

**Declaration: by submitting this assessment (Sections 1 – 4) for marking I declare that it is entirely my own work. I understand that falsely claiming that the work is my own is malpractice and can lead to NEBOSH imposing severe penalties (see the NEBOSH Malpractice Policy for further information).**

## Section 1 – General information and scope

### Section 1a – general information

<b>Name of fire risk assessor:</b>	John Snow
<b>Date of fire risk assessment:</b>	27/01/2021

### Section 1b – organisational and building information

<b>Responsible person</b>	Mary Smith
<b>What is the building used for?</b>	The building is used as an office
<b>Maximum occupancy</b>	140
<b>Hours of occupancy</b>	06.30 to 18.30
<b>Number of floors</b>	2 floors
<b>Approximate floor area per floor</b>	2 floors, 500 square metres per floor, 1000 square metres in total
<b>The construction and layout</b>	Building built in 1990. This is a purpose-built office building. The building is made of brick, has a steel frame and a timber frame roof with cement tiles

Learner name: A. N. Example

Learner number: 12345678



### Section 1c – building occupants

Are there any of the following occupants	Yes	No	Additional comments (only required for types of occupant likely to be present)
Sleeping occupant(s)		No	
Person(s) with disabilities (workers and others)	Yes		There is one wheelchair user who is in the building Mon – Fri, 09.00 – 17.00. A buddy system in place and the workers workstation is on the ground floor
Lone/isolated workers	Yes		Cleaner in the building from 06.00am
Young person(s)		No	
Other(s) – including visitors	Yes		There are frequent visitors to the building. There is no formal procedure for visitors to receive fire safety information. It is the responsibility of the person that they are visiting to inform them of the fire safety arrangements

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## Section 2 – Fire safety audit

### 2a Fire Hazards

Electrical appliances and installations	Yes	No	Additional comments
Does regular inspection and testing take place for electrical equipment (portable and fixed)?	Yes		There is a policy that includes variable testing/inspection depending on type of equipment.
Is there suitable management of trailing leads and adaptors?	Yes		The wiring for all electrical equipment is inspected on a regular basis and replaced if it is becoming worn. Attention is paid to ensure that adaptors are evenly distributed and that not too many appliances are plugged in and in use at once.
Is there a suitable policy in place for use of personal electrical appliances (workers and visitors)?	Yes		Workers are not allowed to bring in personal mains electrical equipment from home. Visitors and contractors can only use equipment provided by the organisation or must provide proof of PAT testing.
Is the area surrounding the main electrical intake clear of combustible materials?	Yes		The main electrical intake is away from the building in the plant room. This room is concrete lined and there is nothing combustible there. Fire detection equipment is installed in this room.

Smoking	Yes	No	Additional comments
Is smoking prohibited in the building?	Yes		There is a no smoking policy throughout the building (in accordance with current smoke-free legislation). "No smoking" signs displayed.
Are there designated areas where smoking is permitted?	Yes		There are designated smoking shelters in the car parks.
Are there suitable arrangements for the extinguishing and disposal of cigarettes?		No	At the time of the inspection the cigarette bin was full. The weather conditions had been dry for several days before the inspection, therefore, the bin and its contents could easily ignite if a cigarette is not fully extinguished before putting it into the bin. On checking there is no procedure in place for the emptying of the cigarette bin.

Arson	Yes	No	Additional comments
Are there basic security measures in place to protect against arson?	Yes		There is perimeter fencing, and mobile security guards patrol the premises when not in use.
Are there any potential fire load/combustibles near to the premises/boundary that are accessible to outsiders or other persons?		No	The bins are situated away from the building however the area they are kept in is not secure so the bins can easily be moved closer to the building and set alight.

