



Introduction

Richard Nichols, Director of Base Solutions Ltd has undertaken a fire risk assessment on the First Choice Facilities Ltd premises located in Unit 2, Westport Business Park, Horton Road, Slough, SL3 0DF

During the course of the assessment, twelve members of staff were in attendance and assisted with the assessment with both information and a tour of the premises as a whole.

The company occupies the ground and first floor of the building and a small storage unit which is separate from the main structure.

The fire logbook is contained within the health and safety folder and was found to be up to date with all checks in place.

Weekly fire alarm test current

Monthly Emergency lighting checks current

Emergency lighting periodic inspection certificate in date 06.01.21

The last fire evacuation drill was undertaken in May 2021 with no issues reported.

An actual alarm activated on 03.06.21. Only one person was in attendance but the record was completed and added to the fire folder.

Emergency Plan

The findings of the fire safety risk assessment should be used to prepare an emergency plan. The plan should set out to include what to do in case of fire, identify the escape routes, where to assemble and how to contact the Fire and Rescue Service.

The fire safety equipment and any equipment that provides a possible ignition source (e.g., cooking, electrical appliances, etc.) should be regularly maintained in order to reduce the chance of fire and the risk to people.

Frequent checks should also be made to make sure that the storage of materials, especially flammable materials, does not increase the risk of fire or prevent the use of escape routes.

It is important that all members of staff know how to prevent fires and what to do if a fire does occur.

To make sure that the emergency plan works regular fire drills should be carried out and recorded.

An emergency plan is in place within the company offices with the information taken from the main fire plan located to the front of the building.

It is recommended that the time of the activation is added to the fire drill observation sheet.

FIRE SAFETY RISK ASSESSMENT

DETAILS

Company Name:	First Choice Facilities Ltd
Premises Name:	Unit 2 Westport Business Park
Address:	Unit 2, Westport Business Park, Horton Road, Slough, SL3 0DF
Responsible Person:	Gabriella Balint
Position:	Head of soft FM
Date of Assessment:	8 th December 2021
Carried out by:	Richard Nichols
Position:	Health and safety consultant (Base Solutions Ltd)
Use of the Premises:	Office facilities over 2 floors of a 3-storey building and a separate small storage area.

OCCUPANCY

Times in Use:	Weekdays:	24 hours	Weekends:	24 hours
Total Numbers of Staff:	Weekdays:	12	Weekends:	2
Total of all Persons Present:	Weekdays:	12	Weekends:	2

SIZE

Total Size of Premises (M ²):	248 M ² approximately
Number of Storeys:	Occupying 2 floors of a 3-storey building.
Number of Basements:	N/A

Step 1 - Identify Fire Hazards (Sources of Ignition)

Type	Location	Are existing control measures suitable?	
Naked Flames	N/A	N/A	
Portable Heaters and Heating Equipment	None at the time of the inspection	Yes	
Electrical Equipment	Standard office equipment Computer server unit Fridges Copiers Television screens Various other electrical equipment e.g., phone chargers etc.	Yes	
Cooking Equipment	Microwave oven Kettle Coffee machine Induction hob in upstairs kitchen Grill Toaster	Yes	
Work Process Risk(s)	Minimal paper storage Use of electrical equipment. Storage of chemicals	Yes	
Arson	Site is secure with CCTV surveillance in place which is monitored by Management	Yes	
Smoking Materials	Smoking is not permitted in indoor areas. An ashtray is provided on the brick wall of the main building.	Yes	
Other Sources (including Contractors)	Occasional maintenance is undertaken at the location.	Yes	



If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete
✓			
✓			
✓			

Step 1 – Identify Fire Hazards (Sources of Fuel and Oxygen)

Type	Location	Are existing control measures suitable?		
Wood / Paper /Cardboard	Minimal amounts of paper and cardboard for office use.	Yes		
Plastics / Rubber / Foam		Yes		
Retail Stock	N/A	Yes		
Furniture and Fixings (curtains, blinds etc)	Office furniture and soft furnishings. So far as can be ascertained conform to the latest requirements	Yes		
Flammable Material (gases / liquids / paints / thinners / glues)	Minimal petrol driven equipment stored in separate storage area. Minimal ignition source.	Yes		
Display Materials or Decorations	N/A	Yes		
Waste Materials (refuse, packaging)	All waste is removed on a regular basis to the bin storage which is external to the building	Yes		
Building Structure	Purpose built brick structure with stud wall partitions. No compartmentalisation between storage area and adjoining space.			No
Oxygen Supplies (air conditioning units / bottles / piped supply)	Air conditioning units are in place within office areas.	Yes		



