

**FIRE RISK ASSESSMENT**

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

Date of Initial Fire Risk Assessment: **5<sup>th</sup> 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 1<sup>st</sup> 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.**
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**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 provided<sup>1</sup>?

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 1<sup>st</sup> 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:

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## 20. MEANS OF GIVING WARNING IN CASE OF FIRE

20.1 Reasonable manually operated electrical fire alarm system provided<sup>2</sup>?

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:

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## 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 ►			
Fire hazard ▼	Slight harm	Moderate harm	Extreme harm

<b>Low</b>	Trivial risk	Tolerable risk	Moderate risk
<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
<b>High</b>	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:

<b>Risk Level</b>	<b>Action and timescale</b>
<b>Trivial</b>	No action is required and no detailed records need be kept.
<b>Tolerable</b>	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
<b>Moderate</b>	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.
<b>Substantial</b>	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.
<b>Intolerable</b>	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 1<sup>st</sup> 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**



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**TRAINING****HIGH**

- 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****HIGH**

- 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.