

Infratec UK

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Employer or other person having control of the relevant premises: *Infratec UK Limited*

Address of Premises: *Easter Park, Barton Road
Riverside Park Industrial Estate
Middlesbrough TS2 1RY*

Person(s) Consulted: *David Rodwell – Operations Manager*

Assessor: *Craig Iveson*

Date of Fire Risk Assessment: *18 September 2019*

Date of Previous Fire Risk Assessment: *None*

Suggested Date for Review¹: *September 2020*

The purpose of this report is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The submission of this report constitutes neither a warranty of future results by H.E. Woolley Ltd nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

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Validated



¹ This risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there have been significant changes, or if a fire occurs.

IMPORTANT

Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order')

This fire risk assessment has been carried out on your behalf, being the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005 (e.g. as an employer), and/or being the person having control, to any extent, of the premises (as occupier or otherwise). It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice.

The Fire Safety Order requires that you give effect to arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- (a) You employ five or more employees in your undertaking (regardless of where they are employed);
- (b) A licence under other legislation is in force; or
- (c) An alterations notice is in force requiring a record to be kept.

This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements, adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

The Fire Safety Order also requires that you appoint one or more competent persons to assist you in undertaking the general fire precautions described above. Where there is a competent person in your employment, you must, under Article 18(8) of the Fire Safety Order, appoint that person in preference to a competent person not in your employment.

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the *general fire precautions* (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order. It is strongly recommended that you obtain a copy of the Fire Safety Order if you do not already have ready access to a copy. It may be obtained from the Stationery Office, but can be freely downloaded from the Internet.

Information pertinent to the completion of this fire risk assessment report was obtained by physical inspection of the premises and where available or present, reference to relevant records and drawings and conversations with members of staff and residents.

Use of the reference library, including British Standards, government guidance and other supporting documentation, a list of which is available upon request.

The inspection of the premises did not extend to tenants personal accommodation, (Flats or rooms) ceiling, floor or wall voids, service risers or ducts unless these could be accessed and viewed without the aid of tools or access equipment or were made accessible to the assessor by the client.

Requirement to Review

This Fire Risk Assessment **MUST** be reviewed when:

- Material Alterations are made to the structure or layout of the building.
- There are changes in the use of the building or any party of it
- There are significant changes to the occupancy type or numbers.
- There are changes to the management of the organisation.

The fire risk assessment should be reviewed at regular intervals, usually not exceeding twelve months, in accordance with the level of risk

The following report constitutes a fire risk assessment as required by the Management of Health & Safety Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 and is based on a physical inspection of the premises as described within the scope, discussions with site based staff where they were present, and checks on any supporting documentation that was made available to the assessor.

HE Woolley Ltd does not make any warranty, express or implied, nor assumes any liability with respect to the use of the information or methods contained in this report to any other person or party. The report and the information or methods contained herein may only be used for purposes in connection with this project.

FIRE RISK ASSESSMENT SCOPE

The supplier will carry out a fire risk assessment to meet the requirements of relevant national life safety legislation. The supplier will inspect the site, discuss fire safety provisions with on-site staff and prepare a risk assessment. The Quality Specification is SP205.

The fire risk assessment report will detail the significant findings of the assessment. Where necessary, the report will provide recommendations for additional measures the assessor deems necessary to reduce or maintain risk from fire at a tolerable level.

As part of the requirements for the supplier to undertake this assessment it will be necessary for the client to arrange for suitable access to all areas required to be inspected. This includes the provision of suitable facilities to gain access to ceiling voids etc. as required during the inspection itself. The report only addresses those parts of the property which were accessible at the time of the visit and all recommendations included within this report are solely based upon the evidence seen at the time of the inspection.

This scope of services and the fire risk assessment methodology within it is intended to assess measures that facilitate protection of people from fire. It may inherently assess property protection issues and business continuity to some extent but that is not the primary purpose of the assessment proposed.

Risk assessment is a subjective process and no assurances can be guaranteed that subsequent inspections undertaken by enforcing authorities will not result in a different evaluation of the level of fire risk.

The supplier will provide a risk assessment report. The report will identify the principles of the approach to fire safety, which has been adopted for the premises. It is intended that the fire risk assessment reports should, among other things, be used as a reference document when changes or maintenance are carried out in the premises.

