

# E F WESTAWAY LTD

## Risk Assessment

### HAZARD

Fire

### RISK RATING

Low

### PERSONS AFFECTED

All personnel

### RISKS

Fires from gas burners  
Electrical fires  
Chemical fires  
Mechanically generated sparks  
Welding operations

### CONTROL

Ensure gas burners are correctly installed  
Integrity of electrical installation checked every six months  
Oxidising chemicals (e.g. sodium nitrite) to be stored separately  
Removal of flammable materials including, wood, paper, packaging etc.  
Regular maintenance of fire fighting equipment by sub-contractors  
Location of fire fighting equipment displayed  
All employees familiarised with the Emergency Action and Evacuation Plan.

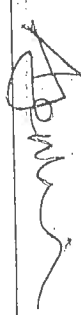

### PERSON CARRYING OUT ASSESSMENT

D Westaway

### DATE

23<sup>rd</sup> June 2011

## Fire Risk Assessment

Company Name	E. F. WESTGATEWAY LTD		
Address of premises (premises being assessed)	JESSELL STREET SHEFFIELD S9 3HY		
Name of Responsible Person	A. JENKINS	Signature	
Name of person undertaking the assessment	D. WESTGATEWAY	Signature	
Date of assessment	11/4/2012	Review Date	
Additional Considerations	Yes / No N/A	Comment	
Do you have a Fire Certificate for the premises?	NO	The details contained in the fire certificate for these premises should be reviewed and transferred into this document as appropriate.	
Is the workplace/premises subject to a separate licensing scheme? e.g. Sports Grounds, Special Events, Entertainment etc.	NO	Review content, reference additional documentation and ensure compliance with existing licence or certificate conditions.	
Are there any specific site conditions imposed by the Enforcement Authorities due to the work activity, stored substances, assessed hazards/risks etc?	NO	Review content, reference additional documentation and ensure compliance with existing site-specific conditions.	

### 1.1 Potential Sources of Ignition

#### Step 1 - Identify fire hazards

Hazard	Yes / No N/A	How is the risk controlled?
Is smoking permitted?	NO	
Does work involve a source of heat? e.g. welding, incineration or cooking	YES	WELDING IN DESIGNATED AREA
Are light bulbs or fittings near to combustible materials?	NO	
Is there any faulty or misused electrical equipment (include wiring on machinery and the use of multi-point adaptors)?	NO	
Is there a risk of static electricity?	NO	
Is the heating system in a satisfactory condition & maintained by a competent person?	YES	CLOSED CENTRAL HEATING SYSTEM
Are portable/radiant heaters used?	NO	
Are there adequate measures to reduce the assessed risk from arson?	N/A	
Are there sources of mechanically generated sparks or friction?	YES	ABRASIVE DISC GRINDING, OCCASIONALLY
Are hot surfaces present?	YES	HEATING TUBES TO PROCESSING TANKS PRESENT LOW RISK AS THEY ARE AWAY FROM NORMAL TRAFFIC ROUTES
Are there any other sources of ignition present? e.g. naked flames	NO	



Citation plc

### 1.2 Combustible materials and structural features

Hazard	Yes / No N/A	How is the risk controlled?
Are there highly flammable materials used or stored in the workplace? e.g. paints, oil based solvents or adhesives etc	YES	DIPPING OIL KEPT IN TANKS REMOTE FROM FIRE RISK
Are there flammable gases present? e.g. acetylene, butane, Calor gas or LPG	YES	GAS CYLINDERS STORED IN SEPARATE EXTERNAL COMPOUND
Do walls/ceilings have combustible coverings or linings? e.g. decorations/displays made of hardboard, plastic tiles or flock wallpaper	NO	
Are flammable substances stored in appropriate containers?	YES	
Is combustible waste correctly managed and disposed of? e.g. paper, dust, off-cuts etc	YES	PLACED IN CLOSED SKIP FOR COLLECTION
Are there any sources of stored oxygen? e.g. oxygen cylinders or oxidizing chemicals	YES	OXIDISING CHEMICALS STORED SEPARATELY
Does the workplace include any features that could promote rapid spread of fire, heat or smoke? e.g. suspended ceilings, wall voids or wedged open fire doors	NO	
Are there any obstructions/unusual features that could block exit routes? e.g. spiral staircase	NO	
Are there any adjacent tenants, premises or facilities that may present an additional risk?	NO	S.E. SIMM LTD - FIRE AND EVACUATION PROCEDURES EXCHANGED
Are procedures in place to control any changes or the introduction of additional hazards to the workplace?	YES	RISK ASSESSMENT REGISTER



