



Root & Branch	FIRE Risk Assessment In accordance the Management of Health and Safety Regulations 1999	Ref: RA0041 Date: 29/08/17
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	Task: <i>Fire Risk Assessment</i> Stage One <i>Identify all Possible Heat or Ignition Sources</i>	Location: <i>Root & Branch Craft Room</i>
	Name of Assessor S.R. Coombs	Name of Reviewer Mark Wild
	Job Title R & B Health & Safety Officer	Job Title Trustee
	Signature S Coombs	Signature 
	Persons Potentially at Risk	
	Operator	Other service users
	Staff / Volunteers	Public /Other Contractors
Y	Y	Y

Estimated Level of Fire Risk (Based on Maximum Risk Identified)		
Low (1-4)	Medium (5-12)	High (13-25)
Yes	Yes, until properly assessed and fire prevention Countermeasures enacted	No

Emergency Details			
Nearest Fire Station:	<i>Farringdon Fire Station & Upper Stratton Swindon</i>	Telephone No:	General Emergency; 999
Nearest Fire Extinguisher:	<i>CO2 and Foam Extinguishers by Kitchen to Garden Main Door</i>	<i>First Aid Kit in Kitchen</i>	<i>Additional Kits in Forge and Wood Shop</i>
First Aid:	<i>First aiders listed on board in lobby</i>		

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Likelihood - L	Rating Given	Severity of Outcome - S	Rating Given
Highly Unlikely	1	First Aid injury or minor property damage	1
Unlikely	2	Minor injury or property damage	2
Medium	3	Potential lost time injury or short term ill health	3
Likely, may occur regularly	4	Major illness or injury	4
Highly Likely, certain or almost certain to occur	5	Fatal or disabling injury or serious ill health	5

Apply a rating to both **likelihood** and **severity** and then multiply together to give actual risk rating of a particular hazard

Stage 1; Establish Possible Heat Sources, Eliminate or Reduce Risk Potential



Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Some craft room equipment is a heat source which could lead to fire	Defective equipment particularly items such as a Pyrography wood burning iron, the hot melt glue gun tool, can present a risk of heat build-up and or sparking, presenting a possible fire risk.	3	4	12	<p>If any equipment is thought to be defective at any time, or If there is a Strong burning smell. Cease use of the equipment.</p> <p>Isolate the Power Supply, and attach a defect tag to prevent further use. Report any defects to your supervisor immediately.</p> <p>Ensure machines are regularly serviced in accordance with manufacturers recommendations.</p>	1	4	4	
The log burning stove	The log burning stove emits a great deal of heat, also the cast iron casing becomes hot enough to set fire to inflammables placed nearby or upon it. Sparks and cinders can be emitted when the stove door is open.	4	3	12	<p>Only staff and volunteers are permitted to light and add fuel to this equipment. Great care needs to be taken when the stove door is open, such that sparks and burning clinker do not escape. Logs should be placed into the firebox in a gentle manner, not thrown in.</p> <p>Ensure that the fire guard is in place and that items such as tea towels and peoples apparel are not allowed to be draped over the guard or stove area for drying as they can represent a serious fire risk.</p> <p>The stove is to be serviced and chimney/flue swept annually each July as per R&B Schedule.</p> <p>Use equipment in full accordance with manufacturers recommendations as contained in the handbook</p>	1	3	3	

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Fixed mains electric power supply circuits can be damaged, faulty or overloaded	Any of the afore mentioned faults can result in a serious fire	3	4	12	All mains electric circuits checked, by a qualified electrician every five years as per Legislation to confirm that insulation meets requirements.	1	4	4	
Portable electrical Equipment can cause a fire through insulation breakdown, damaged cables and poorly fitted electrical plugs	Any of the afore mentioned faults could cause a small localised fire	3	3	9	All portable electric appliances subjected to twelve monthly PAT testing. Any PAT test fails are to be immediately withdrawn from service and locked away to prevent others using.	1	3	3	
Portable Heaters	Portable heaters Could cause a fire, if poorly sited.	2	4	8	Care taken where locating the heater, so as the heat does not play directly onto a flammable material. Also ensure that items are not draped over or on to the heater such as tea towels or apparel.	1	2	2	

Move on to Stage 2 Establish what combustible materials are in the vicinity, eliminate or minimise risk potential, Ensure that any heat source and combustible materials if not removed, are totally segregated

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	Task:	Fire Risk Assessment		Location:	Root & Branch Craft Room
		Stage 2; <i>Identify all Combustible Materials, Minimise Risk by Removal or Segregation</i>			
	Name of Assessor	S.R. Coombs		Name of Reviewer	Mark Wild
	Job Title	R & B Health & Safety Officer		Job Title	Trustee
	Signature	S Coombs		Signature	
	Persons Potentially at Risk				
Operator	Other service users	Staff / Volunteers	Public /Other Contractors		
Y	Y	Y	Y		

Estimated Level of Fire Risk (Based on Maximum Risk Identified)		
Low (1-4)	Medium (5-12)	High (13-25)
Yes	Yes, until properly assessed and fire prevention Countermeasures enacted	No