The supplier will require relevant information about the premises, the processes carried out in the premises, and the occupants of the premises. This information will be obtained by interviewing the client, the client's representative or the site representative. This information may be obtained from documents and/or through interview prior to carrying out, or in some measure during, the physical inspection of the premises.

The clients representative will need to be afforded the time and access to enable the assessor to inspect all necessary areas and ask all relevant questions on the day of assessment. Failure to afford this information will hinder the production of the report and increase the time incurred in undertaking the FRA.

EXCLUSIONS

Unless clearly stated to the contrary the fire risk assessment will be non-intrusive. That is to say the assessor will not make any holes, apply any tools, carry out any functional test of fire protection measures, provide or use access equipment, take or analyse any samples or enter into any private dwelling in the case of flats, apartments, maisonettes or similar dwelling, except in some specific cases.

The fire risk assessment will not encompass property protection and business continuity issues.

The fire risk assessment will not include the production of drawings and will not include marking up of plan drawings unless specified.

The fire risk assessment will not include consideration of process related risks covered by COSHH and DSEAR legislation.

CONFIDENTIALITY AND THE CLIENTS PROPERTY

The supplier will keep confidential all matters related to the client's commercial activities

The following procedure is generally followed in the carrying out of the fire risk assessment :

1. An interview is carried out with the responsible person(s) or representative
2. A non destructive and non invasive inspection of the premises is carried out
3. A review of available documentation relating to the fire precautions in the premises is examined
4. The assessment is written out using the general format PAS79.

LIFE SAFETY FIRE RISK ASSESSMENT CERTIFICATE OF CONFORMITY

Certificate Number : 1810

This certificate is issued by HE Woolley Ltd in respect of the fire risk assessment provided for the company and at the premises named on page 1 of this document.

Issuing Organisation	HE Woolley Ltd
BAFE registration Number	CLEVE010
Scope and purpose of fire risk assessment	Fire Safety Only
Applicable Legislation	As described in this document
Effective Date of Risk Assessment	As per page 1 of this document

We, being current a "Certificated Organisation" in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment.

Signed for and on behalf of issuing Certificated Organisation

Name : HR Wilmot CEng MIET MIFireE, Director HE Woolley Ltd.

Signed : 



GENERAL INFORMATION

[single occupation]

1. THE PREMISES

1.1 General Description of Building / Premises :

The building is a modern steel portal framed warehouse constructed of blockwork walls and a metal pitched roof

The building was formerly one large warehouse and has now been divided into 4 units.

Infratec have 2 of these units (no's 8&9) with an opening constructed between the two.

Inside both units ground and first floor office areas, training rooms and mezzanine floors have been constructed.

The building is located in an Industrial Park.

1.2 Approximate floor area: 1600m² on ground floor between the two units.

1.3 Occupancy:

Infratec have two divisions within the premises.

Unit 8 is the technical side of the business which service and install Motorway Signs .

Unit 9 office area is where training courses are held for Fire Training , BA Training and other Industrial training course such as confined space training .

The warehouse area in unit 9 is used for storage including vehicles.

2. THE OCCUPANTS

2.1 Approximate maximum number: 40

2.2 Approximate maximum number of employees at any one time: 15

2.3 Maximum number of members of the public at any one time: 25

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1 Sleeping occupants: 0

3.2 Disabled occupants: Depends on people attending training courses

3.3 Occupants in remote areas: 0

3.4 Young persons: 0

3.5 Others: 0

4. FIRE LOSS EXPERIENCE

<u>Date</u>	<u>Brief Details</u>	<u>Cause</u>	<u>Action Taken (if any)</u>
	None		

5. OTHER RELEVANT INFORMATION

- *The building is leased from a private landlord.*

The following guidance documents have been used to determine the required levels of fire precautions in the buildings :

- Department for Communities and Local Government Guides
- BS5839 – Fire Detection and Alarm Systems for Buildings
- BS5266 - Emergency Lighting Code of Practice for Emergency Escape Lighting systems.
- BS5306 - Fire extinguishing installations and equipment on premises
- BS5499 – Code of Practice for escape route signing
- Health and Safety (Signs and Signals) Regulations 1996