<b>Heating, ventilation, and lighting</b>	<b>Yes</b>	<b>No</b>	<b>Additional comments</b>
Are there fixed heating and ventilation installations within the premises?	Yes		The gas boiler is located within the plant room. This is a cement lined room that is reinforced with a steel frame door that can only be accessed by key holders. Fire detection equipment is installed in this building. There are gas safety valves installed, these are tested yearly with the heating system. There is an air conditioning system that can be used in the office and meeting rooms.
Are the fixed heating and ventilation installations regularly maintained?	Yes		Heating system and ventilation system are serviced yearly as part of a servicing plan.
Are there any portable heaters within the premises? If yes, are these adequately controlled?		No	No portable heaters used in the organisation.
Is there periodic inspection and testing in place for emergency lighting?	Yes		Emergency lighting is tested once a month. There is no record of the previous months test.

<b>Cooking</b>	<b>Yes</b>	<b>No</b>	<b>Additional comments</b>
Are there measures in place to prevent fires from cooking?	Yes		Microwave ovens are the only appliance used for cooking; these are tested as part of the maintenance schedule. There are fire blankets and extinguishers available nearby.
Are there suitable extinguishing appliances available? If yes, please list types in additional comments.	Yes		There is water, CO <sub>2</sub> and AFFF fire extinguishers along with fire blankets located near to the kitchen.
Are filters cleaned and changed and ductwork cleaned regularly?		No	Not applicable (no cooking filters).

<b>Lightning</b>	<b>Yes</b>	<b>No</b>	<b>Additional comments</b>
Does the building have a lightning protection system in place?	Yes		There is a Faraday cage system in place.
Is the lightning protection system regularly tested and maintained?	Yes		The system is checked yearly – next inspection scheduled for February 2021.



Housekeeping	Yes	No	Additional comments
Are combustible materials separated from ignition sources?	Yes		Combustibles such as paper, boxes are stored well away from plant room (see earlier electrical appliance section and heating/lighting section).
Are hazardous materials stored appropriately?	Yes		The only hazardous materials are off-the-shelf cleaning products so do not need any specialist storage.
Are there appropriate processes in place for the safe storage and disposal of waste?	Yes		All waste streams are segregated and stored in separate areas of the waste compound. Specialist waste contractors are employed to dispose of each type of waste.
Are there procedures in place to prevent accumulation or inappropriate storage of combustible materials or waste? Please provide further information in the 'additional comments' box.	Yes		Combustibles are stored away from ignition sources. All waste from the office is cleared daily sorted and put in the outside bin area that is away from the building and locked. The waste is collected each week by a licenced waste disposal company.
Are procedures in place to keep escape routes clear?		No	Escape routes are checked by the facilities manager on an adhoc basis.
Are routine fire safety inspections carried out?	Yes		Facilities manager carries out regular visual checks throughout the building.

Construction and maintenance work	Yes	No	Additional comments
Are all external contractors made aware of all fire safety controls?	Yes		All external contractors are given an induction by the Facilities Manager. There is a 'control of contractors' policy in place and contractors working on site are monitored by the facilities manager.
Are there suitable controls in place for hazardous activities carried out by in-house workers and external contractors such as a permit-to-work system for 'hot work' involving cutting, welding, use of blowlamps, etc?		No	No procedure in place for hot works – as this is an office building hot work will only be carried out if there was work being carried out by an external contractor. No work is currently scheduled.

Flammable/explosive substances	Yes	No	Additional comments
Is there appropriate storage and transportation for these substances within the workplace eg, flammable chemicals, liquids, solvents, and gases (including piped gas supply and in cylinders)? You must list in the additional comments box all relevant substances.	Yes		No oils/solvents in the building. The only chemicals onsite are off-the-shelf cleaning products. Standard mains gas supply to boiler only. The upkeep of the boiler is covered by the maintenance schedule.
Are there appropriate controls in place for the safe handling and use and removal/disposal of these substances in the workplace?	Yes		Please see above response



Combustible materials that could act as a source of fuel	Yes	No	Additional comments
Are there suitable controls in place for the safe use, storage, transport (within the workplace), and disposal of fuel sources? Fuel sources include: <ul style="list-style-type: none"> <li>• paper and cardboard</li> <li>• plastics and rubber</li> <li>• textiles and soft furnishings</li> <li>• waste</li> <li>• furniture</li> <li>• fixtures and fittings</li> <li>• electrical insulation; and</li> <li>• other combustible materials?</li> </ul>	Yes		All wastepaper and cardboard is removed from the building at the end of each day. Wiring for all electrical equipment is inspected on a regular basis and replaced if it is becoming worn.

