

HEALTH, SAFETY & FIRE RISK SOLUTIONS

Fire Risk Assessment

In Compliance with the

Regulatory Reform (Fire Safety) Order 2005

The Health and Safety at Work Act 1974

Name	Humphrey & Stretton plc
Address	20/21 Pindar Road Hoddesdon. EN11 0EU
Date Assessment Completed	16/04/2021
Next Review Date	16/04/2022
Report Reference	H1084
Originator	D HUMPHREY Version 2
Document Code	Sect-16.1.1A -Ed02-Jun18 21 pages Completed copies to 6-1-2

General Information/Scope

Name of Company/Property: Humphrey & Stretton plc Address/Property: 20/21 Pindar Road Hoddesdon EN11 0EU		Audit/Assessment undertaken by D Humphrey		
Contact Details: David Humphrey 01992 462965 EX204		Deputies Details Scott Humphrey & Colin Ansell		
Type of Occupancy & Processes that take place: Factory 1. Create engineered panel doors 2. Pass 24 security doors 3. Fire Rated Doors 4. Hospital X-Ray doors		Hours of Business: 06.00 - 18.00	Building Ownership: David Humphrey Building type: Brick/Timber/Metal/Glass	
Sleeping Occupant: (details of numbers) nil	Disabled Occupants: nil	Occupancy in Remote Areas: nil	Young Persons: (RA's for under 16 year olds) nil	Other: (elderly, infirm Mental ability) nil
Building Occupancy: Factory 24 Office 10		Source of Ignition: <ul style="list-style-type: none"> • Timber • COSHH Glues • Wood chip • Wood Dust 		Scope of Assessment: With assistance of Scott Humphrey and the Factory Mangers we discussed the last inspection and then agreed that it would be replaced with a Fire Risk Assessment and a Health & Safety Risk Assessment – Then there was an extensive walk around the entire factory- From a Fire Safety perspective all was in order
Public Liability Insurance	Insurers Name and Address: Allianz 32/SB/22192881/05 Policy Number: 06 05 2021 Renewal Date:			

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1. Introduction

1.1 Purpose

The purpose of this risk assessment is to:

- Identify the fire hazards in the common parts of the premises.
- Identify who might be at risk from those hazards.
- Evaluate the risks arising from the hazards and assess whether the existing protective and preventative measures are adequate, or whether additional measures are necessary.
- Record the findings of the risk assessment; and
- Provide a prioritised action plan where additional measures are deemed necessary.

1.2 Scope

The fire risk assessment is undertaken in order to comply with the Regulatory Reform (Fire Safety) Order 2005 and in accordance with the clients’ instructions.

It has been prepared for, is addressed to and is for the sole use of the client. No person other than the client may copy this document (in whole or part), use or rely on the contents without the prior written permission of h&s. H&S accepts no liability for any use of this risk assessment other than for the purposes stated in the document. In that respect the areas considered in it, the findings recorded in the audit and the items contained in the action plan relate only to life safety.

This risk assessment is not intended to address property protection issues or business continuity, and should not be used for that purpose. As such, any advice, opinions or recommendations within this document should be read and relied upon in the context of the document as a whole.

2. Evaluation of the Risk

Setting out a risk assessment matrix gives guidance to the severity of the risk judges against its likely effect:

Risk Level = Likelihood x Severity			
Likelihood/Severity	Slightly Harmful	Harmful	Extremely Harmful
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Possible	Moderate Risk	Substantial Risk	INTOLERABLE RISK
Likely	Substantial Risk	INTOLERABLE RISK	INTOLERABLE RISK

The risk considered as substantial or intolerable and assessed as **HIGH** risk category requires immediate rectification.

The assessing consultant will always try and ensure that **HIGH** risks are cleared at the time of inspection. If a **HIGH** risk cannot be cleared immediately the consultant will discuss with the “Responsible person” who should then initiate the immediate action required.

Moderate risks are set as **MEDIUM/LOW** risk category with action to be taken to rectify them within one month, and they should be reduced in severity to a **LOW** risk until the defect can be rectified.

The time for rectification is judged reasonable for the risk category based upon the guidelines set by the Health & Safety Executive; however, the rectification should be undertaken sooner when possible.