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005

6.2 The above legislation is enforced by:

Cleveland Fire Brigade

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):

6.4 The legislation to which 6.3 makes reference is enforced by:

6.5 Is there an alterations notice in force?

Yes ☐

No ☒

6.6 Comments:

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? Yes ☐ No ☒

7.2 More specifically:

Fixed installation periodically inspected and tested? Yes ☐ No ☒

Portable appliance testing carried out? Yes ☒ No ☐

Suitable policy regarding the use of personal electrical appliances? Yes ☒ No ☐

Suitable limitation of trailing leads and adapters? Yes ☒ No ☐

7.3 Comments and hazards observed:

*The fixed wiring test for the building is overdue
PAT testing is carried out annually*

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes ☒ No ☐

8.2 More specifically:

Smoking prohibited in the building? Yes ☒ No ☐

Smoking prohibited in appropriate areas? N/A ☒ Yes ☐ No ☐

Suitable arrangements for those who wish to smoke? Yes ☒ No ☐

No breaches of this policy observed at time of inspection? Yes ☒ No ☐

8.3 Comments and hazards observed:

Smoking is prohibited in the premises. Anyone wishing to smoke can do so outside

9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable ? Yes ☒ No ☐

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes ☒ No ☐

9.3 Comments and hazards observed:

*Access to the building is controlled via an electrically coded door which fails safe
There is CCTV installed
Rubbish bins are stored outside away from the building*

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided as far as practicable? Yes ☒ No ☐

10.2 If portable heaters are used,

is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A ☒ Yes ☐ No ☐

are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A ☐ Yes ☒ No ☐

10.3 Are fixed heating installations subject to regular maintenance? N/A ☐ Yes ☒ No ☐

10.4 Comments and hazards observed:

*There is no use of portable heaters in the building
Heating is supplied via AHU units and fixed wall mounted electric heaters*

11. COOKING

11.1 Reasonable measures taken to prevent fires as a result of cooking? N/A ☒ Yes ☐ No ☐

11.2 More specifically:

Filters cleaned or changed and ductwork cleaned regularly? N/A ☒ Yes ☐ No ☐

Suitable extinguishing appliances available? N/A ☐ Yes ☒ No ☐

11.3 Comments and hazards observed:

*No cooking takes place in the buildings, there is a kitchen on the ground floor of each unit with kettle, microwave and toaster
There are fire extinguishers nearby*

12. LIGHTNING

12.1 Does the building have a lightning protection system?

Yes ☐ No ☒

12.2 Comments and deficiencies observed:

There is no lightning protection system installed

Please note that HE Woolley Ltd is not an expert in the field of lightning conductors and the decision to fit a lightning conductor should be taken by others.

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate?

Yes ☒ No ☐

13.2 More specifically:

Combustible materials appear to be separated from ignition sources?

Yes ☒ No ☐

Avoidance of unnecessary accumulation of combustible materials or waste?

Yes ☒ No ☐

Appropriate storage of hazardous materials?

N/A ☐ Yes ☒ No ☐

Avoidance of inappropriate storage of combustible materials?

Yes ☒ No ☐

13.3 Comments and hazards observed:

The building is neat and tidy and escape routes are clear

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Are fire safety conditions imposed on outside contractors?

Yes ☒ No ☐

14.2 Is there satisfactory control over works carried out in the building by outside contractors?

Yes ☒ No ☐

(Suitable guidance is contained in the following publications:

- *Standard Fire Precautions for Contractors Engaged on Crown Works*, Department of Environment, HMSO.
- *Fire Prevention on Construction Sites*. Fire Protection Association.
- *Fire Safety in Construction Work*. HSE.

It is recommended that the guidance contained in these references be incorporated in contracts with outside contractors.)