Sources of oxygen	Yes	No	Additional comments
Have all potential sources of oxygen been identified? If yes, please list in additional comments.	Yes		There is no automatic shutdown of the air heating and ventilation system/air conditioning. There are no other sources of non-natural oxygen.
Are there suitable controls in place for the safe use and storage of oxidising materials?		No	Not applicable - see comment above.

Other significant fire hazards	
Hazard	Control measures
<i>You should consider other significant fire hazards relevant to your organisation such as oil and solvent soaked materials, overheating of machinery and equipment.</i>	<i>Control measures could include those related to safe handling, use, transport and disposal, as well as the use of warning devices and administrative measures.</i>
NONE	

## 2b Fire protection

Measures to prevent fire and smoke spread	Yes	No	Additional comments
Is compartmentation of a reasonable standard eg, are any holes or gaps in walls, ceilings and floors from ventilation ducts, electrical cabling appropriately sealed?		No	I have reviewed the building plans which show there is compartmentation in place; I have not been able to gain access to the relevant areas to confirm this. There are also fire rated doors that have self-closers to stop the spread of fire and smoke throughout the building. There is cladding at one end of the building this will need to be checked to ensure that it conforms to fire resistance standards. There are no records to show when the building was last inspected.
As far as can be ascertained, are fire dampers provided to protect critical means of escape against heat, fire and smoke spread?	Yes		These are regularly checked and maintained
Are there any wall linings or coverings that would promote fire spread?		No	The wall linings are all fire retardant

Emergency lighting	Yes	No	Additional comments
Is the building used during periods of darkness?	Yes		An early morning cleaner is in the building from 6am. The building is also occupied during the winter months when it is darker before the close of business.
Is there enough emergency lighting to safely use escape routes?	Yes		There is adequate emergency lighting throughout the building, this is tested weekly by the facilities manager
Is there a backup power supply for emergency lighting?	Yes		Battery backup for emergency lighting designed to last for at least 3 hours

Means of escape	Yes	No	Additional comments
Is there an adequate provision of emergency exits?	Yes		There are 3 fire exits plus the main entrance/exit door. The first floor is open plan and has an external fire door and staircase leading to ground level at the back of the building which is accessible to all workers. The ground floor has an emergency exit at the back of the building and at the bottom of the stairs.
Are the escape routes suitable for the number and types of people that may need to use them (eg, workers, visitors, members of the public, people with disabilities or those that are at greater risk)?	Yes		Escape routes are all at least 1 metre wide and suitable for wheelchair users (see section 1).
Can all occupants escape the building to a place of safety in a reasonable time?	Yes		The emergency exits are all less than 60 metres away from workers (but most are a lot less than 60 metres away).
Is there provision for alternative escape routes or a refuge if an escape route is inaccessible?	Yes		See above – there are multiple alternative routes through the building to reach any of the exit doors. There is also a refuge on the first-floor stairwell.



