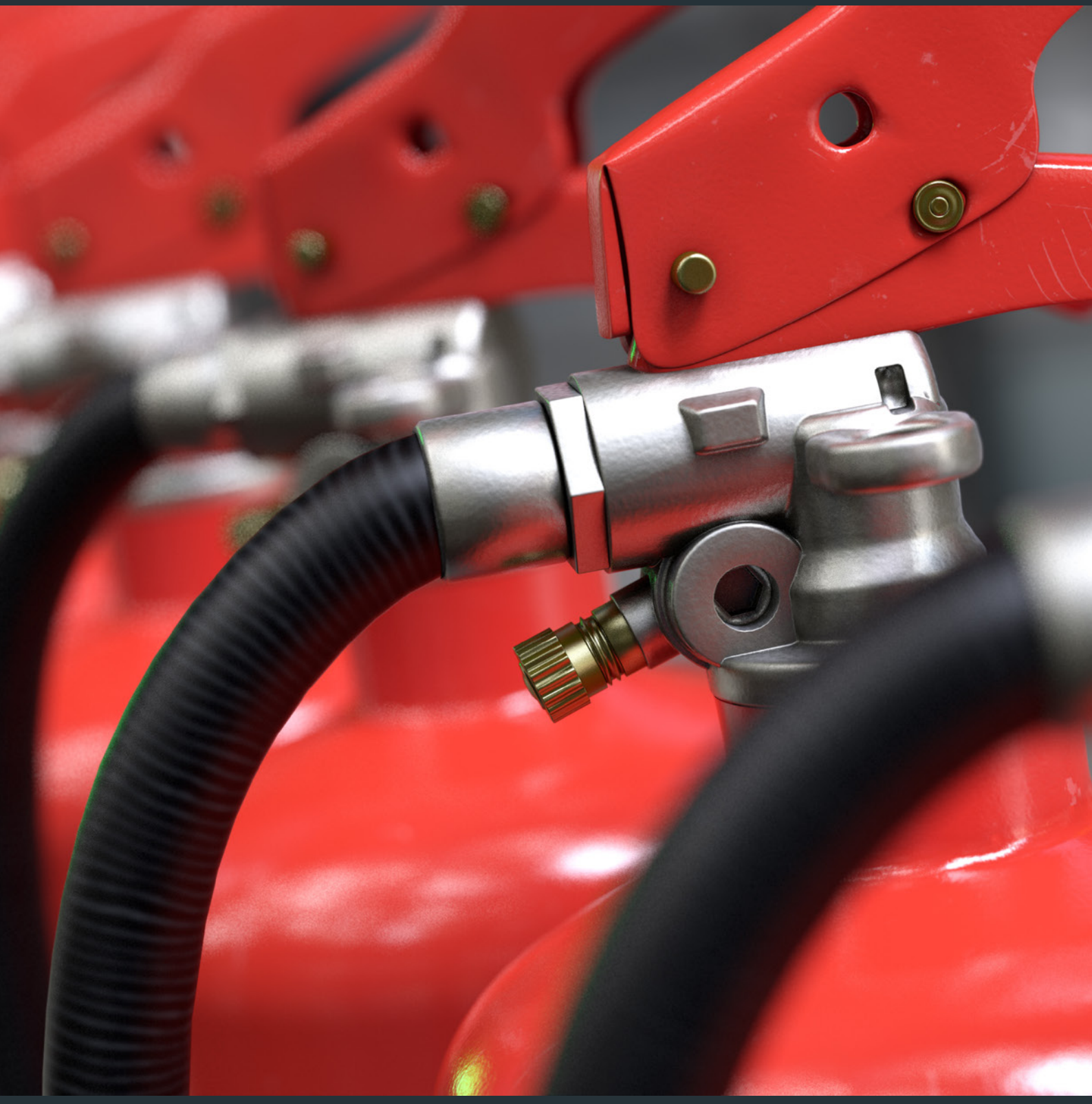
JOBBER

PROJECTS LIMITED



FIRE RISK ASSESSMENT 2021

Commercial tiling and stonework contractor working in London and the surrounding Home Counties.

