



Trinity Safe Space Fire Risk Assessment Policy

CO-AUTHOR:	Pauline Ruth
APPROVED BY:	Trustees
APPROVAL DATE:	20 th May 2021
REVIEWED:	20 th May 2022
NEXT REVIEW:	May 2023

Charity number: 1194939

Address: c/o Trinity Methodist/URC Church, Peelhouse Lane, Widnes, Cheshire. WA8 6TN



Trinity Safe Space Fire Risk Assessment Policy

RATIONALE

Under the Regulatory Reform (Fire Safety) Order 2005 there is a duty on the responsible person to ensure that a suitable and sufficient fire risk assessment has been carried out on the premises. The 'duty holder' for the organisation is the Designated Person for each premises who is required to ensure that Fire Risk assessments are carried out.

PRINCIPLES

There are 3 main principles of fire risk assessment:

1. Saving Lives

Making sure that, should a fire occur, everyone is able to evacuate safely without being harmed by smoke or flames. This can be achieved by regular fire drills (three monthly) and weekly tests on fire alarm call points to ensure that the alarm sounder is working. Throughout the drill the responsible person and nominated observers should pay particular attention to:

- Communication difficulties regarding the roll call and establishing that everyone is accounted for
- The use of the nearest available escape routes as opposed to common circulation routes
- Difficulties with the opening of fire exit doors
- Difficulties experienced by people with disabilities
- The roles of specified people e.g. fire wardens/marshals
- Inappropriate actions, eg stopping to collect personal items, attempting to use the lift, etc and windows and doors not being closed as people leave without risk to individuals

On-the-spot debriefs are useful to discuss the fire drill, encouraging feedback from everybody. Reports from fire marshals and observations from staff/volunteers should be collated and reviewed. Any conclusions and remedial actions should be recorded and implemented.

Additional “mini” inspections can be carried out to ensure that the fire exits are all unlocked and that fire evacuation routes are free from obstructions.

Where there are staff, volunteers or service users with disabilities in the organisation building(s), personal evacuation plans should be produced to ensure that someone is available to assist in their evacuation.

2. Fire Prevention

Understanding possible causes of fire and how to manage premises, equipment and activities to prevent a fire from starting. It is important in this process to consider the potential for arson attacks. Things to be aware of are:

- Not storing anything that will burn next to a source of heat (heaters, plugs, extension cables, electric sockets, IT equipment)
- Not overloading extension cables eg running a double adaptor from a four-gang extension resulting in five appliances being plugged in
- Keeping switch rooms and boiler rooms clear of paper, woods and plastics
- Having a “switch off” policy where appliances are turned off at the mains overnight
- Not hanging textile or paper displays in areas close to heat or sources of ignition eg lights, especially spotlights, or electrical sockets

3. Minimising the spread of fire

This has 2 parts:

1. Adequate fire detection

The organisation has a fire alarm system that is linked to a 24-hour monitoring station. If the organisation building(s) falls victim to an arson attack, it is most likely to happen outside of hours. The fire alarm system alerts the Fire Service both during the day and outside of normal working hours.

2. Protection against the spread of smoke and fire

The design of the building(s) regarding fire walls, fire breaks and fire doors will determine the potential for fire spread. The design of the premises in relation to the assessment of fire risk is the responsibility of the Team Leaders/Trustees.

The person with responsibility for maintenance has a role in ensuring that, apart from where fire doors are on electro-magnetic release mechanisms, any designated internal fire doors remain closed. He/she checks that there are no large gaps where double sets of fire doors should meet.

