

FIRE RISK ASSESSMENT

Reference Number RA20

General Information:

Business Name	
Devon and Severn Inshore Fisheries and Conservation Authority	
Property Address	
Brixham Laboratory Freshwater Quarry Brixham TQ5 8BA	
Person(s) appointed to take charge of fire safety at these premises	
Overall Building Fire Assessment :- Frank Roberts Site Manager Brixham Laboratory University of Plymouth frank.roberts@plymouth.ac.uk T: 01803 611814. M: 07920 845177	D&S IFCA's Offices and Stores Sarah Clark H&S Duty Holder s.clark@devonandsevernifca.gov.uk T: 01803 854648 M: 07515 050887

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Risk Assessors	
Name(s)	Job Title(s)
Sarah Clark	Deputy Chief Office & Health and Safety Duty Holder

Date of Fire Risk Assessment	Date Reviewed	Suggested Review Date
22 nd July 2022	2 nd February 2023, 12 th October 2023	2 nd February 2024.

Signature	
Date	12 th October 2023

The Premises or part of the premises being considered in this assessment:

Premises, Building or Department	D&S IFCA Offices and Stores
Number of Floors:	2
Number of Employees:	15
Building Use:	0700-1800, weekdays, some work outside these times and during weekends
Location of Service Isolators:	Ground Floor

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1. Hazards & Sources of Combustion (add other potential fire hazards to the standard list)				
Fire	Hazardous Chemicals			
Smoke Inhalation	Petrol (in plastic can)			
Electrical Equipment				
Waste Materials				
Blocked Fire Exits				
Arson				
2. People at Risk (tick those that apply, add others as necessary. Add details or qualify this information in the Notes section at the end of this form).				
Employees	Visitors	Contractors	Lone Workers	Students
3. Fire Safety & Control Measures ((Y or N)		Other measures (list)		
No Smoking Policy	Y	Smoking is not permitted on site. Designated smoking areas outside of site perimeter,		
Fire Fighting and Detection Equipment	Y			
Fire Alarm and Alarm Muster Points	Y	D&S IFCA's muster point in car park side of back entrance to the site.		
Fire and Emergency Evacuation Plan	Y	Held By Brixham Laboratory Site Manager		
Provision of Sufficient Fire Signage	Y			
Provision of Sufficient Fire Exits and Fire Resistant Doors	Y			
Visitors - Restricted Access	Y	Access to the building is with dedicated key cards. Visitors are met by Brixham Laboratory staff., who contact the relevant tenant.		

Visitors log in	Y	Visitors' login is located in the main entrance hall on the first floor. D&S IFCA has also Implemented a signing process at D&S IFCA's Admin Office
Electrical Portable Appliance Testing	Y	PAT testing undertaken in December 2021
Fixed Electrical System Testing	Y	<ul style="list-style-type: none"> • Undertaken by Brixham Laboratory every Monday morning • Fixed units in the D&S IFCA store inspected 04/09/2019 – last 5 years • Fixed units in D&S IFCA cabin tested December 2019 – last 5 years
Training (Fire Evacuation)	Y	During new Officers induction to the Brixham Laboratory site by site staff
Fire Evacuation Drills	Y	Regular fire drills undertaken – Managed by Brixham Laboratory Staff
Supervision and Control of Contractors or others on site	Y	Brixham Laboratory Site Manager/site staff
4. Premises Risk Category indicate risk using guidance when risk assessment completed		
<p style="text-align: center;"> LOW <input checked="" type="checkbox"/> NORMAL <input type="checkbox"/> HIGH <input type="checkbox"/> </p>		

Fire Risk Assessment Checklist

	Question	Yes	No	N/A	Comments
Sources of Fuel					
1	Is there a system for controlling the amounts of combustible materials and flammable liquids or gases kept in the workplace?	Yes			<ul style="list-style-type: none"> • There are large dustbins in the back lane to place materials such as cardboard. And other combustible materials. Offices cleaner empty bins on a daily basis so no build up within the office environment. • Chemical and fuel are kept in the fireproof cabinet in the IFCA store, which itself is a self-contained metal cargo container.
2	Is the waste control system operating effectively?	Yes			Managed by Brixham Laboratory. D&S IFCA to dispose of any unused or expired substances
3	Are all the combustible materials and flammable liquids or gases stored safely?	Yes			All flammable liquids are kept in fireproof cabinet in IFCA store. This is labelled.
4	Is the upholstery of furniture in good condition?	Yes			All office furniture is maintained or replaced if not in good order. All adhere to British standards