Valid Until 04.01.22

Version 1.1

Purpose of the Assessment

To assess the risk to life to anyone who might be in the premises which are the subject of this report in the event of a fire (but please note that this assessment does not address any risk to property or business continuity from fire).
The assessment has taken the form of a comprehensive inspection of the premises and sets out the current situation, as seen by the assessor. Where any area falls below that which the assessor considers acceptable, there are actions recommended within, or at the at the end of the report.
Warranty
The assessment is not a warranty of future results, nor an assurance against risk. It is the best judgement.

Relevant legislation:

- Management of Health & Safety at Work Regulations 1999 (as amended)
- Health & Safety (Safety Signs & Signals) Regulations 1996
- Regulatory Reform (Fire Safety) Order 2005

Introduction

What is a Fire Risk Assessment?
A Fire Risk Assessment is an organised look at premises, by a competent person, to assess anything that could put anyone who is on the premises at the time of a fire, at risk and the steps taken, or that need to be taken, to reduce the risk to those people.

Who has to have an assessment?
The Regulatory Reform (Fire Safety) Order 2005 make Fire Risk Assessments a legal requirement for all places of work (as long as they are not occupied by a self-employed person with no employees) and the common parts of blocks of flats and houses in multiple occupation. If there are more than five employees then the assessment must be in writing.

Who can carry it out?
Any 'competent' person can carry out a fire risk assessment. In many cases the owner or a manager could be capable of the task. The first step is to appoint a 'responsible person' who should then follow a logical process to identify any hazards and if possible, eliminate them. If the hazards cannot be eliminated then steps should be taken to remove or reduce the risk of the hazard causing harm. If in doubt then a fire safety professional should be consulted.

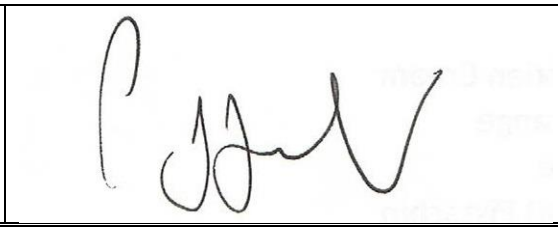
'Hazard' versus 'risk'

- A hazard is something which has the potential to cause harm
- A risk is the chance or likelihood of that harm occurring

The purpose of the assessment is to identify any hazards, assess any associated risks and then aim to reduce or eliminate those risks.

FIRE RISK ASSESSMENT

[Regulatory Reform (Fire Safety) Order 2005]

Address of property being Assessed:	Unit 18, Hayleys Manor Farm, Upland Road, Epping Upland, Essex, CM16 6PQ
Employer's/Owner's Name:	Paul Jobber
Unit or Department (where applicable):	-
Responsible Person:	**Paul Jobber**
Date of this Assessment:	04/01/2021
Recommended Review Date: (normally by a competent person within 12 months or immediately following any significant changes to the working arrangements that could raise the risk of fire)	12 months time
Assessor's Name: Paul Jobber	
Signature of Assessor:	

Section A - GENERAL INFORMATION

1 THE BUILDING

1.1	Description of premises: Workshop unit
1.2	Use(s) to which premises are put: Factory fabricating stone worktops/panels
1.3	Brief details of construction: double height workshop unit
1.4	Number of floors: 1
1.5	Means of raising alarm:
1.6	Special considerations: None
1.7	Occupancy: Sole occupancy by Jobber Projects Ltd.
1.8	History of any past incidents: None

2 THE OCCUPANTS	
2.1	Max number of staff on premises at any one time: 4
2.2	Max number of other people on premises at any one time: None generally, possibly 1 or 2 visitors very rarely
2.3	Other building occupants (approx. no): None
2.4	Comments on this section:
3 OCCUPANTS AT SPECIAL RISK	
3.1	Sleeping on the premises: None
3.2	Disabled Occupants: None
3.3	Occupants in Remote Areas: None
3.4	Others (explain in comments below): None
3.5	Comments on this section:

Please note that comments are colour coded for ease of reference

If there is no colour, there is no action to be taken, it is only a comment
Items highlighted in **green** should be attended to in **no more than 3 months**
Items highlighted in **blue** should be attended to in **no more than one month**
Items highlighted in **red** should be attended to **immediately**