Where displays are located in corridors and in the entrance area, and generally comprise of materials such as paper, cardboard and plastic, this provides a means for the rapid spread of fire. Which material could ignite first and which would cause the fire to develop and spread is evaluated and an assessment made on how materials used in temporary or permanent displays would interact with surface linings and they should be positioned accordingly. Consideration is given to the following:

- Avoiding the use of excessive displays in corridors and entrance area

- Not putting any displays down stairways which are part of a designated escape route or where there is only one direction of escape (ie dead-end conditions)
- Treating displays with proprietary flame retardant sprays
- Keeping displays away from curtains, light fittings and heaters
- Keeping displays away from ceiling voids which lack fire barriers
- Ensuring that there are no ignition sources in the vicinity
- Ensuring displays do not obstruct escape routes or obscure fire notices, fire alarm call points, firefighting equipment or escape signs

PROCESS

To ensure that fire risk assessments are suitable and sufficient, Halton Borough Council has produced a checklist proforma (please refer to the Appendices), which can be broken down as follows:

- **Indication of Fire Hazards** – within or surrounding the organisation’s building(s) and identifying materials and/or substances that could start or fuel a fire
- **Persons at Risk** – every person within the building(s) is at risk if a fire occurs. The need to identify persons who are likely to be at the building is essential in order that appropriate methods of evacuation can be established and implemented
- **Identification of Defects and Breaches in Fire Safety** – this will identify defects that will impact directly on the safe evacuation and performance of the building if a fire was to occur
- **Review of Evacuation Procedures Testing Documentation** – in order that all detection equipment is maintained in accordance with current regulations and recommendations and records of testing, maintenance and evacuation is reviewed

Using the checklist, anything marked “No” suggests that there is a significant issue that needs to be addressed by further action. This is hazard identification. Details of the hazards should be transferred onto the accompanying risk assessment proforma.

During this there should be:

- **An evaluation of the risk of fire occurring** eg hot lamps too close to display materials etc
- **An evaluation of the risk to people from a fire starting in the premises** eg semi-open/open plan so fire would be quickly evident, fire in store room could go undetected (no detector evident)
- **Measures to remove and reduce the hazards that may cause a fire** eg packaging material to be removed on a daily basis etc
- **Measures to remove and reduce the risks to people from a fire** eg the current fire precautions measures have been assessed and found to be adequate with the following exceptions which are to be listed.

It is essential that the Fire Risk Assessment is reviewed annually and updated accordingly when there are any material and significant changes.

Once completed, the assessment **must** be attached to other **Emergency Evacuation Plans**.

POLICY REVIEW

The Fire Risk Assessment Policy will be reviewed by the Designated Person for each premises and staff and by the Team Leaders/Trustees in the light of training and changes in legislation, on the advice of experts, at the request of a member of the organisation community, or in response to any major incidents. Any amendments will be agreed by the staff and the Team Leaders/Trustees.

BUILDING:

TRAINING DATE:

SIGNATURE:

DATE	NAME	DETAILS OF TRAINING

Fire Triangle:

For a fire to start there needs to be:

1. A source of ignition**2. Fuel to burn****3. Oxygen**

- a. Always in the air and can be split into two categories: natural airflow through doors, windows and other openings; or mechanical air conditioning systems and air handling systems. In many buildings there will be a combination of systems, which will be capable of introducing/extracting air to and from the building
- b. Additional sources of oxygen can sometimes be found in materials used or stored in a workplace such as:
 - Some chemicals (oxidising materials), which can provide a fire with additional oxygen and so assist it to burn. These chemicals should be identified on their container by the manufacturer or supplier who can advise as to their safe use and storage or
 - Also originating from oxidising substances/compressed oxygen cylinders/oxygen supplies from cylinder storage and piped systems, eg oxygen used in welding processes or for health care purposes

If you remove just one of the three, a fire cannot start. Taking steps to avoid the three coming together will greatly reduce the chance of a fire occurring.

