

Fire Risk Assessment

**Unit 29 – 30 The Talina Centre
Flashbay Limited**

Date: 1st December 2014

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Fire Risk Assessment

1

Premises particulars

Premises Name

FLASHBAY UK WAREHOUSE

Address

UNIT 29-30
THE TALINA CENTRE
23A BAGLEYS LANE
SW6 2BW LONDON UNITED KINGDOM
Tel no: 0207 371 7333

Use of Premises

STORAGE – WORK PLACE

Owner/Employer/Person in control of the workplace

PRZEMYSŁAW K LIS ON BEHALF OF
FLASHBAY LIMITED

Date of Risk Assessment

01/08/2014

Date of Review

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

PRZEMYSŁAW K LIS
WAREHOUSE OPERATIONS MANAGER

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General statement of policy

Statement:

It is the policy of Flashbay Limited to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements.

Commentary:

The Fire Safety Management Plan is contained with the Health and Safety file and it kept in the Health and Safety manager's office.

The plan confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the five step approach detailed in the HM Government fire safety risk assessment guide.

The significant findings will be recorded.

Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters, the employer has made the Health and Safety Manager Przemyslaw K Lis responsible for fire safety matters, which include the fire risk assessment and all matters appertaining to it.

The Health and Safety Manager is responsible for:

- Deciding the fire safety protective and preventative measures
- Ensuring they are implemented and communicated to other employees
- Routine periodic checks of all systems

Fire Safety is an agenda item for the quarterly manager's meeting.

There are no other occupiers to inform of fire safety issues or to co-operate and co-ordinate with.

The Health and Safety Manager is responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

Fire Drills are carried out every six months.

All fire training, routine checks and engineers tests of fire safety equipment are recorded in the Fire Log Book.

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General description of premises

Description:

The building comprises of five semi-detached warehouse units, approximately 12m x 10m each, 2 floors without basement, traditionally brick built with pitched metal slate roof with no ceiling insulation. Built approximately 1970.

Flashbay Limited occupies two units in the building known as unit 29 and 30.

The premises are considered to be of low risk taking into account the likelihood of fire and likely consequences. In the event of fire there is little chance of anyone being placed at risk due to the fire safety measures in place.

Each unit has one internal stairway which is protected from all areas on each floor by fire resisting walls, partitions and self-closing fire doors. Ground floor area is divided by temporarily mounted PVC strips creating a wall which could be easily removed (if needed). First floor area comprise of an office and balcony. There is one internal metal emergency escape staircase leading from the balcony in unit 29 to ground level where three fire exits are located.

Occupancy

Times the Premises are in use: 8:30am to 6:00pm

The Total Number of persons Employed within the premises at any one time: 7

The Total Number of persons who may resort to the premises at any one time: 6

Size

Building footprint (Metres x Metres): 12m x 10m

Number of floors: 2

Number of Stairs: Unit 30 œ 1 internal, Unit 29 œ 2 internal.

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Fire safety systems within the premises

Fire Warning System: (automatic fire detection, break-glass system to BS 5839)

Fire Warning System complying to BS 5839: Part 1. Break-glass call points are provided in the staircases on each landing in unit 30 and on down landing in unit 29 as well as beside all doors to the building on the ground floor. Smoke detectors have been provided in the staircases, on the ground floor, balconies and offices except WCs and tea rooms.







Emergency Lighting: (non-maintained, 1h/3hr duration to BS EN 60598)

Non-maintained type to 3 hours emergency escape lighting system complying to BS EN 60598 provided on all levels within the internal staircases, offices, WCs, and the ground floors in unit 29 and 30.

