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| Location | All Areas | Date of Risk Assessment: | 31/8/2022 |
| Hazard: | Fire | Version 1.4 Reviewed: | 31/8/2024 |
| Risk assessment carried out in consultation with Eddie Langton & Langton Staff | | Date of next review: | 31/8/2025 |
| The main hazards associated with Fire are burns, smoke inhalation, serious injury, death, property damage, loss of functioning business We will consider the following risk factors and hazards and identify all persons who may be at risk. | | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Action Completed |
|--|--|---|---|------------------------------------|-------------------------------|------------------|
| <p>Sources of oxygen coming into contact with ignition sources and flammable materials</p> <p>Sources of ignition include: naked flames, sparks from contractors equipment., overloaded / damaged electrical cables or sockets, smoking in unauthorised areas</p> <p>Sources of fuel: Flammable materials: Petrol, Paper, flammable gases, rubbish, cooking oils</p> | <p>Staff, Visitors, Customers, members of the public</p> <p>Fire, Explosion</p> <ul style="list-style-type: none"> • <i>Smoke inhalation</i> • <i>Burns</i> • <i>Serious injury</i> • <i>Death</i> • <i>Property damage</i> | <ul style="list-style-type: none"> • Sources of oxygen and ignition are controlled • Electrical equipment installed by competent, qualified persons • Equipment checked and maintained regularly • Amounts of flammable materials are minimised • Waste is removed daily. • Workplace is kept tidy at all times. • Recorded safety checks • Vigilant staff in regard to Fire Safety • Staff training | | | | |

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| Fire Alarm System Fault | <p>Staff, Visitors, Customers, members of the public</p> <p>Lack of awareness of fire starting Not enough evacuation time</p> <ul style="list-style-type: none"> • <i>Smoke inhalation</i> • <i>Burns</i> • <i>Serious injury</i> • <i>Death</i> • <i>Property damage</i> | <ul style="list-style-type: none"> • Fire alarm, manual call points and smoke / heat detectors are in place where necessary, • Equipment kept in good working order and checked regularly (e.g. Daily and weekly checks by the user and three monthly and annual checks by a competent person) • Checks: <ul style="list-style-type: none"> • <i>Daily</i> • <i>Weekly</i> • <i>Monthly</i> | | | | |
| <p>Emergency Routes not Clearly Marked</p> <p><i>Routes Obstructed</i></p> <p><i>Emergency exits obstructed/not accessible</i></p> <p><i>Emergency Lighting inadequate/not functional</i></p> | <p>Staff, Visitors, Customers</p> <p>Lack of awareness of exit routes through inadequate signage/lighting</p> <ul style="list-style-type: none"> • <i>Smoke inhalation</i> • <i>Burns</i> • <i>Serious injury</i> • <i>Death</i> | <ul style="list-style-type: none"> • Escape routes must be adequate for the various types of people likely to use them. • Emergency exit doors must always be available for use never locked when the building is occupied/use of electronic break glass units • <i>Emergency lights are installed on escape routes where necessary, at and outside exits and near call points</i> • Emergency lights must have a back-up power source. • Equipment checked and findings recorded, replace faulty equipment immediately | | | | |

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| <p>Fire Extinguisher inaccessible, empty, out of date</p> <p>Firefighting equipment is for use in the early stages of a fire without exposing anyone to danger. It should be checked weekly and serviced annually by a competent person and records must be kept</p> | <p>Staff, Visitors, Customers</p> <p>Unable to access or use extinguishers losing valuable evacuation time, unable to prevent spread of fire</p> <ul style="list-style-type: none"> • <i>Smoke inhalation</i> • <i>Burns</i> • <i>Serious injury</i> • <i>Death</i> • <i>Property damage</i> | <ul style="list-style-type: none"> • Correct Fire Extinguisher in place where necessary, • Extinguishers kept in good working order and checked regularly • Checks: <ul style="list-style-type: none"> • <i>Daily: Fire Extinguishers easily accessible, locations properly marked</i> • <i>Weekly: All Fire Extinguishers anti-tamper seals intact? Pressure gauges checked</i> • <i>Monthly: Check for Damage, Corrosion, Cleanliness. Check nozzle for obstructions Check Pin for correct fitting and seal intact</i> | | | | |
| <p>Lack of Appropriate signage</p> <p>Fire Points Assembly Points</p> | <p>Staff, Visitors, Customers</p> <p>Unable to raise the alarm, access Extinguishers or Assembly point</p> <ul style="list-style-type: none"> • <i>Smoke inhalation</i> • <i>Burns</i> • <i>Serious injury</i> • <i>Death</i> • <i>Property damage</i> | <p>Appropriate signs (e.g. assembly point, fire point) are in place</p> <ul style="list-style-type: none"> • Each fire point should be signed and have a copy of the evacuation strategy displayed. • The assembly point(s) should be clearly marked and in a safe location away from any fire hydrant and moving traffic | | | | |