	Question	Yes	No	N/A	Comments
5	Is the workplace free of rubbish and combustible waste materials?	Yes			Rubbish is collected daily. Large items of cardboard or shredded paper are removed and placed in the recycling dustbins which are located away from the building and form fire exits.
Sources of Heat					
6	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?			N/A	No portable heaters in D&S IFCA offices or store
7	Is all portable electrical and gas-powered equipment inspected regularly and properly maintained?			N/A	None used in the offices of D&S IFCA
8	Are fixed electrical, gas and other fixed fuel installations periodically inspected by a competent qualified person	Yes			Managed by Brixham Laboratory Site staff
9	Is the use of electrical extension leads and multipoint adaptors kept to a minimum?	Yes			Plenty of electrical sockets are available. Socket boxes are not used. Extension leads when used for presentations in the meeting rooms are secured with cable protectors
10	Are flexes run in safe places, where they will not be damaged?	Yes			Any flexes or cables are maintained behind desks and not at risk of damage.

	Question	Yes	No	N/A	Comments
11	Is there a designated external smoking area provided with adequate ashtrays?	Yes			Provided by site managers outside the boundary in two places with ash trays.
12	Have suitable measures been taken to protect against the risk of arson?	Yes			Site staff and CCTV cameras are in place to monitor the building. Windows and office doors are closed when offices are not occupied. Any person acting suspiciously are reported to site manager. Anyone without a pass to enter the building must not be admitted. They must ring an entry bell to be met by Site staff.
13	Do procedures and practices avoid the use of combustible materials or processes that use heat?	Yes			Yes within D&S IFCA Offices and stores.
14	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	Yes			By Brixham Laboratory Site manager. CCTV in place. Perimeter lighting in place.
Staff or People at Risk					

	Question	Yes	No	N/A	Comments
15	Has an emergency evacuation procedure been developed for use in the event of a fire or other emergency?	Yes			<p>Responsibility lies with Brixham Laboratory Site Manager Brixham Fire Risk Assessment can be read here.</p> <p>A plan of the emergency exits, and route have been produced for D&S IFCA Officers to follow and is located next to the logging board and in the Fire Safety Policy.</p>
16	Does this emergency plan take account of any disabled or vulnerable people who may be in the building – whether as workers or visitors?	Yes			<p>Under Brixham Laboratory Fire Risk Assessment</p> <p>D&S IFCA has included information in 17 & 18 relating to disabled, vulnerable and with mobility issues</p>
17	Do any of these disabled or vulnerable people need a Personal Emergency Evacuation Plan (PEEP)?	Potentially			<p>Under Brixham Laboratory Fire Risk Assessment</p> <p>Under D&S IFCA's Fire Risk Assessment, a Personal Emergency Evacuation Assessment will be completed by D&S IFCA employees who are disabled or have limited mobility and a PEEP will be developed.</p>

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	Question	Yes	No	N/A	Comments
18	If the answer to Q17 is YES, have PEEPs been prepared and practiced for all who need them and all who will be required to give assistance during an evacuation?	Where applicable			Under Brixham Laboratory Fire Risk Assessment Where applicable a PEEP will be developed by D&S IFCA's H&S Duty Holder and will be shared with the employee and those who will provide assistance.
Means of Escape					
19	Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	Yes			Responsibility lies with Brixham Laboratory Site Manager
20	Is there a sufficient number of exits of suitable width for the people likely to be present? Are they within the maximum recommended travel distances?	Yes			Responsibility lies with Brixham Laboratory Site Manager
21	Do the exits lead to a place of safety?	Yes			To outside parking and lane around building and then to areas outside building a perimeter. Muster point in place.
22	Are all gangways and escape routes free from obstructions?	Yes			Building maintained by Brixham Laboratory site manager. Within D&S IFCA's offices doorway and passages are maintained clear of any obstructions.

	Question	Yes	No	N/A	Comments
23	Are the escape routes free from tripping and slipping hazards?	Yes			Building maintained by Brixham Laboratory site manager
24	Are steps and stairs in a good state of repair?	Yes			Building maintained by Brixham Laboratory site manager
25	Are final exits always unlocked when the premises are in use?	Yes			Access with entry key card to and from the building at main exits. Fire exits have push bar for exiting in case of fire. All doors on escape routes will open in the event of a fire alarm.
26	Are the devices securing final exits capable of being opened immediately and easily without the use of a key?	Yes			Fire exit doors are fitted with a panic bar which opens the door when pressure is applied. Managed by Brixham Laboratory site Manager.
27	Are the self-closers on fire doors operating correctly?	Yes			All fire doors have a self-closing mechanism. Building maintained by Brixham Laboratory site manager
28	Do the doors on escape routes open in the direction of travel (i.e. towards the escape route)?	Yes			Building maintained by Brixham Laboratory site manager
29	Are escape routes clearly signed?	Yes			Building maintained by Brixham Laboratory site manager
30	Are escape routes adequately lit?	Yes			Building maintained by Brixham Laboratory site manager

