



Document Name	Fire Safety Risk Assessment	Document Reference	FSRA
Prepared by	Mark Milner, HS Advisor	Version	01
Approved by	Martin Harper, Warehouse Manager	Review Date	01/03/2024

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Fire Safety Risk Assessment

Site Name: Recycle For Future Ltd

Owner of Company: Awais Mazhar Butt

Representative Manager / Responsible Person Martin Harper

Site Contact Details:
183 Fengate
Peterborough
Cambridgeshire
PE1 5BH

Tel. 01733 358807
Email. info@recycleforfuture.com

Type of Work Carried Out on the Site: Plastics Recycling

Date of Fire Risk Assessment: 5th December 2023

Date for Review of Fire Risk Assessment: 1st March 2024 or if significant changes are made to the site before that time or in the event of fire or significant occurrence. This review date is for the new Polystar extruder to be fully installed and operational.

Hours of Operation: Monday to Friday 08:00 to 17:00
Saturday 08:00 to 18:00.

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Purpose of Report

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

This fire safety risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

Name and Details of Risk Assessor

Mark Milner
Consultant – Safe Training and Consultants

Information about Fire Safety Risk Assessment

This fire risk assessment has been carried out on your behalf, being the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005 (e.g. as an employer), and/or being the person having control, to any extent, of the premises (as occupier or otherwise). It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out. It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire. Relevant persons are primarily everyone working or visiting the site or in the site vicinity. It is particularly important that you study the Action Plan and if any recommendation in the Action Plan is unclear you should request clarification or further advice. The Fire Safety Order requires that you have resources and systems in place for the effective planning, organization, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- You employ five or more employees in your undertaking (regardless of where they are employed)
- A licence or registration under other legislation is in force
- An alterations notice is in force requiring a record to be kept

This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements; adequate to comply with Article 11(2) of the Fire Safety Order and that it is regularly reviewed and kept up to date. Consideration will have been given in carrying out this fire risk assessment, to the records that exist in this respect. The Fire Safety Order also requires that you appoint one or more competent persons to assist you in undertaking the general fire precautions described above. Where there is a competent person in your employment, you must, under Article 18(8) of the Fire Safety Order, appoint that person in preference to a competent person not in your employment. This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organisational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance. More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order.

Description of Works Carried Out on the Site

Paper, Cardboard; Sorting, preparing for further processing and recycling, is carried out utilising various methods.

- Loading & unloading of lorries of materials to be recycled.
- Preparation of material – placing material ready for production by forklift truck.
- Shredding & Baling – shredding and compacting material into bales

Total Occupants / Staff	Up to 30 at any one time.
Total Number of Visitors at any time	1-5 at any one time per week.
Total Number of Contractors at any time	1-8 at any time per week.
Number of Lorry Drivers per week	1 – 25 lorry drivers per week.
Occupants/Visitors at Higher Risk	All staff, visitors, contractors sign in and out using an electronic system. Lorry drivers (specifically foreign nationals) All Contractors carrying out high risk tasks receive a site brief, permit to work.

Number and Type of Specialist Occupants at Risk Nil

Site Layout

Number of Buildings: 2

- 1 Large Main factory production and storage area building.
- 1 Weighbridge Office / Rest Area.

Building 1- Production Area

- Ground floor production area.
- Heat Extruder, Shredding and Baling machines.
- Ground Floor Offices.
- First Floor Offices.

Building 2 – Weighbridge Office / Rest Area

- Steel Container converted into an office for deliveries, and a rest area.

Diesel Tank (1250 Litres Approx.)

- This is situated on the west side of the building, opposite the weigh bridge.
- Diesel filling point for forklift trucks.

Propane Gas Tank (2200 Litres)

- This is situated on the west side of the building, near the weigh bridge.
- Gas filling connectors for the forklift trucks.

Electrical Transformer Station

- Network Connection – 2 x Transformer to the rear end of the building.
- 1 x A new installation within the last 36 months.
- 1 x Older one, fencing not secured.

Outside working area

- Open plan concrete yard used for material storage and loading and unloading of vehicles.
- Bunker areas for baled material (Plastics) at the front of the building.
- Metal fencing on the entire perimeter.
- No staff and visitor car parking permitted on site. Parking is across Fengate in the Industrial area.
- The 'Fire Assembly Point', located next to the main entrance gates.

Size and Use of Buildings on the Site

- Total Site – approximately 3.6 acres fence lined perimeter used as a plastic recycling facility
- Building 1 – Production & Machinery area – approximately 72m X 50m
- Building 2 – Weighbridge Office / Canteen – approximately 6m x 2.0m
- Diesel Tank – approximately 2m x 1.5m.

Building Construction

• Main Production Building (Building 1):

Half brick build construction and steel frame with cladding on the upper parts. A pitched roof and sheet metal and plastic cladding. Up and over doors for access to factory areas. Personnel fire doors in each area of the factory building including internal doors to the ground floor office area.

First floor offices, meeting rooms access via a metal staircase in the main production area.

First floor storage area in main storage area, access via further metal staircase.

Concrete bases to all buildings, reinforced to suit machinery weights in specific areas.

There are no sprinklers in this area.

• Weighbridge Office / Rest Area (Building 2):

A steel shipping container, converted into an office for the staff to use for weighting in and out the vehicles.

There are no sprinklers in this area, with a desk and a kitchen area.

Fire Loss Experience

- N/A

Other Specific Relevant Information

- No self-combustible material is brought to site
- No building which houses running machinery is not left unattended at any time. There is a close down procedure in place to stop the machines at least 30 min before the end of the shift.
- CCTV cameras throughout the building and many smoke detectors in the offices and the operational building of which are linked to a call response centre, who then in turn contact the mobile phones of the management team.

Fire Safety Guidance and Legislation

- The Regulatory Reform (Fire Safety) Order 2005
- Enforcement by Cambridgeshire Fire and Rescue Service
- Peterborough City Council – Building Control
- Building Regulations 2010.