2.1 Risk Level

Taking into account the hazards and potential ignition sources observed at the time of the risk assessment, it is considered that the likelihood of a fire starting in this premises is **minimal risk**

Taking into account the nature of the building and its occupants, as well as the fire protection and procedural arrangements observed at the time of the risk assessment, it is considered that the consequences for life safety in the event of a fire would be **minimal Harm**

Accordingly, it is considered that the risk to life from fire at these premises is **low Risk**

2.2 Review

This risk assessment should be reviewed regularly to keep it up-to-date and in particular:

- Where there have been alterations or it is intended to alter the layout of the premises;
- Where there have been changes to work processes or it is intended to make changes to work processes;
- At intervals not longer than every 1 year from the date of issue.

2.3 Definitions

Definition of Terms and Actions Necessary	
Compliancy	
Compliant	No action is required.
Non-Compliant	Unusually low likelihood of fire as a result of negligible potential sources of ignition. Normal fire hazards for this type of occupancy, with the fire hazards generally subject to appropriate controls. No major additional measures are required. However there may be a need for minor improvements.
Non-Compliant High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in a significant increase in likelihood of fire. It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a limited time period. Major work is required to reduce the risk. Consideration should be given to restricting the use of the building. The building (or parts of it) should not be occupied until the risk is reduced.

Harm	
Slight Harm	Outbreak of fire is unlikely to result in serious injury or death of any occupant (other than the death of an occupant sleeping in a room in which a fire occurs).
Moderate Harm	Outbreak of fire could result in injury of one or more occupants but is unlikely to involve fatalities.
Extreme Harm	Serious potential for the serious injury or death of one or more occupants.

2.4 Standards

The following standards are referred to in this document (list not exhaustive):

- HSE Approved Code of Practice (ACOP) document L137 “Safe maintenance, repair and cleaning procedures”.
- Regulatory Reform (Fire Safety) Order 2005.
- British Standard BS5839 - Fire Detection & Alarm Systems for Buildings
- British Standard BS5266 - Emergency Lighting
- British Standard BS5306 - Fire Extinguishing Installations
- British Standard BS8214:2008
- British Standard BS9999:2008

In this report fire resistant means walls, screens, partitions, doors and other materials which, when tested in accordance with BS476: Parts 20-23: (Part 8: 1972 in respect of items tested prior to 1st January 1988) achieve a minimum 30 minutes standard of fire-resistance, unless otherwise stated.

All fire-resistant elements of structure are to be constructed to true ceiling height.

Where reference is made to “Notices and Signs”, they should be installed in accordance with the recommendations contained in BS5499: Part 1, the Health and Safety (Safety Signs and Signals) Regulations, or a similar equivalent standard.

Start of Fire Risk Assessment

3. Identified Fire Hazards and Primary Control Measures

3.1 Electrical Sources of Ignition

Measures Taken to Prevent Fires of Electrical Origin	
	Compliant / Non-Compliant
Fixed installation periodically inspected and tested? <i>(Every 5 years)</i>	Compliant At APRIL 2021
Portable appliance testing carried out on a risk assessed basis?	Compliant
Suitable limitation and management of trailing leads and adaptors?	Compliant

3.2 Smoking

Measures Taken to Prevent Fires as a Result of Smoking	
	Yes/No
Smoking prohibited in the building?	Yes
Smoking permitted in appropriate areas?	Yes
Suitable arrangements for those who wish to smoke?	Yes

3.3 Arson / Deliberate Ignition

Basic Security Against Arson / Deliberate Ignition	
	Yes / No
Basic security against arson by outsiders or other persons appears reasonable.	Yes
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?	No

3.4 Portable Heaters

Measures Taken to Prevent Fires as a Result of Portable Heaters	
	Yes / No
Portable heaters are used within the premises.	No
Is the use of the more hazardous types avoided? <i>(i.e. radiant bar fires or LPG appliances)</i>	Yes
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	Yes

3.5 Fixed Heating Installations

Measures Taken to Prevent Fires from Fixed Heating Installations	
	Yes / No
Fixed heating installations such as boilers are used within the premises.	Compliant Installed Feb 2019
Are fixed heating installations subject to regular maintenance?	Yes
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	Yes

3.6 Cooking

Measures Taken to Prevent Fires as a Result of Cooking	
	Compliant / Non-Compliant
Filters cleaned or changed and ductwork cleaned regularly?	N/A
Suitable extinguishing appliances available? <i>(e.g. Fire blanket, Wet Chemical etc.)</i>	N/A
Suitable Shut Down Procedures in place?	N/A

3.7 Lighting

Measures Taken to Prevent Fires as a Result of Lighting	
	Compliant / Non-Compliant
The building has a lightning protection system.	No
Is the lightning protection system subject to a suitable maintenance regime?	N/A