Means of escape	Yes	No	Additional comments
Are escape routes and emergency exits always kept clear?	Yes		Yes, that seems to be the case but there is no procedure in place for checking that all emergency routes are clear. The facilities manager is relied on to carry out this task on an ad-hoc basis.
Do all emergency exit doors open in the direction of escape?	Yes		All open with the normal direction of travel out of the building.
Are all final exit doors able to be opened easily and immediately in the event of an emergency?	Yes		Exit doors have quick release 'push bars' to open.
Do any revolving or sliding doors have suitable bypass doors?		No	Not applicable – no revolving or sliding doors in the building.
Are all fire-resisting doors self-closing, kept shut or only held open by suitable, correctly functioning automatic door release mechanisms?		No	One of the fire resisting doors is temporarily wedged open during the hours of business.
Are people who work in the building aware of the importance of maintaining the safety of escape routes?	Yes		Reasonably so. This is included in induction training for new starters and the worker handbook.
Do escape routes have fire protection that is in a good condition?	Yes		Regularly checked and maintained

Fire safety signs and notices	Yes	No	Additional comments
Are escape routes, exits and the location of firefighting equipment all indicated by appropriate signage?	Yes		All fire escape and emergency routes are clearly sign posted. Fire extinguishers are all mounted on bases with appropriate signage to identify each type.
Is all signage maintained so that it is correct, legible and understood?		No	Fire action notices on the first floor are old and worn, so cannot be easily read.

Fire detection and warning systems	Yes	No	Additional comments
Are there suitable fire warning systems in place eg, manual and automatic systems?	Yes		Automatic fire warning systems, linked to the detectors.
Are there fire/smoke detectors in place?	Yes		Each floor has mains-powered smoke detectors, and the kitchen has a heat detector.
Is there a zoning system in place?	Yes		The detection/alarm system is divided into 3 zones to help quickly locate fire. The zone map is displayed next to the alarm panel.
Can the alarm be heard and understood by everyone throughout the building?		No	The alarm cannot be heard in the 3 meeting rooms.





<b>Fire detection and warning systems</b>	<b>Yes</b>	<b>No</b>	<b>Additional comments</b>
Are there alternatives in place for people that cannot hear the alarm or for those in locations in the building where the alarm cannot be heard?	Yes		Fire marshals conduct a sweep of the building when the alarm sounds.
If the fire detection system is electrically powered, does it have an emergency power supply?	Yes		The mains-powered detectors each have backup alkaline batteries (with a low battery warning).
Have there been any false alarm occurrences in the last 12 months?		No	No recorded false alarms in the last 12 months

<b>Portable fire extinguishing appliances</b>	<b>Yes</b>	<b>No</b>	<b>Additional comments</b>
Are there enough extinguishers sited throughout the building? If yes, please confirm the number and types of extinguishers in additional comments.	Yes		There are two 9 litre water extinguishers, and two CO <sub>2</sub> extinguishers on each floor.
Are the extinguishers visible or does their position need indicating?	Yes		Fire extinguishers are all mounted on bases with appropriate signage to identify each type.
Are the correct types of extinguishers located close to any fire hazard and can users easily get to them?	Yes		The two types of extinguishers (see above) are suitable for low-risk general workplaces with no special fire hazards. They are all next to exits and free from obstructions (like chairs or cupboards) so users can easily get to them.
Are there controls in place to stop the misuse of extinguishers?		No	Nothing in place (like anti-tamper ties or seals) to stop the misuse of fire extinguishers.
Is there regular inspection and testing in place for the fire extinguishing equipment?	Yes		Regular visual inspections of each appliance take place throughout the year by the facilities manager. Reporting system and yearly inspection plan are in place.
Are those that test and maintain the equipment competent to do so?	Yes		Contractor uses trained engineers who do checks according to the British Standard covering such checks.