If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete
✓ As previously noted, the separate storage space does not have compartmentation from the adjoining area. This is the responsibility of the landlord.	Landlord		
✓			
✓			
✓			

Step 2 – Identifying People at Risk

<i>Type</i>	<i>Findings</i>
<p>a) Sensory Risk:</p> <p>People with visual and / or hearing impairment(s)</p>	None noted at the time of the assessment
<p>b) Mobility Risk:</p> <p>People with physical impairments</p>	None noted at the time of the assessment
<p>c) Familiarity Risk:</p> <p>People who may be new to the premises and not familiar to its layout, seasonal workers, contractors, visitors or customers</p>	<p>Occasional contractors / consultants visit. Basic fire / safety awareness required when persons are attending site.</p> <p>All visitors are required to sign in upon arrival at the premises which also contains H&S and fire information including location of the emergency assembly point.</p>
<p>d) Numbers Risk:</p> <p>Large numbers of people, small numbers of disabled people</p>	N/A
<p>e) Others:</p> <p>Lone Workers / People Working in Isolation / Young Persons</p>	Occasional lone working as work dictates. Personnel are required to comply with the company lone working procedure.

Additional Information:

Step 3 ~ Evaluate, Remove, Reduce and Protect From Risk

Are ignition sources controlled to reduce the chances of fire?	Yes	
Are combustible materials kept away from ignition sources?	Yes	
Are all windows and openings closed last thing at night?	Yes	
Is your fire alarm system adequate for your premises?	Yes	
Will everybody be warned if the fire alarm operates?	Yes	
Can everyone escape without assistance?	Yes	
Is the means of escape adequate for the layout of the building?	Yes	
Are all fire exits easily identified by correct signage?	Yes	
Are escape routes free from obstruction and storage?	Yes	
Are all doors on escape routes easily opened without a key?	Yes	
Do all doors on escape routes open in the direction of escape?		No
Can everyone escape in a reasonable time?	Yes	
Are escape routes adequately lit if the regular lighting system fails?	Yes	
Is the lighting adequate to illuminate circulation routes?	Yes	
Do you have fire fighting equipment?	Yes	
Is the fire fighting equipment adequate for the risks present?	Yes	
Are housekeeping and general waste management adequate?	Yes	
Are security arrangements sufficient to prevent unauthorised access?	Yes	
Are measures adequate to prevent the incidents of arson?	Yes	
Are your premises free of any large open roof spaces or concealed ceiling voids?		No
Would a fire in your premises be contained wholly within it?	Yes	
Can the fire service easily get to your premises?	Yes	



If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓ Fire doors (FD30) do not have intumescent strips either on the door or in the frame.	GB	6 months	
✓			
✓			
✓			
✓			

Step 4 ~ Record, Plan, Inform, Instruct and Train

You must record your fire safety arrangements – this includes:

Have you made an emergency plan?

Yes

Have you provided fire instruction and staff training?

Yes

Are there records of fire drills to test your training and emergency plan?

Yes

Are there records of maintenance on all fire safety measures?

Yes

Have you recorded the significant findings of this assessment on Page 9?

Yes

If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓ Lack of compartmentation in storage area	GB / Landlord	6 Months	
✓			
✓			
✓			
✓			

Step 5 ~ Review

Your fire safety risk assessment must be kept up to date

Date of next review

It is recommended that you review your fire safety risk assessment regularly **OR** if you make changes to the layout of your premises, any changes to work processes, significantly increase the amount of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time opening etc.) or any failures in your fire safety precautions then you should review your fire safety risk assessment.

JANUARY 2023

SIMPLE PREMISES FIRE SAFETY RISK ASSESSMENT

LEVEL OF FIRE RISK

In premises where there is a likelihood of a fire starting and spreading quickly, or a fire could start and grow undetected, and affecting the escape routes before people can use them, then the level of risk should normally be regarded as 'higher'. Such premises might include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g. heat producing machinery and processes; premises where significant numbers of the people are present and might move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread.

In premises where there is a low occupancy level and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire starting; few if any highly combustible or flammable materials or other fuels for a fire; fire is unlikely to spread quickly; and will be quickly detected so that all people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as 'lower'.