## Step 1 – Sources of ignition and combustible materials

Additional Control Measures		Priority	Person Responsible	Completion Date
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Citation plc

Step 2 - People at risk

Hazard	Yes / No N/A	How is the risk controlled?
Are there persons e.g. employees, visitors or contractors working in areas of high fire risk?	NO	
Are there persons working alone or in remote areas? e.g. contractors or security staff	NO	
Are employees particularly at risk as a result of the work they undertake?	NO	
Is there a likelihood that large numbers of people will be present who are unfamiliar with the premises and emergency arrangements? e.g. social event or seminar	NO	
Can all employees react quickly to a fire or an alarm?	YES	EVACUATION PROCEDURES DISPLAYED IN WORKS TRAINING + AWARENESS
Are there any persons at heightened risk that may need personal assistance to evacuate the premises? e.g. young children, disabled persons or those with sensory impairments	NO	
Are all those that may be affected by a fire made aware of the emergency procedures? e.g. employees, visitors or contractors etc	YES	PROCEDURES DISPLAYED THROUGHOUT PREMISES
Could a fire have an impact on other occupants, tenants or those in the vicinity? e.g. neighbours and shared premises	YES	E. E. SIMM LTD ARE AWARE OF FIRE ARRANGEMENTS + PROCEDURES
Are there any (temporary or other) sleeping facilities on the premises? Consider those with hearing impairment	NO	



Citation plc

### Step 2 – People at risk

Additional Control Measures		Priority	Person Responsible	Completion Date
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**Step 3 - Evaluate required fire measures**

**3.1 Fire detection & warning**

Procedure	Yes / No N/A	How is the procedure applied?
Are arrangements in place for detecting a fire? e.g. fire, heat, smoke detectors or monitoring of isolated areas	N/A	
Are arrangements in place to provide suitable warning in the event of fire? e.g. sounders, strobes or personal alerts	YES	ALARMS ARE MANUALLY ACTIVATED
Can all occupants easily recognise the evacuation warning signals? e.g. those with hearing, mobility, sight impairment, sleeping or in a noisy working environment	YES	
Will the detection arrangements/equipment give sufficient early warning to enable the affected persons to escape in good time?	N/A	
Is automatic fire detection and alarm provided where people sleep on the premises?	N/A	
Is automatic fire detection provided where fires may develop unnoticed? e.g. loft, voids or external storage facilities	N/A	
Have electrically powered fire detection and warning systems been installed by competent persons to the relevant standards?	N/A	



### 3.2 Means of escape

Procedure	Yes / No N/A	How is the procedure applied?
Do escape routes lead to a place of safety? e.g. away from traffic routes	YES	
Are there sufficient exits for the number of people present in the workplace (consider public access, social function/seminar etc.)	YES	
Are escape routes free of obstructions? e.g. stacked items or parked vehicles	YES	
Can all fire safety signs and fire exit signs be clearly seen and understood?	YES	
Where necessary do fire exit doors open in the direction of escape?	N/A	
Are all internal and external fire doors clearly labelled and have sufficient rating? e.g. FD 30 has a 30 minute fire rating	N/A	
Are fire escape routes, corridors, staircases and safe refuges protected where necessary?	N/A	
Are escape routes of adequate width for the number and type of occupants using them? e.g. max occupancy and wheelchair users	YES	
Are fire doors and their self-closing devices maintained by a competent person and in good working order?	N/A	
What is the agreed evacuation time taking account of reaction time? e.g. can all occupants get to the assembly point/place of safety within two to three minutes?	3 MIN YES	