Section B - FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

4 ELECTRICAL SOURCES OF IGNITION

No.	Classification	Yes	No	N/A	Note
4.1	Reasonable measures taken to prevent electrical fires?	Y			
	More Specifically:-				
4.2	Fixed installation periodically inspected and tested?	Y			
4.3	Portable Appliances testing carried out?	Y			
4.4	Suitable policy regarding the use of personal electrical appliances?		N		
4.5	Are extension leads and multi-point adaptors kept to a minimum and cable management acceptable?	Y			
4.6	Comments on this section and Hazards noted:				

5 SMOKING

5.1	Reasonable measures taken to prevent fires as a result of smoking?				
	More Specifically:				
5.2	Smoking prohibited in the building?	Y			

5.3	Smoking prohibited in other appropriate areas?	Y			
5.4	Suitable arrangements for those who wish to smoke?	Y			Separate outside area
5.5	Evidence of breaches of policy?				
5.6	Comments on this section and Hazards noted:				

6 ARSON

6.1	Does basic security against arson by outsiders appear to be reasonable and manageable?	Y			
6.2	Is there an obvious absence of unnecessary fire load in close proximity to the building or readily available for ignition by outsiders?	Y			
6.3	Comments on this section and Hazards noted:				

7 PORTABLE HEATERS AND HEATING INSTALLATONS

No.	Classification	Yes	No	N/A	Note
7.1	Is the use of portable heaters avoided as far as is practicable?	Y			
	If portable heaters are used:-				
7.2	Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided as far as possible?	Y			
7.3	Are suitable measures taken to minimize the hazard of ignition of combustible materials?	Y			Locked metal cabinet for flammable materials
7.4	Are fixed heating installations subject to regular planned maintenance?			N/A	No Heating
7.5	Comments on this section and hazards noted:				

8 COOKING

8.1	Is cooking carried out on a commercial or large domestic basis?		N		
8.2	Are reasonable measures taken to prevent fires as a result of cooking activities?	Y			
8.3	More specifically:				
	Filters changed or steam cleaned and ductwork cleaned on a regular basis?		N		No ventilation, microwave and kettle only
	Suitable fire extinguishers readily available?	Y			
	Are thermostatically controlled devices tested in accordance with manufacturer's recommendations and instructions?	Y			
8.4	Comments on this section and hazards noted:				

9 LIGHTING

9.1	Does the building have a suitable lightning protection system installed?	Y			
9.2	Comments on this section and hazards noted:				
10 OTHER SIGNIFICANT INGNITION SOURCES THAT WARRANT CONSIDERATION					
10.1	Does upholstered furniture comply with the Furniture & Furnishings (Fire Safety) Regulations?			N/A	
10.2	Are the lighting fixtures in a good state of repair?	Y	N		Some need renewing
10.3	Are there any ceiling voids or inaccessible spaces?		N		
10.4	Are there any significant flammable or hazardous floor or ceiling coverings?		N		
10.5	Other ignition sources to be considered: Yes , acetone cleaner. Stored in locked cupboard.				
10.6	Comments on this section and hazards noted:				
11 HOUSEKEEPING					
No.	**Classification**	**Yes**	**No**	**N/A**	**Note**
11.1	Is the standard of housekeeping considered adequate?	Y			
	More Specifically:				
11.2	Do combustible materials appear to be sufficiently separated from ignition sources?	Y			
11.3	Is there a sufficient avoidance of unnecessary accumulations of combustible materials or waste?	Y			
11.4	Are ALL hazardous materials stored appropriately?	Y			Few minor breaches, instructed factory worker to clear
11.5	Is there evidence of sufficient avoidance of inappropriate storage of combustible materials?	Y			
11.6	Is the main amount of waste stored acceptably?	Y			
11.7	Was there any evidence of waste accumulating around the inside of the premises?		N		
11.8	Comments on this section and hazards noted:				
12 HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND ASSOCIATED BUILDING WORKS					
12.1	Is there a satisfactory exercise of control over works carried out in the building by outside contractors (including “hot work” permits)?			N/A	
12.2	Are fire safety conditions imposed on outside contractors:			N/A	
12.3	If there are “in-house” maintenance personnel, are suitable precautions taken during “hot work”, including the use of “hot work” permits?			N/A	
12.4	Comments on this section and hazards noted:				

