (BS 5266 Pt 1)	Logbook / Test Certificate
Every 3 Years	
Emergency lighting (with subsequent annual tests) (BS 5266 Pt 1)	Log book / Test Certificate
External escape stairs/balconies/walkways (Structural check)	Engineers report
Every 5 Years	
Fire extinguishers (discharge test-most types (BS 5306 Pt 3))	Label
Ten yearly (20 years if tested annually)	
Fire extinguishers (discharge test-carbon dioxide only (BS 5306 Pt3))	Label
It is recommended that one person or organisation be nominated to be responsible for the maintenance of the fire precautions within the premises and the completion of all the records so as to ensure that the necessary entries are made into the log book.	