



Fire Risk Assessment

Prepared for Corporate Amusement Services,
Unit 10, Denvale Trading Park, Hambridge Lane, Newbury,
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Corporate Amusement Services

Fire Risk Assessment

A report prepared under the Regulatory Reform (Fire Safety) Order 2005

Prepared for CAS, October 2015

The purpose of this document 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. The document does not address the risk to property or business continuity from fire. A report on the observations of other health and safety hazards is appended.

INTRODUCTION

The purpose of this report is to act as a fire risk assessment and identify further actions that need to be taken. There are five employees working in the office and small warehouse. The building has two floors. The mezzanine floor has an office, kitchenette and storage area for the warehouse. The ground floor has an entrance lobby, toilets, two small rooms housing the boiler and server and a large storage area for the arcade games and photo booths. The arcade games are serviced in the warehouse. The building has glazing to front, a concrete floor, and is constructed of blockwork with metal cladding.

Two employees have had fire safety training (Fire Safety Award Level 2). All staff including temps and new employees should be given training that covers the following points:

- The procedure to be followed if the alarm sounds and if they discover a fire;
- The location of the assembly point, call points, fire extinguishers and exit;
- Roll call procedures for checking that the premises have been completely evacuated.
- The arrangements for the safe evacuation of people who are identified as being especially at risk such as those with disabilities, young persons and lone workers;
- The importance of fire doors and the need to keep them closed at all times to reduce the spread of smoke and combustion products and give people extra time to reach a place of safety;
- The importance of keeping fire exit routes and staircases clear of obstructions, combustible storage and sources of ignition;
- The importance of keeping the firefighting equipment unobstructed and available; and
- Details of the fire emergency plan.

This training can be done in-house.

ASSESSMENT OF RISK

Hazards

The hazards include fire and smoke damage to buildings and plant, burns and smoke inhalation to employees and members of the public. In extreme cases a fatality could occur.

There is a low risk of fire occurring. The sources of ignition are limited. However, the quantity of combustible material should be reduced to limit the spread of fire and the damage.

There is a low risk of severe injury to personnel.

EXECUTIVE SUMMARY

1. Display the floorplan on each floor so employees can see where firefighting equipment, detectors, call points and emergency lights are.
2. Fire extinguishers should be inspected annually. Record each service in the fire logbook.
3. Maintain a clear access to all fire exits.
4. Assign a fire assembly point.
5. Set up a monthly test procedure for the emergency lights.
6. Prepare an emergency plan. For the office, the Fire Action Notice should be suitable. The purpose of the plan is to ensure that people in the workplace know what to do if there is a fire and to ensure that the workplace can be safely evacuated. It should be kept in the workplace and be available to employees, their representatives and the fire authority.
7. Hold a fire evacuation drill at least once a year.
8. Carry out weekly checks to ensure exits and escape routes are not blocked. Ensure fire doors are closed and not wedged open. Appoint a responsible person to carry out the checks.
9. Do not allow combustible materials to be stored in escape routes where they can impede an evacuation.
10. Check the alarm can be heard in all parts of the building.
11. It is recommended you store aerosols and highly and extremely flammable liquid in a fire resistant cabinet.
- 12. This assessment should be reviewed in twelve months.**

Location of Personnel

Personnel may be present on both floors. One or two people work in the office on the first floor and there is generally at least one employee in the warehouse.

Fire Hazards

Sources of ignition are limited to hot surfaces on kettles, the microwave oven and coffee machine and potential faults on electrical equipment. There are hot surfaces on a small soldering iron but this is rarely used.

Paper, card, packaging and furnishings provide sources of fuel. A small quantity of aerosols and small containers of highly flammable liquids are kept on site.

Portable appliances have recently been tested. It is recommended that a log is kept of all equipment with a reference number and that visual checks are carried out to ensure that all the equipment is maintained in good condition.

The building's installation should be inspected every five years. This will reduce the risk of electrical faults leading to a fire.

Fire Warning and Detection

The fire alarm control panel is in the lobby. The key was in the panel. This should be removed so that no-one can interfere with the settings. The alarm and the smoke detectors were serviced in early 2015 and will be serviced every six months. Employees have recently been trained in testing the fire alarm and this will be tested weekly and a record will be kept of the results.

The location of the fire detection, warning and alarm units are shown on a floor plan.

There is a Manual Call Point at the front entrance and rear exit to be used to raise the alarm.

There is a sounder on the rear wall of the unit on the first floor and another in the warehouse on the ground floor.

Measures to Limit Fire Spread and Development

Fire Fighting Equipment

New fire extinguishers (foam and carbon dioxide) were supplied in 2015. Fire extinguishers should be inspected at least every twelve months. These are located by the storey and building exits as shown in the Floor Plan.