Section C - FIRE PROTECTION MEASURES

13 GENERAL DESCRIPTION OF THE MEANS OF ESCAPE:

14 FIRE DOORS

14.1	General description of condition of all fire-resisting self-closing fire doors Including standard, do they close properly and are they kept shut and not wedged open? Yes
14.2	Comments and deficiencies observed:

15 MEANS OF ESCAPE FROM FIRE

No.	Classification	Yes	No	N/A	Note
15.1	Have all occupiers of the premises been made aware that practices such as the use of wedges, doorstops or other paraphernalia to hold fire doors open, is a serious offence in law because it puts peoples' lives at risk in the event of fire?	Y			
15.2	Is it considered that the building is provided with reasonable means of escape in the event of fire?	Y			
	More Specifically:				
15.3	Is there adequate provision of suitable exits?	Y			1 front, 1 rear
15.4	Are ALL exits easily and immediately openable (without keys) where necessary?	Y			
15.4	If keys or other means of opening are required, is it or they readily available?			N/A	
15.5	Do ALL fire exits open in the direction of escape?		N		Front door opens inward
15.6	Are all fire exits free from obstruction and slip or trip hazards?	Y			
15.7	Has there been a determined avoidance of sliding or revolving doors on ALL escape routes?	Y			
15.8	Are all exits easily identifiable and adequately lit?	Y			
15.9	Are there reasonable distances of travel?	Y			
15.10	Has an acceptable optimum evacuation time been established?		N		
15.11	Is there a single direction of travel?				
15.12	Are there alternative means of escape?		N		
15.13	Is there suitable protection of escape routes?	Y			
15.14	Are escape routes unobstructed and regularly checked?	Y			
15.15	If the final exit opens into an enclosed area, is the area acceptable?			N/A	
15.16	Is/are the Fire Assembly Point(s) suitable for the purpose?	Y			
15.17	Is/are the Fire Assembly Points clearly identified?		N		

15.18	Has the building been provided with reasonable arrangements for the means of escape for disabled persons?		N		No disabled workers on site
15.19	If there is an external fire escape, does it meet the required standards?			N/A	
15.20	Comments and deficiencies observed:				
16 MEASURES TO LIMIT THE SPREAD AND DEVELOPMENT OF FIRE					
16.1	Is there any breach of compartment fire integrity?		N		
16.2	Is there a reasonable limit of the use of fabric or other linings that could act as a catalyst for the spread of fire?	Y			
16.3	Comments and deficiencies observed:				
17 ESCAPE LIGHTING					
17.1	Has a reasonable standard of escape (emergency) lighting been provided?	Y			
17.2	Is there sufficient emergency lighting on the outside of the building(s) to ensure risk-free evacuation?		N		
17.3	Does the system have a current maintenance agreement with a reputable supplier?		N		
17.4	Has it been regularly maintained and tested by the supplier?		N		
17.5	Are routine checks made of emergency lighting and recorded in the Fire Log?		N		
17.6	Comments and deficiencies observed:				
18 FIRE SAFETY SIGNS & NOTICES					
18.1	Is there an adequate display of fire safety signs and notices, commensurate with the overall conditions?	Y			
18.2	Comments and deficiencies observed:				
19 MEANS OF PROVIDING WARNING IN CASE OF FIRE					
No.	**Classification**	**Yes**	**No**	**N/A**	**Note**
19.1	Is there a reasonable manually operated fire alarm system in place?	Y			
19.2	Is an automatic fire alarm system installed?		N		
	If yes, specifically:-				
19.3	Does the system have a current maintenance agreement with a reputable supplier?		N		
19.4	Has it been regularly maintained and tested by the supplier?		N		
19.5	Are the number and siting of operation points satisfactory?	Y			
19.6	Are the operation points unobstructed and are they clearly visible?	Y			
19.7	Is the detection sufficient and appropriate for its location?			N/A	

19.8	Is the alarm audible throughout the premises?	Y			
19.9	Is there a remote transmission of alarm signals?		N		
19.10	Comments and deficiencies observed:				