Fire Hazards and Their Elimination or Control

Electrical Sources of Ignition

- Have reasonable measures been taken to prevent fires of electrical origin?
 - *No.*
- Is fixed installation periodically inspected and tested?
 - *Yes.*
- Is portable appliance testing carried out?
 - *No.*
- Is there a suitable policy regarding the use of personal electrical appliances?
 - *N/A, Staff are notified at induction.*
- Are there suitable limitations on trailing leads and adapters?
 - *No.*

Comments and hazards observed:

Some of the main electric units have been upgraded or renewed within the last 12 months to accommodate new machinery. There is clear evidence of old wiring still in situ and it's unclear as to what is live or disconnected. Many of the older electrical units, fixings, etc have been checked in 2022.

Some items show evidence of PAT testing taking place, although this was in January 2022.

There are extension leads, trailing cables, mobile phone chargers etc used, these are not surge protected and or PAT tested annually.

Smoking

- Does a smoke-free policy apply?
 - Yes.
- Are reasonable measures taken to prevent fires as a result of smoking?
 - Yes.
- Is smoking prohibited in the buildings?
 - Yes.
- Is smoking prohibited in appropriate areas?
 - Yes.
- Are there suitable arrangements for those who wish to smoke?
 - Yes.
- Did this policy appear to be observed at the time of the inspection?
 - Yes.

Comments and hazards observed:

There is a designated smoking area is at the side of the building, close to the Weighbridge Office.

Arson

- Does basic security against arson by outsiders appear reasonable?
 - Yes
- Is there an absence of unnecessary fire load in close proximity to the premise or available for ignition by outsiders?
 - Yes

Comments and hazards observed:

Premise is in an industrial part of the City, with night time security on site and CCTV throughout the site both internally and externally. There is material waiting to be processed that is stored within 6m of a building and the perimeter fence on the site. There is generally no litter or refuse left unattended overnight and all waste is contained in skips sited well within the boundary. Waste skips are changed when full, generally within every 2 weeks.

Portable Heaters and Heating Installations

- Is the use of portable heaters avoided as far as practicable?
 - **No.**
- If portable heaters are used, is the use of the more hazardous type (e.g. LPG appliances) avoided?
 - Yes.
- Are suitable measures taken to minimize the hazard of ignition of combustible materials?
 - Yes.
- Are fixed heating installations subject to regular maintenance?
 - **No, There is no evidence of any checks on the fixed installations on site.**

Comments and hazards observed:

No heating in factory buildings.

The Air Con throughout the offices is subject to periodic electrical checks and has not been recently inspected.

The use of halogen heaters was found under the desks of the office staff with other heaters in the office, this is not recommended, these have not been PAT tested.

The wall heaters in the offices, canteen area are plugged in and not PAT tested.

Cooking

- Are reasonable measures taken to prevent fires as a result of cooking?
 - Yes
- Are filters changed and ductwork cleaned regularly?
 - N/A
- Are suitable extinguishing appliances available?
 - **No.**

Comments and hazards observed:

The 2 kitchen areas have standard electrical equipment, microwaves, kettles, fridges, coffee machines, dishwasher, water urn, some of these items are new, but others are clearly older than 12 months and should be PAT tested.

The main office kitchen has a fire blanket but no suitable fire extinguishers in close proximity.

The production staff kitchen / canteen area has 1 x foam & 1 x Co2 extinguisher close by.

Microwaves are available for cooking purposes although these are not PAT Test certificated. There is no ducting in the canteen / kitchen area. A suitable Fire Extinguisher should be located in the kitchen areas on site.

Lightning

- Does the building have a lightning protection system?
 - No.

Comments and hazards observed:

Consider having lightning protection system installed.

Housekeeping

- Is the standard of housekeeping adequate?
 - Yes.
- Do combustible materials appear to be separated from ignition sources?
 - Yes.
- Is there avoidance of unnecessary accumulation of combustible materials or waste?
 - No.
- Is there appropriate storage of hazardous materials?
 - No.
- Is there avoidance of inappropriate storage of combustible materials?
 - Yes.

Comments and hazards observed:

The standard of housekeeping is adequate, although this could be improved across the site, especially around the machines within the buildings.

There are significant stock levels of cardboard and plastics both inside and outside the building, these should be reduced.

There are hazardous materials around the site, these should be stored within designated areas, clearly marked with the appropriate signage.

Diesel and Gas Forklift trucks are used on site and are an ignition source, these should be cleaned on a regular basis to avoid the build-up of waste material to avoid a fire.

Hazards Introduced by Outside Contractors and Building Works

- Is there satisfactory control over works carried out in the building by outside contractors (including hot work permits)?
 - Yes.
- Are fire safety conditions imposed on outside contractors?
 - Yes.
- If there are in-house maintenance personnel, are suitable precautions taken during hot work, including use of hot work permits?
 - Yes.

Comments and hazards observed:

The Company has employed a Maintenance Manager to oversee all works on going within the site.

Contractors carrying out work on site should be pre-selected from an approved list.

All competence is known for the contractors, and they are supervised if necessary.

All works are allowed only once a permit to work is issued.

All Hot work areas are checked by the Warehouse or Maintenance Manager approx. 1 hour after the completion of any work.

Dangerous Substances

- If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002 (Regulation 5)?
 - N/A

Comments and hazards observed:

A Dangerous Substances and Explosive Atmosphere Regulation (2002) assessment is not required at present for this site, although consideration should be given to this due to the diesel tank, Propane tank, gas cylinders and compressors used on site.

Waste Materials & Fluids, Environmental Impact.

Comments and hazards observed:

The waste is collected from the offices and production area on a daily basis and placed in the general waste skip. Scrap metals are placed in the appropriate skip.