14.3 If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? N/A ☒ Yes ☐ No ☐

14.4 Comments:

Contractors are supervised and it would be very rare for any hotworks to be carried out

15. DANGEROUS SUBSTANCES

15.1 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A ☒ Yes ☐ No ☐

15.2 Comments:

None

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1 Hazards:

There is a spare LPG bottle for the forklift truck stored in a cage inside the roller door in Unit 8. This can not be stored outside for security reasons

16.2 Comments:

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE

17.1 It is considered that the premises are provided with reasonable means of escape in case of fire. Yes ☒ No ☐

17.2 More specifically:

Adequate design of escape routes? Yes ☒ No ☐

Reasonable distances of travel:

- where there is escape in a single direction? N/A ☒ Yes ☐ No ☐

- where there are alternative means of escape? N/A ☐ Yes ☒ No ☐

Suitable protection of escape routes? Yes ☒ No ☐

Adequate provision of exits? Yes ☒ No ☐

Exits easily and immediately openable where necessary? Yes ☒ No ☐

Escape routes unobstructed? Yes ☒ No ☐

17.3 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people. Yes ☒ No ☐

17.4 Comments and deficiencies observed:

There are 4 exits on the ground floor of the building :-

Unit 8 Main front entrance – 1200mm

Unit 8 rear fire exit – 900mm

Unit 9 Main front entrance – 1200mm

Unit 9 rear fire exit – 900mm

There are 3 stairs in the building :-

Unit 8 First floor office from first to ground floor -1000mm

Unit 8 Mezzanine from first to ground floor – 900mm

Unit 9 Mezzanine from first to ground – 1000mm

Travel distances and door widths are within guidance limits

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard².

Yes ☒ No ☐

reasonable limitation of linings that may promote fire spread.

Yes ☒ No ☐

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? ^{3,4}

N/A ☒ Yes ☐ No ☐

18.3 Comments and deficiencies observed:

There is compartmentation between Infratec's units and their neighbours on both sides with solid blockwork walls giving 60 minute protection

There is very little compartmentation within the units as the warehouses are generally open space apart from timber built offices

This is acceptable as visibility and travel distances are good in the warehouses

19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided⁵?

Yes ☐ No ☒

19.2 Comments and deficiencies observed:

There is emergency lighting in the units, except in the doorway between the two units

20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices?

Yes ☒ No ☐

20.2 Comments and deficiencies observed:

There is directional fire signage, fire extinguisher ID signs and fire action notices

² Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

³ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

⁵ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

- 21.1 Reasonable manually operated electrical fire alarm system provided⁶? Yes ☐ No ☒
- 21.2 Automatic fire detection provided? Yes ☐ (throughout premises) Yes ☒ (part of premises only) No ☐
- 21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A ☐ Yes ☐ No ☒
- 21.4 Remote transmission of alarm signals? Yes ☐ No ☒
- 21.5 Comments and deficiencies observed?

There is an addressable fire alarm system installed which covers the 4 units with a panel located outside Infratec's demise. This is due to the units having been one unit.

Unit 8 / 9 have detection and manual call points installed which generally meet BS5839 part 1 type L3. However Unit 8 has a detector missing from the entrance lobby on the ground floor and does not have enough detection in the office area as there are no detectors in the first floor office and meeting room.

There are independant fire alarm panels in each of units 8&9 but the panels in both cases are not operational, nor connected to detection.

22. MANUAL FIRE EXTINGUISHING APPLIANCES

- 22.1 Reasonable provision of portable fire extinguishers? Yes ☒ No ☐
- 22.2 Hose reels provided? Yes ☐ No ☒
- 22.3 Are all fire extinguishing appliances readily accessible? Yes ☒ No ☐
- 22.4 Comments and deficiencies observed:

There are fire extinguishers installed throughout the building

23. RELEVANT[‡] AUTOMATIC FIRE EXTINGUISHING SYSTEMS

- 23.1 Type of fixed system:

None

- 23.2 Comments:

⁶ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

[‡] Relevant to life safety and this risk assessment (as opposed to property protection).

24. OTHER RELEVANT* FIXED SYSTEMS AND EQUIPMENT

24.1 Type of fixed system:

*After a search of the perimeter of the building no external
fire hydrants could be found*

24.2 Comments:

24.3 Suitable provision of fire-fighters switch(es) for high voltage
luminous tube signs, etc

N/A ☒ Yes ☐ No ☐

24.4 Comments:

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by⁷:

Lee Ratcliffe – Operations Director

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?

Yes ☒ No ☐

Comments:

Lee Ratcliffe understands the fire precautions installed in the building and how they work.