Citation plc

### 3.2 Means of escape

Procedure	Yes / No N/A	How is the procedure applied or monitored?
Taking account of reaction time, can people in high-risk areas reach a place of safety or point where more than one exit route is available, in one minute or less?	YES	
Taking account of reaction time, can people in areas with only one escape route, reach a place of safety or point where more than one exit route is available, in one minute or less?	YES	
Can the alarm be raised without anyone being placed at risk? e.g. call points sited on exit routes	YES	
Are door fastenings simple to open without the need for a key?	YES	
Do fire doors shut fully when closed?	N/A	
Do doors with fitted with automatic releases operate when the alarm system is activated?	N/A	
Are escape routes adequately signed, including the running man pictogram?	YES	
Are escape routes adequately lit?	YES	
Where necessary is escape/emergency lighting sufficient?	YES	
Are adequate escape provisions made for people with special needs?	N/A	



Citation plc

### 3.3 Provision of fire-fighting equipment

Equipment	Yes / No N/A	How is the equipment controlled?
Is suitable and sufficient fire-fighting equipment provided? e.g. of the correct type, location and number Please refer to the attached chart "Types of Fire Extinguisher"	YES	ANNUAL MAINTENANCE VISITS BY CHUBB FIRE
Are portable fire extinguishers, fire blankets suitably located?	YES	LOCATION POINTS DISPLAYED
Is fire-fighting equipment sited on exit routes or adjacent to exits?	YES	IN HOUSE TRAINING
Have sufficient numbers of employees been trained and competent in the use of fire-fighting equipment?	YES	
Is fire-fighting equipment clearly visible and are fire instructions clearly displayed?	YES	
Has all fire safety equipment been regularly checked and maintained by competent persons in accordance with manufacturer's recommendations?	YES	ANNUAL MAINTENANCE VISITS BY CHUBB FIRE

**Step 3 – Evaluation of fire detection, warning, escape and fire fighting equipment**

Additional Control Measures		Priority	Person Responsible	Completion Date
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Step 4 – Records, emergency plan and training

4 Fire emergency plan & training

Emergency plan content	Yes / No N/A	How is the plan communicated?
Are arrangements in place for calling the Fire Service and other relevant persons? e.g. premises owner, responsible person or tenants	YES	FIRE + EVACUATION PLAN DISPLAYED
Are evacuation procedures for those at heightened risk in place? e.g. Disabled	N/A	
Have the evacuation procedures been communicated to all staff and affected parties?	YES	
Who will liaise with the emergency services? e.g. fire marshal or responsible person	YES	ALL EMPLOYEES RESPOND
Has information been provided to the emergency services regarding rescue and fire fighting (in respect of any special risks involved in the workplace)? E.g. storage of chemicals or compressed gases etc	YES	REGULAR VISITS BY FIRE SERVICE
Is training carried out regarding the Fire emergency plan?	YES	
Have you designated and signed the Evacuation Muster/Fire Assembly points?	YES	ASSEMBLY POINT LOCATION DISPLAYED
Are persons trained and nominated to ensure the buildings or site is clear? e.g. fire marshal duties to include a "sweep" of designated areas	YES	
Are persons trained and nominated to ensure a roll call is taken at muster/fire assembly point?	YES	



Citation plc

#### 4 Fire emergency plan & training

Emergency plan content	Yes / No N/A	How is the plan communicated?
<p>Has a person been nominated to take the visitor's book (if applicable) to the muster/fire assembly point?</p> <p>Has a diagram of the premises/site been completed?</p> <p>The diagram should include as appropriate:-</p> <ul style="list-style-type: none"><li>• Fire alarm zones</li><li>• Occupied areas/rooms</li><li>• Essential structural features</li><li>• Location of fire fighting equipment</li><li>• Fire alarm panel and call points</li><li>• Location of control valves for fire systems</li><li>• Location of main services isolation points</li><li>• Escape routes and designated fire exits</li><li>• Designated fire refuges/places of safety</li><li>• Muster/fire assembly points</li><li>• Locations of any hazardous substances, including compressed gases</li><li>• Location of communications system</li><li>• Where known, any underground rooms, voids or drains</li><li>• Overhead and underground cables/services</li></ul> <p>and</p> <ul style="list-style-type: none"><li>• Any other identified risk that is felt to be appropriate</li></ul>	N/A	



