

FIRE RISK ASSESSMENT

Employer or other Responsible Person: **Pic-Up Spares Ltd**

Address of Property: **Jersey Road
Winchwen
Swansea
SA1 7DW**

Person(s) Consulted: **Andrea Boycott**

Initial Assessor:
Reviewed by: **Dave Ball TIFireE
MB Thomas Consultancy Ltd**

Date of Initial Fire Risk Assessment: **5th April 2007**

Date Fire Risk Assessment was Reviewed: **24th October 2016**

Suggested Date for Review: **October 2017**

The purpose of this report is to provide an assessment of the risk to life from fire in these buildings, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

[24/10/2012]

GENERAL INFORMATION

1. THE BUILDING

1.1 Number of floors:

1.2 Approximate floor area: **See Site Plan**

1.3 Brief details of construction:
Various Sectional Steel Industrial Units / Brick Built Office Building

1.4 Occupancy:
Car Parts Stores & Sales / Car Dismantling Yard

2. THE OCCUPANTS

2.1 Approximate maximum number: **31**

2.2 Approximate maximum number of employees at any one time: **23 employees**

2.3 Maximum number of members of public: **0-10 members of the public**

3. OCCUPANTS AT SPECIAL RISK

3.1 Sleeping occupants: **N/A**

3.2 Disabled occupants: **Possible Disabled Visitors**

3.3 Occupants in remote areas: **N/A**

3.4 Others: **N/A**

4. FIRE LOSS EXPERIENCE

None Advised

5. OTHER RELEVANT INFORMATION

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The Regulatory Reform (Fire Safety) Order 2005 applies to this building:

6.2 Other relevant fire safety legislation:

6.3 Comments:

A copy of 'Fire Safety Risk Assessment – Factories & Warehouses' was provided to the company with the initial Fire Risk Assessment undertaken by FireQuip.

The book been published by HM Government to provide guidance on the requirements of the Regulatory Reform (Fire Safety) Order 2005 which came in to force on 1st October 2006.

Copies of the document can be downloaded free of charge online and are available from the following website:

<http://www.communities.gov.uk/publications/fire/firesafetyrisk3>

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? Yes No

7.2 More specifically:
Fixed installation periodically inspected and tested? Yes No
Records of Fixed Wiring inspections are available up on request.

Portable appliance testing carried out? Yes No
PAT testing is undertaken annually.

Suitable policy regarding the use of personal electrical appliances? Yes No

Suitable limitation of trailing leads and adapters? Yes No

7.3 Comments and hazards observed:
• **Ensure that all Fixed Wiring for all of the buildings is current and up to date.**

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes No

8.2 More specifically:
Smoking prohibited in the building? Yes No

Smoking prohibited in appropriate areas? Yes No

Suitable arrangements for those who wish to smoke? Yes No

Absence of any evidence of breaches of policy? Yes No

8.3 Comments and hazards observed:
Advised that smoking is banned on site.

9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable? Yes No

9.2 Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders? Yes No

9.3 Comments and hazards observed:

Existing Provisions:

Security Shutters on Office Building.

Perimeter Fence & Gates to Dismantling Yard.

CCTV Cameras (Linked to Monitoring Station).

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided as far as practicable? Yes No

10.2 If portable heaters are used,

is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided?

N/A Yes No

are suitable measures taken to minimize the hazard of ignition of combustible materials?

N/A Yes No

10.3 Are fixed heating installations subject to regular maintenance? N/A Yes No

10.4 Comments and hazards observed:

Hot air electric heaters are used rather than halogen.

11. COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

11.2 More specifically:

Filters changed and ductwork cleaned regularly?

N/A Yes No

Suitable extinguishing appliances available?

