

		Folknoll	
FIRE ASSESSMENT RECORD		HS004	
Location: 26 North Road, Royston		Serial No.: 001/2009	
Heat Generating Equipment & Processes/ Sources of Ignition		Yes	No
1. Identify means of heating Gas <input checked="" type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Other <input type="checkbox"/>			
2. Is heating equipment maintained and inspected periodically by a competent person?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Are gas heating appliances inspected and serviced annually by a competent person?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Are all heaters fixed in position and fitted with suitable guards?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Are all heaters positioned away from combustible materials?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Are fuel burning heaters (i.e. LPG) used?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are heaters that burn fuel sited away from draughts?		<input type="checkbox" value="NA"/>	<input type="checkbox"/>
8. Do work processes use or generate heat e.g. soldering, brazing, welding, etc?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, Identify processes: soldering			
9. Have separate risk assessments been carried out for these processes?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Is smoking prohibited on the company premises or grounds?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. If no, is there a designated smoking area provided with adequate ashtrays?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Observations	Recommendations for Improvement		
<ul style="list-style-type: none"> ➤ Gas central heating provided via boiler and radiators ➤ Gas boiler last serviced in February 2008 by HomeHeat Ltd. Gas boiler is routinely serviced every 12 months. ➤ Smoking permitted outside of building 	<ul style="list-style-type: none"> ➤ None 		
Potentially Explosive Environments		Yes	No
12. Are there any potentially explosive atmospheres created by working processes?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, Identify processes:			
13. Are extraction or ventilation systems used to dilute or remove combustible materials (e.g. dusts), flammable gas or vapour?		<input type="checkbox" value="NA"/>	<input type="checkbox"/>
14. Is intrinsically safe equipment designed for use in flammable atmospheres that will not be a source of ignition used?		<input type="checkbox" value="NA"/>	<input type="checkbox"/>
Observations	Recommendations for Improvement		
	<ul style="list-style-type: none"> ➤ None 		
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Combustible materials & substances

Yes No

- 15. Is the workplace free of rubbish and combustible waste materials?
- 16. Do work processes use combustible materials and substances?
 If yes, identify processes, materials and substances: Substances used to protect PCB assemblies:
 - RS Components Clear Lacquer Aerosol – RS stock number 569-307
 - Maplins PCB Lacquer - Part number 700005308
- 17. Is there a system for controlling the amounts of combustible waste materials and flammable liquids and gases that are kept in the workplace? e.g. quantities, etc.
- 18. Are all combustible materials and flammable liquids and gases stored safely and securely? e.g. suitable storage containers, etc.
- 19. Are substances with a flash point less than 32°C used?
- 20. Is there a waste control system operating effectively which accommodates the regular removal of waste from the premises?
- 21. Is the upholstery of furniture in good condition?

Observations

- Premises are cleaned weekly and waste is removed each evening by cleaners.
- Waste is collected in bins and is removed weekly by registered waste contractor Carr & Bircher
- Hazardous substances are stored in designated secure metal cabinet in workshop. Cabinet is labelled to indicate purpose.
- Flammable substances used do not present fire hazard due to process operations and quantities stored.

Recommendations for Improvement

- None

Electrical Equipment

Yes No

- 22. Has all fixed electrical equipment been correctly installed by a competent person?
- 23. Are persons trained to use electrical equipment correctly?
- 24. Is fixed electrical equipment and associated wiring regularly maintained and inspected/tested by a competent person?
- 25. Is portable electrical equipment and associated cables regularly maintained and inspected/tested by a competent person?
- 26. Is overheating of cables and equipment prevented (i.e. due overloaded circuits, bunched or coiled cables, correct fuses, impaired cooling fans, etc.)?
- 27. Is insulation on cables or wiring adequate and not damaged?