	Question	Yes	No	N/A	Comments
30a	Where escape lighting is installed is it in working order and is it maintained regularly?	Yes			Building maintained by Brixham Laboratory site manager
Fire Fighting Equipment					
31	Is an adequate number of suitable fire extinguishers provided?	Yes			Building maintained by Brixham Laboratory site manager. D&S IFCA has maintained and serviced fire extinguishers in its stores.
32	Are the fire extinguishers and fire blankets located suitably and ready for use?	Yes			Building maintained by Brixham Laboratory site manager D&S IFCA has maintained and serviced fire extinguishers in its stores.
Fire Warning Systems					
33	Are internal fire doors labelled, as such, and normally kept closed?	Yes			Building maintained by Brixham Laboratory site manager
34	Is there an automatic fire detection and alarm system?	Yes			Building maintained by Brixham Laboratory site manager
35	Is the fire alarm system in good working order?	Yes			Building maintained by Brixham Laboratory site manager
36	Is the fire alarm tested weekly?	Yes			Tested every Monday morning

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	Question	Yes	No	N/A	Comments
37	Can the fire alarm be raised without placing anyone in danger?	Yes			Building maintained by Brixham Laboratory site manager
38	Are the fire alarm call points clearly visible and unobstructed?	Yes			Building maintained by Brixham Laboratory site manager
39	Is the fire alarm system connected to a monitoring centre which calls the fire brigade?	Yes			Building maintained by Brixham Laboratory site manager
40	Is the fire alarm system, and all its components, continuously monitored?	Yes			Building maintained by Brixham Laboratory site manager
41	Are the fire extinguishers serviced annually by a competent company or person?	Yes			Building maintained by Brixham Laboratory site manager D&S IFCA has serviced fire extinguishers in its stores, which are serviced annually
42	Is any fixed fire-fighting installation or automatic fire detection system in working order?	Yes			Building maintained by Brixham Laboratory site manager
Fire Safety Administration					
43	Have all members of staff been trained in: a. how to call the Fire Authority,	Yes			<ul style="list-style-type: none"> All officers know how to call the Fire Authority. ..

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	Question	Yes	No	N/A	Comments
	b. basic fire prevention?	Yes			<ul style="list-style-type: none"> Most Officers are trained in Fire safety and firefighting through their seafarers STCW95 training. The Finance and Administration Manager has been trained in Fire Safety.
	c. The use of the fire extinguishers	yes			<ul style="list-style-type: none"> The Finance and Administration Manager has been trained in Fire Safety and use of fire Extinguishers. All other employees have had firefighting training as part of the STCW95 training.
44	Have you asked your insurers for advice regarding the fire protection of your premises?			N/A	Fire Protection is the responsibility of Brixham Laboratory Site Manager. Brixham Laboratory Fire Risk Assessment can be read here
45	Have you told, will you tell your staff or their representatives about your findings?	Yes			All Officers to receive the RA and Significant Findings Form (SFF)
46	If you have prepared a formal report, has it been shown to your staff or their representatives?	Yes			SFF to be provided to all staff.
47	If you share the workplace with others, do they know about the risks that you have identified?	Yes			Identified risks will be shared at Brixham Laboratory H&S meeting

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	Question	Yes	No	N/A	Comments
48	If you do not have direct control over the workplace have you made your findings known to the owner or landlord?	Yes			Monthly Brixham Laboratory Health and Safety meetings
49	Has an emergency plan been drawn up in case of a major fire?	Yes			Brixham Laboratory Fire Risk Assessment
50	Is a copy of the emergency plan kept somewhere other than at the workplace?	Yes			Fire Risk Assessment supplied by Brixham Laboratory, held by the site manager and University of Plymouth. It is also saved on D&S IFCA server D&S IFCA has provided a dedicated plan (drawing) showing the officers, fire exits close to the offices, and muster point.
51	Are Fire Action Notices displayed prominently throughout the workplace?	Yes			Fire Action Notices are located around the building. D&S IFCA has displayed a Fire Notice on the board next to the logging/out attendance board. In its Office area.
Revised or Reviewed					
52	Has a procedure been established to review the Fire Risk Assessment periodically?	Yes			To be done annually or when required

Version Control

Review Date	By Whom	Comments
12 th October 2023	Sarah Clark H&S Duty Holder	Amendments made to section 16, 17 & 18 relating to emergency procedures and PEEP responsibility. Also update to section 43c.