

Fire Risk Assessment

The Senior Management Team of Office Space in Town recognise the statutory requirement placed on them to establish a Fire Risk Assessment for all company premises.

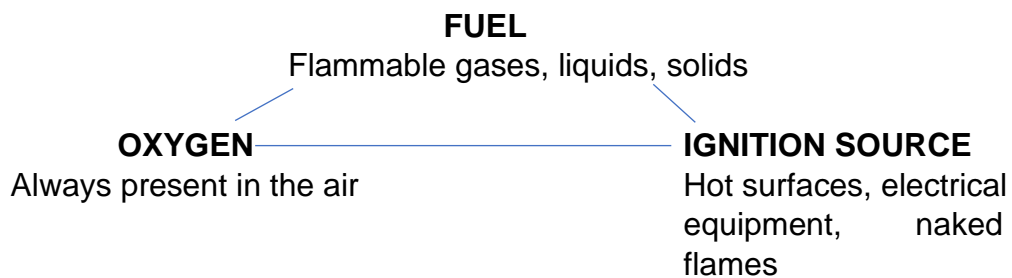
Training, support, monitoring and review of the Fire Risk Assessment will be carried out to comply with best practice guidelines.

THE FIVE STEPS OF THE FIRE RISK ASSESSMENT

- Hazard identification and control
- Means of detection and warning
- Means of escape and evacuation plan
- Firefighting equipment
- Communication and training
- Hazard Identification and Control

The Fire Triangle

For a fire to start, THREE things are needed:



If any of these are missing a fire cannot start. We have identified the main hazards to be found in the office environment. These can be found on the following page with the appropriate control measures highlighted.

<u>HAZARDS</u>	<u>CONTROL MEASURE</u>
SOURCES OF IGNITION	
Smokers Materials. Lighters, matches, cigarettes	A no smoking policy operates within our premises External smoking areas available
Naked Flames	Specific risk assessment requests From contractors or specialist clients
Electrical /Gas/oil filled heaters. (fixed or portable)	Follow manufacturer's instructions in the event that portable units may be required
Faulty or misused electrical equipment	Electrical and mechanical planned maintenance programme in place. Portable appliance testing encouraged throughout the centre
Hot processes. Welding or grinding	Specific risk assessment and method statement to be requested from Contractors or specialist clients
Cooking	Cooking at the centre is limited to microwaves only. Toasters are prohibited from the centre and all client areas.
Obstruction of office equipment ventilation	Regular checks of client areas to ensure that IT equipment is correctly configured and ventilation has not been obstructed
Arson	Security preventative and monitoring systems will alert such an attack. Likelihood considered low
SOURCES OF FUEL	
Flammable liquid based products	Regular checks of any specialist client areas to ensure products are stored safely and to manufacturer's instructions Copies of cleaning/building contractor COSHH assessments to be requested and monitor that safe storage is being maintained
Flammable solvents	Regular checks of any specialist client areas to ensure products are stored safely and to manufacturer's instructions Copies of cleaning/building contractor COSHH assessments to be requested and monitor that safe storage is being maintained
Paper and Card	Good Housekeeping. Store away from any source of heat Regular checks of client areas
Waste Materials	Removed on a daily basis by cleaning contractor
Building fabric	Fit out carried out using appropriate fire resistant materials to meet building control/ fire officer approval
SOURCES OF OXYGEN	
Natural airflow	Closing all doors, windows, and other openings not required for ventilation particularly out of working hours
Ventilation and Air conditioning systems	Shutting down any ventilation system which are not essential to the function of the workplace.