

Fire Risk Assessment

1 Premises particulars

Premises Name:

Flashbay Ltd
Suite 6
The Fountain Centre
Imperial Wharf
SW62TW

0207 0539 555

Use of Premises

Office & Call Centre

Owner/Employer/Person in control of the workplace

HR & Office Team

Date of Risk Assessment

11th July 2014

Review

Annually

Name & relevant details of the person who carried out the Fire Risk Assessment

Philip Vincent (HR) internal ext. 1109

Grace Essex (Office Coordinator) internal ext. 1108

2 General statement of policy

Statement:

Flashbay Ltd and its affiliates are committed to providing a safe working environment.

The Company is committed to achieving high standards of Health & Safety.

The Company expects employees, visitors, contractors and other employers who work at any of our offices to share this commitment by complying with Company policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.

Commentary:

- **Planning** – The initial Fire Risk Assessment will be completed by the office appointed Health and Safety Officer. A survey of the office will be taken to assess all potential hazards. The Health and Safety Officer and HR Team will discuss how best to reduce any risks to persons in the office.
- **Organisation** – Health and Safety information is communicated to all employees via the Company Wiki and all users of the building must comply. Relevant signage is present within the office with regard to location of Fire Exits.
- **Control** – All employees have an obligation highlight notify the HR team of any Health & Safety Issues.
- **Monitoring** – Fire safety will be monitored on an on-going basis by all staff.
- **Review** - The fire risk assessment will be reviewed annually or whenever there are any changes that may make a review necessary.

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General description of premises

Description:

- **Construction detail of the premises:** Brick/Concrete
- **Approximate age of premises:** Under 10 years
- **Number of floors and staircases:**
1 floor, 6 suites
2 communal staircases (managed by Management Company)

Occupancy

Times the Premises are in use: 07:00 to 18:30

The Total Number of persons on the premises at any one time: 140 max

Spaces

Suite 1
Suite 2
Suite 4
Suite 5
Suite 6
Suite 7

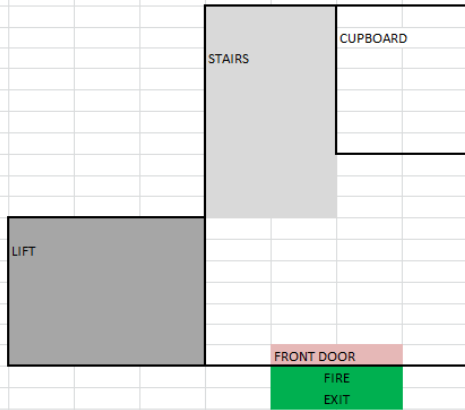
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Fire safety systems within the premises

Fire Warning System:

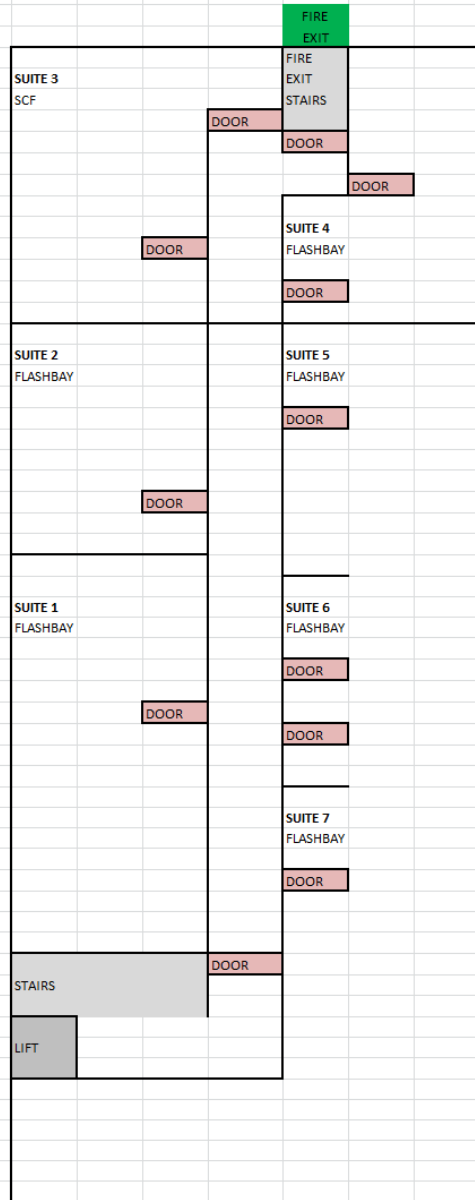
- Automatic fire detection (managed by Management Company)
- Break-glass system (managed by Management Company)

GROUND FLOOR



* PLAN IS NOT TO SCALE

FIRST FLOOR



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Identify fire hazards

Sources of Ignition:

- Smoking materials
- Fixed heaters/air conditioning unit
- IT/Server equipment
- Cooking/use of kitchen appliances
- Lighting equipment
- Arson

Sources of Fuel:

- Flammable liquids /solvents /oils etc.
- Wood /paper /cardboard etc.
- Plastics /rubber /foam
- Furniture and furnishings
- Waste materials

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Identify people at risk

Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

- **Employees**

All employees are made aware of fire safety procedure during their initial induction training. Appropriate signage is displayed throughout, to mark fire exits in the building. Any changes to fire safety procedure are communicated with all employees accordingly.