20 MANUAL FIRE EXTINGUISHING APPLIANCES

20.1	Is there reasonable and adequate provision of portable fire extinguishers for the size of the area?	Y			
20.2	Are the extinguishers provided, suitable for their most likely use in any particular area?	Y			
20.3	Are the fire extinguishers maintained under a current service contract with a reputable supplier?	Y			
20.4	Are extinguishers serviced and tested annually, in accordance with the regulations?	Y			
20.5	Are all extinguishers marked correctly and within their test dates?	Y			
20.6	Is the fire fighting equipment hung on brackets and are the brackets at a safe height (designated areas)?	Y			
20.7	Where are the records of the maintenance and checks, kept? On site				
20.8	Are hose reels provided?		N		
	Is the firefighting equipment free from obstruction and clearly visible?	Y			
20.9	Comments and deficiencies observed:				

21 AUTOMATIC FIRE EXTINGUISING SYSTEM

No.	Classification	Yes	No	N/A	Note
21.1	Is there an automatic 'sprinkler' or other system installed?		N		
21.2	If yes, describe what it is:				
	If yes, specifically:-				
21.3	Is it maintained under a current service contract with a reputable supplier?				
21.4	Is it serviced and tested annually?				
21.5	Where are the records of the maintenance and checks, kept?				
21.6	Comments and deficiencies observed:				

22 OTHER RELEVANT FIXED SYSTEMS

22.1	Type of system installed:None
22.2	Comments:

Section D - MANAGEMENT of FIRE SAFETY

23 PROCEDURES & ARRANGEMENTS

No.	Classification	Yes	No	N/A	Note

23.1	Who manages Fire Safety? (Name of Individual or Team): Paul Jobber , Director				
23.2	Has a Competent Person(s) been appointed to assist in undertaking the prevention and pro-active measures as required by the regulations?	Y			
23.3	Is there a Fire Safety Plan including arrangements for evacuation and is it readily available for perusal/inspection?	Y			
23.4	Has it been communicated to all employees?	Y			
	More specifically:-				
23.5	Are procedures in the event of fire appropriate and correctly documented?	Y			
23.6	Are there suitable arrangements in place to summon the Fire and Rescue Service in the event of fire?	Y			
23.7	Are there suitable arrangements in place to meet the Fire and Rescue Service upon arrival, and to correctly provide such relevant information, including any known hazards to the fire fighters?		N		To be reviewed
23.8	Are there suitable arrangements in place for ensuring that the premises have been fully evacuated?		N		
23.9	Is there a suitable and appropriately signed fire assembly point(s)?	Y			
23.10	Are there suitable and sufficient procedures in place for the evacuation of any Disabled Persons who may be on the premises?		N		
23.11	Have persons been nominated and trained into the safe use of fire extinguishers?	Y			
23.12	Is/are there Person or Persons nominated and trained into the assistance with evacuation, including any disabled persons?			N/A	
23.13	Has appropriate liaison with the Fire and Rescue Service been arranged (F&RS crews visiting site)?		N		
23.14	Have routine in-house inspections of the fire precautions been effected (part of H & S)?	Y			
23.15	Comments and deficiencies observed				

24 TRAINING AND DRILLS

No.	Classification	Yes	No	N/A	Note
24.1	Are ALL staff members given appropriate instruction/training upon induction?	Y			
24.2	Are ALL staff members given ”refresher” training at suitable intervals?	Y			
24.3	Are ALL staff members with special responsibilities (Fire Wardens/Marshals) given additional training?		N		
24.4	Are Fire Drills carried out at intervals appropriate to the risk?	Y			
24.5	Comments and deficiencies observed:				

25 TESTING & MAINTENANCE

25.1	Is there an adequate level of maintenance in the workplace?	Y			
25.2	Is there weekly testing and periodic maintenance of the fire detection and warning system, and are these properly recorded?			N/A	
25.3	Is there a procedure in place for monthly, six monthly and other periodic testing and recording of the escape lighting?	Y			
25.4	Are the fire extinguishers subject to an annual maintenance inspection under contract?	Y			
25.5	Is there a procedure in place for the six monthly inspection and annual maintenance of the rising mains (where applicable)		N		
25.6	Is there a procedure in place for the weekly testing and periodic inspection of any automatic extinguishing installations?			N/A	
25.7	Is there a regime in place for routine checking of final exit doors and/or security fastenings?	Y			
25.8	Is there a procedure l in place for the annual inspection/maintenance of the lightning protection system?	Y			
25.9	Are there any other relevant inspections or tests carried out?		N		
25.10	Do companies/individuals carrying out servicing on fire related equipment hold third party/professional accreditation?	Y			
25.11	Comments and deficiencies observed:				

