

FIRE RISK ASSESSMENT C.T. SKIP HIRE

COMPOUND 4
DROME ROAD
DEESIDE INDUSTRIAL ESTATE
DEESIDE
FLINTSHIRE
CH5 2LR

OWNER/RESPONSIBLE PERSON:
CARL THOMPSON

Introduction

Fire Safety Risk Assessment

This form is intended to assist small businesses in carrying out the fire safety risk assessment. It is suitable for use in simple premises, with a simple internal layout and small numbers of people present, e.g. small offices, shops or industrial units and where people can escape unaided. In buildings with complicated escape arrangements, large numbers of people or high fire safety risk processes a more comprehensive fire safety risk assessment may be necessary.

The enclosed information follows a simple 5 step guide to completing a suitable assessment. The fire safety risk assessment does not need to be complicated, it should be a common sense review to identify the hazards (what could start a fire and what could burn), followed by consideration of the possible effects of a fire on people using the building. The important thing is that the fire safety risk assessment is systematic to ensure that every part of the premises is assessed. Every room, space or area, especially those not often used, should be included.

If you identify any significant risks you should consider if they can be reduced: first by removing the hazards and secondly by providing fire protection measures (e.g. automatic fire detection). These points should be addressed within the *'What needs to be done to make each situation safe?'* section. If your premises are located within a larger building and if a fire in your business could affect your neighbours, you should share the findings of your fire safety risk assessment with your neighbours.

Your fire safety risk assessment must be kept up to date. It is important to update the assessment if anything is changed that might affect the risk (e.g. new ignition sources or use of flammable liquids etc.). If you identify that either the likelihood of a fire occurring or there is a risk to people you may want to consider seeking further assistance.

Emergency Plan

The findings of the fire safety risk assessment should be used to prepare an emergency plan. The plan should set out to include what to do in case of fire, identify the escape routes, where to assemble and how to contact the Fire and Rescue Service. The fire safety equipment and any equipment that provides a possible ignition source (e.g. cooking, electrical appliances, etc.) should be regularly maintained to reduce the chance of fire and the risk to people. Frequent checks should also be made to make sure that the storage of materials, especially flammable materials, does not increase the risk of fire or prevent the use of escape routes. It is important that all members of staff know how to prevent fires and what to do if a fire does occur. For further guidance on the Regulatory Reform (Fire Safety) Order 2005 and for information and guidance on carrying out your fire safety risk assessment visit <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business> and follow the links in fire safety.

The 5 Step Guide to Fire Safety Risk Assessment

1. Identify the fire risks
2. Identify people at risk
3. Evaluate, remove, reduce and protect from risk
4. Record, plan, inform, instruct and train
5. Review

FIRE SAFETY RISK ASSESSMENT

DETAILS

Company Name:	CT Skip hire
Premises Name:	Compound 4
Address:	Drome Road, Deeside Industrial Estate, Flintshire, CH52LR
Responsible Person:	Carl Thompson
Position:	Owner
Date of Assessment:	24/10/17
Carried out by:	Carl Thompson with assistance
Position:	Owner
Use of the Premises:	Waste and recycling plant

OCCUPANCY

Times in Use:	Weekdays:	08:00-17:00	Weekends:	08:00-12:00
Total Numbers of Staff:	Weekdays:	2	Weekends:	1
Total of all Persons Present	Weekdays:	2	Weekends:	1

SIZE

Total Size of Premises (M ²):	30m x 15m
Number of Storeys:	single
Number of Basements:	none

Step 1 - Identify Fire Hazards (Sources of Ignition)

Type	Location	Are existing control measures suitable?	
Naked Flames	None	YES	
Portable Heaters and Heating Equipment	None	YES	
Electrical Equipment	Small office	YES	
Cooking Equipment	None	YES	
Work Process Risk(s)	In waste products	YES	
Arson	In waste site	YES	
Smoking Materials	No smoking onsite	YES	
Other Sources (including Contractors)	None	YES	



If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete
✓			
✓			
✓			
✓			
✓			

Step 1 – Identify Fire Hazards (Sources of Fuel and Oxygen)

Type	Location	Are existing control measures suitable?	
Wood / Paper / Cardboard	In waste and recycling area		NO
Plastics / Rubber / Foam	In waste and recycling area		NO
Retail Stock	None		
Furniture and Fixings (curtains, blinds etc)	None		
Flammable Material (gases / liquids / paints / thinners / glues)	None stored on site	YES	
Display Materials or Decorations	NA		
Waste Materials (refuse, packaging)	In waste and recycling area		No
Building Structure	Simple shelter, storage area.	YES	
Oxygen Supplies (air conditioning units / bottles / piped supply)	NA		



If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete
✓ Reduce amount of waste on site with regular use of landfill	Owner	Immediately	On going routine
✓ Maintain an effective quarantine and inspection process prior to adding waste to the storage area.	Owner	Immediately	On going routine
✓ Maintain site security	Owner	immediately	On going routine
✓			
✓			

Step 2 – Identifying People at Risk

Type	Findings
a) Sensory Risk: People with visual and / or hearing impairment(s)	NA, no issues with owner or assistant.
b) Mobility Risk: People with physical impairments	NA, no issues with owner or assistant.
c) Familiarity Risk: People who may be new to the premises and not familiar to its layout, seasonal workers, contractors, visitors or customers	NA, only the owner and assistant on site
d) Numbers Risk: Large numbers of people, small numbers of disabled people	NA, only the owner and assistant on site.
e) Lone Workers / People Working in Isolation / Others	The Owner and at times the assistant work alone on site in an outdoor location by the storage area, fire development would not be hidden.

