

# FIRE RISK ASSESSMENT

## GENERAL BUILDING REQUIREMENTS

Site: G A Cox Study Centre

Location: Ecton

Assessor J V Bramley

Date: 16<sup>th</sup> May 2007

Question	Yes	No	N/A	Comment / Action
<b>GENERAL FIRE PRECAUTIONS</b>				
What is the main operation of the building?				Study Centre for use by trained volunteer tutors ( "Employees" in checklist below.)
Identify any process fire risks			√	No process fire risks
Does the building have a Fire certificate?		✓		No longer available. Change in regulations in Oct 2006
How many employees are normally in the building?				2 + up to 25 visitors
Have any employee been trained in the company's fire procedures?	√			See note (a)
Are records available?	√			See note (a)
Have plans been made to evacuate disabled staff			√	
Have plans been made to evacuate visitors	√			See note (a)
Have employees received training in the use of fire extinguishers?	√			See note (a)
Are training records available?	√			EHFSA to verify
Are there sufficient extinguishers provided?	√			Water extinguisher in Laboratory
Are extinguishers hoses and fire blankets suitably located and ready for use?	√			No fire blanket ?
Are fire points suitable identified clearly visible and unobstructed?	√			
Are extinguishers maintained on a regular basis	√			
Do sprinklers cover all areas?			√	No sprinklers See note (b)
Is there a programme of inspection & testing sprinklers			√	
Is emergency lighting required?		√		
If so, is it tested & maintained			√	

## FIRE RISK ASSESSMENT

### GENERAL BUILDING REQUIREMENTS Continued

Question	Yes	No	N/A	Comment / Action
Is the fire alarm tested on a weekly basis?		✓		Smoke/Fire alarms to be tested on each visit
Are records available?		✓		
Can fire alarm be heard in all areas?	✓			4 smoke fire alarms fitted, one in each area, each audible through out building.
Are fire alarm call points identified and clearly visible and unobstructed?			✓	
Is there a programme for checking and maintaining fire exits and fire doors?	✓			Doors in constant use See note (c)
Is there clear access to all fire exit doors?				
Are all fire exits clearly signed	✓			See note (c)
Are routes to fire exits clearly indicated?			✓	
Are all steps and stairs in a good state of repair?	✓			
Do all fire exits lead to a place of safety?	✓			
Do all fire door have self-closing devices fitted and in good working order?			✓	
Are fire action notices displayed prominently?	✓			
Do all fire signs comply with Safety Signs and Signals Regulations 1996	✓			To be checked. Signs are nevertheless clearly visible.
Are Smoke alarm detectors fitted?	✓			
Are Smoke alarm detectors inspected and tested?	✓			See above and note (a)

## FIRE RISK ASSESSMENT GENERAL BUILDING REQUIREMENTS Continued

<b>Identifying Fire Hazards</b>
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Question	Yes	No	N/A	Comment / Action
Is there a system to control the amount of combustible materials, flammable liquids and gases in the workplace?	✓			See note (d)
Are combustible materials, flammable liquids and gases stored safely?	✓			No gases
Are all heaters fitted with suitable guards?	✓			
Are portable electrical appliances inspected?	✓			
Are records available?	✓			
Is the wiring of the electrical installation inspected?	✓			
Are records available	✓			
Is the workplace free of rubbish, combustible, materials & flammable liquids	✓			
Is there a designated smoking area?		✓		Building is designated entirely no smoking.
Are there measures to protect against arson?		✓		Arson considered to be low-risk
Is there a hot work permit in operation?			✓	

Overall degree of risk:    **Low**

Date for review: **15<sup>th</sup> May 2008**

Managers signature :

Date: **16<sup>th</sup> May 2007**

## **Fire Risk Assessment, continued:**

### **NOTES:**

- (a) These matters appear to be covered already in EHFSAs documentation. If they are not EHFSAs must include them. For example, tutors must be instructed to test the four smoke/fire detectors on each visit. These devices are standard, as fitted in many homes, and are tested by pressing the button and holding it down for a few seconds.
- (b) Sprinklers are not considered justified.
- (c) When the Study Centre is in use and occupied by visiting parties, the back doors to the laboratory and garage must be unlocked (and unbolted).