Other fluids namely:

- **Diesel tank (1250 Litres)** – This is installed close to the weighbridge; it has its own bunded case to collect any leaks. Any spillages by staff when refuelling the Forklifts trucks will be dealt with in the appropriate manner using absorbents and spill kits. This secure cage should be locked at all times unless it's in use.
- **Gas Cylinder Storage** – The cage for the cylinders to be stored in, clearly is not big enough with in excess of 30 cylinders outside the cage.
- **Propane Gas Tank (2200 Litres)** – This tank should be secured at all times unless it is in use.
- **Wooden Pallets** – These are collected and stored towards the rear of the storage area and transferred to another site close by on a regular basis.
- **Compressors** - These are subject to periodic checks and should be maintained by an external contractor to regulatory standards.

Other Significant Fire Hazards That Warrant Consideration

- Are there any other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions?
 - Yes

- **Heat Extruder**

The installing of a heat extruder machine this has been in operation for several months, the extraction ducting should be regularly inspected and maintained to ensure that no combustible products are allowed to build up.

- **Dust Extraction System.**

There is no dust extraction in place, but with the shutter doors frequently open during work hours, regular housekeeping this is maintained at a reasonable level.

- **Belts on the Baler and Shredders.**

Frictional heat could build up on the belt when using the shredders and baler. This can generate a heat, and if sufficient material was allowed to build up could create flames. The other fixed machinery on site, have fire detection and suppression systems build in to detect and extinguish and potential fire. There should be fire extinguishers within 2m of the operator's working area.

Fire Protection Measures

Means of Escape from Fire

- Is it considered that the buildings are provided with reasonable means of escape in case of fire?
 - Yes.
- Are there adequate escape and exit routes?
 - Yes.
- Are exits easily and immediately operable and open in direction of escape where necessary?
 - No.
- Are fire exits suitably clear where necessary?
 - No.
- Are there satisfactory means for securing all exits?
 - No.
- Are there reasonable distances of travel where there is a single direction of travel?
 - Yes.
- Are there reasonable distances of travel where there are alternative means of escape?
 - Yes.
- Is there suitable protection of escape routes?
 - Yes.
- Are there suitable fire precautions for all inner rooms?
 - Yes.

- Are escape routes unobstructed?
 - **No.**
- Is it considered that the building is provided with reasonable arrangements for means of escape for disabled occupants?
 - Yes.

Comments and deficiencies observed:

Main front door from the offices opens inwards. Best practice would be for this to open outwards.

A fire exit door from the staff canteen to the entrance of the warehouse was very hard to open, considerable force was needed to open it.

Fire Exit close to compactor was blocked by machinery.

Fire Exit in the plant room at the rear of the building was blocked by a large work bench.

The main entrance door opens internally which would cause a problem in the event of a fire. Best practice would be for this to open outwards.

All Fire Exits should be accessible, clear, and checked on a regular basis.

All Fire Escape routes should be cleared and accessible.

Measures to Limit Fire Spread and Development

- Are compartments of a reasonable standard with limitations to spread fire?
 - **No.**
- As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?
 - N/A

Comments and deficiencies observed:

There are many gaps in the internal cladding, significant damage to the external walls, holes in the walls and ceilings throughout the building, this would increase the fire and smoke spread in the event of a fire.

All buildings are connected by an open doorway to allow for forklift access, and all form part of the same building.

Material awaiting process is stored within 5m of any building.

Internally stored material is satisfactory in its height levels and not encroaching on lighting.

Concrete Lego system blocks are sited at the front and rear of the building to form a wall for stacking material in.

These should be divided up to form bunker areas to create a fire wall. Material should also be at least 50 cm below the top of the wall to reduce the fire spread.

Emergency Escape Lighting

- Is there a reasonable standard of emergency escape lighting system provided?
 - **No.**

Comments and deficiencies observed:

The Emergency Lighting in many areas doesn't work, is not in place or the test points for these are difficult to locate.. Certification of emergency lighting should be readily available and in date, this should be supported with regular checks of the lighting.

Fire Safety Signs and Notices

- Is there a reasonable standard of fire safety signs and notices?
 - **No.**

Comments and deficiencies observed:

The fire safety signage used on site should be reviewed and audited to establish what is needed and to ensure that the correct signage is being used to remain compliant.

Means of Giving Warning in Case of a Fire

- Is a manually operated electrical fire alarm system provided?
 - Yes.
- Is automatic fire detection provided?
 - Yes.
- Is the extent of the automatic fire detection generally appropriate for the occupancy and fire risk?
 - Yes.
- Is there a transmission of alarm signals linked to phones?
 - Yes, this is then relayed to the business owners.

Comments and deficiencies observed:

The building is fitted with automatic fire detection and a suitable fire alarm, although on the day of the assessment, the alarm was showing some faults in 2 areas. (See Photo).

Manual Fire Extinguishing Appliances

- Are there reasonable provisions of portable fire extinguishers?
 - Yes.
- Are hose reels provided?
 - No.
- Are all the fire extinguishing appliances readily accessible?
 - No.

Comments and deficiencies observed:

There are no hose reels on site.

There are many extinguishers on site, some of these are not in the correct place, or fixed to the wall, or on appropriate stands, have signage missing, and are not recorded on the weekly check sheet, or in date.

Relevant Automatic Fire Extinguishing Systems

- Is a suitable automatic fire extinguishing system fitted?
 - No.

Other Relevant Fixed Systems and Equipment

- Type of fixed system:
 - N/A

Management of Fire Safety

Procedures and Arrangements

This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangements in place at the time of this risk assessment. Arrangements for planning, organisation control, monitoring and review of the preventative and protective measures required to conform to the requirement of the Regulatory Reform (Fire Safety) Order 2005 are in place. All this information should be maintained in the Fire Log Book, situated in the office block.

A secure cabinet – FB1 Fire Service Document Cabinet – should be located to the front gates. The cabinet can hold all maps, plans of site, contact details, information about any hazards on site to assist in the early recognition of site-specific risks.