Learner name: A. N. Example

Learner number: 12345678



<b>Automatic fire extinguishing systems</b>	<b>Yes</b>	<b>No</b>	<b>Additional comments</b>
Are there any automatic fire extinguishing systems in place? If yes, please give the types in the 'additional comments' box.	Yes		There is an automatic fire sprinkler system in place on both floors
Has someone been assigned specific responsibility for the maintenance of the system ie, arranging inspections? (give details in the additional comments box)	Yes		The sprinkler system is maintained by the same company that maintains the fire detection system.
Are the systems regularly inspected and tested? Please give inspection and testing frequencies in the 'additional comments' box.	Yes		As part of the maintenance contract the sprinkler system is tested twice a year.
Are there any known faults with the system(s)? If yes, please provide details of the fault(s) and actions to be taken to correct the fault(s) in the 'additional comments' box.		No	No faults were reported at the last inspection

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## 2c Procedures and arrangements

Emergency procedures / arrangements	Yes	No	Additional comments
Have roles and responsibilities in the event of a fire been assigned eg, people trained to use extinguishing media, fire marshals, people to assist evacuation of disabled people etc? If yes, please detail these in the 'additional comments' box.	Yes		There is an emergency procedure document in place that explains all key roles and responsibilities. All fire marshals receive yearly refresher training. After every fire drill the fire marshals attend a debrief session to discuss any issues that they encountered during the fire drill. Each fire marshal has been shown how to use each extinguishing media by the specialists that maintain all the fire extinguishing media throughout the building.
Is there an emergency plan in place and where necessary have all details been recorded?	Yes		The emergency plan is part of the emergency procedure document.
Is the plan available to the fire department on request?	Yes		The plan is provided to the fire department by the incident controller once they have arrived.
Are there suitable arrangements for calling and liaising with the fire department?	Yes		The alarm is connected to a 24-hour monitoring station which will auto call the fire department in the event of a fire.
Are there suitable arrangements for ensuring the building has been evacuated?	Yes		Fire marshals complete a full sweep of the building and confirm to the emergency controller that all areas have been swept and are clear. The emergency controller will meet the fire department and relay all information.
Are there adequate procedures in place for the evacuation of people at higher risk?	Yes		There is a personal emergency evacuation plan (PEEPs) in place for the wheelchair user on the ground floor.
Are there suitable fire assembly points?	Yes		One assembly point away from the building on the opposite side of the street.
Are the fire assembly points clearly signposted and communicated to workers and visitors?		No	There are no permanent signposts as the assembly point is on a public street. The fire assembly points are communicated to workers when they join the organisation, they also become familiar with the assembly points during fire drills. Workers are relied on to communicate fire arrangements and assembly points to visitors.
Are the premises shared with other organisations? If, yes, what arrangements are in place to ensure cooperation and coordination of fire arrangements?		No	Premises are not shared
Training and drills	Yes	No	Additional comments
Have all workers received fire emergency training as part of their induction?	Yes		This is part of the new starter induction process. This is recorded by the HR team once each worker has received their induction.
Is there regular refresher training provided to all workers?		No	No refresher training provided to workers.



<b>Training and drills</b>	<b>Yes</b>	<b>No</b>	<b>Additional comments</b>
Are any workers with additional responsibilities (eg, fire wardens/marshals) given additional training?	Yes		All fire marshals are provided with full training and yearly refresher training.
Is the content of training provided considered adequate?	Yes		All workers are fully aware of what to do in the event of a fire. This is tested with quarterly fire drills.
Are fire drills carried out at appropriate intervals?	Yes		These are carried out quarterly. There are no records of when the previous fire drill and debrief was carried out.

<b>Inspection, testing and maintenance</b>	<b>Yes</b>	<b>No</b>	<b>Additional comments</b>
Is there regular testing and annual maintenance of the fire detection and alarm system?	Yes		There is a weekly fire alarm test that is carried out by the facilities manager. An annual test of the system is carried out by an external company that specialise in fire alarm testing and maintenance.
Is there regular testing of emergency escape lighting?	Yes		Tested weekly.
Is there regular maintenance of fire extinguishing equipment?	Yes		All fire extinguishers are serviced yearly.
Is there regular inspection of escape staircases and walkways?		No	There are no formal procedures in place for the inspection of the escape staircases and walkways. It is relied upon that the facilities manager will undertake this task.
Is there inspection and testing of rising mains/fire hydrants		No	Not applicable – the building does not have these.
Is there regular testing and annual inspection of sprinkler systems?	Yes		This is carried out annually at the same time the fire alarm/detection system is checked.
Is there regular testing of firefighting lifts?		No	Not applicable - no firefighting lift in the building.
Are there routine checks of fire exit doors?	Yes		Yes, but there is no formal procedure in place for these. The facilities manager does this on an occasional basis.