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Electrical Equipment (Continued)

	Yes	No
28. Are flexes run in safe places where they will not be damaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
29. Is the use of electrical extension leads and multi-point adapters kept to a minimum?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30. Are combustible materials positioned away from electrical equipment to prevent heat generation, impaired cooling fans, etc?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31. Is electrical equipment operated in potentially dangerous environments (i.e. wet or dusty atmospheres)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
32. Is electrical equipment operated in cold environments where embrittlement or cracking of cables may occur?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Observations

- Inspection and testing of fixed electrical installations was performed during erection of new premises in 1998 to ensure they are in a safe condition and comply with the requirements of BS 7671: Requirements for Electrical Installations (IEE Wiring Regulations).
Fixed electrical installations require inspection and testing every 5 years.
- Inspection and testing of portable electrical apparatus and appliances is performed annually by Folknoll to ensure it is in a safe condition and complies with the requirements of BS 7671:2001 Requirements for Electrical Installations (IEE Wiring Regulations).
Last inspection and testing performed on 16th December 2008. All portable apparatus and appliances, including extension leads, are identified by a serial number and recorded in a register. The register indicates the frequency for routine inspection and maintenance. The equipment is marked to indicate when its inspection is due.
Records of the inspection and testing are maintained.
- Extension leads used occasionally in workshop.
- Training records maintained for all employees using equipment

Recommendations for Improvement

- Perform inspection and testing of fixed electrical installations in accordance with BS 7671:2008 Requirements for Electrical Installations (IEE Wiring Regulations).

Equipment and Machinery

	Yes	No
33. Is equipment and machinery routinely checked for leaking valves, glands or joints to prevent oils and other flammable liquids contaminating adjacent floors or goods	<input type="checkbox"/> NA	<input type="checkbox"/>
34. Are persons trained to use equipment and machinery correctly?	<input type="checkbox"/> NA	<input type="checkbox"/>
35. Is equipment and machinery routinely cleaned to remove excess deposits, waste materials, etc.?	<input type="checkbox"/> NA	<input type="checkbox"/>
36. Are ventilations points of equipment and machinery routinely inspected for blockages or clogging that could cause overheating?	<input type="checkbox"/> NA	<input type="checkbox"/>
37. Is equipment and machinery routinely checked for loose belts or lack of lubrication that may lead to increased friction?	<input type="checkbox"/> NA	<input type="checkbox"/>

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Equipment and Machinery (Continued)

- | | | |
|--|-----------|--------------------------|
| 38. Is fume and dust extraction equipment and associated ducting routinely checked for build up of excess deposits? | NA | <input type="checkbox"/> |
| 39. Is equipment and machinery routinely checked to ensure that automatic or manual safety features and cut-outs are not disabled or interfered with | NA | <input type="checkbox"/> |

Observations

- Company only use portable equipment i.e. drills, soldering irons, etc. during its assembly and installation activities. Portable equipment is maintained under Electrical Equipment (See refs. 22-32)
- No "machinery" used by the company during its work activities.

Recommendations for Improvement

- None

Fire Detection and Warning Systems

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| 40. Are all parts of the building occupied at the same time? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 41. Is it likely that a fire could start without somebody noticing it quickly? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 42. Are there unoccupied areas in which a fire could develop to the extent that escape routes could be affected before the fire is discovered? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 43. Can the existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 44. Is automatic fire detection installed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 45. Are the detectors of the right type and in the appropriate locations? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 46. Is an alarm given from a single point likely to be heard throughout the building (particularly those with one floor) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 47. Is an electrical fire alarm system incorporating sounders and manually operated call points installed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 48. Are there provisions for people or locations where the alarm cannot be heard? | NA | <input type="checkbox"/> |
| 49. Are all fire alarm points clearly visible and unobstructed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 50. Can the fire alarm be raised without placing anyone in danger? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 51. Can the means of warning be clearly heard and understood by everyone throughout the whole building when initiated from a single point? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 52. Is a procedure adopted that in the event of a fire a 999 call is made to the Fire Service? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 53. If the fire-detection and warning system is electrical, does it have a back-up supply? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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Fire Detection and Warning Systems (Continued)

	Yes	No
54. Is the fire alarm, and all its components, continuously monitored?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
55. Are the recommendations for fire protection by the insurance company implemented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
56. Is the fire alarm or automatic detection system in good working order?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
57. Is the alarm tested weekly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
58. Is the fire alarm system maintained and checked annually by a competent person?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
59. Is the fire detection system tested regularly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
60. Is the automatic detection system checked annually by a competent person?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Observations

- Fire alarm is tested weekly
- Fire alarm system is serviced every six months by a competent person. Last service performed in December 2008
- Fire detection system is tested every six months
- Automatic detection system is serviced every six months by a competent person?