SOURCES OF IGNITION	
1.	Smokers' materials – cigarettes, matches
1.	Naked flames
2.	Electrical, gas or oil-fired heaters (fixed or portable)
3.	Hot processes (welding, grinding work)
4.	Cooking
5.	Machinery
6.	Faulty or misused electrical equipment (eg overloaded extension cables, cracked plugs, loose visible wires)
7.	Lighting equipment (e.g. halogen lamps)
8.	Hot surfaces/obstruction of ventilation of equipment eg PCs, photocopiers
9.	Static Electricity
10.	Arson
SOURCES OF FUEL	
1.	Flammable liquids eg paints, varnish, thinners, adhesives, petrol
2.	Flammable chemicals
3.	Wood, paper and card
4.	Plastics, rubber and foam (eg polystyrene, upholstered furniture)
5.	Flammable gases (liquid petroleum gases (LPG) and acetylene (welding))
6.	Furniture including fixtures and fittings
7.	Textiles
8.	Waste materials (wood shavings, dust, paper, textiles)

SAFETY CHECKLIST**This checklist to be completed at least every two months****Location:****Enter the Following Details in the Columns Below: Y-YES, N- NO,
N/A - NOT APPLICABLE**

1.0	Fire Protection		2.3	Lighting Adequate	
1.1	Extinguishers in Place		3.0	Electrical Equipment	
1.2	Fire Exits Marked and Clear		3.1	Is All Portable Equipment Within Test Date?	
1.3	Crash Bar/Key Box Fitted		3.2	Is It Visually in Good Condition?	
1.5	Fire Alarm Tested Weekly		3.3	Are Flexible Cables Positioned Safely?	
1.6	Can Fire Alarm be Heard by All Staff?		4.0	Stairwells/Corridors	
1.7	Fire Notices Prominently Displayed		4.1	Lighting Adequate and in good condition?	
1.8	Notices in Good Condition		4.2	Fire doors in closed position	
1.9	Health and Safety Arrangements Displayed		4.3	Fire doors not obstructed	
1.10	Are They the Latest Issue?		4.4	Fire doors Visually in Good Condition	
1.11	Fire Blankets in Place /kitchens/staff room		4.5	Vision Panels not Obstructed	
1.12	Are All Waste Bin Areas Regularly Cleared		4.6	Fire Doors Fit Fully into Their Rebates	
1.13	Any Evidence of Smoking in the Building		5.0	Fire Prevention	
1.14	Staff Identified in the Use Of Evac Chair		5.1	Are there any areas where combustible materials accumulate near to heat sources?	
2.0	Storage Areas		5.2	Are displays in main corridors or suspended managed so as not to create fire risks?	
2.1	Access/Egress Clear to Emergency Exit?				
2.2	Are Combustible Materials Correctly Stored?				

ALL ITEMS MARKED 'NO' AND ANY NOTES FROM THE INSPECTION MUST BE RECORDED ON THE FOLLOWING

ITEMS	COMMENTS

NAME OF PERSON CARRYING OUT CHECKS:**DATE:**

FIRE PROCEDURES

In the event of fire, the Trinity Safe Space recognises that the safety of individuals is a priority and shall override considerations such as the salvaging of property.

If a fire is discovered, the alarm must be raised immediately. This applies to any fire however small. All employees should be familiar with the system of raising the alarm. They do not have to approach a senior member of staff for authorisation.

The Fire Service must be called immediately (specific procedures have been identified and the Fire Service will call the organisation to confirm that a fire fighting vehicle is required and it is not a false alarm).

Training and Instruction

Details of nominated Fire Officers are displayed within the workplace and kept up to date. The organisation provides suitable and sufficient training for appointed persons to ensure that they are fully aware of their roles and responsibilities.