Other: (i.e. Sprinkler system to LPC rules BS 5306)

Unit 29 - Ground Floor - Flashbay UK Warehouse

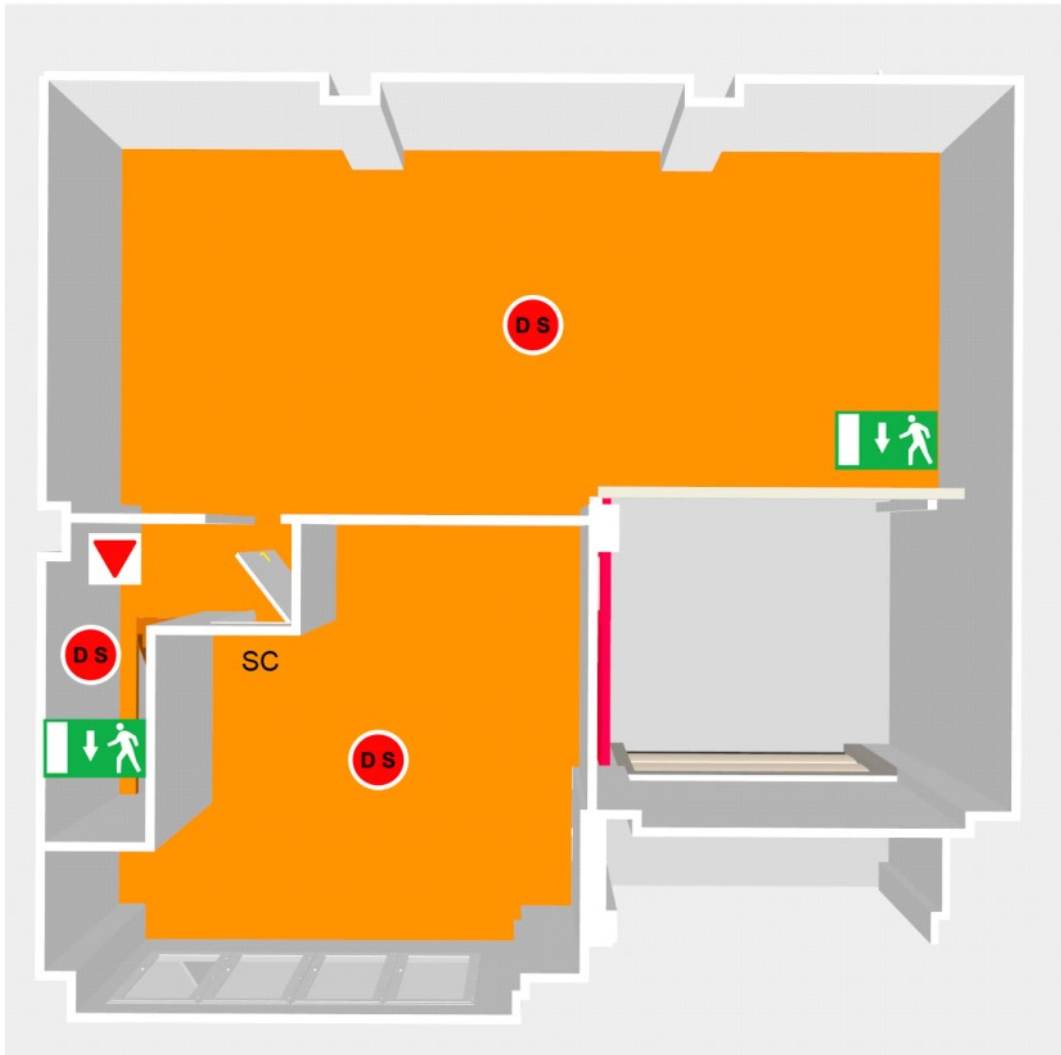








	Fire Alarm Call Point
	Fire Extinguishers
	Main Electricity Isolator
SC	Self-Closing Door
	Water Stopcock
	Smoke Detector
	Fire Exit