Citation plc

### Step 4 – Fire emergency plan & training

Additional Control Measures	Priority	Person Responsible	Completion Date
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**Step 5 – Review**

Name of Responsible Person	Position		
Planned Review Date		Actual Review Date	
<b>Review Considerations</b>	<p>This Fire Risk Assessment should be reviewed annually or following:</p> <ul style="list-style-type: none"><li>• Recommendation of the “responsible person” or Enforcement Authorities</li><li>• Serious Fire Incident, including arson and vandalism</li><li>• Change of working practices or use of premises</li><li>• Change of occupancy or tenant activity</li><li>• Increase in occupancy (e.g. type or number) or work shift patterns</li><li>• Structural alteration</li><li>• Change in volume and type of stored combustible/flammable materials</li><li>• Introduction of new work equipment or processes</li><li>• Change in neighbouring premises/activities that may affect the assessed hazard/risks</li></ul> <p>and</p> <ul style="list-style-type: none"><li>• Any other significant or material change to the previous assessment details</li></ul>		



# E F WESTAWAY LTD

## EMERGENCY AND EVACUATION PLAN

### RAISING THE ALARM

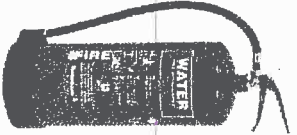



On discovering a **FIRE** or other **INCIDENT**:-

1. If possible, make the plant safe and halt processes that are safe to do so, but do not put yourself at risk.
2. Tackle any small fires with the appropriate extinguisher, but do not endanger yourself. (See "Types of Extinguisher List" for correct extinguisher)
3. If you cannot control the fire or incident, **DECLARE AN EMERGENCY** by sounding **BOTH** manual alarms (See display for locations)
4. Inform the Fire Service by dialling 999 and give the following information:-  
  
"WE HAVE A FIRE/EXPLOSION/CHEMICAL INCIDENT (STATE WHICH) AT  
E F WESTAWAY LTD, JESSELL STREET, S9 3HY"  
  
IF THERE ARE ANY CASUALTIES, FATALITIES, REPORT NUMBER AND TYPE, IF KNOWN
5. Evacuate the area, ensuring all personnel are aware of the dangers. Go to the Assembly Point, situated by G E Simm Ltd main gates, to await a roll call
6. All personnel should be assembled within 2 minutes of the alarm being raised

### DECLARING AN EMERGENCY OUTSIDE NORMAL WORKING HOURS

1. Contact the following people immediately
  - a. Mr A Jenkins  
5 Lobelia Court  
South Anston  
Sheffield  
S25 5HX  
  
Tel: 01909 564 936  
Mob: 07920 461 066
  - b. Mr D Westaway  
Thryft House Farm  
Ringinglow Road  
Sheffield  
S11 7TA  
  
Tel: 0114 235 0551  
Mob: 07970 788 470
  - c. Mr S Turner  
4 Primrose Crescent  
Beighton  
Sheffield  
S20 IFU  
  
Mob: 07794 443 127
2. Perform a roll call until the Emergency Services and Senior Management arrive.