Recommendations for Improvement

None

Building Layout & Construction

	Yes	No
61. Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
62. Are there any inner rooms (where the only way out of a room is through another room) where an unnoticed fire in the outer room could trap people in the inner room?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
63. Do inner rooms include a vision panel to the outer room to give an indication of the conditions in the outer room and the means of escape (and/or)	<input type="checkbox" value="NA"/>	<input type="checkbox"/>
64. Does the outer room include an automatic smoke detector that sounds warning in the inner room (and/or)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
65. Does the dividing wall between the inner and outer room have gap from the ceiling enabling smoke to be seen	<input type="checkbox" value="NA"/>	<input type="checkbox"/>

Observations

The premises of Folknoll Limited consist of open plane office area with two single-room offices, small single-room workshop office, kitchen, single toilet and basement leading off.
Premises are occupied by a maximum of 7 persons at any one time.

Recommendations for Improvement

- None

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Escape Routes & Fire Exits

Yes No

- 66. Has an emergency plan been drawn up in case of a major fire?
- 67. Can all the occupants escape to a place of total safety in a reasonable time?
- 68. Are the existing escape routes adequate for the numbers and type of people that may need to use them, e.g. staff, contractors and disabled people?
- 69. Are the exits in the right place and do the escape routes lead as directly as possible to a place to total safety?
- 70. Are escape routes clearly and correctly signed?
- 71. Are travel distances to fire exits (or place of safety) within the following suggested range of travel:
 - Where more than one escape route is provided:
 - 25m in higher fire-risk area
 - 45m in normal fire-risk area
 - 60m in lower fire-risk area
 - Where only one escape route is provided:
 - 12m in higher fire-risk area
 - 25m in normal fire-risk area
 - 45m in lower fire-risk area
- Distances may be increased by the addition of further fire protection measures e.g. automatic fire detection
- 72. Are alternative exits from a space or room at least 45° apart (unless the route to them is separated by fire-resisting construction)?
- 73. Is the minimum width of escape routes in excess of 750mm?
- 74. If there is a fire, could all available exits be affected or will at least one route from any part of the premises remain available?
- 75. Are escape routes and final exits kept clear and free from obstructions at all times?
- 76. Are the escape routes free from tripping and slipping hazards?
- 77. Are the steps and stairs in a good state of repair?
- 78. Do the doors on the escape routes open in the direction of the escape?
- 79. Are internal fire doors labelled and normally kept closed?

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Escape Routes & Fire Exits (Continued)

	Yes	No
80. Are the self-closers on fire doors operating correctly to fully close the fire door on to its rebate after use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
81. Can all final exit doors be opened easily and immediately without the use of a key?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
82. Are the final exits always unlocked when the premises are in use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
83. Are existing exits available for use and inspected/tested regularly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
84. Will everybody be able to safely use the escape routes to evacuate the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
85. Are plans established for assisting disabled staff and visitors to evacuate the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
86. Are staff aware of the importance of maintaining the safety of the escape routes, e.g. fire doors not wedged open, combustible materials not stored within escape routes, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
87. Are there any particular or unusual issues to consider?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
88. Are fire doors and escape routes checked regularly to ensure they are safe?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
89. Is a safe fire assembly point provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Observations

➤ Fire doors and escape routes are checked daily and checks are recorded weekly

Recommendations for Improvement

➤ None

Emergency Escape Lighting

	Yes	No
90. Are the premises used during periods of darkness?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
91. Are escape routes adequately lit to ensure safe use during escape?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
92. Where escape lighting is installed is it in working order and is it checked and maintained regularly by a competent person?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
93. Are there back-up power supplies for the emergency lighting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Observations

