**Fire Risk Assessment**

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| Fire Risk Assessment of: | The Office Block |
| Report Completed By: | Pat Devaney |
| Date: | 8th January 2014 |

**Introduction**

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

This office block was built in 1984 along with two bays of the existing four bay factory. It is brick built with a flat felt multi-layer roof (recently replaced).

It measures 12 metres x 30 metres x 5.7 metres high.

**Summary of significant Hazards.**

1. All offices and areas in this building are heated / cooled by electric air conditioning units; in severe cold weather some mobile electric heating is used.
2. All offices have a significant amount of electric powered equipment in use.
3. The whole building has a large amount of combustible paper material.
4. There is one concrete staircase for first floor staff to use as a fire escape.

**People Affected**

All staff working within the office block, as the alarm will have sounded all staff in all areas will have evacuated to the **Fire Assembly Points**. (the assembly points will have to be relocated on this occasion as they are in front of the office block)

**Preventative Measures**

1. No mobile electric heaters should be left unattended.
2. Turn off as much electrical equipment as is permissible at night.
3. Keep all working areas tidy and waste paper in waste bins, which should be emptied regularly.
4. This wide concrete staircase should allow prompt escape for 1st floor staff.
5. A double door fire exit in the customer services / production office on the ground floor will allow escape to the rear of the building

**Protective measures**

An automatic fire detection system is likely to provide early warning of a fire developing and permit early intervention.

Fire extinguishers are provided to allow early intervention, however staff training must be given to allow competent use of the extinguishers.

**Measures to allow Evacuation**

The automatic Fire Alarm System should allow early warning to facilitate early evacuation.

The office block has all the required emergency lighting.

Two double door routes for escape are available on the ground floor.

**Recommended Actions to Be Implemented by Directors**

1. Instructions to be given that no mobile electric heating should be left unattended.
2. Turn off all permissible powered equipment at the end of the day.
3. Keep all working areas tidy and clear of combustible material.

**4** Department Managers to ensure the above are carried out reguarlarly

**Recommended Timescales To Implement Aforementioned Actions.**

1. Notice on display.
2. Notice on display.
3. Notice on display.

**Conclusion**

Although there is a substantial amount of combustible material within the office block there are no serious ignition points that good housekeeping and a sensible attitude will not keep under control.

Completed by: Pat Devaney

Signed: …………………………………………………… Date: ………………………………….

Viewed By Edward Campbell-Salmon

Managing Director

Signed: …………………………………………………… Date: ………………………………….

Viewed By: Ian A Warne

Finance Director

Signed: …………………………………………………… Date: ………………………………….