Yes No

11.3 Comments and hazards observed:

Only a Microwave is present which is PAT tested annually

12. LIGHTNING

12.1 Does the building have a lightning protection system? Yes No

12.2 Comments and deficiencies observed:

13. OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION.

13.1 Ignition sources:

13.2 Comments and hazards observed:

14. HOUSEKEEPING

14.1 Is the standard of housekeeping adequate? Yes No

14.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes No

Avoidance of unnecessary accumulation of combustible materials or waste? Yes No

Appropriate storage of hazardous materials? N/A Yes No

Avoidance of inappropriate storage of combustible materials? Yes No

14.3 Comments and hazards observed:

- **Some waste is stored behind the fence near to the entrance. Please ensure this is removed as it poses a risk of arson.**
-

15. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS.

15.1 Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)? Yes No

15.2 Are fire safety conditions imposed on outside contractors? Yes No

15.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits? N/A Yes No

Building & Maintenance Work

Many serious fires occur during building work. Any building, decorating or maintenance work should therefore be closely supervised. Contractors should have the nearest fire alarm, telephone and escape route pointed out to them, be instructed to keep fire exit routes free from obstruction and told of the action they should take in the event of fire.

FIRE PROTECTION MEASURES

16. MEANS OF ESCAPE FROM FIRE

- 16.1 It is considered that the building is provided with reasonable means of escape in case of fire. Yes No
- 16.2 More specifically:
- Adequate provision of exits? Yes No
 - Exits easily and immediately openable where necessary? Yes No
 - Fire exits open in direction of escape where necessary? Yes No
 - Avoidance of sliding or revolving doors as fire exits where necessary? Yes No
 - Satisfactory means for securing exits? Yes No
 - Reasonable distances of travel:
 - Where there is a single direction of travel? Yes No
 - Where there are alternative means of escape? Yes No
 - Suitable protection of escape routes? Yes No
 - Suitable fire precautions for all inner rooms? N/A Yes No
 - Escape routes unobstructed? Yes No
- 16.3 It is considered that the building is provided with reasonable arrangements for means of escape for disabled occupants. Yes No

- 16.4 Comments and deficiencies observed:
- **A new ½ hour fire door to the store room opening adjacent to the office on the ground floor of the parts storage warehouse has been fitted following the previous recommendations made. This door should be kept locked shut when not in use to protect the escape route for occupants of the office. Provide 'Fire Door Keep Locked' sign to the outside face of this door.**

MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

17.
17.1 It is considered that there is:

compartmentation of a reasonable standard.

Yes No

reasonable limitation of linings that may promote fire spread.

Yes No

17.2 Comments and deficiencies observed:

18. ESCAPE LIGHTING

18.1 Reasonable standard of escape lighting system provided¹?

Yes No

18.2 Comments and deficiencies observed:

- **Emergency lighting to be installed on both floors of the parts storage building to illuminate fire escape routes & stairways.**
- **Emergency lighting has been installed to illuminate exit stair from 1st floor of office building and ground floor exit as previously recommended.**

19. FIRE SAFETY SIGNS AND NOTICES

19.1 Reasonable standard of fire safety signs and notices?

Yes No

19.2 Comments and deficiencies observed:

-

20. MEANS OF GIVING WARNING IN CASE OF FIRE

20.1 Reasonable manually operated electrical fire alarm system provided²?

There is a siren in the Depollution building, and also there the men have hand held radios through the yard.

Yes No

20.2 Automatic fire detection provided?

Yes (throughout building) Yes (part of building only) No

20.3 Remote transmission of alarm signals?

Yes No

20.4 Comments and deficiencies observed?

-

21. MANUAL FIRE EXTINGUISHING APPLIANCES

21.1 Reasonable provision of portable fire extinguishers?

Yes No

21.2 Hose reels provided?

Yes No

21.3 Comments and deficiencies observed:

- Fire extinguishers on mezzanine floor of parts storage building require wall mounting or sitting on stands and extinguisher ID signs provided.
- Fire extinguisher in tyre bay requires wall mounting and extinguisher ID sign fitted above.

22. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

22.1 Type of system:

23. OTHER RELEVANT FIXED SYSTEMS

23.1 Type of system:

MANAGEMENT OF FIRE SAFETY

24. PROCEDURES AND ARRANGEMENTS

24.1 Person responsible for fire safety:

Mark Swain and Tim Swain

24.2 Competent person(s) available to assist in implementation of fire safety legislation?

Yes No

Mark Swain and Tim Swain

24.3 Appropriate fire procedures in place?
(including arrangements for summoning the fire and rescue service)
Comments:

Yes No

- Arrangements are detailed in your MB Thomas Consultancy Ltd Health and Safety Manual. Ensure these are communicated to employees and displayed in the workplace.

Ensure that the procedures cover:

Action to be taken by person discovering a fire;

- **How to raise the alarm.**
- **Who will call the Fire Brigade.**
- **Use of portable fire extinguishers.**

Action to be taken upon hearing the fire alarm;

- **Location of fire exit routes.**
- **The importance of closing doors to restrict the spread of smoke and flames.**
- **Location of Fire Assembly Point.**
- **Who will take roll call to ensure that everyone is accounted for.**
- **Who will meet Fire Brigade on arrival.**

See guide book for further information.

24.4 People nominated to respond to fire? N/A Yes No

Comments:

Arrange for all staff involved in dismantling / fuel draining procedures to receive training in the theory and use of portable fire extinguishers.

24.5 People nominated to assist with evacuation? N/A Yes No

Comments:

Nominate fire wardens and arrange for them to be trained in their duties. Speak to Hartson Fire to price up training.

24.6 Appropriate liaison with fire brigade? N/A Yes No

Comments:

Nominate fire wardens and arrange for them to be trained in their duties.

Keep copy of 'Site Plan' in main office to provide information to the Fire Brigade on entrance points, hazardous areas etc..

24.7 Routine inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A Yes No

Comments:

25. TRAINING AND DRILLS

25.1 Are all staff given instruction on induction? Yes No

Comments:

Ensure that all staff are given training in fire procedures on induction.

Record all training given in the induction.

25.2 Are all staff given periodic “refresher training” at suitable intervals? Yes No

Comments:

Ensure that all staff receive refresher training in fire procedures at least twice a year.

Record all training given in fire log book.

25.3 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A Yes No

Comments:

- **Nominate fire wardens and arrange for them to be trained in their duties.**

I would recommend speaking to Hartson Fire who are the company who undertake maintenance on your Fire Extinguishers. They are likely to be able to provide training for all staff as well as Fire Marshall training. Hartson Fire, 1 Heol Barcud, Oakwood Gardens, Birchgrove, Swansea SA7 9NL. Tel 01792 323773.

25.4 Are fire drills carried out at appropriate intervals? Yes No

Comments:

26. TESTING AND MAINTENANCE

26.1 Adequate maintenance of workplace? Yes No

Comments and deficiencies observed:

26.2 Weekly testing and periodic servicing of fire detection and alarm system? Yes No

Comments and deficiencies observed:

26.3 Monthly, six-monthly and annual testing routines for emergency lighting? Yes No

Comments and deficiencies observed:

Monthly emergency lighting tests to be carried out. See guide book for further information.

Periodic servicing of emergency lighting system not carried out.

Arrange service contract with a competent emergency lighting maintenance contractor.

Record all testing and maintenance in Fire Log Book.

26.4 Annual maintenance of fire extinguishing appliances? Yes No

Comments and deficiencies observed:
Extinguishers maintained annually by Hartson Fire.
Record all testing and maintenance in Fire Log Book.

26.5 Six-monthly inspection and annual testing of rising mains? N/A Yes No
 Comments and deficiencies observed:

26.6 Weekly testing and periodic inspection of sprinkler installations? N/A Yes No
 Comments:

26.7 Routine checks of final exit doors and/or security fastenings? N/A Yes No
 Comments:

Ensure that routine checks of final exit doors / fire exit routes are carried out by a designated person that has received appropriate training in their duties.