All employees receive instruction in emergency fire procedures upon induction into the workplace. In addition, employees also receive annual training in relation to fire procedures. Information should include the following:

1. Fire detection/prevention systems – how they operate and what action to take:
 - Automatic smoke/heat detectors. In the event of a fire, the detectors are activated. These are linked to the Fire Alarm which will in turn activate the fire alarm, giving the signal to all staff to evacuate the building
 - Function and protection provided by internal and external fire doors
2. Location of Fire Alarm Call Points:
 - Identify at least two fire alarm call points in the workplace
 - Employees must familiarise themselves with location of fire alarm call points as they move around the building eg hall, office
 - Give details of when fire alarm is tested, day, time, sound etc
3. Emergency evacuation routes
 - Identify at least two means of escape from the workplace
 - Employees must familiarise themselves with location means of escape as they move around the building
 - Staff to be instructed on how to operate all doors fitted with an over-ride system (break glass green coloured boxes located at the side of door and/or fire alarm call point).
4. Identifying and Reporting Defects:
 - All staff have a responsibility to report any defects which pose a risk to the health, safety and welfare of themselves and others
5. Identify fire risks in the workplace:
 - No smoking policy
 - Electrical Equipment including use of extension lead
 - Use of personal electrical equipment is prohibited
 - Housekeeping – do not store combustible materials near potential sources of ignition

6. Employees' Responsibilities

- Housekeeping – safe storage of equipment and materials
- Visual inspections of equipment
- Report defective equipment
- Correct and safe use of equipment
- Ensuring all means of escape routes, fire doors, fire alarm call points and emergency lighting are kept free from obstruction always. If it is within the capability of the individual to do something about it, they should take 'immediate corrective action'

7. Location of Assembly Point.

8. Identification of Fire Marshals for their area.

Fire Drills

The organisation will also ensure that full fire drills are performed at least every three months. Reports of any problems arising during the drills shall be reported to the Designated Person for each premises and the appropriate remedial action taken.

Disabled Persons

Personal Emergency Evacuation Plans (PEEPs) will be compiled to ensure the safe evacuation of disabled persons.

Reporting of Fires

All fires, no matter how small and regardless of the amount of damage will be reported to the relevant authority immediately.

FIRE EVACUATION PLAN

Overview

This Fire Evacuation Plan sets out the procedures to be followed in the event of a fire or other emergency that requires the organisation to be evacuated. It is designed to ensure that service users and staff leave the building in an orderly and speedy manner to assemble in safe places.

Objectives

1. To keep everyone safe from danger
2. To evacuate the building quickly and in an orderly manner without panic and to take everyone to agreed places of safety
3. To ensure that the building is checked, and all are accounted for
4. To summon help quickly
5. To contain the danger and preserve the building

PERSONNEL

	Nominated Personnel	Personnel to undertake in the absence of nominated personnel
Fire Officer	Designated Person for each premises	Deputy Designated Person for each premises
Deputy Fire Officer	Deputy Designated Person for each premises	Senior Designated Person for each premises
Fire Warden	Person responsible for maintenance	Designated Person for each premises

ASSEMBLY POINT

The assembly point is the area outside the building. Groups are to assemble near lining up points displayed as markings.

ROLES AND RESPONSIBILITIES

Fire Officer	<ul style="list-style-type: none"> ➤ Ensure that the Fire Brigade has been notified ➤ Gain reports from the Deputy Fire Officer and the Fire Warden ➤ Note any problems that arose during the fire evacuation process ➤ Inform the Fire Commander about the location of the fire ➤ Give the Fire Commander a map of the building ➤ Inform the Fire Commander of any unaccounted-for persons
Deputy Fire Officer	<ul style="list-style-type: none"> ➤ Assist the Fire Officer in confirming the safety of all service users and staff/volunteers ➤ Carry out a role call ➤ Advise Fire Officer of missing persons ➤ Time the evacuation process and inform everyone

- | | |
|--------------------------------|--|
| Fire Warden | <ul style="list-style-type: none"> ➤ Check the zone display board for the zone of the fire ➤ Ascertain if there is in fact a fire. At no time should the individual put themselves at risk ➤ Take a map of the building ➤ Ensure Fire Service have been contacted |
| Each Session Leader | <ul style="list-style-type: none"> ➤ Has the responsibility for their own group (and any visitors) and their safety in evacuation of the building ➤ Must take the register. Must evacuate the persons in their care out of the designated fire exit, shutting fire doors (and windows if possible) ➤ Must report to the Deputy Fire Officer confirming accountability of all service users and personnel in their care. |
| Other Nominated Persons | <ul style="list-style-type: none"> ➤ Staff who do not provide 1:1 support will be required to search quickly designated areas on the way out. This includes toilets, and other rooms ➤ Where possible they should close windows and doors |