- Fire safety is primarily managed by.
 - Warehouse Manager.
- Are competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?
 - No.
- Is there a suitable record of the fire safety arrangements?
 - No.
- Are appropriate fire procedures in place?
 - No.
- Are procedures in the event of fire appropriate and properly documented?
 - No.
- Are there suitable arrangements for summoning the fire and rescue service?
 - Yes.
- Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?
 - Yes.
- Are there suitable arrangements for ensuring that the premises have been evacuated?
 - Yes.
- Is there a suitable fire assembly point?
 - Yes.
- Are there adequate procedures for evacuation of any disabled people who are likely to be present?
 - N/A.
- Are persons nominated and trained to use fire extinguishing appliances?
 - Yes.
- Has appropriate liaison with fire and rescue service (e.g., by fire and rescue service crews visiting for familiarisation visits)?
 - No.
- Are there routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?
 - No.

- Are persons nominated and trained to assist with evacuation, including evacuation of disabled people?
 - Yes

Comments and deficiencies observed:

There appeared little evidence of staff taking preventive measures to reduce the risk of a fire happening with no regard or knowledge to location of fire extinguishers, with stock permitted to build up excessively.

The information given to staff, visitors around the site is very limited, further Fire Action Notices should be installed.

The Fire Safety records for arrangements, procedures and checks are very limited if at all. A fire prevention plan should be implemented with clear details given to all staff.

Cambridgeshire Fire and Rescue Service have visited the site for Fire Prevention measures, date of last visit 5th April 2022.

An operational visit from local fire station crews would benefit both parties with a view of site-specific risk information.

Site inspections would uncover any abnormalities in the security of the site and fire risk changes.

The fire alarm is not linked to a Call Response Centre, the management mobile phones are not connected to this system.

CCTV monitoring: The site is monitored 24 hours a day, every day, by CCTV cameras fitted around the site. There are approx. 24 cameras fitted inside and outside of all buildings. The site also employs an out of hours security guard.

Arrangements for summoning and meeting fire and rescue services are the responsibility of the first person on scene.

Accountability of persons on site is made by the most senior Manager on site at the fire assembly point for the premises. If a visual inspection is achievable when departing the buildings, this is completed by the Fire Wardens prior to access being gained by the fire and rescue service.

Employees are trained in the use of fire extinguishers; this is also included on the induction for new starters.

The site has a Warehouse Manager overseeing the Fire Safety and 10 other members of staff trained as Fire Wardens in 2021. These are due to expire in early 2024 and should be refreshed in their training.

A full list of the fire wardens in the respective area should be shown at every fire exit.

All fire extinguishers and systems should be checked on a regular basis in line with the Regulatory Reform (Fire Safety) Order 2005.

Although no specific arrangements are in place for the evacuation of any disabled residents, there are employees trained as Fire Wardens.

Training and Drills

- Are all staff and contractors working for the Company given adequate fire safety instruction and training on induction?
 - Yes.
- Are all staff given adequate periodic refresher training at suitable intervals?
 - Yes.

Does all staff training provide information, instruction, or training on the following?

- Fire risks in the premises?
 - Yes.
- The fire safety measures in the building.
 - Yes.
- Action in the event of fire?
 - Yes.
- Action on hearing the fire alarm signal.
 - Yes.
- Method of operation of fire call points?
 - Yes.
- Location and use of fire extinguishers?
 - Yes.
- Means for summoning the fire and rescue service.
 - Yes.
- Identity of persons nominated to assist with evacuation.
 - Yes.
- Identity of persons nominated to use fire extinguishing appliances.
 - Yes.
- Are staff with special responsibilities (e.g. fire wardens) given additional training?
 - Yes.
- Are fire drills carried out at appropriate intervals?
 - Yes.

Comments and deficiencies observed:

Next drill to be carried out no later than March 2024

Previous drill was carried out on the: 12th September 2023

When the employees of another employer work in the premises:

- Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?
 - Yes.
- Is it ensured that the employees are provided with adequate instructions and information?
 - Yes.

Comments and deficiencies observed:

Contractors carrying out work on the premises should be pre-selected from an approved list and site inducted. Permits to Work should be issued for all work activities, especially Hot Works.

Testing and Maintenance

- Is there adequate maintenance of premises?
 - No.
- Is there weekly testing and periodic servicing of fire detection and alarm system?
 - No.
- Is there effective and periodic inspection and testing routines for emergency lighting?
 - No.
- Is there effective and periodic maintenance of fire extinguishing appliances?
 - No.
- Is there periodic inspection of external escape routes and gangways?
 - No.
- Is there six-monthly inspection and annual testing of rising mains?
 - N/A
- Is there adequate testing, six monthly inspection and annual testing of fire-fighting lifts?
 - N/A
- Is there periodic inspection of sprinkler installations?
 - N/A
- Are there routine checks of final exit doors and/or security fastenings?
 - No.
- Annual inspection and test of lightning protection system?
 - N/A.
- Are there routine checks on Ventilation and Extraction System?
 - No.

Comments and deficiencies observed:

There are several significant areas of the building that are in need of rebuilding works (See Photos). There has been some testing of the Fire Detection and Alarm System, but this does have several gaps within it, last record date Sept 2023. There were also faults showing on the alarm panel (See Photos). There has been some testing of the emergency Lighting, but this does have several gaps within it, last record date Sept 2023. There has been some testing of the Fire Extinguishers, but this does have several gaps within it, last record date August 2023. There are many Fire Extinguishers located on site, but many of these are out of date, not fixed to the wall or on stands, do not have signage to indicate their location. There is a contract in place with Swift Fire & Safety who appeared to have missed many extinguishers. Next Fire Extinguisher inspection date by Swift is January 2024. There are no records of any inspections on external escape routes, Final Fire Exit doors, some of the fire exit doors were unable to be secured. There are no records of routine checks on the extraction systems installed.

Records

Are there appropriate records of?