25.3 Is there a suitable record of the fire safety arrangements?

N/A ☐ Yes ☐ No ☒

Comments:

These are to be set up

25.4 Appropriate fire procedures in place?

Yes ☐ No ☒

More specifically:

Are procedures in the event of fire appropriate and properly documented?

N/A ☐ Yes ☐ No ☒

Are there suitable arrangements for summoning the fire and rescue service?

Yes ☐ No ☒

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?

N/A ☐ Yes ☐ No ☒

Are there suitable arrangements for ensuring that the premises have been evacuated?

N/A ☐ Yes ☒ No ☐

Is there a suitable fire assembly point(s)?

N/A ☐ Yes ☒ No ☐

Are there adequate procedures for evacuation of any disabled people who are likely to be present?

N/A ☐ Yes ☒ No ☐

Comments:

The fire procedures are to be set up in the building and will be based upon a strategy of full evacuation

⁷ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

25.5 Persons nominated and trained to use fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

Comments:

There are staff trained to use fire extinguishers

25.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A ☐ Yes ☒ No ☐

Comments:

There are staff trained as fire marshalls

25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? N/A ☒ Yes ☐ No ☐

Comments:

25.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A ☐ Yes ☒ No ☐

Comments:

Regular inspections take place

26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training on induction? Yes ☒ No ☐

Comments:

Staff receive fire safety instruction and training on induction

This is carried out by trainers from the company who are ex- fire service personnel

26.2 Are all staff given adequate periodic 'refresher training' at suitable intervals? Yes ☒ No ☐

Comments:

Refresher training is given periodically

26.3 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A ☐ Yes ☒ No ☐

Comments:

Fire Wardens are given additional training

26.4 Does all staff training provide information, instruction or training on the following:

Fire risks in the premises?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
The general fire precautions in the building?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Action in the event of fire?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Action on hearing the fire alarm signal?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Method of operation of manual call points?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Location and use of fire extinguishers?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Means for summoning the fire and rescue service?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Identity of persons nominated to assist with evacuation?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Identity of persons nominated to use fire extinguishing appliances?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Comments:

All of the above is covered in the staff training

26.5 Are fire drills carried out at appropriate intervals? Yes ☐ No ☒

Comments:

Fire drills are not carried out

26.6 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and fire safety measures)? N/A ☒ Yes ☐ No ☐

It is ensured that the employees are provided with adequate instructions and information? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed:

27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of workplace? Yes ☒ No ☐

Comments and deficiencies observed:

*The building is well maintained
Forklifts are serviced annually*

27.2 Weekly testing and periodic servicing of fire detection and alarm system? N/A ☐ Yes ☐ No ☒

Comments and deficiencies observed:

This does not happen at present as Infratec have no control over the fire panel as explained previously.

27.3 Monthly and annual testing routines for emergency escape lighting? N/A ☐ Yes ☐ No ☒

Comments and deficiencies observed:

This does not take place

27.4 Annual maintenance of fire extinguishing appliances? Yes ☒ No ☐

Comments and deficiencies observed:

The fire extinguishers have recently been installed new and will be serviced annually

27.5 Periodic inspection of external escape staircases and gangways? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed:

27.6 Six-monthly inspection and annual testing of rising mains? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed:

27.7 Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lift(s)? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed:

27.8 Weekly testing and periodic inspection of sprinkler installations? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed:

27.9 Routine checks of final exit doors and/or security fastenings? N/A ☐ Yes ☐ No ☒

Comments:

This does not take place

27.10 Annual inspection and testing of lightning protection system? N/A ☒ Yes ☐ No ☐

Comments:

27.11 Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard ?:

N/A ☐ Yes ☒ No ☐

Comments:

27.12 Other relevant inspections or tests:

28. RECORDS

28.1 Appropriate records of:

Fire drills? N/A ☐ Yes ☐ No ☒

Fire training? Yes ☐ No ☒

Fire alarm tests? N/A ☐ Yes ☐ No ☒

Emergency escape lighting tests? N/A ☐ Yes ☐ No ☒

Maintenance and testing of other fire protection systems? N/A ☒ Yes ☐ No ☐

28.2 Comments:

There is no fire log book, this is to be set up

FIRE RISK ASSESSMENT

[Non-sleeping risks]

The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79⁸:

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is

Low ☐

Medium ☒

High ☐

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to proper controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm ☒

Moderate harm ☐

Extreme harm ☐

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant.

