**Fire Risk Assessment**

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| **1.** | **Premises Particulars** |

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| **PREMISES NAME:** |  | **USE OF PREMISES:** |
| A1 Loo Hire **Bridgend Depot** |  | Toilet / Welfare Unit storage, workshop and offices |
| **ADDRESS:** |  | **OWNER/EMPLOYER/PERSON IN CONTROL OF WORKPLACE:** |
| Unit 7 |  | Spencer Morgan |
| Litchard Industrial Estate |  | **TELEPHONE NUMBER:** |
| Bridgend CF31 2AL |  | 01656 665542 |

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| **DATE OF RISK ASSESSMENT:** |  | **DATE OF REVIEW:** |
| 17th October 2017 |  | October 2018 |

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| **NAME AND RELEVANT DETAILS OF THE PERSON WHO CARRIED OUT THE FIRE RISK ASSESSMENT:** |
| Sean Whittle, FCIPD H&S Consultant |
| HR & Business Solutions Limited |
| 6 Tamar Drive, Keynsham, Bristol, BS31 1PP |

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| **2.** | **General Statement of Policy** |

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| **STATEMENT:** |
| It is the policy of the A1 Group to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.  The company will provide and maintain a safe and healthy working environment, equipment, and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose. The company will give a high level of commitment to health and safety and will comply with all statutory requirements. |

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| **3.** | **Management Systems** |

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| **COMMENTARY:** |
| The Fire Safety Management plan is contained within the Health & Safety file and is kept in the General Office on the Bridgend Depot and copies are also held by the Office Manager, the Health & Safety Representative and H&S Consultant as well as the Staff and Client Back Office system.  It confirms that a fire risk assessment will be completed and reviewed periodically every 6 months to ensure adequate fire safety. The fire risk assessment will follow the 5- step narrative method as advocated by the Employers Guide. The significant findings will be recorded and any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.  Although having overall responsibility for fire safety matters the A1 Group has made the Health & Safety Representative responsible for fire safety matters at the Bridgend Depot and is supported by the H&S Consultant for the Group which includes the fire risk assessment and all matters appertaining to it.  This person will be responsible for:-  • Deciding the fire safety protective and preventative measures  • Informing other responsible persons what they are  • Ensuring they are implemented and communicated to other employees  • Ensuring co-ordination between other responsible persons  Fire Safety will be an agenda item for the monthly H&S meeting.  The other responsible persons are shown on the schematic (attached). They will be responsible for the fire safety measures as shown. The Health & Safety Consultant will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation. |

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| **4.** | **General Description of Premises** |

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| **DESCRIPTION:** |
| The Bridgend depot comprises of a ground floor general office a separate Managerial Office and kitchen facilities. There is also a mezzanine floor above the general office area which contains storage facilities and a separate office. There is a large workshop/warehouse which is adjacent to the offices which houses spares materials / vehicles in for repair and a spares area for the toilets and welfare units. There are also toilet and an employee clothing storage facility to the side of the workshop and stairs leading up to the Mezzanine floor above the main offices. There is a further meeting room which is at the back end of the Workshop through a fire door. The large yard area is used for equipment and vehicle storage and a cleaning area. At the time of the visit approximately 105 people were employed within the A1 Group business, with around 7 on the Bridgend site at any time serving the operational needs of the business.  The building has one internal stairway. It has 4 fire exits via the outside to ground floor – one via main office entrance. There are also exits via two roller shutter doors in the Warehouse/Workshop as and a side door at the rear of the Warehouse/Workshop. An additional fire exit is located at the end of the corridor by the meeting room to the side of the Warehouse/Workshop. There is one large workshop/ warehouse adjacent to the office and canteen which has roller shutter doors which one into the main yard is always open whilst site is occupied between 8am and 5pm. Both are of steel construction with metal sides and roofs.  The yard area is open planned and is used to stored welfare units and other vehicles. There are two steel container units in the yard area which are locked. |

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| **OCCUPANCY** |  | **SIZE** |
| **TIMES THE PREMISES ARE IN USE:** |  | **BUILDING FOOTPRINT (METERS X METERS):** |
| 8am – 5pm Monday to Friday |  | Yard = 3400 metres squared  Offices/canteen/workshop/warehouse = 700 metres squared |
| **TOTAL NUMBER OF PERSONS EMPLOYED AITHIN THE PREMISES AT ANY ONE TIME:** |  | **NUMBER OF FLOORS:** |
| 7 |  | 2 one in workshop above workshop/warehouse |
| **TOTAL NUMBER OF PERSONS WHO MAY RESORT TO THE PREMISES AT ANY ONE TIME:** |  | **NUMBER OF STAIRS:** |
| 15 |  | 2 - in workshop/warehouse leading to mezzanine floor area which contains storage and office |

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| **5.** | **Fire Safety Systems within the Premises** |

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| **FIRE WARNING SYSTEM: (i.e. AUTOMATIC FIRE DETECTION, BREAK-GLASS SYSTEM TO BS 5839, OTHER)** |
| Manual Alarm system located on outside of General office and also in workshop complying with British safety standards BS5839. Smoke detector fitted in general office |

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| **EMERGENCY LIGHTING: (i.e. MAINTAINED/NON-MAINTAINED, 1HR/3HR DURATION TO BS 5266)** |
| Emergency exits visible – with emergency lighting. Yard area well lit with manual lighting on all building and on perimeter fencing in various locations |

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| **OTHER: (i.e. SPRINKLER SYSTEM TO LPC RULES BS 5306)** |
| No sprinkler system present on site. There is a hose system in yard area if required |

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| **6.** | **Plan Drawing** |

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| **7.** | **Indentify Fire Hazards** |

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| **SOURCES OF IGNITION:** |
| The following ignition sources are those commensurate with office premises. Kitchen area in general office – microwave/kettle/toaster   * Paper is stored in cupboards in office area * Smoking is not allowed in the building * Waste bins – emptied weekly   The following ignition sources are those commensurate with workshop   * Combustible materials in workshop – limited to grinding and oxyacetylene   Canteen area – kitchen with microwave/kettle/toaster  Yard area – there are no combustible materials or ignition sources in the yard and therefore should be considered low risk |

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| **SOURCES OF FUEL:** |
| The sources of fuel commensurate with office premises are as follows:   * Office - the majority of the work is completed on computers so there are not vast amounts of paper. Paper for printers etc. is stored away in stationary cupboard which is kept locked. Waste paper bins are emptied weekly and the waste is removed from site.   The sources of fuel commensurate with workshop premises are as follows:   * Oxyacetylene * Oil for vehicles * No petrol stored on site |

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| **WORK PROCESSES:** |
| The work processes are commensurate with office and workshop premises. There are no processes  that pose a significant fire hazard in the office. In the workshop grinding and use of Oxyacetylene  are limited to workbenches which are clear of combustible material.  A competent electrician maintains all the electrical equipment. There is a service level agreement with an outside contractor to service all IT equipment. The company policy is the close down all electrical equipment at night. |

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| **STRUCTURAL FEATURES THAT COULD PROMOTE THE SPREAD OF FIRE:** |
| The office premises is a building built around 1960. All services and compartments are adequately fire stopped and there are no voids or false ceilings. |

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| **8.** | **Fire Safety Signs and Notices** |

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| **COMMENTARY:** |
| There are adequate fire safety signs and notices on the premise. All exit routes and fire safety equipment are adequately signposted. |

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| **9.** | **Fire Warning System** |

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| **COMMENTARY:** |
| There are two manual fire warning systems on site comprising of a switch system to activate alarm. They will warn persons on site including visitors to evacuate the building and locate in the fire evacuation point at the front of the building |

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| **10.** | **Emergency Lighting System** |

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| **COMMENTARY:** |
| There is emergency lighting system in the general office and Workshop/Warehouse and above fire doors. There are two fire exits in the general office. The yard area has adequate emergency lighting which can be activated manually if required. |

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| **11.** | **Fire Fighting Equipment** |

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| **COMMENTARY:** |
| There is sufficient number of correct type of extinguishers located throughout the general office /canteen/yard area/workshop and warehouse area. These are serviced annually and staff are trained in their use. |

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| **12.** | **Management - Mantenance** |

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| **IS THERE A MAINTENANCE PROGRAMME FOR THE FIRE SAFETY PROVISIONS IN THE PREMISES?** | **YES** | **NO** |
| **COMMENTARY:** | | |
| All firefighting equipment is serviced annually **by NB Fire Safety, 44 Coity Rd, Bridgend, CF31 1LR**  Fire Alarms serviced annually by **Hi Tec Systems, 211, Clydach Rd, Swansea, WLS, SA6 6QH** |  |  |

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| **ARE REGULAR CHECKS OF FIRE RESISTING DOORS, WALLS AND PARTIONS CARRIED OUT?** | **YES** | **NO** |
| **COMMENTARY:** | | |
| Carried out by H&S Representative |  |  |

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| **ARE REGULAR CHECKS OF ESCAPE ROUTES AND EXIT DOORS CARRIED OUT?** | **YES** | **NO** |
| **COMMENTARY:** | | |
| Yes a weekly check is conducted by the H&S Representative |  |  |

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| **ARE REGULAR CHECKS OF FIRE SAFETY SIGNS CARRIED OUT?** | **YES** | **NO** |
| **COMMENTARY:** | | |
| Yes a weekly check is conducted by the H&S Representative |  |  |

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| **IS THERE A MAINTENANCE REGIME FOR THE FIRE WARNING SYSTEM?** | | **YES** | **NO** |
| **COMMENTARY:** | | | |
| Yes a weekly check is conducted by the H&S Representative | WEEKLY: |  |  |
|  | ANNUALLY: |  |  |

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| **IS THERE A MAINTENANCE REGIME FOR THE EMERGENCY LIGHTING SYSTEM?** | | **YES** | **NO** |
| **COMMENTARY:** | | | |
| The lighting in the yard area is tested weekly | WEEKLY: |  |  |
|  | MONTHLY: |  |  |
|  | ANNULALLY: |  |  |