- Fire drills?
 - Yes.
- Fire training?
 - Yes.
- Fire alarm tests?
 - Yes.
- Emergency escape lighting tests?
 - Yes.
- Maintenance and testing of other fire protection systems?

- Yes.
- Maintenance and testing of Mechanical systems?
 - N/A
- Maintenance and testing of Electrical systems?
 - Yes.

Fire Risk Assessment

The following simple risk level estimator is based on a more general health and safety risk level estimator:

- Potential Consequences of Fire - Slight Harm/Moderate Harm/Extreme Harm
- Likelihood of Fire – Low/Medium/High

Potential Consequences of Fire

		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Medium Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Likelihood of Fire:

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this site is: **Medium**

In this context, a definition of the above terms is as follows:

Low:

Unusually low likelihood of a fire as a result of negligible potential sources of ignition.

Medium:

Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High:

Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

.....

Potential Consequences of Fire:

Taking into account the nature of the buildings and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be: **Moderate Harm**

In this context, a definition of the above terms is as follows:

Slight Harm:

Outbreak of fire unlikely to result in serious injury or death of any occupant.

Moderate Harm:

Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme Harm:

Significant potential for serious injury or death of one or more occupants.

.....

Accordingly, it is considered that the risk to life from fire at this building is: **Moderate Risk**
A suitable risk-based control plan should involve effort and urgency that is proportional to risk.

Risk Level and Relevant Action and Timescale Required:

Trivial:

No action is required, and no detailed records need be kept.

Tolerable:

No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.

Moderate:

It is essential that efforts are made to reduce the risk wherever possible and necessary. Risk reduction measures should be implemented within a defined time period if practicable and without interruption to the standard operations on the business. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. However, if the risk is managed and acceptable to the business – the risks should be monitored, and control measures reviewed when needed or in the event of change.

Substantial:

Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.

Intolerable:

Building (or relevant area) should not be occupied until the risk is reduced.

NB: Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.

Action Plan

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level: **Moderate Risk**

Definition of priorities (where applicable):

Very High:

Extreme risk to life safety - Immediate

High:

Urgent

Medium:

Strongly recommended

Low:

Recommended and should be implemented as and when the opportunity arises.

Site Specific Significant Findings and Recommendations

Fire Hazards and their Elimination or Control

Electrical Sources of Ignition

- Have reasonable measures been taken to prevent fires of electrical origin?
 - **No.**
- Is fixed installation periodically inspected and tested?
 - **Yes.**
- Is portable appliance testing carried out?
 - **No.**
- Is there a suitable policy regarding the use of personal electrical appliances?
 - **N/A, Staff are notified at induction.**
- Are there suitable limitations on trailing leads and adapters?
 - **No.**

Recommendation:

To ensure that all PAT testing is carried out as soon as possible, within 1 month.

To employ a reputable company to remove all old cables, wires, fixings within 3 months.

To educate staff to reduce the amount of extension leads used on site, to enforce their use to a minimum to avoid having them laying across floors.

To remind all staff of the importance of bring into the workplace their own Portable Appliances within 2 months.

Priority: High

Action by whom:

Warehouse Manager / Business Owners.

Date action taken:

Portable Heaters and Heating Installations

- Is the use of portable heaters avoided as far as practicable?
 - **No.**
- Are fixed heating installations subject to regular maintenance?
 - **No, There is no evidence of any checks on the fixed installations on site.**

Recommendation:

To limit the use of portable heaters within the office space, within 3 months

To ensure that any fixed heating installations are checked on a regular basis within 1 month.

Priority: High

Action by whom:

Warehouse Manager / Business Owners.

Date action taken:

Cooking

- Are suitable extinguishing appliances available?
 - **No, the kitchen area has no fire blanket or suitable fire extinguishers in close proximity.**

Recommendation:

To install a suitable Fire Extinguisher within the kitchen areas or very close by, within 2 months.

Priority: High

Action by whom:

Warehouse Manager

Date action taken:

Housekeeping

- Is there avoidance of unnecessary accumulation of combustible materials or waste?
 - **No.**
- Is there appropriate storage of hazardous materials?
 - **No.**

Recommendation:

To reduce stock levels to an acceptable level and monitor this more accurately, within 3 months.

To ensure that all hazardous substances, products, etc are stored securely in the COSHH cabinets, within 1 month.

Implement a robust cleaning regime for all forklift trucks to be cleaned on a regular basis, with inspections from the Management, to reduce the risk of fire from these, within 2 months.

Priority: High

Action by whom:

Warehouse Manager

Date action taken:

Dangerous Substances

- To consider having a Dangerous Substances and Explosive Atmosphere Regulations 2002 assessment, due to the high levels of gas in both cylinders and the tank on site, also for the diesel stored close by.

Consideration:

To employ Safe Training and Consultants to carry out a full DSEAR assessment for the premises at Fengate, to help reduce the risk further.

Priority: Medium.

Action by whom:

Warehouse Manager

Date action taken:

Fire Protection Measures.

Means of Escape from Fire

- Are exits easily and immediately operable and open in direction of escape where necessary?
 - **No.**
- Are fire exits suitably clear where necessary?
 - **No.**
- Are there satisfactory means for securing all exits?
 - **No.**
- Are escape routes unobstructed?
 - **No.**

Recommendation:

Main front door from the offices opens inwards. Best practice would be for this to open outwards.

A fire exit door from the staff canteen to the entrance of the warehouse was very hard to open, considerable force was needed to open it, employ a reputable carpenter to sort this, within 2 months..

Fire Exit close to compactor was blocked by machinery, to enforce the message to all staff, that all Fire Exits must be kept clear at all times, within 1 month.

Fire Exit in the plant room at the rear of the building was blocked by a large work bench, to enforce the message to all staff, that all Fire Exits must be kept clear at all times, within 1 month.

To implement a management style, walk around to ensure that all staff are aware of their responsibility to maintain their work areas and report any issues of safety immediately, within 2 months.

All Fire Exits should be accessible, clear, and checked on a regular basis.

All Fire Escape routes should be cleared and accessible.

Priority: High

Action by whom:

Warehouse Manager

Date action taken:

Measures to Limit Fire Spread and Development

- Are compartments of a reasonable standard with limitations to spread fire?
 - **No.**

Recommendation:

To employ a reputable company to assess and repair the many holes, both inside and out of the building to reduce the risk of smoke and fire travelling through. There are many gaps in the internal cladding, significant damage to the external walls, holes in the walls and ceilings throughout the building, within 3 months.

To implement a robust stock level management system to manage, monitor and reduce the risk as much as possible, within 3 months.

To ensure that all material is not kept closer than 5 metres of the building, within 2 months.

To ensure that the concrete Lego style blocks used on site are of suitable size with the height of the material at least 50cm below the height of the blocks, to reduce the fire spread, within 3 months.

Priority: High

Action by whom:
Warehouse Manager

Date action taken:

Emergency Escape Lighting

- Is there a reasonable standard of emergency escape lighting system provided?
 - **No.**

Recommendation:

To employ a reputable company to check the function of all Emergency Lighting, and to ensure that every Fire Exit has lights on the inside and outside installed within 3 months.

To locate all The Emergency Lighting test points and mark these on a plan and ensure that regular checks are carried out for the functionality of these lights.

Certification of emergency lighting should be readily available and in date, this should be supported with regular checks of the lighting within 2 months.

Priority: High

Action by whom:
Warehouse Manager

Date action taken:

Fire Safety Signs and Notices

- Is there a reasonable standard of fire safety signs and notices?
 - **No**

Recommendation:

To employ Safe Training and Consultants to carry out a full audit of all the Fire Safety Signage on site, to establish what is needed and to ensure that the correct signage is being used to remain compliant, within 2 months.

Priority: High

Action by whom:
Warehouse Manager

Date action taken:

Manual Fire Extinguishing Appliances

- Are all the fire extinguishing appliances readily accessible?
 No.

Recommendation:

To collect up all extinguishers from around the site that are hidden away within 2 months.

To employ a reputable company to identify and locate all Fire Extinguishers on site, to place these in the correct locations within 2 months.

Priority: Medium

Action by whom:
Warehouse Manager

Date action taken:

Management of Fire Safety

Procedures and Arrangements

- *Are competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?*
 No.
- *Is there a suitable record of the fire safety arrangements?*
 No.
- *Are appropriate fire procedures in place?*
 No.
- *Are procedures in the event of fire appropriate and properly documented?*
 No.
- *Has appropriate liaison with fire and rescue service (e.g., by fire and rescue service crews visiting for familiarisation visits)?*
 No.
- *Are there routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?*
 No.

Recommendation:

To employ a reputable company to deliver a Fire Safety session to all staff to highlight the importance of ensuring that all safety measures are followed within 3 months.

To ensure that all Fire Safety Checks are carried out on a regular basis, to include, checking Fire Extinguishers, Fire Exits, The Fire alarm, Emergency Lighting, within 1 month.

To increase the number of Fire Action Notices across the site.

To arrange with the fire stations based in Peterborough for the crews to visit to carry out familiarisation of the site within 3 months.

To employ Safe Training and Consultants to carry out regular in-house inspections of Fire Safety to ensure that all measures are being adhered to, within 2 months.

Priority: Medium

Action by whom:
Warehouse Manager

Date action taken:

Testing and Maintenance

- Is there adequate maintenance of premises?
 No.
- Is there weekly testing and periodic servicing of fire detection and alarm system?
 No.
- Is there effective and periodic inspection and testing routines for emergency lighting?
 No.
- Is there effective and periodic maintenance of fire extinguishing appliances?
 No.
- Is there periodic inspection of external escape routes and gangways?
 No.
- Are there routine checks of final exit doors and/or security fastenings?
 No.

- Are there routine checks on Ventilation and Extraction System?
 - **No.**

Recommendation:

To employ a reputable company to carry out regular maintenance on the building, including the repairs to the brickwork that is damaged, within 3 months.

To implement a robust process for checking all the fire safety equipment that needs regular checks. Fire Extinguishers, Fire Alarm, Fire Exits & escape routes, Emergency Lighting, within 1 month.

To employ a reputable company to investigate and correct the faults shown on the Fire Alarm panel, within 1 month.

To employ a reputable company to service, locate and fix to the wall all fire extinguishers on site, within 2 months.

To employ a reputable company to carry out regular maintenance and cleaning on the extraction systems and ducting installed, within 2 months.

Priority: Medium

Action by whom:
Warehouse Manager

Date action taken:

Other Significant Findings and further recommendations.

1. **To replace the hatch in the office ceiling kitchen to help with the possible fire spread, within 1 month.**
Action by whom: Warehouse Manager. Date action taken:.....

2. **Remove all excess gas cylinders from around the gas cylinder cage area within 1 month.**
Action by whom: Warehouse Manager. Date action taken:.....

3. **To remove any 3-way electrical block plugs (See Photo) in use in the office within 1 month.**
Action by whom: Warehouse Manager. Date action taken:.....

4. **To remove all electric bikes, scooters from the work place with immediate effect.**
Action by whom: Warehouse Manager. Date action taken:.....

5. **To repair or replace the ceiling tiles used in the office areas to close the gaps to the voids above within 3 months.**
Action by whom: Warehouse Manager. Date action taken:.....

6. **To remove and dispose of the 3 pallets of Wheel Cleaner (See Photo) stored on the mezz floor, as these are highly flammable products and should be stored in a secure COSHH cabinet, to reduce the fire loading in this area within 1 month.**
Action by whom: Warehouse Manager. Date action taken:.....

7. **To replace the 2 Fire Extinguishers close to the compressor by the granulator as these have been used within 1 month.**
Action by whom: Warehouse Manager. Date action taken:.....

8. **To repair the broken sounder located at the rear of the production area, near the up and over door, (See Photo) within 1 month.**
Action by whom: Warehouse Manager. Date action taken:.....

9. **To clear all the items from the mezzanine floor area to reduce fire loading, within 1 month.**
Action by whom: Warehouse Manager. Date action taken:.....

10. **To safely and responsibly remove of the contents of the IBC's stacked at the front of the site, as these are marked as flammable products, within 1 month.**
Action by whom: Warehouse Manager. Date action taken:.....

11. **To ensure that the several boxes of the Luperox F 40 products stored in the COSHH room are stored correctly and in an upright position, within 1 month.**
Action by whom: Warehouse Manager. Date action taken:.....

Maintenance, Policies, Procedures and Training

There has been some Fire Warden training within the last 3 years, this should be refreshed to all staff. The Fire Safety checks have been carried out, although these were not up to date nor were all call points, fire extinguishers, fire exits, escape routes, emergency lighting checked.

Date of the fire risk assessment:

5th December 2023

Suggested date for review:

1st March 2024 - or if significant changes are made to any building before that time, or if a significant event or fire occurs.

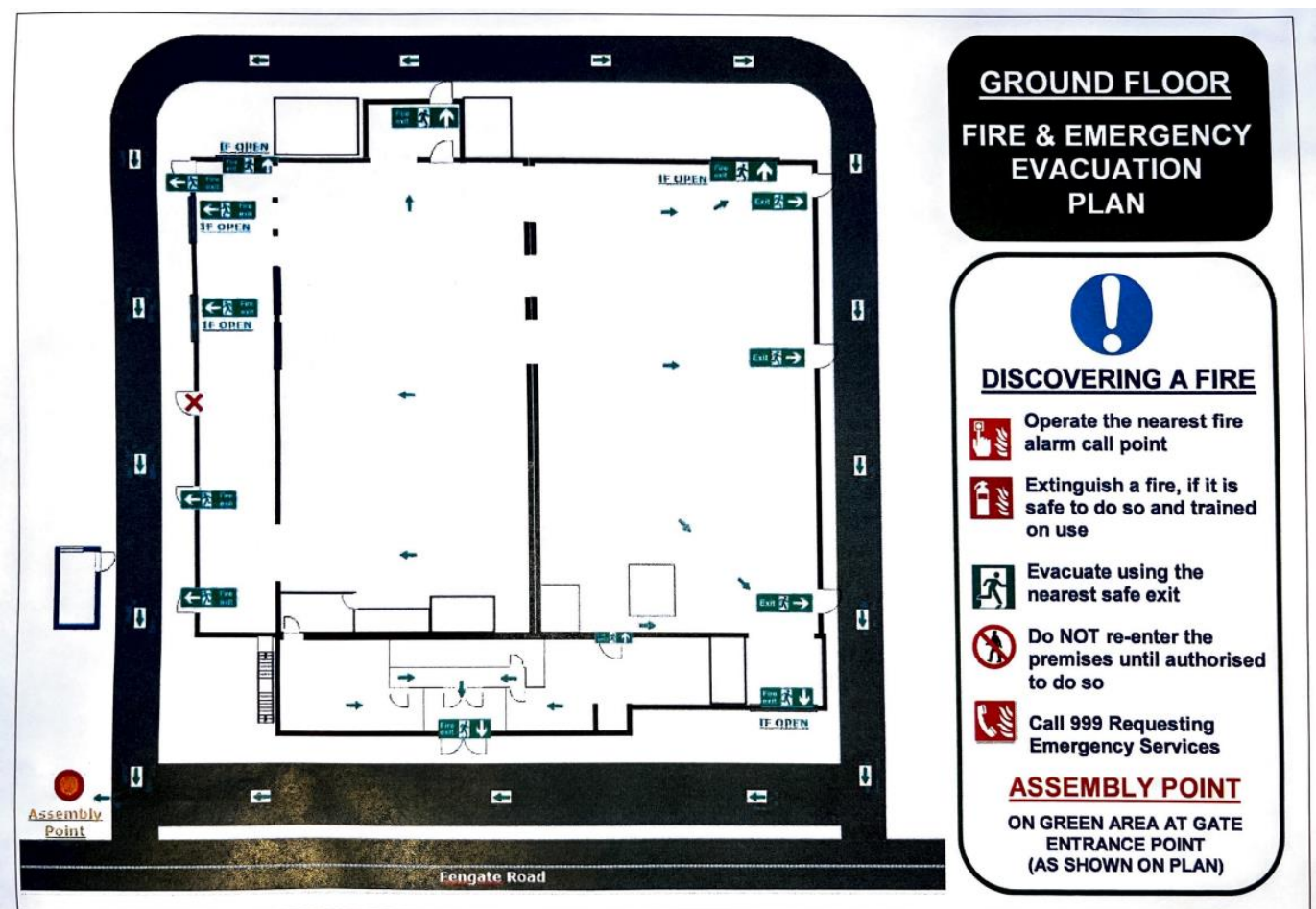
Purpose of Report

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

Records should be regularly reviewed to ensure actions are completed within set guidelines.

Site Drawings

All site drawings follow, showing basic layout of the site (not to scale) and location of the firefighting media.





Supporting Site Photos:



3 way Block plug in use.



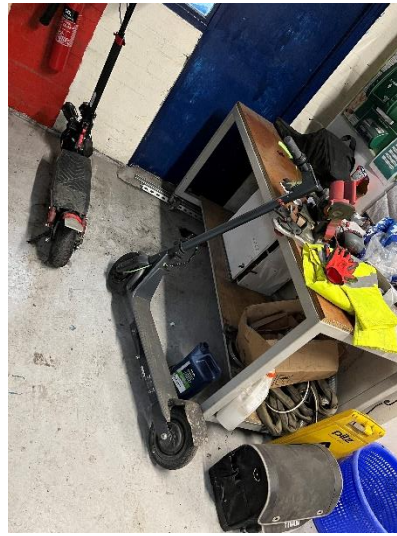
Missing hatch from office kitchen.



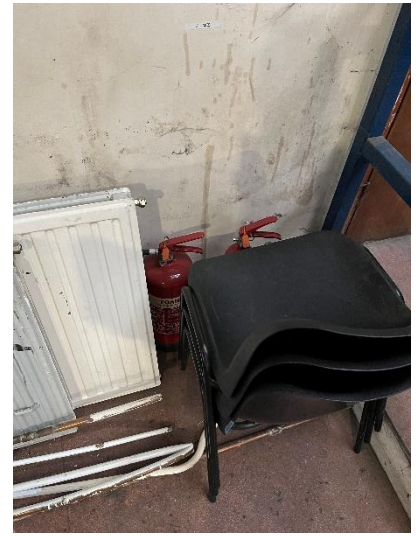
Fire Alarm showing faults.



E-bike & scooter in the staff canteen area.



E-scooters in the production area.



Fire Extinguishers hidden by chairs.



Out of date Fire Extinguisher.



Flammable products stored on mezz.



3 pallets of flammable products stored on mezz.



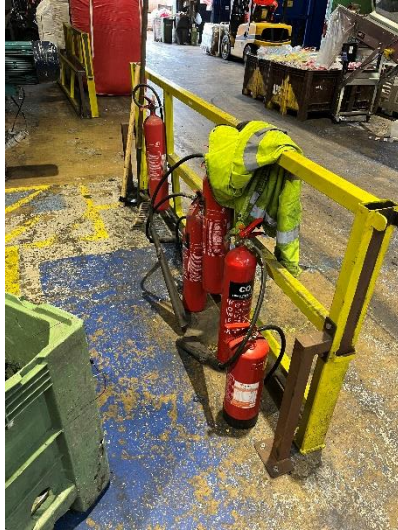
Electrical boards need signage.



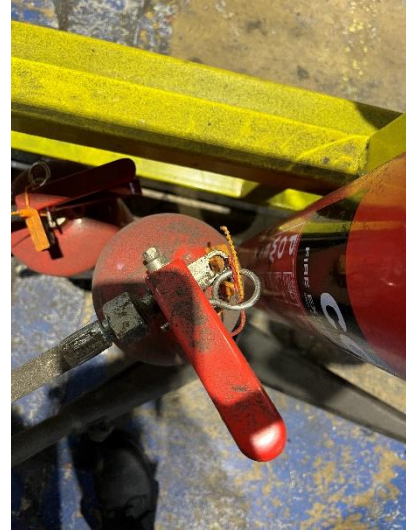
Old electrical switches need removing if not in use.



Old fire safety signage needs removing and renewing.



Large collection of extinguishers near extruder.



Safety pin removed from extinguisher.



Bare electrics, needs securing.



Break Glass missing, unable to secure door.



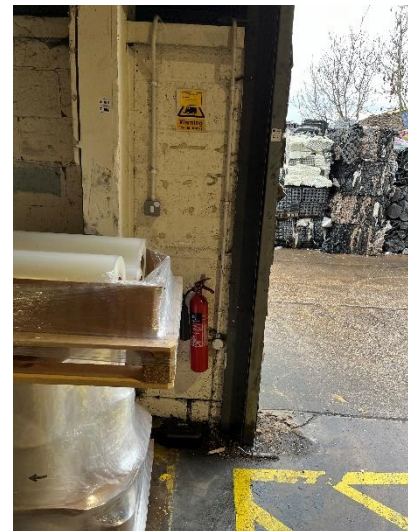
Fire extinguishers with no signage.



Large hole in the wall.



Extinguishers in QC area need fixing to the wall.



No signage for hidden extinguishers.



Hidden Call Point, no signage.



Broken sounder.



Excessive stock levels.



Badly damaged wall.



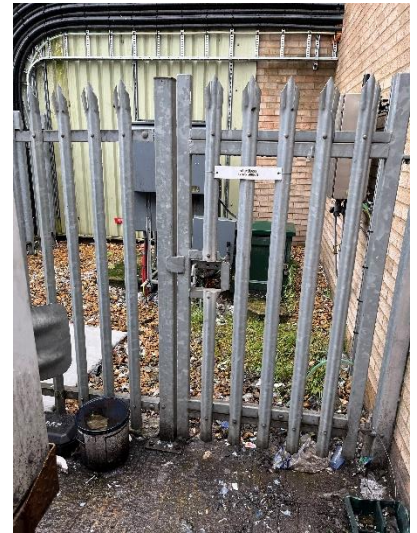
Stock levels above block height.



Argon cylinders at the rear, need to be removed.



Burnt out switch at the rear.



Unsecured transformer fencing.



Excessive cylinders should be collected.



Personal electrical equipment, no PAT Tested.



IBC with flammable product in.



Extinguisher hard to reach.



Fire exit in plant room blocked.



Luperox should be stored up right.



COSHH Area needs a secure door.



Extinguisher with pin out, in the main office.



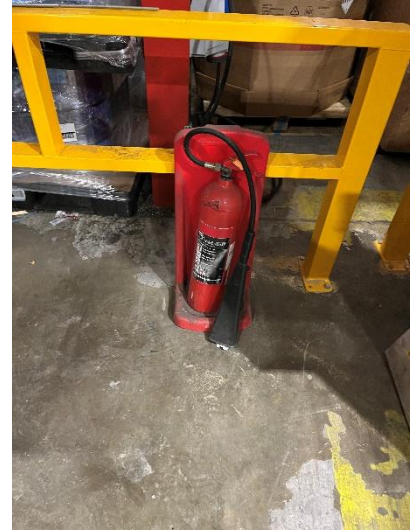
Damaged roof in stores 1st floor.



No signage for extinguishers.



Damaged entrance wall.



No signage for extinguisher.



Missing fire extinguisher.

END OF REPORT.



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