In most cases however, the risk will usually be 'normal'.

Taking into account both the active and passive fire prevention measures and general fire precautions observed at the time of this fire safety risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low Normal High

In this context, a definition of the above terms is as follows: -

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Normal: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls.

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

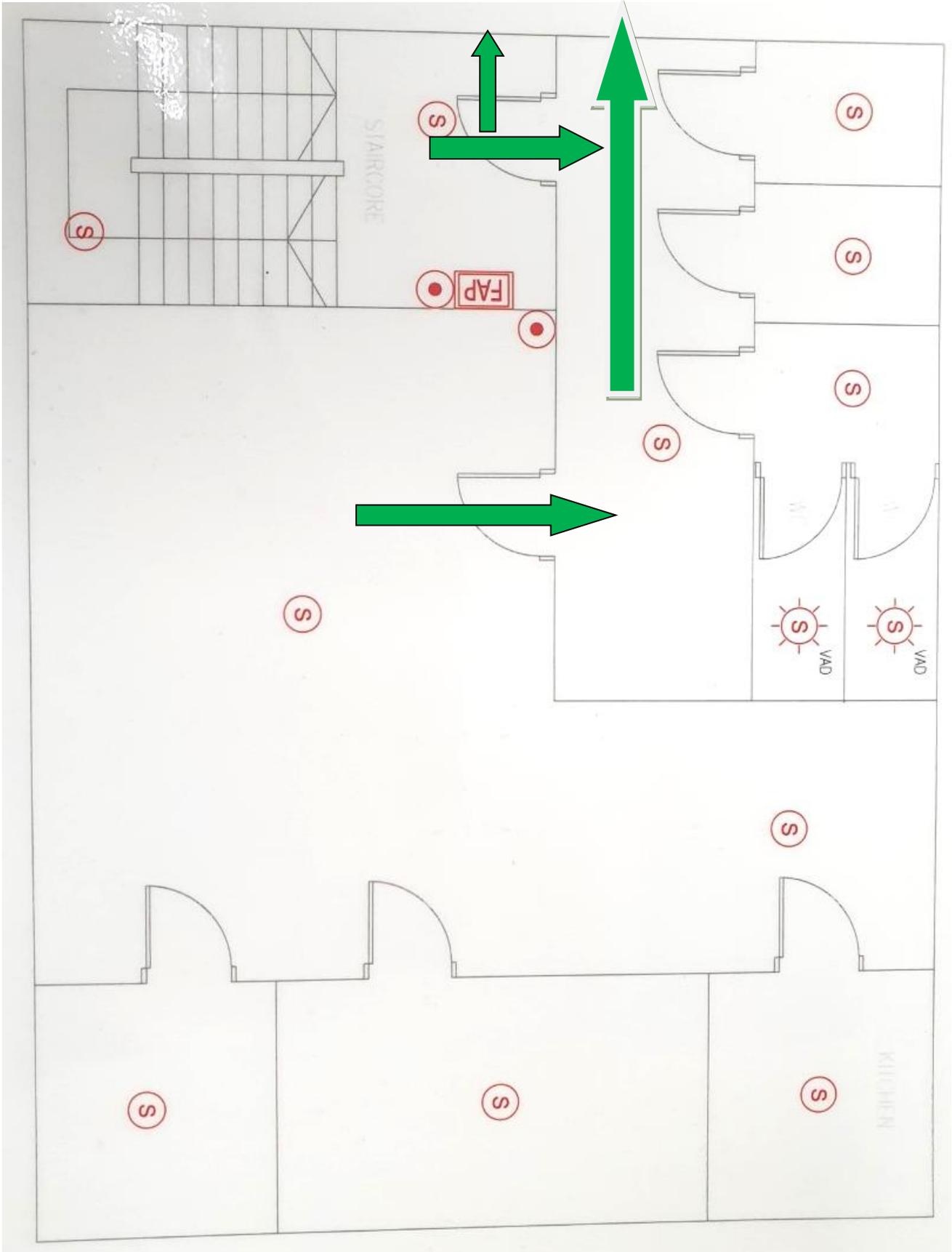
Note that, although the purpose of the above is to place the risk fire in context, the approach to fire safety risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this fire safety risk assessment should be addressed by implementing all the recommendations contained in the following action plan.

The fire risk assessment should be reviewed regularly (recommended to be annually).