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| <p>Lack of Knowledge among Staff: - of Emergency Evacuation Procedures and their roles</p> | <p>Staff, Visitors, Customers Lack of awareness of exit routes and role during evacuation through inadequate training/complacency</p> <ul style="list-style-type: none"> • <i>Smoke inhalation</i> • <i>Burns</i> • <i>Serious injury</i> • <i>Death</i> • <i>Property damage</i> | <ul style="list-style-type: none"> • All staff trained in: • Fire Safety Awareness, • Extinguisher use • Their role and responsibility in evacuation procedures | | | | |
| <p>No Fire Drills</p> | <p>Staff, Visitors, Customers Lack of awareness of any issues that may arise during emergency evacuation. Staff unaware of how safe evacuation procedures will work in real life situation leading to panic</p> <ul style="list-style-type: none"> • <i>Smoke inhalation</i> • <i>Burns</i> • <i>Serious injury</i> • <i>Death</i> | <ul style="list-style-type: none"> • Fire drills are held regularly • 2 Annually as a minimum,(legal requirement) • Drills to be carried out during normal working procedures • Drills to be carried out as if in the event of a real situation to discover what may go wrong and learn from the mistakes by updating procedures | | | | |

Fire Safety Safeguards

Fire Prevention Checklist

Look for:

- Damaged electrical cables
- Overloaded sockets
- Evidence of smoking
- Unprotected naked flames
- Uncontrolled hot works
- Opportunities for arson
- Rubbish stored indoors
- Situations where fuel and ignition sources come together

Fire Protection Checklist

Look for:

- Suitable direction signs
- Sufficient lighting
- Unobstructed aisles
- Unobstructed exits
- Fire Action notices displayed
- Extinguishers in place and tested
- Alarm system working
- Fire doors closed

Classes of Fire:

- A - Free burning materials, paper, wood, plastics etc.
- B - Flammable liquids, petrol, meths, solvents etc.
- C - Flammable gases, methane, hydrogen etc.
- D - Metals, potassium, sodium, magnesium etc.
- E - Live Electrical fires
- F - Cooking fat

Types of Extinguisher

- Water – Suitable for Class A Fires
- Foam – Suitable for Class A, B Fires
- Dry Powder – Suitable for Class A, B, C & E Fires
- Carbon Dioxide - Suitable for Class B, C & E Fires
- Wet Chemical - Suitable for Class A and F Fires

Further Control Measures

Information, Instruction & Training

- Fire Safety Awareness
- Fire Warden
- Extinguisher Use
- Training in Role and Responsibility during Emergency Evacuation
- Inform staff of anyone guests requiring PEEPS (Personal Evacuation Emergency Plan)

Managerial Controls

- Ensure checks are carried out and findings recorded
 - Daily
 - Weekly
 - Monthly
- Ensure Fire Drills are Carried out (2 minimum annually)
- Replace Faulty equipment immediately
- Ensure Equipment serviced annually by competent persons
- Ensure correct type of extinguishers for specific locations

Legislative Controls

- Fire Service Act 1981-2003
- Building Control Act 2007
- Building Control Regulations 1997-2009
- Building Regulations 1997-2010
- (Specific Standards on Fire prevention, control, equipment, material.)
- Safety, Health and Welfare Act 2005
- General Applications Regulation 2007

Action List

| Hazard | Control Required | Assigned to (name): | Action By (date): | Completed | Date Completed |
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