EVACUATION PLAN FOR OTHER EVENTS

Events in rooms

Service user – parent/carer/specified contacts – staff meetings

- Staff member to keep an appointments list and mark down those adults who have been seen
- Evacuation procedures from the rooms are through the designated fire exits

Events in the large room

- Adhere to the limit for numbers of people in the large room attending events/meetings/activities
- Consider the use of tickets
- Evacuation procedures are given before the start of the event/meeting/activity

EVACUATION PLAN FOR DISABLED STAFF OR SERVICE USERS
--

Wheel chair access must take place via one of the accessible doors nearest to the person

Each session leader has the responsibility to ensure disabled service users are safely escorted from the building

HEALTH AND SAFETY

External Stairs Visual Inspection

Organisation									
Assessor									
Date									
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Action Taken	Date Resolved	Signed
Stairs – are the handrails in a good condition?	<input type="checkbox"/> <input type="checkbox"/>								
Stairs - are the steps in good condition to give flat, even surface?	<input type="checkbox"/> <input type="checkbox"/>								
Treads – are they secure and are they free from leaves, mud, algae or other slip trip hazards?	<input type="checkbox"/> <input type="checkbox"/>								
Lighting - is the lighting sufficient and in good working order?	<input type="checkbox"/> <input type="checkbox"/>								
Final exit – are there any hazards or obstructions including vegetation and debris that could prevent safe evacuation to an ultimate place of safety?	<input type="checkbox"/> <input type="checkbox"/>								

Example of technical– significant hazards due to nature of activity/use/equipment eg Music, ICT, Staff Room, Kitchen, Boiler Room, Electrical Intake Cupboard, Reprographics Area. Other areas that would be considered high risk include: rooms with overloading of electrical sockets, poor housekeeping, display work hung on/across electrical lights/switches/projectors, obstructing means of escape. **This will be used as an aide memoire when looking at each premises**

Location and Use	Significant hazards	Persons at Risk	Existing Controls	Additional Controls Required
List room/facility/use and equipment (see below)	List all significant hazards ignition and fuel and air	List all persons at risk including visitors, contractors, third party users	List all controls (see below)	List additional as required (see below) All additional controls will then generate action plan (See attached action plan)
Photocopying facility	Large amounts of combustible materials stored in area Photocopier is switched on at all times Unoccupied area	Staff, service users, visitors	Vision panels in both doors of the room? Detection Fire-fighting equipment Emergency evacuation procedures Emergency lighting Staff training – fire safety awareness and fire safety procedures Compartmentation Fire drills every three months Photocopier programmed to switch on at 7.00 am and off at 7.00 pm, Monday to Friday Photocopier goes into power saving mode if not used for 30 minutes Photocopier programmed to switch off after 90 minutes of inactivity	Remove waste paper/cardboard daily to safe and secure location Maintain distance of one metre between combustible materials and sources of ignition, eg copier