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Plan drawing







Unit 29 - Upper Floor - Flashbay UK Warehouse



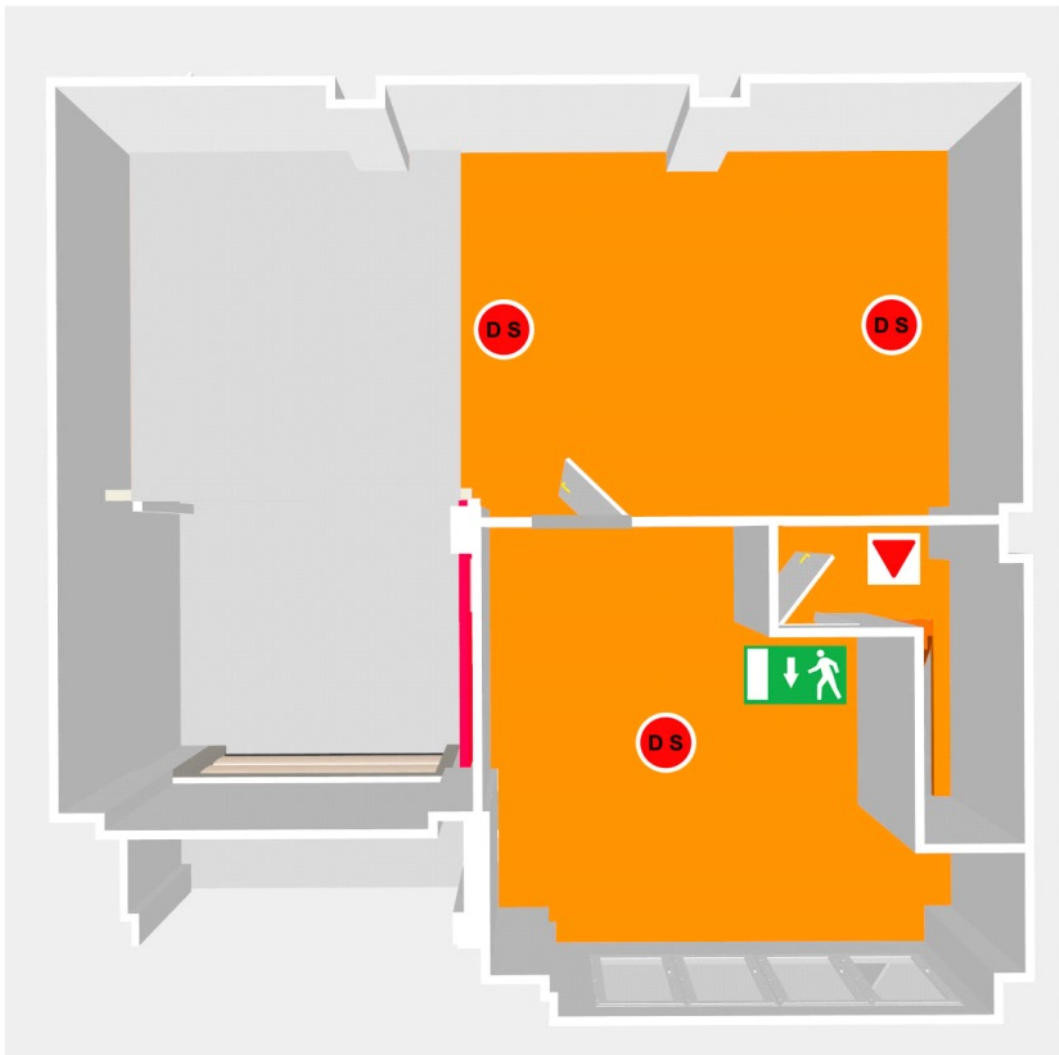
	Fire Alarm Call Point
	Fire Extinguishers
	Main Electricity Isolator
SC	Self-Closing Door
	Water Stopcock
	Smoke Detector
	Fire Exit







Unit 30 - Ground Floor - Flashbay UK Warehouse



	Fire Alarm Call Point
	Fire Extinguishers
	Main Electricity Isolator
SC	Self-Closing Door
	Water Stopcock
	Smoke Detector
	Fire Exit

Unit 30 - Upper Floor - Flashbay UK Warehouse



	Fire Alarm Call Point
	Fire Extinguishers
	Main Electricity Isolator
SC	Self-Closing Door
	Water Stopcock
	Smoke Detector
	Fire Exit

Sources of Ignition:

The ignition sources are mainly those commensurate with office / warehouse premises, being office electrical equipment such as computers, printers, and monitors etc. There are also air conditioning units in each office room on the first floor and tea rooms in each unit contain items such as toasters, kettles and microwave ovens. The ground floor in each unit is being heated using electrical equipment such as indoor infrared heaters.

