

Risk Assessment – FIRE

Baseline	<input checked="" type="checkbox"/>	Site Specific	<input type="checkbox"/>	Vulnerable Person	<input type="checkbox"/>	Temporary	<input type="checkbox"/>
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Notes:

- All portable electrical appliances are subject to periodic testing.
- All fixed wiring is checked five-yearly by an external engineer.
- Gas appliances are checked annually by a GasSafe engineer.
- Oil appliances are checked annually by an Oftec engineer.
- Smoke or heat detectors linked to automatic sounders via an alarm control panel are fitted into all high risk areas including all dormitories.
- Fire Alarm System is tested weekly by site staff and checked annually by external engineer.
- Extinguishers and Escape Lighting are checked monthly by site staff and annually by external engineer.
- Buildings are sub-divided into fire compartments protected by fire doors and fire resisting walls/ceilings.
- Fire escape routes and exits are marked with directional/information signs.
- All furniture and soft furnishings are of a fire retardant materials and comply where necessary with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.
- LPG and oil storage tanks are sited or otherwise guarded to prevent collision by moving vehicles.

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
<u>Sources of ignition:</u> Heat from flames or electric elements on stoves, ovens, grills, toasters, fryers, etc. in kitchens	All	Kitchens and Laundries served by gas have the isolation valve clearly marked and all catering and housekeeping staff are aware of its purpose and method of operation. Fryers are fitted with thermostatic control devices to prevent oil from overheating. Never leave naked flames such as candles or gas burners unattended.	Low
<u>Sources of ignition:</u> Matches, lighters and discarded cigarettes from smokers	All	Smoking is not permitted inside the building. Designated smoking areas are provided outside. 'No smoking / no naked flames' prohibition signs are displayed in the vicinity of LPG and oil storage tanks.	Low
<u>Sources of ignition:</u> Open flames such as candles, gas welders or blow torches and sparks from grinders or arc welders used in maintenance functions.	All	Never leave naked flames such as candles or gas burners unattended. Do not undertake hot work (that using flames or creating sparks) indoors unless absolutely necessary and only when approved by the maintenance supervisor. Remove or protect flammable materials in the vicinity and have a fire extinguisher close by.	Low
<u>Sources of ignition:</u> Overheating of appliances due to obstructed ventilation or failure of cooling systems	All	Any appliance that requires ventilation as part of its normal operation must have its ventilation grilles marked with a notice indicating that these must not be covered. Do not cover the ventilation grilles of heating appliances or machinery.	Low
<u>Sources of ignition:</u> Arson, either by guests or external agents	All	Wherever possible skips and outside bins must not be left against buildings or near to external boundaries where they are accessible to the public	Low
<u>Sources of ignition:</u> Ignition through fire spreading from other areas through conduits, ducting or other routes	All	Any conduits through which fire may spread, such as ducting, above false ceilings, lift shafts, service pipe routes, etc. must be blocked off as far as possible to prevent the spread of smoke and flames. All fire doors fitted to prevent the spread of smoke and flames along escape routes must be fitted with a self closing device and bear a notice indicating that it must remain shut. Do not leave fire doors propped open.	Low

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
<u>Sources of fuel:</u> Waste materials placed in waste bins inside buildings, e.g. office waste, paper, packaging, wrappings, etc.	All	Do not place waste bins near to obvious sources of ignition such as naked flames or heating appliances. Do not allow waste to accumulate. Empty bins regularly and remove waste items to an outside skip area as soon as possible.	Low
<u>Sources of fuel:</u> Waste materials placed in skips outside buildings, e.g. kitchen waste, recycling bins, maintenance waste, etc.	All	Wherever possible skips and outside bins must not be left against buildings or near to external boundaries where they are accessible to the public. Do not place waste bins near to obvious sources of ignition such as naked flames or heating appliances.	Low
<u>Sources of fuel:</u> Materials held in storage, e.g. stationery, building materials, paints and solvents, linen, furniture	All	Stocks of office stationery, building materials, etc. must be kept to a minimum quantity and stored away from obvious sources of ignition such as naked flames or heating appliances. Flammable products such as paint, fuel and solvents should be kept in fire retardant storage containers.	Low
<u>Sources of fuel:</u> LPG or oil fuel in storage tanks	All	LPG and oil storage tanks must be sited away from work activity likely to produce sparks or hot elements, and such work activity must be prohibited from the areas immediately adjacent to the tanks. 'No smoking / no naked flames' signs must be displayed in the vicinity of LPG and oil storage tanks.	Low
<u>Sources of fuel:</u> Fuel and oil held in storage for motor sports or site vehicles	All	Fuel held for motor sports or site vehicles must be kept in portable plastic containers or metal Jerry cans, and these should be stored in marked flameproof containers.	Low
<u>Sources of fuel:</u> Detritus accumulations in filters, e.g. kitchen extraction filters, tumble drier lint filters	All	Kitchen extraction and tumble drier filters must be cleaned regularly and lint etc. removed and disposed of. The regularity of emptying should reflect the level of use and proximity of ignition sources.	Low
<u>Inadequate warning:</u> Failure of automatic detection and warning facilities to operate correctly	All	Do not interfere with fire detectors, alarms or extinguishers. Your life could depend on it.	Low
<u>Inadequate warning:</u> Deliberate disablement of automatic detection or warning facilities	All	Periodic inspection of accommodation, particularly staff accommodation, must be conducted to ensure fire safety equipment has not been tampered with. Do not interfere with fire detectors, alarms or extinguishers. Your life could depend on it.	Low
<u>Impediments to escape:</u> Escape route too long to reach place of safety in reasonable time	All	All building occupants must be able to reach a place of safety, whether this is a storey exit, final exit or fire protected area within a building in as short a distance as possible. External escape routes must be over even ground free of serious slip and trip hazards. These should lead as directly as possible to the fire assembly area.	Low
<u>Impediments to escape:</u> Escape route too small to accommodate likely users and allow evacuation in reasonable time	All	Passages and doorways leading to places of safety must be wide enough to accommodate the likely number of people using them in the event of an evacuation.	Low
<u>Impediments to escape:</u> Escape route blocked	All	Doors in escape routes must not be locked when the building is in use, and preferably be fitted with a secure push-bar device or thumb-twist lock rather than a lock requiring a key. Keep fire escape routes free of furniture, boxes, waste bins and other items that could impede escape.	Low
<u>Impediments to escape:</u> Insufficient fire fighting equipment to aid escape	All	Fire fighting equipment must be provided of an appropriate type and sufficient quantity to aid the escape of an occupant from a building if they encounter a fire during their evacuation	Low
<u>Impediments to escape:</u> Inadequate emergency escape lighting	All	Escape lighting units must be positioned at emergency exits and at other points along escape routes and in occupied areas to permit the safe evacuation of building occupants in the event of a power failure.	Low
<u>Impediments to escape:</u> Unfamiliarity with building layout, escape routes & procedure	All	All guests staying overnight, and particularly those of a young age, must be shown the location of the escape routes, or have it described to them, and practice evacuation in a drill on their first night. Day visitors will have fire procedures explained as part of their site induction or Visitor Sign In.	Low