**Fire Risk Assessment**

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| Fire Risk Assessment of: | The Smoking Shelter |
| Report Completed by | Pat Devaney |
| Date: | 8th January 2014 |

**Introduction**

I have carried out a Fire Risk Assessment of the above area within Plastica Ltd on the above date and draw your attention to the results detailed below.

The shelter is an “In house” structure built in 2013. It is steel framed with plywood walls and roof. The roof is covered with roofing felt. The shelter is open on sides and has ventilation at the bottom and at the top of the walls. There are a small number of bench type seats within for smokers use.

It measures 3.5m x 3.1m x 2.9m high with a sloping roof. It is 27 metres from the main building.

**Summary of Significant Hazards**

1. Small risk of fire from left over cigarette butts

2. Fire risk from rubbish in dustbin

3. Possible hedge fire

4. Close to Extreme store

**People Affected**

This is a standalone shelter that is only used by smokers during their permitted breaks ie: morning tea break and lunchtimes. It is also sometimes used early mornings before work commences in the factory.

**Preventative Measures**

1. Ensure all left over cigarette butts are fully extinguished.

2. Ensure bin is emptied regularly and that no smouldering butts are dropped in the bin.

3. Keep hedge trimmed back. Move bin away from hedge to reduce risk.

**Protective measures**

Good housekeeping by all users of the shelter

**Measures to allow Evacuation**

N/A

**Recommended Actions to be Implemented by Directors**

1. Put signs on wall regarding extinguishing cigarettes etc.

2. Move bin away from hedge.

3. Ensure hedge is trimmed on regular basis.

**Recommended Timescales to Implement Aforementioned actions**

1. 1 month

2. 1 week

3. On contract

Conclusion

Although the risk of fire is relatively small the housekeeping of this area is down to the users and should only need monitoring to ensure it is being kept in good order.

Completed by: Pat Devaney

Signed ……………………………………….. Date ……………..

Viewed by Edward Campbell – Salmon

 Managing Director

Signed ………………………………………… Date ……………….

Viewed by Ian Warne

 Finance Director

Signed ………………………………………… Date……………….