Smoking is not allowed in the building and purpose made cigarette bins are provided in the designated 'Smoking Area' at the rear of the building.

Sources of Fuel:

The sources of fuel are those commensurate with office / warehouse premises being furniture, stationery and combustible office / warehouse equipment. Majority of the work is completed manually so there are vast amounts of paper. Waste paper bins are emptied every night and the waste is stored outside away from the building in metal bins. There is no gas currently in the building.

Air-conditioning is self-contained in each room and is not ducted through the building. There is therefore, no relevant hazard with oxygen supply for a potential fire.

There are no additional sources of oxygen other than normal air.

Work Processes:

The work processes are commensurate with normal office / warehouse premises. There are no processes that pose a significant fire hazard. A competent electrician maintains all the portable electrical equipment by PAT testing and the installed electrical systems are inspected periodically in accordance with Institute of Electrical Engineers (IEE) recommendations. There is a service level agreement with the Flashbay IT team to service all IT equipment. The company policy is to close down all unnecessary electrical equipment at night.

Structural features that could promote the spread of fire:

This is a relatively speaking new building, built around 1970-1980.

All services and compartments have been inspected by a building surveyor in and confirmed as adequately fire stopped at wall/floor penetrations and there are no voids or false ceilings.

There have been no building alterations since that inspection in.

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

Employees are distributed throughout the buildings. All staff are given an induction including all safety procedures on first being employed on the premises. This is acknowledged and recorded in their personnel file.

Cleaning staff who work during a normal working hours may be isolated in the building. These persons are given a safety induction including all fire safety procedures on first being employed on the premises. An agreement is in place that employer will provide the staff with general fire safety training including the use of fire extinguishers. Evidence is supplied to confirm this.

Visitors and contractors notify the workplace manager on every visit. All contractors who may be working on the site have been accepted as approved contractors with a general 'permit to work' system in place. General visitors are always accompanied by an employee who will brief them on the fire evacuation procedures and the alarm signal which is a bell. Employees are made responsible for their guests during any evacuation.

At the present time there are no employees with disabilities.

Visitors and contractors are invited by a clear notice. The workplace manager is informed and suitable measures put in place to ensure their safe evacuation in the event of fire, in cases where it is obvious how to help them. Any unusual disability, where it is not so obvious what assistance may be needed, is checked by consulting the Government Fire Safety Risk Assessment Guide to Means of Escape for Disabled People.

Some employees work late and may find themselves isolated in parts of the building during these times. Automatic fire detection provides early warning of fire.

There are no persons less than 18 years of age employed at present. There is an awareness of the additional requirements in fire legislation if under 18's or school age children are employed.

There are six-monthly fire evacuation drills carried out at varying times of the day to ensure all staff take part at least once a year and remain familiar with the emergency procedures. Records are maintained in the fire log-book.

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Means of escape øhorizontal evacuation

Commentary:

All employees are trained in what actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would prejudice their evacuation from the premises. Systems are in place as described in Section 8 regarding people with disabilities or sensory impairments.

There are sufficient fire exits from the premises of suitable width and within acceptable travel distances in accordance with the Warehouse Guide. These will allow all persons in the premises to evacuate safely in the event of fire. Emergency exits open outwards in escape direction. There are no 'dead-end' conditions.

It is anticipated that a fire in the building would be a slow to medium growth fire involving paper and wood type materials. It is also anticipated that any fire would be noticed fairly soon after ignition by persons, due to the working practices of the building. Furthermore, some areas and escape routes are covered by automatic smoke detectors. This automatic smoke detection provides early warning for employees or cleaners who may be isolated e.g. working late.