26.8 Annual inspection and test of lightning protection system? N/A Yes No
 Comments:

26.9 Other relevant inspections or tests:

27 RECORDS

27.1 Appropriate records of:

Fire drills? N/A Yes No

Fire training? Yes No

Fire alarm tests? N/A Yes No

Escape lighting tests? N/A Yes No

27.2 Comments:
Record all testing and maintenance in Fire Log Book.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800:

Potential consequences of fire ►	Slight harm	Moderate harm	Extreme harm
Fire hazard ▼			

Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

Low Medium High

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm Moderate harm Extreme harm

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

- Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which a fire occurs).
- Moderate harm:** Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.
- Extreme harm:** Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at this building is:

Trivial Tolerable Moderate Substantial Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

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

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial

Tolerable

Definition of priorities (where applicable):

HIGH – Actions should be carried out as soon as possible.

MEDIUM – Actions should be carried out within 6 months.

ACTION REQUIRED

**Priority
(where
applicable)**

ELECTRICAL SOURCES OF IGNITION:

HOUSEKEEPING:

- **Keep area around compressor in tyre bay free of combustible materials. Move tins of flammable floor paint stored adjacent to this compressor to a location away from ignition sources.**

HIGH

ESCAPE LIGHTING

- **Emergency lighting to be installed on both floors of the parts storage building to illuminate fire escape routes & stairways.**
- **Emergency lighting has been installed to illuminate exit stair from 1st floor of office building and ground floor exit as previously recommended.**
- **Install escape lighting in Ty Cymru building.**

MEDIUM

FIRE SAFETY SIGNS AND NOTICES

MEDIUM

MEANS OF GIVING WARNING IN CASE OF FIRE

- Although Radios are used across the site, not all persons have a Radio and it is therefore still recommended to provide audible method of raising the alarm in event of fire that can be heard clearly across the site, i.e. air horns / sirens, at exits from all buildings on site. Mark locations of these devices with suitable signs – instruct staff in there use.
- Air horns are fitted in areas where there are no radios

MANUAL FIRE EXTINGUISHING APPLIANCES

MANAGEMENT OF FIRE PROCEDURES

Ensure that the procedures cover:

Action to be taken by person discovering a fire;

- How to raise the alarm.
- Who will call the Fire Brigade.
- Use of portable fire extinguishers.

MEDIUM

Action to be taken upon hearing the fire alarm;

- Location of fire exit routes.
- The importance of closing doors to restrict the spread of smoke and flames.
- Location of Fire Assembly Point.
- Who will take roll call to ensure that everyone is accounted for.
- Who will meet Fire Brigade on arrival.

HIGH

TRAINING

- **Arrange for all staff involved in dismantling / fuel draining procedures to receive training in the theory and use of portable fire extinguishers.**
- **Nominate fire wardens and arrange for them to be trained in their duties.**

I would recommend speaking to Hartson Fire who are the company who undertake maintenance on your Fire Extinguishers. They are likely to be able to provide training for all staff as well as Fire Marshall training. Hartson Fire, 1 Heol Barcud, Oakwood Gardens, Birchgrove, Swansea SA7 9NL. Tel 01792 323773.

- **Ensure that all staff are given training in fire procedures on induction.**
- **Record all training given in the induction.**

TESTING AND MAINTENANCE

- **Monthly emergency lighting tests to be carried out. See guide book for further information.**
- **Periodic servicing of emergency lighting system not carried out.**
- **Arrange service contract with a competent emergency lighting maintenance contractor.**
- **Extinguishers maintained annually by Hartson Fire.**

- **Ensure that routine checks of final exit doors / fire exit routes are carried out by a designated person that has received appropriate training in their duties. See guide book for further details.**

HIGH

HIGH