<b>Recording and reporting</b>	<b>Yes</b>	<b>No</b>	<b>Additional comments</b>
Are there adequate records made and held for training and tests such as: <ul style="list-style-type: none"> <li>• Fire drills</li> <li>• Fire training</li> <li>• Fire alarm tests</li> <li>• Emergency escape lighting tests</li> </ul>		No	Whilst records are made for fire training, maintenance and fire alarm tests, the records of the previous fire drill and emergency lighting test are missing.



Recording and reporting	Yes	No	Additional comments
<ul style="list-style-type: none"> <li>Maintenance and testing of other fire protection systems and equipment?</li> </ul>			
Are all records available for inspection by the fire department if required?	Yes		Where available (see above comment).

**Additional information:** *(This box is optional. It can be used for anything that has been found as part of your inspection that hasn't already been covered by the checklists)*

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### Section 3 – Summary and action plan

From your fire safety audit (sections 2a – 2c above) please select at least 10 of the most significant/high risk issues that you have found during your inspection (refer to the FSC2 Guidance document for further instructions).

Significant issue identified	Justification for selection	Current fire prevention and precaution measures	Additional actions/controls required	Responsible person	Completion date(s)
Visitors - No site / building safety induction	All visitors should be given the same fire information as workers to enable an efficient building evacuation if required. Providing fire information to all visitors will not only ensure a swift evacuation but it could also preserve the lives of both visitors and workers as they will be fully aware of what they need to do in the event of a fire.	Visitors currently sign into the building and provide the name of the person they are visiting. All visitors are accompanied around the building by the person they are visiting. It is the responsibility of the person they are visiting to inform	A formal induction process must be put in place that informs visitors of all safety/fire arrangements. Each visitor to sign to confirm they have received this induction and that they understand all	Facilities Manager	1 month



Significant issue identified	Justification for selection	Current fire prevention and precaution measures	Additional actions/controls required	Responsible person	Completion date(s)
		visitors of the safety arrangements; this includes the emergency procedures.	emergency procedures.		
Smoking – bins are full. No one is responsible for emptying these bins on a regular basis	Smoking materials are a major cause of fire. A cigarette can smoulder for several hours in the right conditions, and a fire can easily start when surrounded by other combustible material that could be present. By emptying the cigarette bins regularly and keeping the waste separately outside in the metal bins this could reduce the risk of a fire starting.	There is currently a designated smoking area where metal cigarette bins are provided.	Emptying of cigarette bins to be added to the cleaner's daily tasks. The daily waste should not be put into waste sacks with the other building waste, as there may still be the potential of a fire starting from a smouldering cigarette. All contents should be emptied into a metal waste bin that is kept outside and away from the building. All waste can be put together once the contents of the metal waste bin is cold and there is no risk that a fire can start.	Facilities Manager	1 month
Arson – Waste bins can easily be moved and used to set the building alight	By adding a lock to the door of the bin enclosure this then adds a basic security measure to prevent malicious ignition by outsiders. It will stop the bins from being moved closer to the building and lit. 'The prevention and control of arson. Fire protection association' <a href="https://www.thefpa.co.uk/index.cfm?originalUrl=shop/shop_product_details.D2582899-2493-475A-BFA3A8CD0E48BB6C.html&amp;shop_category=B330F9EC-5986-">https://www.thefpa.co.uk/index.cfm?originalUrl=shop/shop_product_details.D2582899-2493-475A-BFA3A8CD0E48BB6C.html&amp;shop_category=B330F9EC-5986-</a>	Bins are in a separate area away from the building.	Adding a lock to the entrance of the bin area/enclosure to stop unauthorised access.	Facilities Manager	1 month