26 RECORDS

	Has the Company appropriate records for the following:				
26.1	Fire Evacuation Drills?	Y			
26.2	Appropriate Fire Training?		N		
26.3	Sufficient Fire Alarm Tests?	Y			
26.4	Sufficient Escape Lighting Testing?	Y			
26.5	Does the Company have a Fire Log Book?	Y			
26.6	If yes, is it kept up-to-date?	Y			
26.7	Are there any current site plans indicating location of fire equipment?		N		
26.8	If 'yes', where are they kept?				
26.9	Is there a copy of the most recent test certificate for the fixed electrical system on the premises?				
26.10	Is there a copy of the most recent test certificate relating to the gas installation on the premises?			N/A	No gas
26.11	Is Portable Appliance Testing carried out and records kept?	Y			
26.12	Comments and deficiencies observed:				

IMPORTANT NOTES

Persons / Groups at Risk:	All building users.
Existing Controls:	Exit signs, extinguishers and warning system in place
Overall Priority Risk	Normal
Rating for Action:	Items highlighted in **green** should be attended to in no more than 3 months Items highlighted in **blue** should be attended to in no more than one month Items highlighted in **red** should be attended to immediately
Action Required:	Please see assessment details above for action required

When should this Fire Risk Assessment be reviewed and by whom?

The Fire Risk Assessment should be reviewed annually.

It is possible for the work to be carried out by someone who has a basic understanding of the current best practice in premises of the type in question, recognises where they may not have this and be willing to seek advice from professionals in such instances.

In the case of simple premises, they could be shown what to do by the qualified person undertaking the original Assessment, so that they can then review that report. In doing so, they must check that there have been no changes in the premises, its use, equipment and numbers of persons on the site and that any recommendations have been carried out. If there are any changes, then it is advisable to seek professional advice.

In complex premises, it will require a much higher level of applied knowledge and understanding of fire which really only comes from having had relevant specialist training. A person attempting to carry out such work in a complex situation should have knowledge of such things as:-

- Risk Assessment in a fire situation
- Legislation and Best Practice
- Behaviour of fire in premises
- Effects on and behavior of people in a fire
- Means of Escape
- Fire Prevention and Protection
- Management of fire safety

Competence does not necessarily depend upon having specific qualifications but having them does contribute towards demonstrating competence. And what competence is required to carry out the work, depends upon the level of risk within a building.

So the person carrying out the work must have sufficient knowledge to be able to identify correctly the risks and to assess whether there are sufficient controls in place and, where there are not, to recommend what action should be taken.

Appendices

Information that will be of use to you

The Emergency Plan

An employer, or if common parts in blocks of flats, the owners or managing agents, or if a care home, the owner or manager, must create a written Emergency Plan, specific to the workplace/block, detailing the procedures in place for dealing with a fire situation. This must include:

- Action on discovering a fire
- Warning if there is a fire
- Calling the Fire & Rescue Service
- Evacuation of the premises
- Assembly Point procedures
- Liaison with emergency services
- Identification of escape routes
- Training in the identification and use of fire fighting equipment
- Responsibilities in the even of a fire and training required
- The emergency plan must be tested with employees and if necessary discussed with the emergency services

There are other legal duties for employers:

- You must nominate people to undertake any special roles identified in your emergency plan
- You must consult your employees (or their representatives) about nominations to perform special roles and about your proposals for improving the fire precautions
- Your employees are required to cooperate with you to make sure the workplace is safe from fire
- You must inform other employers in the building about any significant risks you found which might affect the safety of their employees and cooperate with them about measures to reduce the risk
- If you are not an employer, but have any control over a workplace, you also have responsibility to ensure compliance with the Fire Regulations in those parts of the building over which you have control

- You must establish a suitable and readily available method of calling the emergency services

For blocks of flats and care homes, the duties are:

- taking general fire precautions
- putting in place appropriate fire safety arrangements
- keeping clear and providing certain signage and lighting to emergency routes and exits
- maintaining facilities and equipment required by the Order
- establishing emergency procedures
- appointing competent persons to discharge fire safety duties
- ensuring the premises are equipped with appropriate fire fighting and detection equipment, if required

Good Housekeeping

Good housekeeping and sensible fire precautions will reduce the possibility of a fire occurring. On the other hand, poor housekeeping will not only make the outbreak of a fire more likely but will inevitably allow a fire to spread more rapidly.