Fire Doors

There is a fire door between the entrance lobby and the entrance to warehouse. Fire doors must be kept closed when not in use to delay the spread of fire, smoke and combustion products and allow people more time to escape from the building.

Fire Safety Signs and Notices

The provision of signs needs to be reviewed.

Means of Escape

Storage has improved since the last assessment. Aisles leading to fire exits have been cleared. The rear final exit has a security grille over it. the key is in a break glass box next to it.

There are two routes of evacuation from the first floor.

The company has not had a fire evacuation drill. A drill should be carried out at least once a year. The results of the evacuation drills should be recorded.

Fire Wardens

The employees who have been trained in Fire Safety are generally out of the office. It is recommended you appoint and train one or two fire wardens to check both floors if the alarm sounds and close the windows if they can do so without putting themselves at risk.

Emergency Lighting

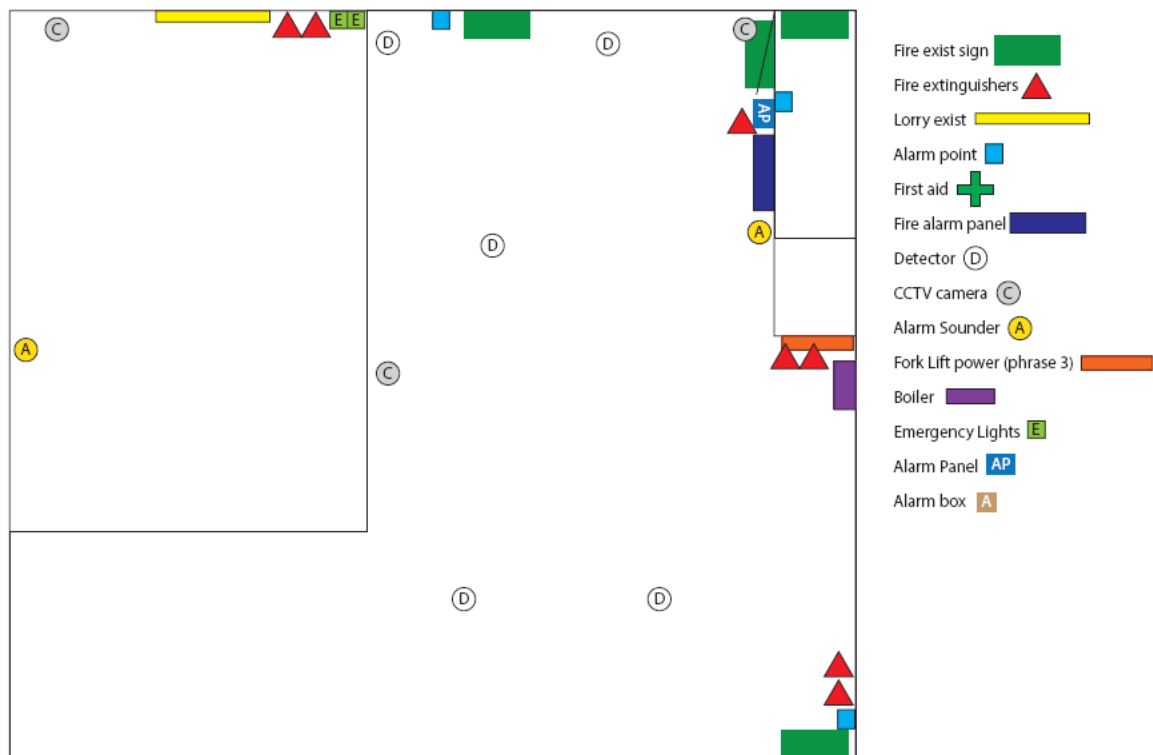
Since the previous assessment, the emergency lighting has been serviced and identified. The locations are shown on the floor plan. An annual discharge is carried out.

