

FIRE RISK ASSESSMENT

QUESTION	ANSWER	ACTION
1 Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept in the workplace?	No	Storage to be monitored by centre manager
2 Is that waste control system operating effectively?	Yes	None
2 Are all combustible materials and flammable liquids and gases stored safely?	Yes.	Stored in secured areas
4 Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	Yes.	
5 Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?	Yes	None

QUESTION	ANSWER	ACTION
6 Is the wiring of the electrical installation inspected periodically by a competent person?	Yes	None
7 Is the use of electrical extension leads and multi-point adaptors kept to a minimum?	Yes	
8 Are flexes run in safe places where they will not be damaged?	Yes	
9 Is the upholstery of furniture in a good condition?	Yes	To be regularly inspected visually
10 Is the workplace free of rubbish and combustible waste materials?	Yes	To be visually inspected daily
11 Is there a designated smoking area provided with adequate ashtrays?	No	Entire building designated no smoking
12 Have suitable measures been taken to protect against the risk of arson?	Yes	

QUESTION	ANSWER	ACTION
13 Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	Yes	Approved fire doors in place with auto closers.
14 Is there sufficient number of exits of suitable width for the people likely to be present?	Yes	None
15 Do the exits lead to a place of safety?	Yes	None
16 Are all gangways and escape routes free from obstructions?	Yes	To be inspected daily

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17 Are the escape routes free from tripping and slipping hazards?	Yes	To be inspected daily
18 Are steps and stairs in a good state of repair?	Yes	To be regularly inspected
19 Are final exits always unlocked when the premises are in use?	Yes	
20 Are the devices securing final exits capable of being opened immediately and easily without the use of a key?	Yes	
21 Are internal fire doors labelled as such and normally kept closed?	Yes	Auto closers fitted to all appropriate doors
22 Are the self-closers on fire doors operating correctly?	Yes	To be regularly inspected

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23 Do the doors on escape routes open in the direction of travel?	Yes	None
24 Are escape routes clearly signed?	Yes	
25 Are escape routes adequately lit?	Yes	
26 Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises?	Yes	
27 Do procedures and practices avoid the use of combustible materials or processes that use heat?	Yes	
28 Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	Yes	

QUESTION	ANSWER	ACTION
29 Have staff been trained in how to call the fire brigade, the use of the fire extinguishers and basic fire prevention?	Yes	
30 Have you asked your insurers for advice regarding the fire protection of your premises?	No	
31 Where escape lighting is installed is it in working order and is it maintained regularly?	N/A	
32 Is there an automatic fire detection and alarm system?	Yes	
33 Is the fire alarm system in good working order?	Yes	
34 Is the fire alarm tested weekly?	Yes	Tested every Monday morning

QUESTION	ANSWER	ACTION
35 Can the fire alarm be raised without placing anyone in danger?	Yes	
36 Are the fire alarm points clearly visible and unobstructed?	Yes	
37 Is the fire alarm system connected to a monitoring centre which calls the fire brigade?	Yes	
38 Is the fire alarm system, and all its components, continuously monitored?	Yes	
39 Is an adequate number of suitable fire extinguishers provided?	Yes	

QUESTION	ANSWER	ACTION
40 Are the fire extinguishers and fire blankets located suitably and ready for use?	Yes	
41 Are the fire extinguishers serviced annually by a competent company or person?	Yes	
42 Is any fixed fire-fighting installation or automatic fire detection system in working order?	NA	
43 If you employ five or more people, have you recorded the findings of the fire risk assessment?	Yes	
44 Have you told your staff or their representatives about your findings?	Yes	
45 If you have prepared a formal report, has it been shown to your staff or their representatives?	Yes	
46 If you share the workplace with others, do they know about the risks you have identified?	Yes	
47 If you do not have direct control over the	Yes	

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workplace, have you made your findings known to owner or landlord?		
48 Are fire action notices displayed prominently throughout the workplace?	Yes	
49 Has an emergency plan been drawn up in case of a major fire?	Yes	
50 Is a copy of the emergency plan kept other than at the workplace?	No	
51 Has a procedure been established to review the fire risk assessment periodically?	No	

Risk assessment completed by:

DAVE SAMMONS

Date:

16/06/2011

Location:

The SPACE Centre (Willows Building), Pedders Lane, Preston, Lancashire