➤ Emergency lighting is tested monthly
 ➤ Emergency lighting is serviced every six months by a competent person. Last service performed in December 2008

Recommendations for Improvement

➤ None

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Signs & Notices

	Yes	No
94. Are fire action notices displayed prominently throughout the workplace?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
95. Is the location and type of fire extinguishers indicated with the appropriate signage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
96. Are escape routes and exits clearly and correctly signed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
97. Are fire assembly points clearly identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
98. Is there signage that provides information to fire and rescue services, such as those indicating the location and isolation of utilities, including water, gas and electricity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
99. Is there signage that readily identifies the storage of hazardous substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
100. Is there signage that indicates fire doors which must be kept shut?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
101. Are notices provided that give information on how to operate security devices on exit doors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
102. Are signs checked and maintained to ensure they are correct, legible and understood?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Observations

- Signage is not displayed to identify the location of and isolation of utilities, including water, gas and electricity?

Recommendations for Improvement

- Ensure adequate signage is displayed to identify the location of and isolation of utilities, including water, gas and electricity?

General Security

	Yes	No
103. At the end of each working day is the entire workplace checked for fire risks, including: <ul style="list-style-type: none"> a. Isolation of electrical equipment, where possible b. Heat sources removed or isolated c. Combustible materials removed or isolated d. Flammable liquids of gases stored securely e. All internal doors closed 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
104. Has consideration been given to measures to prevent the occurrence of arson?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
105. Is rubbish stored away from buildings in a secured location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
106. Can all windows and doors be securely shut?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
107. Is security lighting sufficient and in working order?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Observations

- Shutters are fitted to all windows and doors to prevent break in and potential arson

Recommendations for Improvement

- None

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Fire-fighting Equipment and Facilities		Yes	No
108. Are an adequate number of the right types of fire extinguishers provided at locations close to potential fire hazards identified?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
109. Are the fire extinguishers well situated and secure on hooks or at fire points and can users get to them without exposing themselves to risk?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
110. Are extinguishers clearly visible and their location and type indicated with the appropriate signage?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
111. Are the extinguishers maintained and checked annually by a competent person?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Observations		Recommendations for Improvement	
<ul style="list-style-type: none"> ➤ 4 fire extinguishers located in premises. ➤ Fire extinguishers are serviced and tested annually by Chubb Fire & Detection - Last checked July 2008 		<ul style="list-style-type: none"> ➤ Ensure the location of all fire extinguishers is identified and recorded. 	
Staff Training & Awareness		Yes	No
112. Have staff been trained in how to call the Fire Service, the use of fire extinguishers and basic fire prevention?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
113. Are staff aware of the major fire emergency plan?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
114. Are evacuations and fire drills practiced and recorded regularly to ensure all staff are aware of fire procedures?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Observations		Recommendations for Improvement	
<ul style="list-style-type: none"> ➤ 2 members of staff have been trained in the use of fire extinguishers 		<ul style="list-style-type: none"> ➤ Ensure additional members of staff are trained in the use of fire extinguishers 	
Fire Assessment Review		Yes	No
115. Has a procedure been established to review the fire risk assessment periodically?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Observations		Recommendations for Improvement	
		<ul style="list-style-type: none"> ➤ None 	
Assessor : T. Clawson		Signed:	Date: 6 th January 2009
Managing Director: B. Perryman		Signed:	Date: 6 th January 2009
Follow-Up and Close-Out Action			
Ref. No.	Comments	Close-Out Date	
1	Perform inspection and testing of fixed electrical installations in accordance with BS 7671:2008 Requirements for Electrical Installations (IEE Wiring Regulations)	6 th February 2009	
2	Ensure adequate signage is displayed to identify the location of and isolation of utilities, including water, gas and electricity?	6 th February 2009	
3	Ensure additional members of staff are trained in the use of fire extinguishers	6 th February 2009	
Managing Director:		Signed:	Date:
Issue No.: 1	Date: 06/12/08	Approved: B. Perryman	Page 9 of 9