Additional Information:

This is a small outdoor waste site, the owner generally works alone with help from an assistant on an occasional basis. Both are aware of the hazards and risks onsite. The location of the waste products and storage area is remote and clear from any other structures.

Step 3 ~ Evaluate, Remove, Reduce and Protect From Risk

Are ignition sources controlled to reduce the chances of fire?	YES	
Are combustible materials kept away from ignition sources?	YES	
Are all windows and openings closed last thing at night?	N/A	
Is your fire alarm system adequate for your premises?	YES	
Will everybody be warned if the fire alarm operates?	YES	
Can everyone escape without assistance?	YES	
Is the means of escape adequate for the layout of the building?	YES	
Are all fire exits easily identified by correct signage?	N/A	
Are escape routes free from obstruction and storage?	YES	
Are all doors on escape routes easily opened without a key?	N/A	
Do all doors on escape routes open in the direction of escape?	N/A	
Can everyone escape in a reasonable time?	YES	
Are escape routes adequately lit if the regular lighting system fails?	N/A	
Is the lighting adequate to illuminate circulation routes?	YES	
Do you have fire fighting equipment?	YES	
Is the fire fighting equipment adequate for the risks present?	No	
Are housekeeping and general waste management adequate?	YES	
Are security arrangements sufficient to prevent unauthorised access?	YES	
Are measures adequate to prevent the incidents of arson?	YES	
Are your premises free of any large open roof spaces or concealed ceiling voids?	N/A	
Would a fire in your premises be contained wholly within it?	YES	
Can the fire service easily get to your premises?	YES	



If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓ Basic firefighting equipment required.	Owner	Immediately	X
✓			
✓			
✓			
✓			

Step 4 ~ Record, Plan, Inform, Instruct and Train

You must record your fire safety arrangements – this includes:

Have you made an emergency plan?

Have you provided fire instruction and staff training?

Are there records of fire drills to test your training and emergency plan?

Are there records of maintenance on all fire safety measures?

Have you recorded the significant findings of this assessment on Page 9?

	NO
N/A	
N/A	
	NO
YES	

If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete
✓ Only owner on site, aware of action to take place	Owner	Immediately	X
✓ Record when basic fire fighting equipment inspected.	owner	With effect.	X
✓ Emergency plan, needs confirming with assistant.	Owner	Immediately	X
✓			
✓			

Step 5 ~ Review

Your fire safety risk assessment must be kept up to date

Date of next review

It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) **OR** if you make changes to the layout of your premises, any changes to work processes, significantly increase the amount of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time opening etc.) or any failures in your fire safety precautions then you should review your fire safety risk assessment.

24/ 10 / 2019

For further information visit the website – www.firesafetyguides.communities.gov.uk or contact the Fire Protection Section of West Yorkshire Fire & Rescue Service on 01274 682311.

A copy of this form can be downloaded from www.westyorksfire.gov.uk and follow the links from fire safety then legislative fire safety.

SIMPLE PREMISES FIRE SAFETY RISK ASSESSMENT

LEVEL OF FIRE RISK

In premises where there is a likelihood of a fire starting and spreading quickly, or a fire could start and grow undetected, and affecting the escape routes before people can use them, then the level of risk should normally be regarded at 'higher'. Such premises might include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g. heat producing machinery and processes; premises where significant numbers of the people are present and might move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread.

In premises where there is a low occupancy level and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire starting; few if any highly combustible or flammable materials or other fuels for a fire; fire is unlikely to spread quickly; and will be quickly detected so that all people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as 'lower'.

In most cases however, the risk will usually be 'normal'.

Taking into account both the active and passive fire prevention measures and general fire precautions observed at the time of this fire safety risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low ☐ Normal ☒ High ☐

In this context, a definition of the above terms is as follows: -

- Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Normal:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls.
- High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Note that, although the purpose of the above is to place the risk fire in context, the approach to fire safety risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this fire safety risk assessment should be addressed by implementing all the recommendations contained in the following action plan.

The fire risk assessment should be reviewed regularly (recommended to be annually).

SIMPLE PREMISES

FIRE SAFETY ACTION PLAN

Each item should be allocated a priority as follows: -

Priority 1:	Needs attention immediately
Priority 2:	Needs attention within 1 month
Priority 3:	Needs attention within the next 6 months
Priority 4:	Needs attention within the next 12 months

Ref:	Action Required	Priority	Action by Whom	Completion Date
1	Reduce current stock pile of waste.	2	Owner	1/12/17
2	Set up a basic firefighting equipment point with correct media for initial fire attack.	2	Owner	1/12/17
3	Ensure site plant machines are not parked overnight by the waste area.	1	Owner	24/10/17
4	Maintain and improve the boundary fencing around the site.	3	Owner	1/2/18
5	Confirm emergency action plan with assistant	1	Owner	1/2/18

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