3.8 Dangerous Substances

Measures Taken to Prevent Risk from Dangerous Substances	
	Yes / No
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>	Yes Metal Cupboard
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	Yes
Dangerous Substances are stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	Yes

3.9 Housekeeping

Standards of Housekeeping	
	Compliant / Non-Compliant
There is Appropriate storage of hazardous materials?	Compliant
Is a COSHH Assessment, Poster and Hazard Data Sheets held?	Compliant
Escape routes are kept clear of any combustibles? <i>(Storage /furniture)</i>	Compliant
Appropriate measures for the safe storage and disposal of waste?	Compliant

3.10 Hazards Introduced by Contractors/Building Works

Measures Taken to Reduce Risk from Contractors/Building Works	
	Yes / No
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?	Yes
	Compliant / Non-Compliant
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details:	Compliant
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details:	Compliant

3.11 Other Significant Fire Hazards

Other Significant Fire Hazards that Warrant Consideration	
	Yes / No
Are there any other fire hazards that warrant consideration within the premises? <i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i>	No

4. Arrangements for Evacuation

4.1 Evacuation Strategy

Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.

Please state which strategies have been adopted.

4.1.1 Single Stage Evacuation	
It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.	Yes

4.1.2 Progressive Horizontal Evacuation	
<p>Relevant persons are dependent on staff to assist with their escape. <i>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.</i></p> <p>NOTE - Progressive Horizontal Evacuation is subject to the following Protected areas should be designed to provide:</p> <ul style="list-style-type: none"> • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. <p>The number and size of the protected areas depends on a number of factors:</p> <ul style="list-style-type: none"> • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases; 	N/A

4.1.3 Delayed Evacuation	
<p>Relevant persons are dependent on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.</p> <p>NOTE - Delayed Evacuation is subject to the following:</p> <ul style="list-style-type: none"> • Bedrooms to be enclosed in an enhanced level of fire-resisting construction 	N/A

<p>(protected bedrooms).</p> <ul style="list-style-type: none"> • A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates. • If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures. • Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. <p>Arrangements for delayed evacuation should only be based on a pre-planned basis.</p>	
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5. Provision of Elements of Fire Safety as Secondary Control Measures

5.1 Means of Escape	
	Compliant / Non-Compliant
It is considered that the premises are provided with reasonable means of escape in case of fire.	Compliant
Adequate design of escape routes?	Compliant
Reasonable distances of travel:	
Where there is escape in a single direction?	Compliant
Where there are alternative means of escape?	Compliant
Suitable protection of escape routes? <i>(Fire resisting construction)</i>	Compliant
Adequate provision of exits?	Compliant
Exits easily and immediately open-able where necessary?	Compliant
Escape routes unobstructed?	Compliant
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people?	Compliant

5.2 Measures to Limit Fire Spread and Development	
	Compliant / Non-Compliant
It is considered that there is:	
Compartmentation of a reasonable standard. <i>(Fire resisting)</i>	Compliant
Reasonable limitation of linings that may promote fire spread. <i>(Walls and ceilings)</i>	Compliant
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	N/A

5.3 Emergency Escape Lighting	
	Compliant / Non-Compliant
It is considered that there is a reasonable standard of normal, artificial and/or emergency escape lighting to ensure safe use of escape routes?	Compliant
Date of Last Inspection	16/04/2021

5.4 Fire Safety Signs and Notices	
	Compliant / Non-Compliant
It is considered that there is a reasonable standard of fire safety signs and notices? <i>This to include fire exit, fire resisting door and hazard signage.</i>	Compliant

5.5 Means of Giving Warning in Case of Fire	
	Yes / No
Reasonable manually operated fire warning system provided? <i>If yes give details: e.g. Break glass call points, fire bell, air horn, klaxon etc.</i>	Compliant
Automatic fire detection provided?	Yes
Throughout Premises	No
Part of Premises only	yes
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	N/A
Remote transmission of alarm signals to a monitoring station or other?	N/A

5.6 Manual Fire Extinguishing Appliances	
	Compliant / Non-Compliant
Reasonable provision of portable fire extinguishers?	Compliant
Are all fire extinguishing appliances readily accessible and Unobstructed? <i>(i.e. mounted on walls or on appropriate bases)</i>	Compliant
Is suitable wall signage provided relevant to extinguisher?	Compliant
Are hose reels provided?	Compliant

5.7 Relevant Automatic Fire Extinguishing Systems	
	Yes / No
Type of fixed system and location: <i>(Inert gas suppression systems, sprinklers/misting systems etc.)</i>	Yes Ranheat Burner