Significant issue identified	Justification for selection	Current fire prevention and precaution measures	Additional actions/controls required	Responsible person	Completion date(s)
	<p><a href="#">4C38-AAF4F751E9FBABC2&amp;_tkn=105717BB%2DF6C5%2D4BF8%2DB4A856D518274473</a></p> <p>The financial implications of a fire are very significant. If the business is shut down for a long period after a fire this could lead to loss of business that the organisation may not recover from. Should any worker or others be injured in the fire, the organisation would be responsible for paying them sick pay and could possible find themselves in court leading to legal costs.</p>				
Oxygen - air conditioning units not automatically shutting off in the event of a fire	As oxygen is a source of fuel it is important to stop the flow of oxygen from the mechanical air conditioning unit so that it doesn't help the fire to spread. Shutting the air conditioning unit off and closing any doors or windows will reduce the flow of oxygen throughout the building. If the flow of oxygen is reduced, then this will give extra time for the building to be evacuated. If the fire can't spread as quickly then there is a likelihood that the damage to the building could be less meaning that there could be fewer financial implications to the business.	No controls in place.	<p>Add the shut-off air conditioning units to the tasks of the fire wardens.</p> <p>Link the fire alarm activation system so that it automatically shuts down the air conditioning units.</p>	<p>Facilities Manager</p> <p>Facilities Manager</p>	<p>1 month</p> <p>Within 12 months</p>
Fire safety signs and notices – some first-floor fire action notices are old and cannot be read easily	Signs must be used, where necessary, to help people identify escape routes and inform them of the actions they should take in the event of a fire. All signs and notices should be positioned so that they can be easily seen and understood. Signs are required under the Health and Safety (Safety Signs and Signals) Regulations 1996. If signage is not clear this could delay the evacuation of the building which is a risk to life.	Notices are in place to inform all occupants of the actions to take in the event of a fire.	Replace the signage so that they are clear and easy to read.	Facilities Manager	1 month
Fire and smoke spread	Many people that die in fires do so because they have been overcome by the smoke and gases that are caused by the fire. By having the building checked by a competent person any holes, gaps etc can then be identified and the appropriate action taken to prevent or minimise the spread of smoke and fire.	No records of the building being inspected for any holes or gaps in walls, ceilings, and floors.	An inspection of the building to be carried out by a competent person. Building inspections should be	Facilities Manager	2 months



Significant issue identified	Justification for selection	Current fire prevention and precaution measures	Additional actions/controls required	Responsible person	Completion date(s)
			scheduled annually or when any building work or alterations have taken place.		
Means of escape – no procedure in place for checking emergency routes	Keeping fire routes clear enables workers to be evacuated as quickly and as safely as possible in order to save lives. These checks should be recorded and included in the safety management file.	The current facilities manager checks the escape routes on an ad hoc basis.	Procedure for weekly checks of emergency routes to be put in place. The checks should be recorded in the safety management file.  Training for workers on why escape routes must be kept clear.	Facilities Manager  HR/Facilities Manager	1 month  Within 3 months
Means of escape – one of the fire-resistant doors is wedged open during the hours of business	Fire resistant doors are designed to stop the spread of smoke, fumes, and heat. Each door should have 30 minutes fire resistance or greater dependant on the situation/location where the door is installed. This provides essential extra time for evacuation and for the fire department to try and get the under control. If the door is left wedged open it will not be a barrier to the spread of a fire. If the fire is allowed to spread, then this could cause more damage to the building. This would then mean further financial implications to the organisation as this would mean shutting the building and loss of revenue.	First floor kitchen door is wedged open during office hours. The door opens out onto an open plan office where there are many smoke detectors.	Ensure that the wedge is removed.  Check that the door is closed as part of the building lock up procedure.  Look into providing sensors for automatic door opening.	Facilities Manager  Facilities Manager  Facilities Manager	1 month  1 month  Within 6 months
Training and drills – there is no fire/safety	All workers should receive basic fire safety training and attend refresher sessions at pre-determined intervals. Refresher training is especially important when changes have been made to the	Fire and health and safety training is provided to every	Decide on content for training.	Facilities Manager/HR Team	1 month