Location and Use	Significant hazards	Persons at Risk	Existing Controls	Additional Controls Required
ICT area	Computers switched on continuously throughout the day. Large amounts of combustible material –paper	Staff, service users, visitors	Detection Fire-fighting equipment Emergency evacuation procedures Emergency lighting Staff training – fire safety awareness and fire safety procedures Compartmentation Fire drills every three months Computers shutdown by ICT Services at 8.00 pm Photocopier programmed to switch on at 7.00 am and off at 7.00 pm. Photocopier goes into power saving mode if not used for 30 minutes Photocopier programmed to switch off after 90 minutes inactivity	Improve housekeeping by removing waste paper/cardboard daily to safe and secure location Maintain distance of 1 metre between combustible materials and sources of ignition Store paper away from copier Instruct all computer users to switch off monitors whilst not in use. Ensure all equipment is switched off at end of working day.
Server Room Located in ? Storage of combustible materials	Combustible materials stored around server Paper stored	Staff, service users, visitors	Detection Fire-fighting equipment Emergency evacuation procedures Emergency lighting Staff training – fire safety awareness and fire safety procedures Compartmentation Fire drills every three months	Maintain 1m separation between server (ignition source) and combustible materials. Maintain good standards of housekeeping.
Electrical Intake Room	Failure of system Storage of cleaning machinery	Staff, service users, visitors	Detection Fire-fighting equipment Emergency evacuation procedures Staff training – fire safety awareness and fire safety procedures	Maintain good standards of housekeeping Room to be kept tidy and free from cleaning materials or any combustible material, for example, paint, thinners.

Location and Use	Significant hazards	Persons at Risk	Existing Controls	Additional Controls Required
			Compartmentation Fire drills every three months Good standards of housekeeping NICEIC installation check every 5 years	
Offices	Electrical equipment, combustible materials Generally considered low risk unless: <ul style="list-style-type: none"> • Poor cable management – trailing cables, overloaded extension leads. • Equipment left switched on when unattended. • Poor standards of housekeeping • Obstruction of exit routes • Inadequate signage 	Staff, service users, visitors	Detection Fire-fighting equipment Emergency evacuation procedures Emergency lighting Staff training – fire safety awareness and fire safety procedures Compartmentation Fire drills every three months Good standards of housekeeping	
Hall/large room	Electrical equipment Use of props, equipment and combustible materials Sports equipment, including foam mats	Staff, service users, visitors	Detection Fire-fighting equipment Good standards of housekeeping Emergency evacuation procedures Staff training – fire safety awareness and fire safety procedures Annual inspection, service and maintenance of lighting and sound systems Fire Marshals available during performances Compartmentation	

Location and Use	Significant hazards	Persons at Risk	Existing Controls	Additional Controls Required
Bulk Store	<p>Storage of large items, for example, chairs, tables</p> <p>Storage of other things</p> <p>Storage of documents requiring retention</p> <p>Storage of flammable materials, for example, paint, which is kept in metal filing cabinet/cupboard</p> <p>Storage of items only required at specific times of year, for example, decorations</p>	Staff, service users, visitors	<p>Detection</p> <p>Fire-fighting equipment</p> <p>Good standards of housekeeping</p> <p>Emergency evacuation procedures</p> <p>Staff training – fire safety awareness and fire safety procedures</p> <p>Annual inspection, service and maintenance of lighting and sound systems</p> <p>Compartmentation</p>	<p>Maintain good standards of housekeeping</p> <p>Bulk store to be kept tidy</p> <p>Items no longer used, damaged, to be disposed appropriately, as soon as possible.</p>
General rooms	<p>Generally considered low risk unless:</p> <ul style="list-style-type: none"> • Poor management of displays – hanging from lights, close to electrical sockets, no breaks in displays • Poor cable management – trailing cables, overloaded extension leads, • Equipment left switched on when unattended. • Poor standards of housekeeping • Obstruction of exit routes • Inadequate signage 	Staff, service users, visitors	<p>Detection</p> <p>Fire-fighting equipment</p> <p>Emergency evacuation procedures</p> <p>Emergency lighting</p> <p>Staff training – fire safety awareness and fire safety procedures</p> <p>Compartmentation</p> <p>Fire drills every three months</p>	