Common fire hazards include;

- The careless disposal of lighted cigarettes or matches
- The accumulation of rubbish, paper or other materials that can easily catch fire
- Electrical wiring, plugs and sockets in poor condition or overloaded
- Electrical equipment left switched on when not in use (unless it is designed to be permanently connected)
- Flammable or combustible material left close to sources of heat
- Obstructing the ventilation of heaters, machinery or office equipment
- Inadequate cleaning of areas

Although fire precautions are mainly common sense, employees and residents need to know what to look out for. Staff, residents, service-users and visitors should be encouraged to bring any hazard to the attention of some other person in authority.

Guide to Extinguishers

Water Extinguishers

Caution: Not for use on liquid fires e.g. oil, or on live electrical equipment

For fighting Class A fires (carbonaceous materials such as wood, paper and textiles).

CO2 Extinguishers

Avoid contact with the swivel horn or nozzle during use - it's freezing!

For fighting Class B fires as well as fires involving live electrical equipment.

Foam Extinguishers

Caution: Should not be used to cover direct electrical risks

Foam (AFFF – Aqueous Film Forming Foam) is suitable for Class A and Class b fires (flammable liquids such as petrol, oil, solvents and paints). Spray nozzle has passed the electrical conductivity test of BS EN3 so it can be specified for Class A and B fires in the proximity of live electrical equipment in accordance with BS 5306.

ABC Powder Extinguishers

Avoid using near high value electrical

equipment

Suitable for a wide range of environments and safe for use on risks involving live electrical equipment. Powder extinguishers give a rapid knock down of the fire. Electrically non-conductive.

Positioning

4kg or less - handle 1.5 metres from the floor
Over 4kg - handle 1 metre from the floor

Maximum travel distance to an extinguisher from the fire - 30 metres
Maximum weight of a portable fire extinguisher - 20 kilos

Guide to Fire Safety Signs

Fire signage is integral to fire risk assessment and it should be manufactured and installed in accordance with British Standards. The Health and Safety (Safety Signs and Signals) Regulations 1996 require the following;

5.1- Every employer shall ensure that comprehensive and relevant information on the measures to be taken in connection with safety signs is provided to each employee

5.2 – Every employer shall ensure that each employee recieves suitable and sufficient instruction and training in the meaning of safety signs and the measures to be taken in connection with safety signs.

The owners and managers of blocks of flats and care homes, should also follow these requirements

	Mandatory - usually some kind of order e.g. Fire door keep locked	White letters on blue background
	Prohibition - Usually "Do not" e.g. Do not smoke	Black pictogram on a white background with red border and diagonal
	Escape - e.g. fire exit, push bar to open etc	White letters and a moving figure pictogram on a green background
	Warning - Usually warning of hazard or risk	Triangular with yellow background and black border

Sign heights above doors and open spaces: 2 metres to 2.5 metres
Sign height on walls: 1.7 metres to 2.0 metres

Code	Typical Sign	Viewing Distance	Examples

T		17 metres	Small office, small shops and factories, small care homes and common parts in blocks of flats
K		22 metres	Large offices, large factories, warehouses and shopping centres, large care homes
J		30 metres	Large warenhouses, distribution centres and exhibition halls

Instructions to Fire Wardens & Fire Marshals

Any place of work, or care homes should appoint and properly train one or more Fire Wardens. These persons have the responsibility for everything to do with the risk, or outbreak, of fire, including taking pro-active steps to ensure that the risk is minimised. Some of the ways that a Fire Warden should discharge their responsibilities are as follows.

Weekly/Monthly Checklists – Fire Wardens

- Walk through the building, or your area of responsibility making sure that you are confident that you know what is and what is not within your area
- Has anything changed in the previous week (e.g. building work) which may affect your ability to carry out a check?
- Are all fire alarm points visible and unobstructed?
- Are all signs clear, legible and unambiguous?
- Is all fire fighting equipment either on a bracket or on a stand, undamaged and fit for use?
- Are all exits clear and usable?
- Has there been a recent Fire Drill, or should one be undertaken?
- Are there any accumulations of rubbish that could fuel a fire, or impede egress from a building?
- Is the Emergency Plan (dealing with evacuation procedures etc) up-to-date, considering the current situation within the premises, or your area of responsibility?
- Do you know what you have to do, to follow the emergency plan?
- Have checks been carried out by service companies on all fire equipment?
- Has the Fire Log (or equivalent) been written up correctly?

Evacuations - Fire Marshals

- If you are a Fire Marshal you will take responsibility for carrying out the tasks below and you must have been properly trained for the purpose.
- When you hear the alarm, start your evacuation procedure (which should have been devised by your employers). Walk quickly through the building or your area, checking that all rooms and corridors are empty and all doors are closed. Knock on the door and shout to see if there is anyone inside - do not attempt to enter a room as there may be fire behind it and you will only make the situation worse.
- Only do this walk round if there is no risk that you will be exposed to danger i.e. that there is no visible risk of you becoming a victim of a fire.
- If you encounter reluctance to leave by any member of staff, do not interfere with them in any way (e.g. cutting off their telephone call) but state clearly that once you leave, they will be responsible for their own safety and include this in your report of the incident
- When you have finished your check, go directly to the Assembly Point.
- If you are the only Fire Marshall, then follow the evacuation procedure which will probably mean checking (by some means) whether everyone who was on the premises, is now safely out of them
- If there is more than one Fire Marshal then you must report to the person appointed as the Chief Fire Marshal (if it is not you). If there is a Chief Fire Marshal, you should not attempt to deal directly with the rescue services, as this might cause confusion
- If you are unable to check any part of your area (e.g. because of the presence of smoke) or tell the Chief Fire Marshal, or if there is none, you should tell the rescue services immediately they arrive
- If you are in a large building and only responsible for an area of it and you are not in your area when the alarm sounds do not go back to it, go straight to the Assembly Point and or tell the Chief Fire Marshal, or if there is none, you should tell the rescue services immediately they arrive
- **Being a Fire Marshal is a serious responsibility - it can make the difference between life and death**

Prompt action saves lives!

Portable Appliance Testing (PAT)

Introduction

The Electricity at Work Regulations 1989 came into force on 1 April 1990. The Regulations are made under the Health and Safety at Work Act 1974 and require precautions to be taken to prevent death or personal injury from electricity in work activities. The Regulations impose particular responsibilities on the employer and employees to conform to these regulations in every respect.

Definition of 'Portable Appliances'

An electrical appliance fitted with a plug connecting it to an electric power source. The source may be at any voltage, for example 415V, 240V or 110V (there is no stated voltage which is excluded by these regulations) e.g. computer, stereo equipment, fan, toaster mobile phone etc. However, portable electrical devices that are re-chargeable are not included (however, the charger is!).

Personal Portable Appliances

No member of staff, visitor or service user should be allowed to bring any portable electrical appliance (as defined above) onto the premises without the written permission of someone in authority.

Testing

The Regulations require that 'any electrical equipment that has the potential to cause injury is maintained in a safe condition'.

However, they do not specify what needs to be done, by whom or how frequently (ie they do not make inspection or testing of electrical appliances a legal requirement, nor do they make it a legal requirement to undertake this annually). However, if an accident or incident occurs and you have done nothing, then you will be prosecuted under the Regulations for failing to maintain the equipment. Therefore testing is the way to ensure that you do not fall foul of the law.

It should be undertaken by a properly trained and competent person, labels put on each item tested and records kept. Whilst this can be done internally, the cost of the equipment required, plus training and the down time of the person doing the testing, often results in the operation being outsourced. There is no fixed re-test period although the HSE gives guidance as follows:-

The frequency of inspection and testing depends upon the type of equipment and the environment it is used in. For example, a power tool used on a construction site should be examined more frequently than a lamp in a hotel bedroom. For guidance on suggested frequencies of inspection and testing,

You can obtain a booklet from them called – ‘Maintaining Portable and Transportable Electrical Equipment’.