Significant issue identified	Justification for selection	Current fire prevention and precaution measures	Additional actions/controls required	Responsible person	Completion date(s)
refresher training provided to workers	<p>emergency plan, when working practices or workers responsibilities change and also to take account of any changes to circumstances of workers or any other relevant persons that may put them at higher risk. Refresher training ensures that all workers are reminded what they must do to safeguard themselves and others in the event of a fire. Records of refresher training must be kept therefore providing evidence that adequate fire training has been given.</p> <p>It is a legal requirement to provide workers with information relating to fire safety The Regulatory Reform (Fire Safety) Order 2005 (RRFSO 2005) is clear that workers are provided with adequate safety training when they are first employed and the training should be repeated periodically.</p>	worker when they join the organisation.	Yearly refresher training to be rolled out to all workers. Each time refresher training is completed by workers the date is to be recorded on their training records.	Facilities Manager	3 months
Fire detection and warning systems – the audible alarm cannot be heard in the 3 meeting rooms	For a fire warning device to be effective it must be noticed, recognised and acted upon by the workers at risk. If the alarm cannot be heard by occupants of the 3 meeting rooms then the occupants of the meeting rooms are being put at risk in the event of a fire i.e., they can't evacuate the building quickly enough. This would be a serious threat to life in the event of a fire.	Fire wardens conduct a full sweep of the building. This includes the meeting rooms. There is also a loudspeaker system that can be heard in the meeting rooms.	Investigate the possibility of installing additional audible or some form of portable alarm that is linked to the alarm system.	Facilities Manager	3 months
Recording and reporting – the information from the previous fire drill and emergency lighting test have not	<p>The Regulatory Reform (Fire Safety) Order 2005 (RRFSO 2005) is very clear that emergency routes and exits which require illumination must be provided with emergency lighting. All emergency lighting systems should be regularly tested and properly maintained to ensure that they are effective in the event of a fire.</p> <p>Fire drills help to ensure that workers are aware of what they need to do to in the event of a fire and how to evacuate the building safely. By not recording the results of a fire drill and any problems that occurred during the fire drill then the organisation would not be in full compliance with The Regulatory Reform (Fire Safety) Order 2005 (RRFSO 2005) (RRFSO 2005).</p>	Fire drills are carried out quarterly, all times and information are recorded by the Facilities manager and stored in the safety management file. Emergency lighting tests are carried out monthly, again the information is recorded and stored in the	An audit to be carried out each quarter by the quality team to ensure that all information is recorded correctly. All information is to be made available electronically so that records are always easily accessible.	Quality Manager/ Facilities Manager	3 months



Significant issue identified	Justification for selection	Current fire prevention and precaution measures	Additional actions/controls required	Responsible person	Completion date(s)
been recorded		safety management file.			

## Section 4 - Review

<b>When will the risk assessment be reviewed?</b>	July 2021
<b>Why have you chosen this date?</b>	The fire risk assessment and fire safety measures (including procedures) should be reviewed on a regular basis. The significant issues identified in this report all have a date of completion of 6 months or less. As significant shortcomings have been found in the fire safety measures it is important that the fire risk assessment is reviewed within 6 months.
<b>How will you ensure that all actions are completed?</b>	Each action is assigned to the relevant manager. There are quarterly health and safety meetings where health and safety issues, including the fire safety risk assessment are discussed. There is a documented log that shows all significant issues that have been identified. Each manager must update the log with evidence that their issue has been rectified. This log is part of the safety management file which is available for inspection by authorities if required. The actions will also be checked as part of the risk assessment review.