



Root & Branch	FIRE Risk Assessment In accordance the Management of Health and Safety Regulations 1999	Ref: RA0042 Date: 27/09/17
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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 Admin Office</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			
Nearest Fire Station:	<i>Farringdon Fire Station & Upper Stratton Swindon</i>	Telephone No:	General Emergency; 999
Nearest Fire Extinguisher:	<i>Foam Extinguisher by Exit 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 Office equipment is a heat source. which could Lead to fire	Defective equipment overheating could lead to a fire	3	4	12	If thought to be defective at any time, If there is a strong burning smell. Cease use of machine Isolate the Power Supply, and attach a defect tag to isolate from use. Report any defects to your Supervisor Immediately. Particular care should be applied to ensuring that power transformers used by lap tops and cordless telephones are not covered by cloths or paper	1	4	4	
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	

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Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Portable Electric Heaters	Radiated heat could set fire to materials draped over or very close adjacent items	1	1	1	In the R & B office we use the safest of currently available heater types being an oil filled radiator. However care must still be taken to ensure that flammable materials are not draped on or over these heaters	1	1	1	

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: <i>Fire Risk Assessment Stage 2; Identify all Combustible Materials, Minimise Risk by Removal or Segregation</i>		Location: <i>Root & Branch Admin Office</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 Y	Other service users Y	Staff / Volunteers Y	Public /Other Contractors 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 exit door to garden</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>		

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

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Storage of Flammable materials	Flammable materials catching fire	1	3	3	Storage of flammable materials such as printer paper and inks is minimal. Paper files to be kept in metal filing cabinets	1	3	3	
Over flowing waste bins	Over flowing waste bins, can represent a medium fire hazard	2	3	6	Good Housekeeping will minimise risk	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