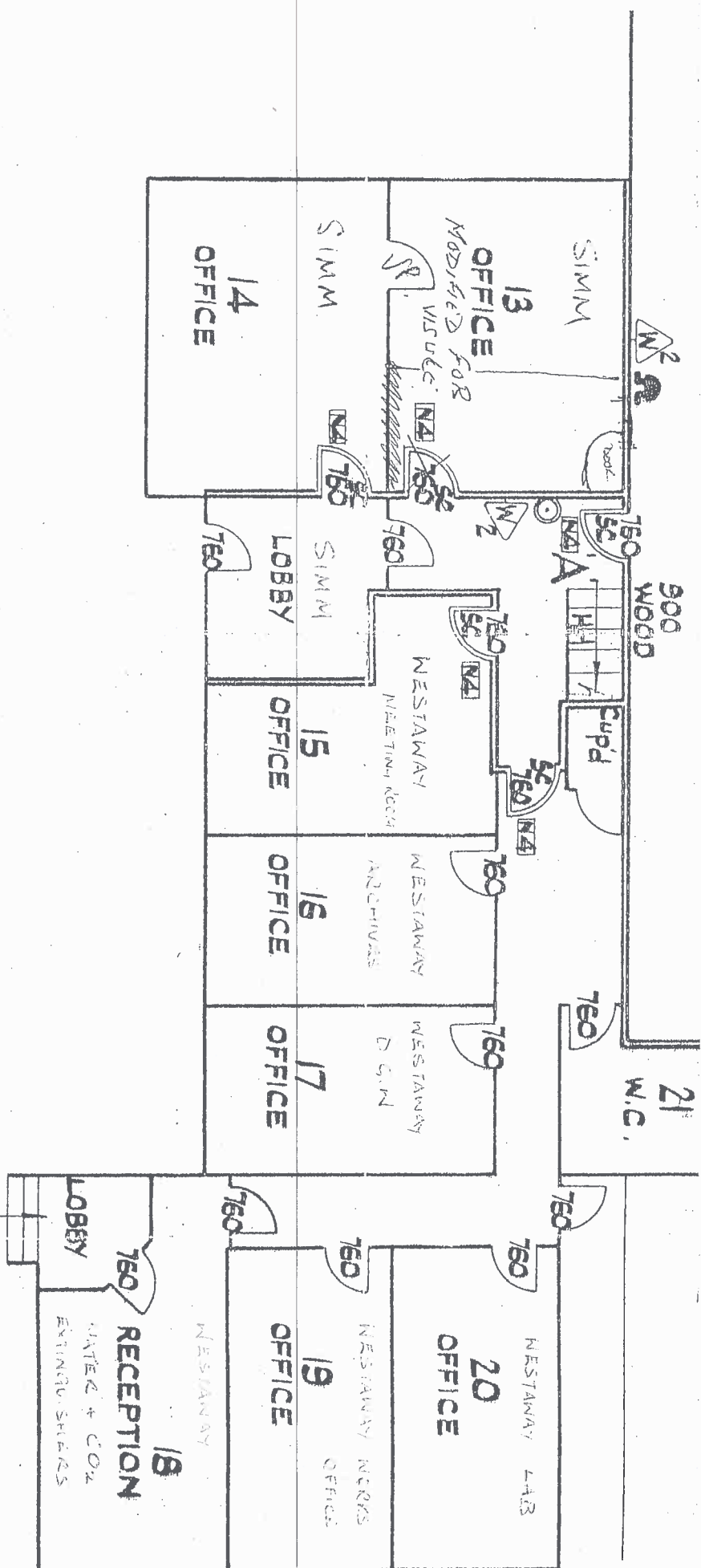
## Types of fire extinguisher

	Water	Foam	Dry powder	Carbon dioxide
<b>Fire type</b>				
<b>Class A:</b> Anything organic e.g. cardboard, wood, paper or textiles etc	✓	✓	✓	
<b>Class B:</b> Flammable liquids e.g. petrol, oil or paint etc		✓	✓	✓ Secondary
<b>Class C:</b> Flammable gases e.g. propane			✓	
<b>Class D:</b> Metal fires (Specialist extinguishers required)			✓	
<b>Class E:</b> Electrical fires			✓	✓