It is anticipated that all employees and persons resorting to the building would have evacuated the building in less than two minutes, before any escape route becomes untenable. This has been demonstrated in fire drills.

All door fastenings can be easily opened at all material times without the use of any keys and all escape routes lead to a place of safety in the open air.

All escape routes internal and external, are covered by Emergency Lighting which operates automatically if the power to the lighting circuits fails.

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Means of escape øvertical evacuation

Commentary:

First Floor - There is two internal stairways fire escape serving the first floor in unit 29.

First Floor – There is one internal stairway fire escape serving the first floor in unit 30.

Overall - There are sufficient stairways and exits in the premises for means of escape in accordance with the Guide for the Warehouse.

11 Fire safety signs & notices

Commentary:

There are adequate fire safety signs and notices in the premises in accordance with the Guide.
All emergency exit routes and doors are adequately signposted with green 'running-man'.
Fire Action Notices are displayed beside each break glass.
All self-closing fire doors display 'Fire Door – Keep Shut' signs.
Fire extinguisher positions are marked by appropriate signs showing the type.

12 Fire warning system

Commentary:

The system is described in section 5 of this assessment and is a continuous bell.
It is a manual / electric fire warning system comprising manual call points and automatic smoke detection. It is audible in all areas and will warn all persons resorting to the building when operated as well as a local Fire Brigade.
This is serviced 6 monthly by ATD Ltd in accordance with British Standard 5839.
It is tested weekly using a different break-glass point for each test.
This is all in accordance with the Guide.

13 Emergency lighting system

Commentary:

The system is described in section 5 of this assessment.
It is an adequate non-maintained type emergency lighting system in accordance with the Guide.
It is serviced annually by ?.
It is checked monthly by simulating a lighting power failure for 10 minutes to make sure all lighting units work correctly.

14 Fire fighting equipment

Commentary:

There are a sufficient number of fire extinguishers correctly mounted on wall brackets and located throughout the premises in accordance with the Guide. They are adequate for the risks within the premises and have been serviced within the last twelve months.
Service contract with Morgan Fire Protection Ltd, who also advise as necessary if there are any issues with numbers or type of extinguishers provided.
An extinguisher schedule is kept with the fire log-book to assist in monthly location and condition checks.

15**Management - maintenance**

Is there a maintenance programme for the fire safety provisions in the premises Yes / No

Commentary: All plug-in type electrical equipment is PAT tested annually by Flashbay IT team and a register of all equipment kept in the general Health & Safety file. Building electrical installation last tested ?.

Are regular checks of fire resisting doors, walls & partions carried out Yes / No

Commentary: Self-closing doors and door seals checked weekly by the Workplace Manager and recorded. Damage or faults on doors or walls reported for repair.

Are regular checks of escape routes & exit doors carried out Yes / No

Commentary: Weekly checks carried out by the Workplace Manager and recorded.

Are regular checks of fire safety signs carried out Yes / No

Commentary: Quarterly checks carried out by the Workplace Manager and recorded.

Is there a maintenance regime for the fire warning system Yes / No

Commentary: Weekly check carried out by the Workplace Manager and recorded.
Six monthly test carried out by contractors and recorded.

Is there a maintenance regime for the emergency lighting system Yes / No

Commentary: Monthly checks carried out by the Workplace Manager and recorded.
Annual check carried out by contractors and recorded.

Is there maintenance of the fire fighting equipment (By competent person?) Yes / No

Commentary: Monthly check carried out by Workplace Manager and recorded.
Annual inspection carried out by contractors and recorded.

Are records kept & their location identified Yes / No

Commentary: The Fire Log Book for all aspects relating to maintenance issues is kept in the Service Manager's office. All engineers' testing paperwork is kept at the rear of the Fire Log Book.

