

Fire Risk Assessment

<i>Address of facility: A UK Airport</i>	<i>Occupier of facility: live sample</i>
<i>Area assessed: kitchen and front service area</i>	
<i>Date of assessment: July 2017</i>	<i>Provisional review date: July 2018 and upon material changes</i>
<i>Name of assessor(s)</i> 1. <i>Phil Prosser</i> 2.	<i>Main use of facility: quick service restaurant, take away only</i>
<i>Scoring descriptors: 5 = High risk activity / no confidence in management of risk. 3= Medium risk activity / some confidence in management of risk. 1= Low risk activity / good confidence in risk management</i>	

Stage 1: Identify the fire hazards

Flammable Substances;	Yes	No	N/A	Score	Comments/Actions
Are all flammable substances, not in general use stored correctly?	X			1	
Are sufficient "no smoking" and other prohibition signs in place?			X	1	
Is all flammable waste disposal managed correctly?	X			1	
Are flammable substances left open, without their tops on?		X		1	

Combustible Materials;	Yes	No	N/A	Score	Comments/Actions
Are any combustible materials next to ignition source?		X		1	
Are any combustible materials adjacent to flammable substances?		X		1	
Are any combustible materials adjacent to or within an escape route?		X		1	Keep escape routes clear at all times.
Are combustible materials stacked safely so not to hinder an evacuation?	X			1	Remote packaging store area to be racked out and kept tidy
Are sufficient “no smoking” signs and other prohibition signs in place?			X	1	
Are large amounts of combustible materials displayed or stored ?		X		1	
Combustible Waste;	Yes	No	N/A	Score	Comments/Actions
Is combustible waste adjacent to any sources of ignition?		X		1	
Is combustible waste adjacent to any flammable substance?		X		1	
Is combustible waste allowed to accumulate in or adjacent to an escape route?		X		1	
Are external waste skips adjacent to or near the premises?		X		1	
Do signs & notices indicate waste disposal areas and procedures?		X		1	
Are sufficient “no smoking” and other prohibition signs in place?			X	1	

Interior Furnishings;	Yes	No	N/A	Score	Comments/Actions
Are labels attached to confirm furnishings fire resistance?			X	1	Take away offer only no seating is proposed
Are items of furniture damaged with padding exposed?			X	1	
Are furnishings adjacent to an ignition source?			X	1	
Are there any “near miss” indications of burns or discolouring from heat?			X	1	

Heating Appliances;	Yes	No	N/A	Score	Comments/Actions
Does heating use a naked flame or open element – are these fitted with E-stop / fuel cut off			X	1	
If heating uses a naked flame/open element – is heating turned off when area is not occupied?			X	1	
Is heating securely fixed to wall or floor?			X	1	
Are any flammable or combustible materials adjacent to heating?			X	1	

Cooking Appliances;	Yes	No	N/A	Score	Comments/Actions
Does cooking take place within the facility – including toasters & microwaves?	X			1	All electric with fuel interlock
Is the cooking areas been designed to be used as a kitchen?	X			1	60 min enclosure
Are there any deep fat frying cooking units?	X			3	To be maintained in accordance with manufacturers guidelines, recommend a service contract with periodic planned maintenance included, upon appointment this can turn to a score of 1.

Electrical Appliances;	Yes	No	N/A	Score	Comments/Actions
Are electrical appliances correctly rated?	X			1	Commercially rated appliances in use
Are electrical appliances in a good state of repair and in good working order?	X			1	
Are there any visible signs of overheating?		X		1	
Are multi-point adapters or extension leads in use?		X		1	
Are cables trailed across walkways or escape routes?		X		1	

Lighting;	Yes	No	N/A	Score	Comments/Actions
Are all light fittings in a good state of repair?	X			1	
Are there light bulbs & fittings near combustible materials?		X		1	
Are there any signs of overheating – including fittings and control gear?		X		1	
Is there any portable lighting in use?		X		1	
Is portable lighting in a good state of repair?			X	1	
Is there any sign of overheating in portable light units?			X	1	
Are any portable lighting cables trailing across any escape routes?			X	1	
Are lights turned off when the area is not occupied?	X			1	

Smoking;	Yes	No	N/A	Score	Comments/Actions
Is there any evidence of unauthorised smoking?			X	1	
Is there a dedicated smoking area?			X	1	
Are safe disposal units provided in the smoking areas?			X	1	
Are any flammable or combustible materials stored within smoking areas?			X	1	
Is the smoking area checked before leaving and securing the premises?			X	1	
Are signs displayed to prohibit smoking outside of the designated areas?			X	1	

Stage 2: Identifying people who could be at risk					
People at risk	Yes	No	N/A	Score	Comments/Actions
Is the area accessible to members of the public?	X			1	Yes, fully
Is the facility used by people whose mobility is impaired?	X			1	Yes, level access provided, Equalities statement to be prepared by Operations to ensure an inclusive service.
Is the facility used by people with other forms of disability?	X			1	Open to all
Are 3 rd party contractors or maintenance staff aware of fire safety procedures?	X			1	All contractors to be bound by control of contractors process
Rooms;	Yes	No	N/A	Score	Comments/Actions
Are all escape doors from rooms clearly identified?	X			1	
Are fire doors in good order of repair?	X			1	
Does the layout of fixtures & fittings allow a safe evacuation?	X			1	Requires active training to ensure total evacuation.

Corridors;	Yes	No	N/A	Score	Comments/Actions
Are any “prohibited” items present within the escape corridor?		X		1	*Prohibited items: <ul style="list-style-type: none"> • portable heaters • cooking appliances • fixed heaters with open elements • electrical items, other than normal fixtures • notice boards • mirrors • coat racks/stands • upholstered furniture • temporary stores of goods etc • gas meters, fittings, etc • vending machines • gaming machines • photocopiers, faxes, etc
Are doors fitted with effective self closing devices?	X			1	
Are any doors wedged or propped open?		X		1	
Are doors fitted with “fire door- keep shut” signs?	X			1	
Are fire doors in good order of repair?	X			1	
Is the corridor clear form obstructions?	X			3	Final exit route to be kept clear and not used for delivery storage
Are escape corridors illuminated adequately?		X		1	

Stairways;	Yes	No	N/A	Score	Comments/Actions
Are all doors fitted with effective self closing devices?			X		MAG controlled areas
Are any "prohibited" items present within the escape stairways?			X	1	*Prohibited items: <ul style="list-style-type: none"> • portable heaters • cooking appliances • fixed heaters with open elements • electrical items, other than normal fixtures • notice boards • mirrors • coat racks/stands • upholstered furniture • temporary stores of goods etc • gas meters, fittings, etc • vending machines • gaming machines • photocopiers, faxes, etc
Is the stairway clear form obstructions?			X	1	
Is the outside of the final exit kept clear from obstruction?	X			1	Staff means of escape to be kept clear, Clear designated route to be maintained.
Is the stairway adequately illuminated?			X	1	

Area's not normally occupied;	Yes	No	N/A	Score	Comments/Actions
Is the area secure when not in use?	X			1	
Are escape route identified?	X			1	
Are escape routes illuminated?	X			1	
Are flammable substances stored here?		X		1	
Are combustible materials stored here?		X		1	
Is the general housekeeping satisfactory?	X			1	
Is there automatic fire detection?	X			1	

Stage 3:Fire risk control measures					
Emergency Lighting;	Yes	No	N/A	Score	Comments/Actions
Is a system fitted within the escape routes?	X			1	
Does the system cover all changes in floor level?			X	1	
Does the system cover hazards and obstructions?	X			1	
Does the system cover the area outside the final exit?			X	1	MAG responsibility
Do records exist to show evidence of 3 monthly check?		X		3	should be included in log book

Signs;	Yes	No	N/A	Score	Comments/Actions
Are there signs to indicate all final exits?	<input checked="" type="checkbox"/>			1	
Are arrows on signs being used correctly?	<input checked="" type="checkbox"/>			1	
Is the escape signage trail complete?	<input checked="" type="checkbox"/>			1	
Detection & Alarm;	Yes	No	N/A	Score	Comments/Actions
Do signs indicate the location of call points?		<input checked="" type="checkbox"/>		3	Fire action notices reqd, Protec can provide
Are call points clear and free from obstruction?	<input checked="" type="checkbox"/>			1	
Are detector heads clear and free from obstruction?	<input checked="" type="checkbox"/>			1	
Training & Education;	Yes	No	N/A	Score	Comments/Actions
Have all staff received fire training?		<input checked="" type="checkbox"/>		3	To be verified due to new starters
Are staff employed in high risk areas trained to operate fire extinguishers?		<input checked="" type="checkbox"/>		3	Recommend that hot fire training is given to all kitchen and management team members every 12 months
Are there nominated & trained fire wardens?	<input checked="" type="checkbox"/>			3	Managers are designated
Have fire wardens been trained to operate fire extinguishers?		<input checked="" type="checkbox"/>		3	Training reqd
Is there a fire log book within the premises – is it complete and up to date?		<input checked="" type="checkbox"/>		3	Needs to include escape lighting
Has an evacuation drill been carried out?		<input checked="" type="checkbox"/>		3	Recommend that this is practiced every 3 months

Fire Action Notices;	Yes	No	N/A	Score	Comments/Actions
Are all fire action notices in good condition and legible?		X		3	
Do fire action notices indicate the prohibited actions?		X		3	*Prohibited actions <ul style="list-style-type: none"> • Do not collect belongings • Do not use lifts • Do not return to building until authorised
Are fire action notices displayed at every call point?		X		3	
Does the content of the notice reflect actual procedures?		X		3	
Hot works	Yes	No	N/A	Score	Comments/Actions
Is a 'Hot works' permit to work system in place?	X			1	Landlord system of control
Electrical Appliances;	Yes	No	N/A	Score	Comments/Actions
Have all appliances been PAT tested?	X			1	All new equipment
Have RCD's been provided and maintained?	X			1	To be included in planned maintenance regime
Has the fixed electrical system been periodically tested?	X			1	New system, 20% check reqd in 12 months from now

Stage 4: Fire suppression					
Fire Extinguishers;	Yes	No	N/A	Score	Comments/Actions
Do all extinguishers appear operational?	X			1	
Are fire points & extinguishers clear & free from obstruction?	X			1	
Are extinguishers inspected monthly?		X		3	
Have all extinguishers been serviced within the last 12 months?	X			1	
Are fire points & extinguishers indicated by a sign?		X		3	Fire point signage reqd.
Are extinguishers mounted to the wall or on a dedicated stand?	X			1	Work area is small so keeping full access to fire extinguishers is required.
Fixed Fire Installations;	Yes	No	N/A	Score	Comments/Actions
Discharge heads clear and free from obstruction?	X			1	
Are discharge heads free from damage?	X			1	
Is the location of the control point indicated by a sign?	X			1	Staff to be made familiar with the location of the manual discharge point, this is placed on the means of escape on purpose.
Are instructions for use clearly visible?	X			1	
Is there a service/maintenance contract?		X		3	A service contract either with Noble or a authorised service partner is required. Servicing should be twice a year.
Fire shutter, Is it clear how this works?		X		3	The fire shutter deploys only when a heat detector or the ansul system operates. Staff to understand it's operation and reset arrangements, an operation manual is provided and must be read and understood. This shutter must be under a service contract

Assessor(s) sign off: The comments detailed in this document are a true & accurate reflection of the fire risks found during the assessment of this facility / premises.		
Name: Phil Prosser	Signature:	Date:, July 2017
Name:	Signature:	Date:
Name:	Signature:	Date:

Stage 5: Communicate the findings <small>These questions to be completed by client</small>	Comments/Actions
Inform your staff or their representatives about the findings of this assessment.	
If you share the facility with others, inform them of the findings of this assessment	
If you do not have direct control over the facility, then inform the landlord/owner of the finding from this assessment.	

Advisory comments and findings:

Scores of 3 should be actioned, enabling a score of 1 to be assigned.

Schedule of significant findings:

No significant findings to note.

Key observations needed to preserve fire safety

This is a new unit, a high risk, high volume facility.

It is highly recommended that a proper maintenance regime is introduced that schedules planned maintenance works.

Good cleaning access is provided for cleaning the kitchen extract system. It is recommended that smart cleaning methods are applied to understand the deposition of grease and to measure GFT (GREASE FILM THICKNESS) the trigger cleaning thresholds of TR19 must be adhered to. As a minimum request before and after photographic reports from your cleaning contractor, every cleaning door is numbered so a accurate record can be kept. Periodically check inside the duct with your contractor to be satisfied it is clean when they say it is.

The fire shutter has a battery back up, the operation of this device is a key element in the fire safety provision for this unit, it must not be forgotten. A service contract must be taken out to ensure it remains fully functional and compliant.

The fixed fire suppression system must be protected by a service contract, at the time of writing a 6 monthly retest is required.

Consider the use of thermal imaging testing for checking electrical systems.

Document Ends