5.8 Other Relevant Fixed Systems and Equipment	
	Yes / No
Type of fixed system and location: <i>(i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc.)</i>	No

5.9 Firefighter Switch – High Voltage Luminous Tube Signs etc.	
	Yes / No
Suitable provision of fire fighters switch(s) for high voltage luminous tube signs, etc. (to include location)?	No

6. Management of Fire Safety

6.1 Procedures & Arrangements

Fire Safety is Managed By:	David Humphrey
Deputy/Assistant:	Scott Humphrey
Are competent person(s) appointed to assist in undertaking the preventative and protective measures? <i>i.e. Relevant general fire precautions</i>	Yes
State Name & Responsible Element of Fire Safety	MD

	Compliant / Non-Compliant
Is there a suitable record of the fire safety arrangements?	Compliant
Are Appropriate fire procedures in place?	Compliant
Are procedures in the event of a fire appropriately documented?	Compliant
Are there suitable arrangements for summoning the Fire and Rescue Service?	Compliant
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	Compliant
Is there a plan of the building available indicating basic layout and any areas of significant risk?	Compliant
Are there suitable arrangements for ensuring that the premises have been evacuated?	Compliant Last Drill 03/03/2021
Is there a suitable fire assembly point(s)?	Compliant
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A
Are Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	N/A
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	Compliant
Do Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections) take place?	Compliant
Deficiencies and Comments:	
The company has kept on top of all legal requirements	

6.3 Testing & Maintenance

Testing and Maintenance is Managed By:	David Humphrey
Deputy/Assistant:	Scott Humphrey

	Compliant / Non-Compliant
Weekly testing and periodic servicing of call points, fire alarm and smoke detection to include ancillary equipment <i>(e.g. door hold open devices, door locks etc.)</i>	Compliant
Call Point Testing <i>External Testing by competent contractor (Annual)</i> <i>Internal Testing by nominated individual (Weekly)</i>	Compliant Compliant
Fire Alarm <i>External Testing by competent contractor (Annual)</i> <i>Internal Testing by competent individual (Weekly)</i>	Compliant Compliant
Smoke / Heat Detection <i>External Testing by competent contractor (Annual)</i>	Compliant 19-06-19
Emergency Escape Lighting <i>External Testing by competent contractor (6 Monthly)</i> <i>Internal Testing by competent individual (Monthly)</i>	Compliant Compliant
Annual maintenance of fire extinguishing appliances?	Compliant October
Periodic inspection of external escape staircases and gangways?	N/A
Six monthly inspection and annual testing of rising mains?	N/A
Weekly and monthly testing, six monthly inspection and annual testing of firefighting lifts?	N/A
Weekly testing and periodic inspection of sprinkler installations?	N/A
Routine checks of final exit doors and/or security fastenings?	Compliant
Annual inspection and testing of lightning protection system?	N/A
Other relevant inspections or tests: <i>Give details:</i>	None
Deficiencies and Comments:	
None	

6.4 Recording

Appropriate Records Held for:	Yes / No
Fire Drills	yes
Fire Training	yes
Fire Alarm Tests	yes
Call Points	yes
Smoke/Heat Detection	yes
Emergency Escape Lighting Tests?	yes
Maintenance and testing of other fire precaution systems?	N/A
Location of Records: <i>(Available for inspection by Fire Authority if required)</i> Give Details: with Scott Humphrey	Yes
Deficiencies and Comments:	
None	

6.5 Common Areas

Issues related to Common Area of building	Compliant /Non-compliant
Is common area clear of any obstruction?	Compliant
Is common area free from any combustibles?	Compliant
Does Common area have working emergency lighting?	Compliant
Is Fire equipment required/in Place?	Compliant
Is there a way of raising Fire Alarm?	Compliant
Deficiencies and Comments:	
All in order	

7. Significant Findings

Priority:	Meaning
Non-Compliant High	Immediate priority to be actioned within 24 hours to 8 weeks. Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost.
Non-Compliant Low	Medium priority to be actioned within 2-6 months. Breaches in legislation that may require medium/long term action to resolve.
Deficiencies and Comments:	
Deficiencies and non-compliant within this risk assessment are copied into the following Remedy Action Plan for you to take the appropriate action.	

7.1 Remedy Action Plan

Clause Number	Action to be Taken	Priority	Target Completion Date	Action By	Date Action Completed
<i>All items correct</i>					
5.3	<i>Replace emergency lighting batteries</i>	low	May 2021	djh	Sept 2021
5.7	<i>Relace fuseable links to Ranheat burner</i>	low	May 2021	djh	Sept 2021