Location and Use	Significant hazards	Persons at Risk	Existing Controls	Additional Controls Required
Kitchen	Naked flames- gas cookers, grills Combustible materials	Staff, service users, visitors	Experienced trained staff Staff informed of dangers of electricity. Visual inspections. PAT testing Annual gas inspection and servicing Equipment switched off when not in use. Maintenance of equipment Adequate ventilation Good standards of housekeeping maintained Detection Fire-fighting equipment Emergency evacuation procedures Emergency lighting Staff training – fire safety awareness and fire safety procedures Compartmentation Fire drills every three months	Cooperation and coordination -ensure third party users are aware of site emergency evacuation procedures-records
Staff area	Electrical equipment High risk due to use of heat generating equipment in close proximity to combustible materials and area left unattended. Poor standards of housekeeping Combustible materials left near cooker/around microwave cooker	Staff, service users, visitors	Staff informed of dangers of electricity. Visual inspections. PAT testing Equipment switched off when not in use. Detection Fire-fighting equipment Emergency evacuation procedures Emergency lighting Staff training – fire safety awareness and fire safety procedures Compartmentation Fire drills every three months	Maintain good standards of housekeeping To remove all combustible materials from near cooking appliances Staff instructed to dispose of consumables using appropriate waste receptacles Waste receptacles emptied daily Sign displayed "PLEASE DO NOT LEAVE COOKING APPLIANCES UNATTENDED WHEN IN USE."

Location and Use	Significant hazards	Persons at Risk	Existing Controls	Additional Controls Required
General External Waste Storage Areas	Combustible materials	Staff, service users, visitors, contractors	Waste stored away from fabric of the building in an enclosed secure area. All combustible waste regularly removed	
Security and reducing arson risk	Area around building used as car park and building is on same site as a scrapyard	Staff, service users, visitors, contractors	Detail specific security measures in place eg: clear signage externally. Adequate visitor control to the site All visitors required to sign in/wear visitors' badges Staffed reception facility at main building. Other means of entrance to the building minimised. Maintain fencing in good condition. Use of CCTV	

2.2 - Protected Areas

The following are the specific areas around the building which are viewed as vital from a fire safety perspective to ensure escape routes are maintained.

Area	Description	Control Measures	Additional Controls Required
Stairwells	Put in here where they are	Detection Fire-fighting equipment Emergency lighting Compartmentation Displays kept to a maximum of 3m width with a 1m break Emergency Evacuation Procedures Staff training in fire safety procedures	Monthly formal inspections of the protected areas to ensure: <ul style="list-style-type: none"> • fire doors are in good order ie close fully into rebates • Intumescent strips & smoke seals are intact • maglocks operating correctly • evac chairs in good order if in use. Records of inspections & remedial actions maintained in fire log book.

Area	Description	Control Measures	Additional Controls Required
		Daily visual inspections that area is unobstructed	
Corridors	Storage of equipment	Detection Fire-fighting equipment Emergency lighting Compartmentation Displays kept to a maximum of 3 m width with 1 m break Emergency Evacuation Procedures Staff training in fire safety procedures Daily visual inspections that area is unobstructed	Monthly formal inspections of the corridors Daily check and obstacles removed by person in charge of maintenance
Main entrance	Limited space	Detection Fire-fighting equipment Compartmentation Emergency Evacuation Procedures Staff training in fire safety procedures Good housekeeping Security- signing in book, security badges	Ensure all visitors and contractors are provided information on organisation's fire safety procedures as they sign in

Area	Description	Control Measures	Additional Controls Required
Fire Doors		Detection Fire-fighting equipment Emergency lighting Compartmentation Emergency Evacuation Procedures Staff training in fire safety procedures Daily visual inspections that area is unobstructed	Monthly formal inspections of the fire doors Daily check and obstacles removed by person in charge of maintenance
External Stairs		Visual inspection. Please refer to Appendix VI	

Overall risk rating: In view of the above, the level of risk of a fire starting and risk of fire spread is considered to be low/med/high (delete as appropriate). The organisation addresses all the issues in the action plan to reduce these risks to an acceptable level. On completion, the risk assessment must be reviewed and updated accordingly. If there is a change of use/equipment/layout, etc, risk assessment to be reviewed and updated accordingly.