- **Visitors and/or contractors**

All visitors to the premises are supervised by a permanent employee. Appropriate signage is displayed throughout, to mark fire exits in the building.

- **Disabled employees and/or visitors**

There are two lay away areas (one by each fire exit) where wheelchair users are able to safely await evacuation. Health & Safety Officers and First Aid Trained staff are aware of fire evacuation procedure and are responsible for ensuring that the building is successfully evacuated.

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Evaluate, remove, reduce and protect from risk

There is low risk of fire starting in the office.

Reducing fire hazards

- IT regularly check all computer equipment
- Electrical kitchen appliances visible at all times and regularly monitored
- Rubbish is removed from the premises daily
- Chemicals are stored in designated areas
- The office is a No Smoking zone

Protecting people by providing fire precautions

- Appropriate signage throughout the building
- Fire extinguishers are strategically placed throughout the office and serviced annually
- All staff are required to attend a Health and Safety induction upon commencement of their employment

Commentary:

- **The need to control and monitor the number of occupants within the building**
The number of staff on site during each day is logged on our IT system. HR and Management team have access to this log to
- **The time it would likely take to escape**
Evacuation should take no longer than 10 minutes.
- **Definition and number of escape routes, distance to the nearest exit**
There are two fire exits, one at each end of the building. From any one point in the building no employee would be more than 50 metres away from a fire exit. Each fire exit is clearly signposted. Both exits are wide enough to fit a standard wheel chair.
- **Final destination of escape**
Fire exits lead to places of safety, not to an enclosed yard.
- **Door openings and door fastenings**
Doors to all office suites are fire resistant and remain closed at all times. All doors can be opened and unlocked from the inside without the need of a key.
- **Provisions for people with disabilities**
There are two lay away areas (one by each fire exit) where wheelchair users are able to safely await evacuation. Health & Safety Officers and First Aid Trained staff are aware of fire evacuation procedure and are responsible for ensuring that the building is successfully evacuated.

Commentary:

- **Number and availability of staircases**
The lift should not be used in the event of fire. There are two stairways at either end of the building, both are wide enough to fit a standard wheel chair.
- **Final destination of escape**
Fire exits lead to places of safety, not to an enclosed yard.
- **Provisions for people with disabilities**
There are two lay away areas (one by each fire exit) where wheelchair users are able to safely await evacuation. Health & Safety Officers and First Aid Trained staff are aware of fire evacuation procedure and are responsible for ensuring that the building is successfully evacuated.

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Fire safety signs & notices

Commentary:

Fire exits are clearly marked and signposted in the corridors. Fire doors are marked with “Keep clear” notices and “Push bar to open” instructions.

Fire safety information is posted in the corridor (managed by Management Company).

Internal fire resisting doors are indicated with “Fire door keep shut” signage. Internal fire resisting doors to cupboards are indicated with “Fire door keep locked shut” signage. These are closed with a latch rather than a key lock so that they can be easily opened in an emergency if necessary.

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Fire warning system

Commentary:

Fire alarm system is tested every Friday (managed by Management Company).

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Emergency lighting system

Commentary:

Not applicable. Office is not used outside of daylight hours.

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Fire fighting equipment

Commentary:

Fire extinguishers within office suites are maintained by Flashbay Ltd. and serviced annually.

Fire extinguishers in the corridors are maintained by the Management Company and serviced annually.

Is there a maintenance programme for the fire safety provisions in the premises? Yes

Commentary: Communal areas are managed by the Management Company, office suites (1,2,4,5,6 &7) are managed by Flashbay Ltd.

Are regular checks of fire resisting doors, walls & partions carried out? Yes

Commentary: Communal areas are managed by the Management Company, office suites (1,2,4,5,6 &7) are managed by Flashbay Ltd.

Are regular checks of escape routes & exit doors carried out? Yes

Commentary: Communal areas are managed by the Management Company, but are monitored by all users.

Are regular checks of fire safety signs carried out? Yes

Commentary: Communal areas are managed by the Management Company, but are monitored by all users.

Is there a maintenance regime for the fire warning system? Yes

Commentary: The fire alarm system is managed by the Management Company; it is tested weekly, usually on Friday mornings.

Is there a maintenance regime for the emergency lighting system? No

Commentary: Not applicable. There is no emergency lighting system in the building.

Is there maintenance of the fire fighting equipment (By competent person)? Yes

Commentary: Fire extinguishers are serviced annually by a qualified service company. Extinguishers in communal areas are managed by the Management Company. Extinguishers in the offices are managed by Flashbay Ltd.

Are records kept & their location identified? Yes

Commentary: Extinguishers in communal areas are managed by the Management Company. Extinguishers in the offices are managed by Flashbay Ltd.

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Method for calling the fire service

Fire service can be called from an office phone, or mobile phone off-site if too dangerous to use phone on site.

Call 999

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Emergency Action Plan (EAP)

This is covered in the **Health and Safety induction**, which all new employees attend on their first day at Flashbay Ltd.

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Training

First Aid trained employees are also Fire Wardens.

Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified
<p>*Insert additional pages as required</p>			

Significant Finding	Control Measure/Action

***Insert additional pages as required**

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Additional hazards

Specify:

Need to consult fire service

Yes / No