

FIRE RISK ASSESSMENT

Regulatory Reform (Fire Safety) Order 2005

Summerlings

Unit 2

90 The Broadway

Chesham

HP5 1EG

Verified by: Jonathan Tedd BSc

Date: 04/02/17

The purpose of this report is to assess the risk to life from fire and where necessary make recommendations to ensure compliance with fire safety regulation. This FRA does not address risk to property or business continuity from fire. This FRA follows the criteria as set out in PAS79:2012.

GENERAL INFORMATION

Question 1: Premises Address Line 1

Summerlings

Question 2: Premises Address Line 2

Unit 2

Question 3: Premises Address Line 3

90 The Broadway

Question 4: Premises City/Town

Chesham

Question 5: Premises Postcode

HP5 1EG

Question 6: Name of responsible person (e.g. Employer) or person having control of the premises.

Jason Hollier

Question 7: Date of fire risk assessment (dd/mm/yy)

04/02/17

Question 8: Date of previous fire risk assessment (dd/mm/yy)

N/A

Question 9: Suggested date for next review (dd/mm/yy)

04/02/18

Question 10: Number of floors?

1

Question 11: What is the approximate total floor area in square meters? For a block of flats this is for the communal area only not the flats themselves.

40

Question 12: Please give a brief description of the construction of the premises.

Shop unit part of purpose built parade circa 1930s. Offices above.

Question 13: What are the premises used for?

Retail carpets and coverings

OCCUPANTS

Question 14: Typically, what is the maximum number of people other than staff who will be occupying the premises?

1-5

Question 15: What is the typical number of employees who will be in the premises at any one time?

1-3

Question 16: What are the normal hours of occupation of the premises?

0900-1730 Mon - Sat

OCCUPANTS ESPECIALLY AT RISK FROM FIRE

Question 17: Are there likely to be Young Person(s) present within the premises.

NO

FIRE LOSS EXPERIENCE

Question 18: Has the premises, during your occupancy, suffered any fire loss during the last 5 years?

Not Applicable

Question 19: If you have answered yes to the previous question, please give a brief explanation of what occurred.

YES

ELECTRICAL SOURCES OF IGNITION - ELIMINATION AND CONTROL

Question 20: Are reasonable measures taken to prevent fires of electrical origin?

YES

Question 21: Are fixed installations periodically inspected and tested?

NO

Question 22: Is Portable Appliance testing (PAT) carried out where appropriate?

YES

SMOKING

Question 23: Is smoking prohibited on the premises?

YES

PORTABLE HEATERS AND HEATING INSTALLATIONS

Question 24: Are fixed heating installations subject to regular maintenance?

YES

HOUSEKEEPING

Question 25: Is the standard of housekeeping adequate?

NO

Question 26: Is there unnecessary accumulation of combustible materials or waste?

None

Question 27: Comments on your observations, including on any hazards observed.

YES

HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

Question 28: Are fire safety conditions imposed on outside contractors?

YES

FIRE PROTECTION MEASURES - MEANS OF ESCAPE FROM FIRE

Question 29: Are the premises provided with reasonable means of escape in the case of fire?

YES

Question 30: Are the final exit doors immediately available and easy to open?

YES

Question 31: Do the fire exits open in the direction of escape, where necessary?

YES

Question 32: Is there a satisfactory means for securing exits?

YES

Question 33: Where there is only a single direction of travel for an escape route, is the distance to safety considered reasonable?

YES

Question 34: Where there are multiple directions of travel for an escape route, is the distance to safety considered reasonable for all routes?

N/A

FIRE DOORS

Question 35: Do all doors that form part of emergency routes conform to the required standard of resistance?

N/A

EMERGENCY ESCAPE LIGHTING

Question 36: Is there a reasonable standard of emergency escape lighting provided?

YES

MEANS OF GIVING WARNING IN CASE OF FIRE

Question 37: Is there a reasonable, manually operated electrical fire alarm system provided?

YES

Question 38: Is automatic fire detection provided?

None

FIRE EXTINGUISHERS

Question 39: Is there a reasonable provision of portable fire extinguishers?

YES

Question 40: Are all fire extinguishers readily accessible?

YES

Question 41: Comment on your observations, including on any hazards observed.

YES

PROCEDURES AND ARRANGEMENTS

Question 42: Suitable number of fire action notices (FAN)?

None

TESTING AND MAINTENANCE

Question 43: Are the premises adequately maintained?

YES

Question 44: Is there regular testing and periodic servicing of the fire detection and alarm system?

N/A

Question 45: Comment on deficiencies observed, if any:

N/A

Question 46: Are there monthly and annual testing routines for emergency escape lighting?

YES

Question 47: Is there an annual maintenance programme for fire extinguishing appliances?

N/A

Question 48: Is there periodic inspection of the external fire escape stairs and means of escape? If no external escape stairs put N/A.

NO

RECORDS

Question 49: Are appropriate records kept of fire drills? Drills apply to businesses with 5 or more

staff.

Question 50: Are appropriate records kept of fire alarm tests?

Question 51: Are appropriate records kept of emergency lighting tests?

TRAINING AND DRILLS

Question 52: Does your business employ 10 or more staff?