Emergency Plan

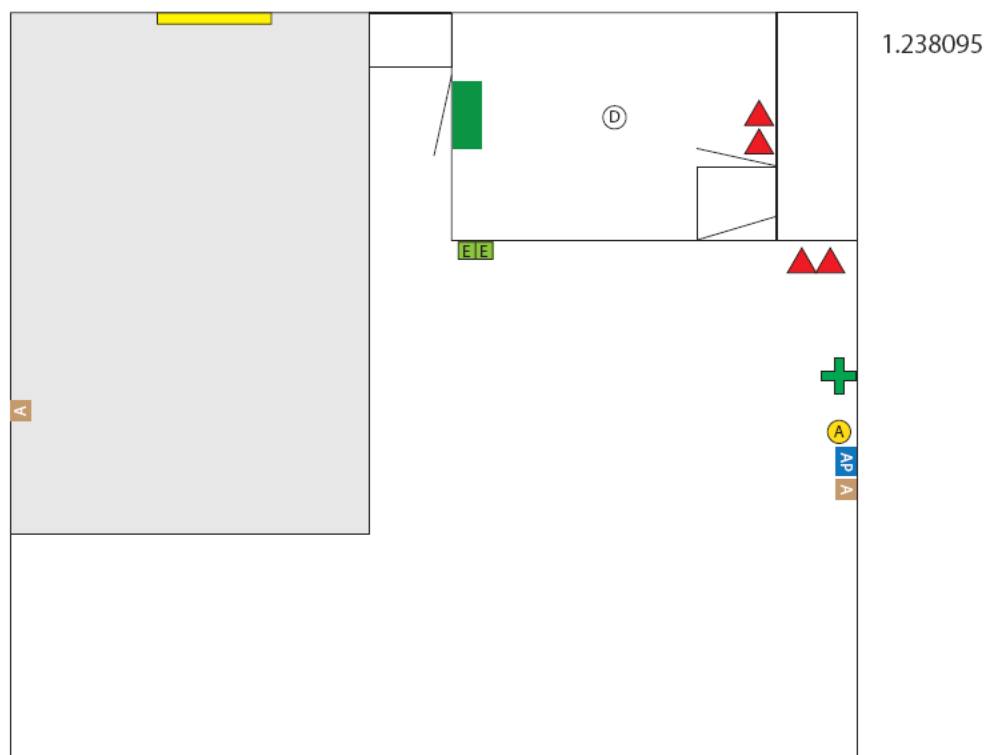
Draw up an emergency plan to ensure that people in the workplace know what to do if there is a fire and to ensure that the workplace can be safely evacuated. It should be kept in the workplace and be available to employees, their representatives and the fire authority.

FLOOR PLANS

GROUND FLOOR



FIRST FLOOR



Example of Fire Safety Maintenance

A fire safety maintenance checklist can be used as a means of supporting your fire safety policy. This example list is not intended to be comprehensive and should not be used as a substitute for carrying out a fire risk assessment.

You can modify the example, where necessary, to fit your premises and may need to incorporate the recommendations of manufacturers and installers of the fire safety equipment/systems that you may have installed in your premises.

Any ticks in the grey boxes should result in further investigation and appropriate action as necessary.

	Yes	No	N/A	Comments
Daily checks (not normally recorded)				
Escape routes				
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire warning systems				
Is the indicator panel showing 'normal'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are whistles, gongs or air horns in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape lighting				
Are luminaires and exit signs in good condition and undamaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is emergency lighting and sign lighting working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firefighting equipment				
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weekly checks				
Escape routes				
Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are external routes clear and safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire warning systems				
Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did the alarm system work correctly when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did staff and other people hear the fire alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	No	N/A	Comments
Weekly checks continued				
Do all visual alarms and/or vibrating alarms and pagers (as applicable) work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do voice alarm systems work correctly? Was the message understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape lighting				
Are charging indicators (if fitted) visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firefighting equipment				
Is all equipment in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional items from manufacturer's recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monthly checks				
Escape routes				
Do all electronic release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all automatic opening doors on escape routes 'fail safe' in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire door seals and self-closing devices in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all roller shutters provided for fire compartmentation work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are external escape stairs safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all internal self-closing fire doors work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape lighting				
Do all luminaires and exit signs function correctly when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all emergency generators been tested? (Normally run for one hour.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firefighting equipment				
Is the pressure in 'stored pressure' fire extinguishers correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional items from manufacturer's recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Three-monthly checks				
General				
Are any emergency water tanks/ponds at their normal capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional items from manufacturer's recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Six-monthly checks				
General				
Has any firefighting or emergency evacuation lift been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has any sprinkler system been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire warning system				
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	No	N/A	Comments
Six-monthly checks <i>continued</i>				
Escape lighting				
Do all luminaires operate on test for one third of their rated value?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional items from manufacturer's recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Annual checks				
Escape routes				
Do all self-closing fire doors fit correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is escape route compartmentation in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape lighting				
Do all luminaires operate on test for their full rated duration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firefighting equipment				
Has all firefighting equipment been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Miscellaneous				
Has any dry/wet rising fire main been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the smoke and heat ventilation system been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has external access for the fire service been checked for ongoing availability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have any firefighters' switches been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the fire hydrant bypass flow valve control been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any necessary fire engine direction signs in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	