PLAN DRAWING

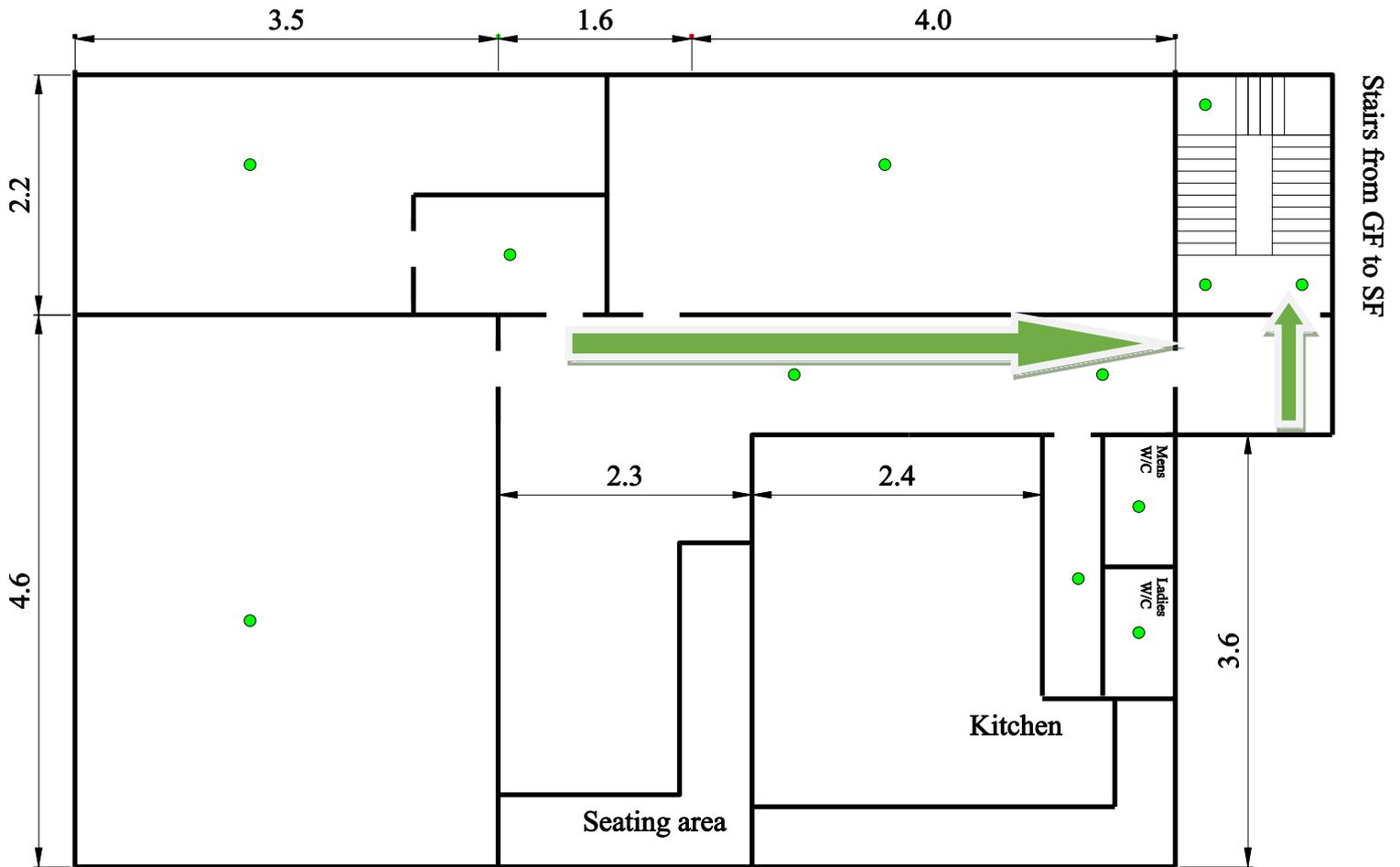
Assembly Point Located at: Front gate leading to unit 2