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Method for calling the fire service

Specify:

The Workplace Manager positioned near main entrance in unit 30 calls 999 from his desk any time alarm sounds unless any obvious hazard from fire or smoke.

Workplace Manager is warned each time alarm is tested to avoid false alarms.

Any difficulty due to any apparent fire is reported to senior member of staff and mobile phone used once outside the building. Alternatively neighbouring occupier's phone is used.

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Emergency Action Plan (EAP)

Commentary:

There is an Emergency Action Plan for fire, bomb threat and gas leak emergencies.

The Emergency Action Plan for fire is attached at the end of this report.

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Training

Commentary:

Training is provided by the Workplace Manager who has not had formal fire training.

Fire evacuation drills carried out six-monthly.

An annual training meeting is held to remind staff of what to do in the event of fire.

Also included – How to Call the Fire Service, and how to operate the fire alarm system.

Other emergencies such as bomb threats is also discussed.

All personnel including the Workplace Manager and HR Manager take part in this Training.

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Fire safety deficiencies to be rectified

Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified

Significant Finding**Control Measure/Action**

First Floor Unit 30 - There is only one mean of escape in unit 30 in respect of horizontal evacuation: one internal stairway fire escape serving the first floor in unit 30.

We identified the risk. We have ensured that fire extinguishers are available near the escape route. We limit the number of employees working in the area.

No survey has been done to assess structural features of the building that could promote the spread of fire

Emergency lighting system has not been serviced for last 4 years. Monthly/Weekly checks of emergency lighting system by simulating a lighting power failure done on only certain lamps (no schema available to assess the system, unknown test function that can be used to test fully the system).

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Additional hazards

Specify:

Need to consult fire service

Yes / No

EMERGENCY ACTION PLAN – FIRE

ASSEMBLY POINT

CAR PARK UNIT 29

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING) OR NEIGHBOUR'S PHONE
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM – FIRE ALARM SIGNAL IS A CONTINUOUS BELL

- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- RECEPTIONIST WILL CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING) OR NEIGHBOUR'S PHONE
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY

ALTERNATIVE ACCOMMODATION

- IN THE EVENT OF BEING UNABLE TO RETURN TO THE BUILDING IN A SHORT TIME, ARRANGEMENTS HAVE BEEN MADE WITH THE MAIN FLASHBAY OFFICE, IMPERIAL ROAD, TO PROVIDE TEMPORARY SHELTER AND OFFICE FACILITIES. BACK-UP COMPUTER RECORDS AND PHONE DIVERSIONS ARE AVAILABLE THERE TO ASSIST WITH BUSINESS CONTINUITY.

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY FOR FIRE SAFETY

RESPONSIBLE PERSON
Name: **P K LIS**
POSITION
Role: **WAREHOUSE OPERATIONS MANAGER**

FIRE RISK ASSESSMENT

PERSONS RESPONSIBLE FOR CARRYING OUT AND REVIEW

RESPONSIBLE PERSON
Name: **P K LIS**
POSITION
Role: **WAREHOUSE OPERATIONS MANAGER**

MAINTENANCE PROGRAMME

- MAINTENANCE OF FIRE SAFETY PROVISIONS
- FIRE ALARM
- EMERGENCY LIGHTING
- FIREFIGHTING EQUIPMENT
- ESCAPE ROUTES
- FIRE SAFETY SIGNS/NOTICES

RESPONSIBLE PERSON
Name: **P K LIS**
POSITION
Role: **WAREHOUSE OPERATIONS MANAGER**

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR PRODUCTION AND REVIEW

RESPONSIBLE PERSON
Name: **P K LIS**
POSITION
Role: **WAREHOUSE OPERATIONS MANAGER**

STAFF TRAINING

- PERSON RESPONSIBLE FOR:
- FIRE SAFETY TRAINING OF ALL STAFF
 - IMPLEMENTING FIRE DRILLS

RESPONSIBLE PERSON
Name: **P K LIS**
POSITION
Role: **WAREHOUSE OPERATIONS MANAGER**