# Fire risk assessment

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| POLICY STATEMENT |
| Our policy is to protect all persons including employees, customers, contractors and members of the public from potential injury and damage which might arise from fire at our premises.  We will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. We will provide all information, training and supervision required for this purpose.  This policy has been signed by a director to demonstrate our commitment to fire safety and to compliance with all legal requirements.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed by Matthew Russe for and on behalf of Lock and Code  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| GENERAL INFORMATION |  |
| Responsible person | Matthew Russe |
| Business name | Lock and Code |
| Address | Unit 11/ 67 , Ivy House Business Centre/ Meadow Street, Somerset, BS29 6LB |
| Assessment date | 8 January 2019 |
| Assessor(s) | Matthew Russe |
| Assessor(s) Signature |  |
| Date of review with Responsible Person | 8th January 2019 |
| THE PREMISES |  |
| What are the Premises used for? | Offices and Escape Room |
| Approximate area in m2 | 50 m2 |
| Number of floors | 1 |
| Number of floors below ground | N/A |
| Describe the Building's and construction | The Building comprises A reception area and two escape rooms constructed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  The Premises comprise part of the Building. |
| Level of fire risk | The Premises are considered to be low risk in the event of fire. |

A PLAN OF THE PREMISES IS ATTACHED TO THIS FIRE RISK ASSESSMENT

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| OCCUPIERS AND VISITORS |  |
| What times are the Premises in use on weekdays? | 10:00 to 21:00 |
| What times are the Premises in use at weekends? | 10:00 to 21:00 . |
| Are there any occupiers out of working hours? | N/A |
| What is the maximum number of persons at the premises on weekdays? | 12 |
| What is the maximum number of persons at the premises during the weekend? | 12 |
| Do any of the occupiers have mobility issues? If so, describe them. | Some players may |
| FIRE HAZARDS AND CONTROL MEASURES SOURCES OF IGNITION |  |  |  |  |
| Source of ignition | Location | Control measure(s) | Suitable? (Y/N) |
| Cooking facilities | N/A | Control measures | Y/N |
| Heaters | Office(s) |  | Yes |
| Electrical equipment (eg power sockets) | Office(s) |  | Yes |
| Lighting equipment | Office(s) |  | Yes |
| Smoking materials | N/A |  |  |
| Arson | Bin Store |  | Yes |
| Other sources | None. | Control measures | Y/N |

If you have answered NO in respect of any existing control measures, complete the details below

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| What needs to be done? | Who is responsible? | By when? | Sign and date when completed |
| Get electrics PAT tested |  | Feb 2019 |  |
| Check that all paper and combustibles away from heaters | Matthew Russe | ASAP |  |
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| SOURCES OF FUEL (WHAT MIGHT BURN?) |  |  |  |  |
| Source of fuel/oxygen | Location | Control measure(s) | Suitable? (Y/N) |
| Paper/cardboard etc | Office(s) | Paper is stored on shelving with no sources of ignition nearby. | Y/N |
| Furniture and fittings (eg curtains) | All | All soft furnishings are fire retardant. | Y/N |
| Electrical equipment | All | All electrical equipment PAT tested annually. | Y/N |
| Flammable liquids/gases (eg oils, solvents) | N/A | None. | Y/N |
| Waste materials | All | Waste materials are stored in Bin Store. | Y/N |

If you have answered NO in respect of any existing control measures, complete the details below

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| WHO IS AT RISK? |  |  |  |
| What is the risk? | Location | Control measure(s) | Suitable? (Y/N) |
| People with disabilities (including mobility, hearing, vision impairment) | All | All exits must be provided with suitable ramps for wheelchair users. All exits must be provided with suitable signage and lighting for the visually impaired. Members of staff have been designated to assist disabled persons to evacuate safely in the event of a fire. | Y/N |
| Staff working alone | Office(s) | Flexible working arrangements means that staff may sometimes be working alone. All staff have been trained in procedures applicable in the event of fire. | Y/N |
| Visitors unfamiliar with the Building | All | Visitors must be accompanied at all times by a member of staff. | Y/N |
| Contractors | All | Contractors must provide a method statement, sign in and sign out and be given instructions on what to do in the event of a fire. | Y/N |

If you have answered NO in respect of any existing control measures, complete the details below

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| What needs to be done? | Who is responsible? | By when? | Sign and date when completed |
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| FIRE FIGHTING AND DETECTION |  |
| Fire warning system | Smoke detectors have been provided in the locations indicated on the Plan. |
| Emergency lighting | Maintained |
| Other fire preventing methods | The property is equipped with fire extinguishers |
| Fire extinguishers, hose reels and fire blankets | As shown on the Plan. |
| Fire resisting construction to secure the means of escape | As shown on the Plan. |
| Fire escape routes and exits | As shown on the Plan. |
| PROCEDURES AND TRAINING |  |
| How will people be warned if there is a fire? | Shouted warning |
| What should staff do if they discover a fire? | Staff should raise the alarm |
| What is the evacuation procedure? | The fire warden(s) will direct evacuation |
| Who are the fire wardens? | Matthew Russe Tom Baker Alex Butter |
| Where should people assemble, and how will evacuation be checked? | The Assembly point is outside on Meadow street or down by the lake. The fire warden(s) will check names off on the staff register and visitors book |
| Have you provided instructions and training to staff? | Yes |
| How often are fire drills carried out? | Monthly |
| FIRE SAFETY RECORDS |  |
| Do you have records of fire drills, staff instruction and training? | Yes |
| Where are those records kept? | On the computer. |
| Who is responsible for maintaining them? | Matthew Russe |
| EVALUATE, REMOVE, REDUCE AND PROTECT |  |
| Evaluate your fire safety precautions |  |
| Are possible ignition sources kept separate from combustible materials? | Yes |
| Are possible ignition sources controlled to minimise the risk of fire? | Yes |
| Would a fire be discovered quickly? | Yes |
| Will everybody be warned of the fire immediately? | Yes |
| Is escape possible in more than one direction? | Yes for Meadow Street |
| Can everyone escape (with or without assistance)? | Yes |
| Are the exits easy to identify and reach? | Yes we have glow in the dark exit signs |
| Are escape routes free from obstruction? | Yes |
| Do fire escape doors open outwards? | Yes |
| Are fire escape doors easy to open? | Yes |
| Is the alarm system tested and maintained in accordance with the relevant British Standard? | Yes |
| Is the emergency lighting system tested and maintained in accordance with the relevant British Standard? | Yes |
| Are fire extinguishers tested and maintained in accordance with the relevant British Standard? | Yes |

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REVIEW

Date of next review: 01 January 2020