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| **IS THERE MAINTENANCE OF THE FIREFIGHTING EQUIPMENT (BY COMPETENT PERSON?)** | | **YES** | **NO** |
| **COMMENTARY:** | | | |
|  | WEEKLY: |  |  |
| All firefighting equipment is serviced annually **by NB Fire Safety – 44 Coity Rd, Bridgend, CF31 1LR**  Fire Alarms serviced annually by **Hi Tec Systems address - 211, Clydach Rd, Swansea, WLS, SA6 6QH** | ANNUALLY: |  |  |

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| **ARE RECORDS KEPT AND THEIR LOCATION IDENTIFIED?** | **YES** | **NO** |
| **COMMENTARY:** | | |
| The records for all aspects relating to maintenance issues are kept in general office by the H&S Representative |  |  |

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| **13.** | **Method for calling the Fire Service** |

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| **SPECIFY:** |
| Dial 999 from any telephone |

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| **14.** | **Emergency Action Plan (EAP)** |

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| **COMMENTARY:** |
| There is a sufficient Emergency Action Plan attached to this record. |

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| **15.** | **Training** |

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| **COMMENTARY:** |
| Training is provided by the H&S Representative. An annual refresher training is conducted to remind staff of what to do in the event of fire. Also included – How to call the Fire Service, and How to operate the fire alarm system. All personnel including the Managing Director undertake this Training. |

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| **16.** | **Fire Safety Deficiencies to be rectified** |

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| **DEFICIENCY/RECTIFICATION:** | **PRIORTY:** | **DATE TO BE RECTIFIED:** | **DATE RECTIFIED:** |
| Fire/Evacuation procedures need to be displayed around the depot | 1 | Immediate |  |
| Site maps need to be displayed | 2 | Immediate |  |
| General housekeeping in Workshop/Warehouse and on Mezzanine needs to be improved | 1 | Immediate |  |
| Lockable cabinet for flammable materials / aerosols and cleaning products which are used on site. | 1 | Immediate |  |

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| **17.** | **Significant findings** |

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| **SIGNIFICANT FINDING:** | | **CONTROL MEASURE/ACTION:** | |
| No record of last fire drill conducted | | Action by H&S Representative | |
| Fire Procedure missing from notice boards in general office/canteen/workshop | | Action by H&S Representative | |
| Flammable materials / aerosols and cleaning products which are used on site to be stored in lockable cabinet when not in use | | Action by H&S Representative | |
| Stairwell to Mezzanine in Worksop had cardboard boxes stored at the top of it | | Action by H&S Representative | |
| Create a smoking area which requires a closed ashtray securing on 4 meters from building – employee viewed smoking in yard. | | Action by H&S Representative | |
| **18.** | **Additional Hazards** | |

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| **SPECIFY:** | | |
| None present at time of assessment | | |
| **NEED TO CONSULT FIRE SERVICE? (Please circle)** | **YES** | **NO** |

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| **A1 GROUP FIRE SAFETY MANAGEMENT PLAN** |

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| **FIRE SAFETY PLAN:** |  | **RESPONSIBLE PERSON:** |
| Person with overall responsibility for Fire Safety. |  | Spencer Morgan |
|  | **POSITION:** |
|  | Area Manager |

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| **FIRE RISK ASSESSMENT:** |  | **RESPONSIBLE PERSON:** |
| Person responsible for carrying out and review. |  | Sean Whittle, FCIPD |
|  | **POSITION:** |
|  | H&S Consultant |

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| **MAINTENANCE PROGRAMME:** |  | **RESPONSIBLE PERSON:** |
| Person responsible for:   * Maintenance of Fire Safety provisions * Fire Alarm * Emergency Lighting * Fire Fighting Equipment * Escape routes * Fire Safety signs and notices |  | Spencer Morgan |
|  | **POSITION:** |
|  | H&S Representative |

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| **EMERGENY ACTION PLAN:** |  | **RESPONSIBLE PERSON:** |
| Person responsible for production and review |  | Clive Owen |
|  | **POSITION:** |
|  | General Manager |

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| **STAFF TRAINING:** |  | **RESPONSIBLE PERSON:** |
| Person responsible:   * Fire Safety Training of all staff * Implementing Fire Drills |  | Spencer Morgan |
|  | **POSITION:** |
|  | Area Manager |

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| **A1 GROUP EMERGENCY ACTION PLAN** |

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| **ASSEMBLY POINT:** |
| In front of main office building |

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| **ACTION ON DISCOVERY OF FIRE:** |
| * Sound the alarm using the nearest fire alarm call point * Leave the building by the nearest fire exit * Do not re-enter the building * Report to the assembly point * Call the fire brigade by mobile phone (after leaving the building) * Liaise with the fire brigade on their arrival * Only attempt to tackle small fires if confident to do so using the correct firefighting equipment * Do not put yourself at risk |

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| **ACTION ON HEARING ALARM:** |
| * Leave the building by the nearest fire exit * Do not re-enter the building * Report to the assembly point * Call the fire brigade by mobile phone (after leaving the building) * Liaise with the fire brigade on their arrival |

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| **VISITORS:** |
| * Ensure all visitors and contractors are taken to the assembly point * Assist any disabled persons with their evacuation as necessary |