

# Fire Safety Risk Assessment

Assessment last updated on: 21st March 2008

By: Robert Wooding, Director

## 1. FIRE HAZARDS

### Potential sources of ignition

Lighting, electrical equipment including computers, printers and telephones, photocopier, fax machine, fans, air conditioning, kettle, fridge, sunlight through glass, fire above or next door.

### Potential sources of fuel

Paper, cardboard, rubbish, furniture, spray mount, toner, lubricating oil, spray cleaners, domestic cleaning products, foamex exhibition panel, polystyrene, plastic and office equipment, carpet, blinds, desks, furniture, chairs.

## 2. PEOPLE AT RISK

### People at risk

Permanent members of staff

### People at greater risk

Visiting clients, suppliers/other visitors who are not familiar with the premises.  
Freelance workers.

## 3. ACTION

### Separating fuel and ignition

Where possible sources of ignition are kept away from fuel. Higher risk ignition and fuel sources (shown below) are **kept in a locked cupboard**:

**Spray mount, toner, lubricating oil, spray cleaners**

## 4. PROTECTION

The premises are open-plan so a fire would be seen, smelt or a **fire alarm** would notify staff in a short amount of time.

### Warning others

If the fire alarm fails to go off, the first person to notice the fire must shout out to all employees. All employees must stop what they are doing and make themselves seen to the notifying person.

### Fire Officer

Robert Wooding is the Fire Officer. In the event that he is not in the building, whoever notices the fire, will take responsibility for making sure all employees are out of the building and that the fire brigade has been called.

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## Extinguishing a small fire

**1 fire extinguisher** is situated at the end of the office. Robert Wooding is trained to use this equipment and instructions are clearly shown on the outside should anyone else need to use them. All other staff to be trained and reminded of the procedure every 6 months.

## Escape routes

1. Through front door
2. Break any window

All employees are aware of the escape routes.

In the event of a fire, all employees must congregate in Cadbury House carpark.

## 5. TRAINING

In addition to the Fire Officer, Jo Taylor is appointed as secondary Fire Officer and is aware of procedures and how to use equipment.

Freelance staff and any temporary staff are told about the fire regulations on the first day of working for the company.

## 6. FIRE DRILLS

Fire alarm tests are undertaken by building management once a week.