Moderate harm: Outbreak of fire could result in injury (including serious injury) of one or more occupants, but is unlikely to result in multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

⁸ PAS 79: 2005. *Fire risk assessment - Guidance and a recommended methodology.*

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments:

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated in PAS 79:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING ACTION PLAN. THE FIRE RISK ASSESSMENT SHOULD BE REPEATED REGULARLY.)

ACTION PLAN

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial ☐

Tolerable ☒

High Severity	Significant breach of legislation having the potential for serious injury to occupants.
Medium Severity	Issues which breach legislation but are not considered to present a serious threat to safety.
Low Severity	Issues that should be addressed as a matter of best practice.

Recommendations	Severity / Timescale	Date Complete
1. The fixed electrical installation should be periodically inspected and tested in accordance with BS7671. This should be carried out on a five-yearly basis.	High 1 Month	
2. The emergency lighting system should be tested monthly and serviced annually according to BS5266. There should be additional emergency lighting in the doorway between the two units.	High 1 Month	
3. The fire alarm system should be tested weekly and serviced six monthly according to BS5839. Due to the fact that the panel is shared between 3 organisations, this should be set up and managed by the landlord. It would be best practice for Infratec to have their own individual fire alarm system installed in accordance with BS5389 Part 1 and the system should be L3 in the office areas and L4 in the warehouses. In either case, the missing detector from the entrance lobby in Unit 8 should be replaced and additional detection should be installed in the first floor office and meeting room.	High 3 Months	
4. A suitable record of the fire safety arrangements and measures for the premises should be maintained available for inspection. Such records may include: <ul style="list-style-type: none">The fire risk assessment or the relevant significant findings of the assessment.Details of the fire precautionary measures at the premises, detailed within a schedule or relevant sketch plans including hydrant locations.Details of any specific agreements between employers of neighbouring undertakings (such as the management of the fire	High 1 Month	

<p>alarm).</p> <ul style="list-style-type: none"> • Details of any responsibilities for persons visiting the premises or persons who may be affected by any fire that may occur in the premises. • Relevant details of any utility services within the premises. 		
<p>5. The fire procedures at the site should be set up and a suitably documented emergency plan should be prepared based upon the strategy of a full evacuation. The emergency plan should incorporate the following and be shared with the other occupants of the neighbouring units :</p> <ul style="list-style-type: none"> • Fire procedures detailing how the occupants will be warned in case of fire, the action to take on discovering a fire and on hearing the fire alarm. • Suitable arrangements for summoning and meeting the fire and rescue service, and for notifying them of any special risks. • Suitable arrangements to ensure that the building has been evacuated, including arrangements for the evacuation of disabled persons. • The details of means of escape routes and access to them by occupants within the premises, and of assembly points following the evacuation. • The role of staff with additional or specific responsibilities, nominated to assist with the evacuation, or other tasks and to respond to fire, including fire wardens and management. • The details of arrangements for fighting fire by the occupants of the building. • The details of any specific arrangements for high risk areas. • Contingency plans for when life safety systems, such as fire detection and alarm systems, etc., are out of order. 	<p>High 1 Month</p>	
<p>6. A fire evacuation drill involving all of the neighbouring units connected to the shared alarm should be carried out at least annually. Due to the configuration of the fire alarm, it may be necessary for the landlord to manage this.</p>	<p>Medium 3 Months</p>	
<p>7. Routine inspections of fire precautions in the building, including routine checks of fire exit routes, doors and signs, should be introduced. The inspections should be carried out to ensure that the fire precautions provided are in place and working, that protected routes are kept free of storage, and exit routes and doors are not obstructed.</p>	<p>Medium 1 Month</p>	
<p>8. A log book should be maintained to show the servicing of the various fire protection systems in the building. This should include Fire Extinguishers, Fire Alarm, Fire Training, Emergency Lighting etc.</p>	<p>Medium 3 Months</p>	