

# Fire Risk Assessment

**Name of Premises:**

**Tactical Training & Security Options Services Ltd room 704  
Cameron House White Cross Industrial Estate South Road  
Lancaster LA1 4XF**

**Address of Premises:**

**Tactical Training Services Ltd room 704 Cameron House White  
Cross Industrial Estate South Road Lancaster LA1 4XF**

**05.01.2019**

## FIRE RISK ASSESSMENT

Must be completed in order to comply with The Fire Precautions (Workplace) Regulations 1997 (as amended 1999), and as of October 1<sup>st</sup> 2006 "The Regulatory Reform (Fire safety) Order" 2005.

Area/s of premises inspected	Tactical Training Services Ltd room 704 Cameron House White Cross Industrial Estate South Road Lancaster LA1 4XF
Brief description, number of floors, and use of premises	Large four floor office block Floor 1 4 x fire exits Floor 2 2 x fire exits Floor 3 2 x fire exits Floor 4 2 x fire exits
Are the premises multi-occupied?	Yes / <b>No</b>  (This refers to other organisations, not other departments within the site)
Responsible Person	Dave Pattinson

### Occupancy of Premises

	FROM	TO
Normal Days/Week	Monday	Sunday
Normal Hours	0900 hrs	1700 hrs
Approx. Number of Occupants	1-6	
Are the premises occupied outside normal hours? E.g., security cleaners, etc	<b>Yes/</b> Details: Office staff.	

Are the premises occupied by persons who are at significant risk? Young, elderly, infirm etc.	Yes / <b>No</b> Details:	
Specify the number of persons who are challenged, e.g. physically, mentally or visually, etc.	Number: Details: N / A	
In respect of lone working, specify the number of persons who are isolated.	NO (Mobile phone contact with other staff and security main desk available)	
Do the premises provide Sleeping accommodation?	Yes/ <b>No</b>	
<b>Has the property had the benefit of an assessment of the physical fabric of the building by Asset Management?</b> If not, arrange for one to be carried out as soon as possible.	Yes/ No <b>Not known</b>	
Following the assessment, are there any Fire Safety recommendations.	<b>Yes</b> / No Not known	
Have they been transferred to the Agreed Actions section of this Pro Forma?	<b>Yes</b> / No Not known	
Are the premises covered by Fire Certificates (1971 Fire Precautions Act)? N / A	Yes/No  Not known	

Date of the last Fire Risk Assessment	05/01/18
Date of this Fire Risk Assessment	05/01/19
Review Date	05/01/20

Name of Assessor/s	Dave Pattinson with input from Stacey Vivian
--------------------	--

## OBSERVATIONS

ITEM Insert N/A where not applicable		Satisfactory		COMMENTS
		Yes	No	
1	Means of escape/Fire Separation	Y		Exits / entrance doors leading onto signed fire exits and areas.
2	Fire alarm / warning system	Y		Covered
3	Fire detection	Y		Smoke heads and break glasses (MCPs)
4	Fire-fighting equipment	Y		Extinguishers on site serviced
5	Emergency lighting / exit indication	Y		Emergency lighting test and log by site agent.
5	Signage – directional routes	Y		Signage situated around the site.

ITEM Insert N/A where not applicable		Satisfactory		COMMENTS
		Yes	No	
6	Signage – fire doors / emergency exits	Y		Monitor signage on fire doors and exits for vandalism.
7	Signage – fire equipment	Y		To be put in place and monitored by site agent.
8	Signage – fire action	Y		Situated around the site.
9	Site security	Y		Staff to sign in and out of venue out of hours, working hours to be logged with security staff register and capacity logs.
10	General housekeeping	Y		Regularly cleaned by cleaning and floor staff, security to monitor and report accordingly to venue management team.
11	Smoking policy	Y		No smoking policy, smoking area outside to be monitored by staff, security and management.
12	Emergency plan		N	Emergency plan to be committed to paper and inducted to all staff, with a training record.

ITEM Insert N/A where not applicable		Satisfactory		COMMENTS
		Yes	No	
13	Training – emergency plan	Y		Advised that staff working in the venue, Fire marshal/ Evacuation training to be confirmed on induction and ongoing training at a later date.
14	Training - fire drills	Y		Training as above + Induction to site Fire drills covered by evacuation fire plan and management tool box talks.
15	Training – fire extinguishers		N	Advised that staff receive fire marshal training as ongoing process.
16	Maintenance of equipment	Y		Covered by site agent, and Lift service.
17	Electrical Safety	Y		PAT Test to be confirmed by contractor.
18	Records / logbook		N	Logs to be created for operational use by management.

ITEM Insert N/A where not applicable		Satisfactory		COMMENTS
		Yes	No	
19	First Aid Equipment	Y		First Aid equipment to be obtained and list of First Aiders by Management.
20	Lift	Y		Lift working, re assess and monitor in the future.
21				

Items from the above section, marked as 'unsatisfactory', should be transferred into the Fire Risk Rating Table and an impact/severity figure determined using the Fire Risk Rating Table as a guide.

Items that score 1-7 should be classed as Low Risk and should be monitored to ensure the figures do not rise above 7.

Items that score 8-25 will be classed as Medium to High Risk and will require further control measures. These should be transferred to the Agreed Actions Form.