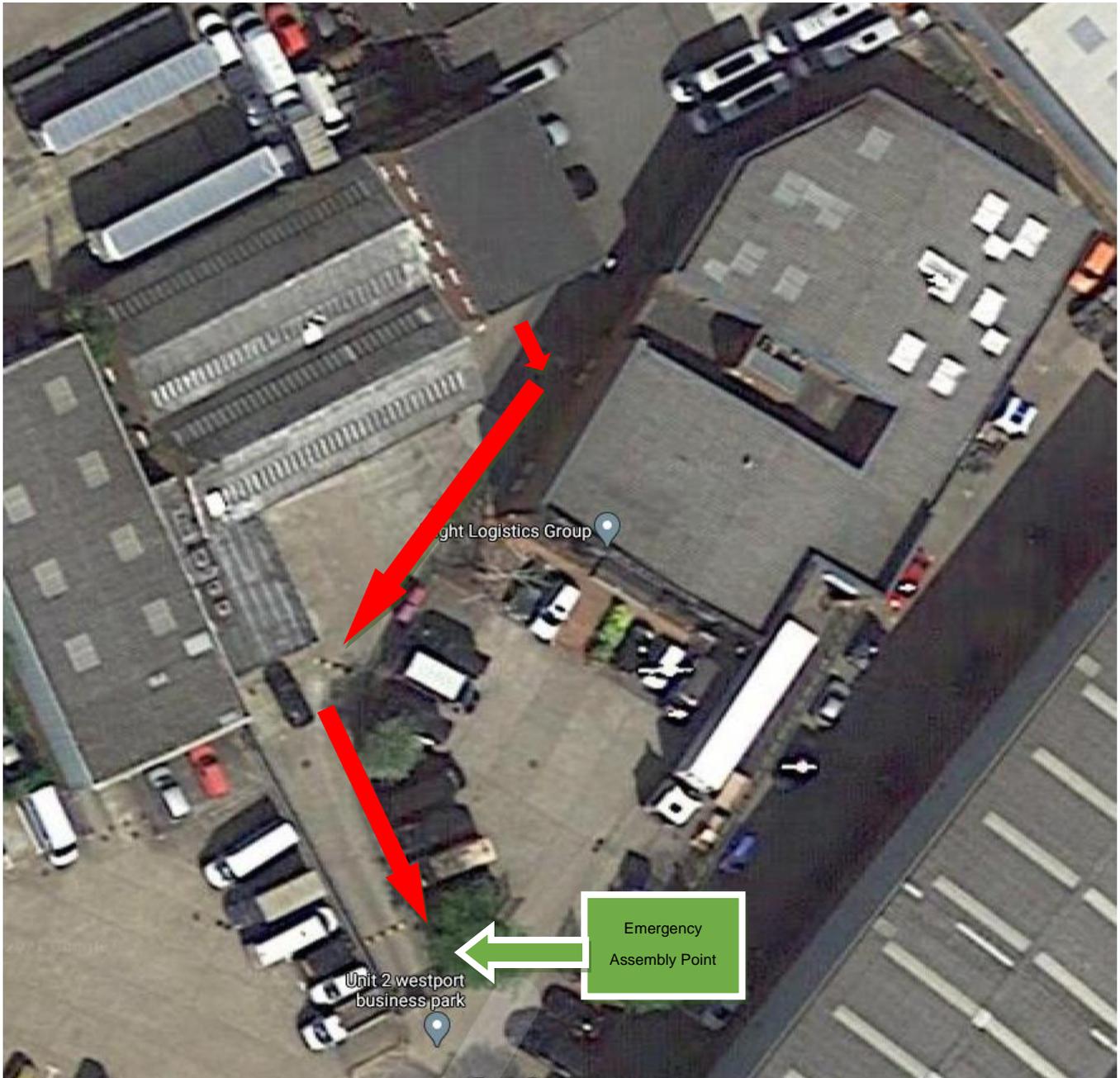
Ground floor Plan



1st Floor, Unit 2, Westport Business Park,
Viscount Industrial Estate,
Horton Road,
SL3 0DF

Dimensions in meters





The emergency assembly point is located at the front gate of the unit. All personnel are to be made aware of the possibility of approaching vehicles in this location and the potential to move to the opposite side of the access road to avoid congestion in the area.



1st floor landing
 Fire action notice to be completed with location of assembly point.



1st floor office area
 Suggested location for 2 X fire extinguishers.



1st floor kitchen
 Fire door required to kitchen.



1st floor exit to stairs
 Fire door required to place of relative safety.



Ground floor exit from upper floor.
Door and shutter to be open whilst building is occupied.



1st floor office area
Signage required i.e., running man and directional arrows to exit.



Storage area
Storage of petrol driven equipment.
Adequately controlled at time of inspection.



Storage area
Inadequate compartmentation would allow fire to spread uncontrolled.