**Fire Risk Assessment**

|  |  |
| --- | --- |
| Fire Risk Assessment of: | The Production and Customer Service Department. |
| 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, it measures 12 metres by 30 metres by 5.7 metres high.**

**Summary of significant Hazards.**

 **Office has electric air conditioning units fitted in the ceiling.**

 **Office has a significant amount of electric powered equipment.**

 **Office has a large amount of combustible material.**

**People Affected**

**All staff working in the office block.**

**Preventative Measures**

**1 Turn off all heating and as much electrical equipment as possible at night.**

**2. Keep all working areas tidy. All waste paper into bins provided and empty regularly.**

**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 by staff trained to use this equipment.**

**Measures to allow Evacuation**

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

**The office has two fire exits.**

**The office has all the required emergency lighting.**

**Recommended Actions to be Implemented by Directors**

**1 Air con unit to be services every 6 months.**

**2 All electric equipment to be serviced or PA Tested and turned off at night where possible.**

**3 Instructions to be given to work tidily and keep the office tidy.**

**Recommended Timescales To Implement Aforementioned Actions.**

**1 This service is being carried out.**

**2 This service is being carried out.**

**3 Notice on wall.**

**Conclusion**

**This office has a lot of combustible material but only one ignition source, electricity.**

**With care and training this risk will be reduced down to an acceptable level.**

Completed by: Pat Devaney

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

Viewed By Edward Campbell-Salmon

 Managing Director

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

Viewed By: Ian A Warne

 Finance Director

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