All actions must be agreed, target dates set and signed off by the person with overall control of the premises.



### **FIRE RISK RATING TABLE**

Likelihood	IMPACT/SEVERITY				
	1=Not Harmful	2=Slightly Harmful	3=Harmful	4=Extremely Harmful	5=Catastrophic
1=Improbable	1	2	3	4	5
2=Highly Unlikely	2	4	6	8	10
3=Likely	3	6	9	12	15
4=Very Likely	4	8	12	16	20
5=Almost Certain	5	10	15	20	25

**(Likelihood of fire outbreak x Impact/Severity = FIRE RISK RATING)**

**Low Risk =1-7      Medium Risk =8-15      High Risk =16-25**

**The overall risk rating will determine the level of control required**

**The higher the risks the more rigorous the controls must be!**

### **FIRE RISK ASSESSMENT**

ITEM NO	WHAT IS THE HAZARD AND THE LOCATION?	WHAT IS THE POTENTIAL HARM?	WHO IS AT RISK?	WHAT CONTROL MEASURES ARE ALREADY IN PLACE	LIKELIHOOD	IMPACT/ SEVERITY	RISK RATING	POTENTIALLY, WHAT FURTHER CONTROLS COULD BE INTRODUCED?
					X =			
1	Entrance and fire exits	Smoke / fire	Staff/customer	Fire checks on doors	5	5	25	High risk
2	Fire alarm warning system	Smoke / fire	Staff/customer	Service plan in place	5	5	25	High risk
3	Fire detection	Smoke / fire	Staff/customer	Service plan in place and regular fire checks	5	5	25	High risk
4	Fire extinguishers	Fire	Staff/customer	Fire extinguishers in place around the site, with a service plan	5	5	25	High risk
5	Emergency lighting / exit indication	Fire/slips trips	Staff/customer	Emergency lighting test log	3	5	15	Medium risk

6	Signage – fire doors / emergency exits	Fire/slips trips/disorientation	Staff/customer	Monitor signage on fire doors	2	5	10	Medium risk
7	Signage – fire equipment	Fire/accidents/disorientation/panic	Staff/customer	Monitor signage on fire equipment, service plan and training	2	5	10	Medium risk
8	Signage – fire action	Fire/slips trips/disorientation	Staff/customer	Monitor signage on fire doors	2	5	10	Medium risk
9	Site security	Fire/accidents/disorientation/panic/missing persons	Staff/customer	Monitor signage signing in / out registers	3	5	15	Medium risk
10	General housekeeping	Fire/accidents/disorientation/slips trips	Staff/customer	Monitor and cleaning duties	3	5	15	Medium risk

11	Smoking policy	Fire/accidental fire/	Staff/customer	Monitor smoking areas with staff checks	4	5	20	High risk
12	Emergency plan	Fire/accidents/	Staff/customer	Induct all staff and fire drills	4	5	20	High risk
13	Training – emergency plan	Fire/accidents/mistakes	Staff/customer	Induct all staff and fire drills	3	5	15	Medium risk
14	Training - fire drills	Fire/accidents/mistakes	Staff/customer	Induct all staff and fire drills fire warden training	3	5	15	Medium risk
15	Training – fire extinguishers	Fire/accidents/mistakes	Staff/customer	Induct all staff and fire drills fire warden training	2	5	10	Medium risk
16	Maintenance of equipment	Fire/accidents/mistakes	Staff/customer	Induct all staff and fire drills fire warden training, out of use signs servicing.	4	5	20	High risk

17	Electrical Safety	Fire/accidents/mistakes/ electric shocks	Staff/customer	Induct all staff and fire drills fire warden training, out of use signs servicing, PAT testing.	4	5	20	High risk
18	Records / logbook	Fire/accidents/injury	Staff/customer	Induct all staff and fire drills fire warden training, good clear records and logs in place.	3	5	15	Medium risk
19	First Aid Equipment	Fire/accidents/injury	Staff/customer	Induct all staff and fire drills fire warden training, good clear records and logs in place.	3	5	15	Medium risk
20	Lift	Fire/accidents/injury	Staff/customer	Induct all staff, service plan and out of order signs.	5	5	25	High risk

### **AGREED ACTIONS**

Agreed actions resulting from the Fire Risk Assessment

Signature of overall Responsible Person..... Date actions  
agreed:.....

ITEM NO.	Agreed Action	Signature of person responsible for the action	Target Date	Completion Date
5	Emergency lighting / exit indication, tests to be carried out and logs created.	DP site agent	01.06.20	
12	Emergency plan to be committed to paper and all staff trained and inducted to the plan.	DP	On-going process	
13	Training – emergency plan committed to paper and all staff trained and inducted to the plan.	DP	On-going process	

14	Training - fire drills, committed to paper and all staff trained and inducted to the plan and drills carried out.	DP	On-going process	
15	Training – fire extinguishers, fire warden training to be carried out with staff or nominated persons.	DP	On going process	
17	Electrical Safety, PAT tests to be carried out and a record log kept.	DP site agent	On going process	
18	Records / logbook, to be maintained by management.	DP	On-going process	
19	First Aid Equipment, equipment to be available and first aid staff appointed.	DP	On going process	
20	Lift, out of order needs to be serviced and out of service sign erected on to it.	DP site agent	On-going process	



--	--	--	--	--