Emergency Details			
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Likelihood - L	Rating Given	Severity of Outcome - S	Rating Given
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Apply a rating to both **likelihood** and **severity** and then multiply together to give actual risk rating of a particular hazard

Stage 2 Identify combustible material sources, eliminate or minimise risk potential

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Log Burner flue/chimney	Deposits of carbon/soot can adhere to the inner part of the flue and become a combustion risk	3	4	12	Flues should be swept and cleaned on an annual routine	1	4	4	Flue sweeping to be added to the root and branch administrators events calendar, scheduled for each summer
Combustible Materials such as Fuel & Kindling for the Log Burning Stove	Fuel & kindling could be set afire by spark or flaming cinders, from the log burner when the fire box door is open for refuelling which could lead to a serious fire	3	4	12	Logs, kindling and newspaper to be stored at least 0.5metre distance from the stove. Care must be taken when adding logs, to place them in a gentle manner, not thrown in.	1	4	4	
Combustible materials such as white spirit, paint varnish, wood stain, polish & glue	Storage of highly Combustible materials, can represent a fire hazard	2	3	6	Storage of the afore mentioned materials to be minimised to regular daily use items and never to exceed one litre by volume. All other materials and volumes in excess of one litre to be stored in the controlled C.O.S.H.H facility.	1	4	4	
Over flowing waste bins	Over flowing waste bins, can represent a fire risk	2	3	6	Service users trained that all waste bins to be emptied each day as part of the daily good housekeeping routines, filled into black plastic bags and these moved to the segregated large bin storage area.	1	3	3	

Move on to Stage 3 Evaluate who is at risk, and special vulnerable people

Stage 3; Evaluate Who is at Risk, and Identify Special Vulnerable People

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Establish who is at risk from Fire	Any person on site is at risk of death or injury in case of a fire	3	4	12	<p>All staff, service users, volunteers, adjoining neighbours and any visitors are at risk, the following measures are in place;</p> <ol style="list-style-type: none"> 1. The fire roll call register contains the names of all persons, including visitors on the site each day. This fire roll call is used at the assembly point to ensure that all persons are accounted for, and a person assigned to call the fire brigade should they be required. 2. Fire exits are clearly marked. Diagrams clearly showing the safe route to the assembly point are posted throughout. 3. Sounding of the alarm and complete fire drills are completed monthly on a rotation of Monday, Tuesday and Thursday peoples. 4. Key Staff and volunteers are assigned to looking after and assisting service users with mobility difficulties 5. The fire marshal confirms that the building is clear of people, and upon checking confirms when the buildings are safe to be returned to. 6. Adjoining neighbours have been fully consulted and they participate in our fire drills 	1	4	4	

Stage 4; Evaluate and Act confirm Progress using the Check List below

Fire Risk Assessment Checklist

- | | |
|---|---|
| A) Have you assessed the risks of fire in your Work Place..... | YES See issued risk assessments |
| B) Have you assessed the risk to Staff, Volunteers, Service Users and Visitors..... | YES See roll call, and evacuation plans |
| C) Have you kept any source of Heat and Fuel Apart | YES See issued risk assessments |
| D) Have you Secured any Fuel that an Arsonist could use..... | YES Stored in Pad locked COSHH Facility |
| E) Have you protected your premises against Fire..... | YES Extinguishers & smoke alarms |

How Can You make sure that everyone is Safe in case of a Fire?

- | | |
|--|---|
| F) Will you know that there is a Fire..... | YES Alarm will be sounded continuously |
| G) Do you have a plan to advise others..... | YES Adjoining neighbours consulted & alarm |
| H) Who will ensure everyone gets out..... | Yes Managers roll call & fire marshal check |
| I) Who will call the Fire Brigade..... | YES Manager or delegated representative |
| J) Could you put out a small fire Quickly..... | YES Staff trained with use of extinguishers |

How Will Everyone Escape?

- | | |
|--|--|
| K) Have you Planned Escape Routes..... | YES Escape routes posted all over the site |
| L) Have you ensured people will be able to find their way out..... | YES Exits are clearly signed |

Stage 5; Record, plan and train confirm progress, using the check list below

- | | |
|---|---|
| M) Have you made a record of what you have found & Actions taken..... | YES See issued risk assessments |
| N) Have you Planned what everyone will do if there is a Fire..... | YES See posted, In Case of Fire Instructions |
| O) Have You discussed the plan with Staff & Service Users..... | YES All staff participated in roles & trained |
| P) Ensured that everyone can fulfil their Role | YES Full practice runs carried out – All good |
| Q) Consulted others who share your building..... | YES Fully shared plans with Neighbours |

Stage 6; Review process - Review Have You?

R) Made any changes to the building.....	YES new standalone building added, and fully incorporated to fire evacuation plan
S) Had a Fire or Near Miss.....	NO There have been no incidents
T) Changed Work Practices.....	NO There have not been any changes
U) Begun to store Dangerous Chemicals.....	NO There are no new dangerous chemicals
V) Significantly changed stock levels.....	NO changes of Stock Levels
W) Have you planned your Next Fire Drill.....	YES Monday, First week of September