SAMPLE

Fire Risk Assessment

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

| Likelihood of fire | Potential consequences 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 the risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is: **Medium**

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

| Low | Medium | High |
|---|--|---|
| Unusually low likelihood of fire as a result of negligible potential sources of ignition. | Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings). | 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**

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

| Slight Harm | Moderate Harm | Extreme Harm |
|--|---|---|
| Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs). | Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to result in multiple fatalities. | Significant potential for serious injury or death of one or more occupants. |

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

Comments

This report presents the significant findings of a fire risk assessment which takes into account the occupancy profile, the fire hazards, the risk present and evaluated the general fire precautions in place at the time.

The measures highlighted in the following table of Remedial Actions are further fire precautions which it is considered, should be put in place to achieve compliance with the Regulatory Reform (Fire Safety) Order 2005 and reduce the risk to people from fire to a level which may be considered reasonably practicable.

Jonathan Tedd Associates cannot condone the continuation of contraventions which become evident as a result of this fire risk assessment. Therefore any and every relevant action recommended in this report should be remedied without delay to ensure compliance.

The levels of risk attributed in the Remedial Actions table are intended to give an indication of the severity of the associated risk and assist with the prioritisation of work. They should NOT be taken to imply any time period for completion or legal immunity in any intervening period.

Similarly, a subjective judgement has been made as to the overall likelihood of fire occurring, and is recorded at the end of the table of Remedial Actions. The responsibility for the ongoing management of the premises and the use of the premises for its present purpose remains with the responsible person.

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 that has been advocated for general health and safety risks.

| Risk Level | Action and Timescale |
|------------|---|
| Trivial | No action is required and no detailed records need to be kept |
| Tolerable | No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost. |
| Moderate | It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should take place within a defined time period, Where moderate risk is associated with consequences which 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 premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken |
| Intolerable | Premises (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 of fire 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 reviewed regularly.)

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Action Plan

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

Definition or priorities (where applicable):

| High | Medium | Low |
|----------------|-----------------|-----------------|
| Within 1 month | Within 3 months | Within 6 months |

| No. | Q No. | Item | Priority | Action by whom | Date action completed |
|-----|-------|---|----------|----------------|-----------------------|
| 1. | Q21. | Instruct a registered electrician to carry out fixed wiring test under British Standard 7671. | High | | |
| 2. | Q25. | Housekeeping not sufficient - several areas untidy with waste materials found. Ensure improvements are made | High | | |
| 3. | Q48. | Instrcut for specialist inspection of fire escape stairs | Medium | | |

Sections Deemed Adequate

It is considered that the following question responses are deemed adequate:

| No. | Q No. | Item | Priority |
|-----|-------|--|----------|
| 1. | Q22. | All appliances clearly labelled. | NA |
| 2. | Q23. | There is a permitted smoking area outside of the premises | NA |
| 3. | Q24. | All heaters are subject to regular maintenance | NA |
| 4. | Q28. | Fire safety procedures are made clear to contractors prior to commencement of work | NA |
| 5. | Q29. | Adequate means of escape having considered the number of people in the building | NA |
| 6. | Q30. | Doors open and close easily | NA |
| 7. | Q31. | Doors open in direction of escape | NA |
| 8. | Q32. | Fire exits are available at all times and have correct mechanisms | NA |
| 9. | Q33. | Travel distances are not excessive (they are no more than 25m) | NA |
| 10. | Q36. | Adequate borrowed light from street. Torches also provided to staff where necessary. | NA |
| 11. | Q37. | Callpoint/shout-out/manual rotary bell used as means of giving warning | NA |
| 12. | Q39. | Adequate fire extinguishers present | NA |
| 13. | Q40. | All extinguishers are readily accessible | NA |
| 14. | Q44. | No automatic fire alarm installed - small premises | NA |
| 15. | Q46. | Testing and maintenance of emergency lighting in place | NA |

Observation Comments

Here are the following observations comments with any apparent hazards:

| No. | Q No. | Item |
|-----|-------|------|
| 1. | Q27. | YES |

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This is your Fire Risk Assessment

It is a legal document, which must be made available for inspection by an inspecting officer from the enforcing authority. The satisfactory completion of all items contained in this report will ensure an acceptable level of safety for all relevant persons from fire and that the building(s) comply with current fire safety legislation. The FRA is a method that ensures suitable fire safety management procedures are in place.

Keep this FRA in a safe place.

Revision of this Risk Assessment

It is a requirement for the Responsible Person/Duty Holder to ensure that this fire risk assessment is reviewed regularly so as to keep it up to date. Particularly if:

- There is reason to suspect it is no longer valid
- There has been a significant change to which this assessment relates including: when the premises, technical and organisational measures, or organisation undergo significant changes, extensions or conversions
- Following a near miss (after a fire or where evidence suggests that a fire could have occurred)

It is recommended that the fire precautionary arrangements contained within this assessment are checked annually and that all fire related equipment and fittings are regularly maintained and serviced in accordance with manufacturers and British Standard.

For further guidance visit www.jtafire.co.uk

For further advice or urgent assistance email info@jtafire.co.uk