**Step 5 – Review**

Name of Responsible Person	Position	Actual Review Date	
Planned Review Date			
Review Considerations	<p>This Fire Risk Assessment should be reviewed annually or following:</p> <ul style="list-style-type: none"> <li>• Recommendation of the “responsible person” or Enforcement Authorities</li> <li>• Serious Fire Incident, including arson and vandalism</li> <li>• Change of working practices or use of premises</li> <li>• Change of occupancy or tenant activity</li> <li>• Increase in occupancy (e.g. type or number) or work shift patterns</li> <li>• Structural alteration</li> <li>• Change in volume and type of stored combustible/flammable materials</li> <li>• Introduction of new work equipment or processes</li> <li>• Change in neighbouring premises/activities that may affect the assessed hazard/risks</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Any other significant or material change to the previous assessment details</li> </ul>		

Jessell Street

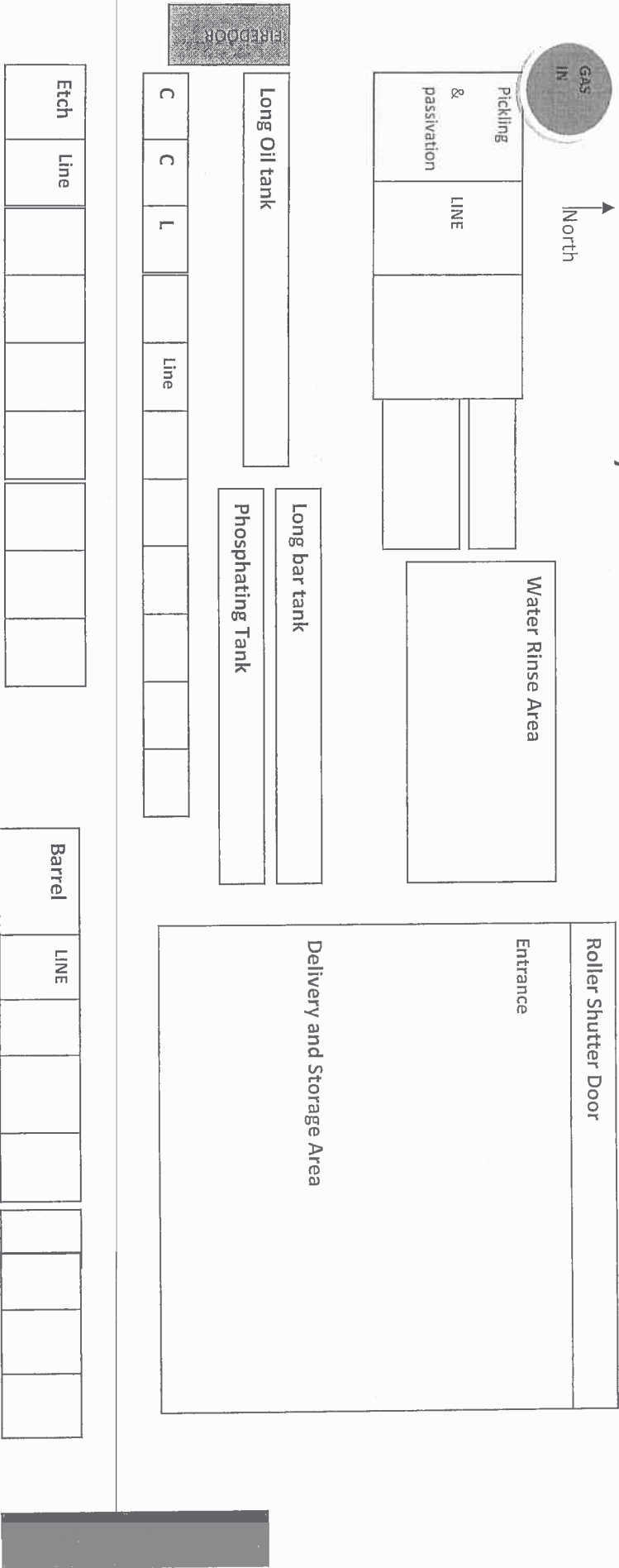


ASSEMBLY POINT



REF: OP16 APP B  
DATE ISSUED: JAN 14  
REV NO: 0

# EF WESTAWAY Works Layout



PREPARED BY:

APPROVED BY:

ISSUED BY: