| **RA020** | **RISK ASSESSMENT – FIRE PREVENTION** |
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| **DATE** | **28/06/2024** | **AUTHOR** | **Lisa Askey**  | **REVIEW DATE** | **28/01/28** |
| **Area / Location** | **Office Block Inc. Welfare Facilities, Yard** | **Date of Assessment** | **January 2025** | **Assessor** | **Lisa Askey**  |
| **Fire hazards****(sources of ignition, fuel and oxygen)** | **Persons at risk** | **Measures in place to reduce the risk of fire occurring** | **Additional fire safety measures required to reduce risk** | **Tick when completed** |
| Sources of Fuel*Class A - paper, cardboard, packaging materials, furniture**Electrical equipment – computers, microwave,* Spent activated carbon stored in service area | Up to 10 persons max Inc. at any one timeOffice Staff / Management, Drivers, Mechanic & Warehouse staff Contract Cleaners, Visitors, Staff No occupants with special needs that will require development of Personal emergency evacuation plan | Waste bins provided in office & kitchen areasRegular cleaning of the workplace by contract cleaners dailyStocks of paper & office supplies kept to a minimumFurnishings & fittings are in good repair of modern construction incorporating fire retardant materialsYearly pat testing and electrical safety testing up to date. Types of spent activated carbon kept in separate areas. No mixing of different typres | Remove any rubbish left around the site. Brief staff on the importance of good housekeeping for their safety in the event of fire.Monitor housekeeping through regular inspections.Encourage prompt disposal of all rubbish and any unwanted materials around the site.All computers and printers turned off every day when office closes.Check Air conditioning is turned off when office closes. All bins emptied dailyKettle, microwave, coffee machine switched off at the wall when office closesMonitor spent activated carbon regularly | √ |
| Sources of Oxygen*Open doors/windows – All rooms except toilets & storerooms have windows that open.**All doors are fire doors and are fitted with closers.**Oxygen for use in the garage for welding and burning.* | Up to 10 persons max Inc. at any one timeOffice Staff / Management, Drivers, Mechanic & Warehouse staff Contract Cleaners, Visitors.No occupants with special needs that will require development of Personal emergency evacuation plan | Windows are closed in the evening as part of the routine security measures.Good housekeeping always.Oxygen and acetylene are kept outside in steel cages unless being used. | Ensure fire doors fitted with self-closing devises are not wedged open. | √ |
| Sources of Ignition*1. Smoking* | Up to 10 persons max inc. at any one timeOffice Staff / Management, Drivers, Mechanic & Warehouse staff Contract Cleaners, VisitorsNo occupants with special needs that will require development of Personal emergency evacuation plan.Up to 10 people maxDrivers, Mechanic Warehouse staff Contract Cleaners, VisitorsNo occupants with special needs that will require development of Personal emergency evacuation plan | Smoking is prohibited throughout the site & no smoking signage is displayed | No smoking signs all displayed all smoking employees stand outside the premises  | √ |
| *2. Electricity, -* *Office equipment inc. computers, printers, TV, Phone chargers, extension cables* *Kitchen - kettles, microwave & coffee maker,* | Up to 10 persons max inc. at any one timeOffice Staff / Management, Drivers, Mechanic & Warehouse staff Contract Cleaners, VisitorsNo occupants with special needs that will require development of Personal emergency evacuation plan.Up to 10 people maxDrivers, Mechanic Warehouse staff Contract Cleaners, VisitorsNo occupants with special needs that will require development of Personal emergency evacuation plan | Electrical Installation new 2009Electrical system protected by MCB’s?Portable appliances tested? frequency?Ample electrical sockets provided to minimise need for extension cablesCoffee maker & other electrical equipment switched off at end of day?Electrical distribution cupboard kept free of combustible materials. | Consider plan for maintaining & repairing electrical systems | √√ |
| 3. Heating equipment – Gas central heating? | Up to 10 persons max inc. at any one timeOffice Staff / Management, Drivers, Mechanic & Warehouse staff Contract Cleaners, VisitorsNo occupants with special needs that will require development of Personal emergency evacuation plan.Up to 10 people maxDrivers, Mechanic Warehouse staff Contract Cleaners, VisitorsNo occupants with special needs that will require development of Personal emergency evacuation plan | Electrical Installation new 2009Electrical system protected by MCB’s?Portable appliances tested? frequency?Ample electrical sockets provided to minimise need for extension cablesCoffee maker & other electrical equipment switched off at end of day?Electrical distribution cupboard kept free of combustible materials. | Consider plan for maintaining & repairing electrical systems |
| *4. Lighting installations* | Up to 10 persons max Inc. at any one timeOffice Staff / Management, Drivers, Mechanic & Warehouse staff Contract Cleaners, VisitorsNo occupants with special needs that will require development of Personal emergency evacuation plan.Up to 10 people maxDrivers, Mechanic Warehouse staff Contract Cleaners, VisitorsNo occupants with special needs that will require development of Personal emergency evacuation plan | Electrical Installation new 2009Electrical system protected by MCB’s?Portable appliances tested? frequency?Ample electrical sockets provided to minimise need for extension cablesCoffee maker & other electrical equipment switched off at end of day?Electrical distribution cupboard kept free of combustible materials. | Ensure electrical system is inspected & tested by NIC-EIC approved electrical contractor at least every 5 years | √ |
| *5. Arson,* *Risk of attack from third parties**Risk of attack from employees* | Up to 10 persons max inc. at any one timeOffice Staff / Management, Drivers, Mechanic & Warehouse staff Contract Cleaners, VisitorsNo occupants with special needs that will require development of Personal emergency evacuation plan.Up to 10 people maxDrivers, Mechanic Warehouse staff Contract Cleaners, VisitorsNo occupants with special needs that will require development of Personal emergency evacuation plan | Site surrounded by security fencing. Gates locked at night.No ground floor windows or doors onto public footpathCCTV in operation & signage displayedMember off staff on site during out of hoursLow staff turnover, many family members employed | Readily combustible waste materials & vegetation to be minimised and stored away from buildings and security fencing. | √ |
| 6. Chemical reaction between different types of spent activated carbon | Up to 10 persons max inc. at any one timeOffice Staff / Management, Drivers, Mechanic & Warehouse staff Contract Cleaners, VisitorsNo occupants with special needs that will require development of Personal emergency evacuation plan.Up to 10 people maxDrivers, Mechanic Warehouse staff Contract Cleaners, VisitorsNo occupants with special needs that will require development of Personal emergency evacuation | Spent activated carbon kept in separate areas to prevent any mixing of types. Kept in sealed bags | Regular checking of stored products.Products regularly sent to reactivation site and not kept on site for an extended period of time | √ |
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| **RECORD OF TRAINING AND INSTRUCTION – RISK ASSESSMENT** |
| **tASK / ACTIVITY / PROCESS / AREA:** | WAREHOUSE/ OFFICE TALK |
| **Date of training:** | 28/06/2024 |
| **Location of training:** | WAREHOUSE/ OFFICE |
| **Name of Instructor:** | LISA ASKEY |
| **Names of people in attendance:** |  |
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| **Signature of Instructor:** |  |