

Fire Risk Assessment: For non patient or non sleeping risk areas

| Location | Findings | Who is at Risk | Existing Measures# | Control Measures | Interim Control Measures | Final Control Measures | Risk Likely Hood x | Risk Consequence | Risk Rating | Final Risk Rating | Person Responsible | Date Completed Assessor Initials | Review Date |
|-----------------|--|------------------------|--|-----------------------------------|--------------------------|---|--------------------|------------------|-------------|-------------------|--|----------------------------------|-------------|
| Ullswater Block | Offices on the first and second floors have refrigerators, microwave ovens and kettles installed. All these appliances are to be located in the kitchen area provided on each floor. | All staff and visitors | L1 fire and detection system, portable fire fighting equipment | Letter to various office managers | | All cooking appliances and white goods to be located in the kitchen provided. | 3 | 3 | 9 | 2 | Various office and department managers | 02.02.16 RP | Jan 2017 |
| Ullswater Block | Strips and seals damaged on fire door A-01,A-06, A-117, A-27, A-27, B01, B-06, B-16, C-21 and D-03 | All staff and visitors | As above | Booked on estates planet system | | Strips and seals replaced by estates carpenters | 3 | 3 | 9 | 3 | Estates supervisor | 02.02.16 RP | Jan 2017 |
| Ullswater Block | Incorrect fire doors fitted on fire line. Priority doors have been highlighted : A-06, A-27, A-117, B-06, B-16 | All staff and visitors | As above | Booked on estates planet system | | Doors to be replaced by Estates carpenters. | 3 | 3 | 9 | 3 | Estates Supervisor | 02.02.16 RP | Jan 2017 |
| Ullswater Block | Paper towel dispensers fixed to the wall in kitchen areas above cooking appliances. | All staff and visitors | As above | Booked on estates planet system | | Paper towel dispensers to be relocated away from cooking | 3 | 3 | 9 | 2 | Estates Supervisor | 02.02.16 RP | Jan 2017 |

| | | | | | | | | | | | | |
|------------------|--|------------------------|----------|------------------------------|---------------------|---|---|---|---|---|-----------------|----------|
| Ullswaters Block | All fire fighting media is out of its annual test date | All staff and visitors | As above | Estates aware currently with | Officer and dealing | appliances. All media tested and in date | 3 | 2 | 6 | 3 | Estates Officer | Jan 2017 |
|------------------|--|------------------------|----------|------------------------------|---------------------|---|---|---|---|---|-----------------|----------|

Assessment completed by: [REDACTED] Fire Safety Advisor.

Date: 29.01.16

Signed: [REDACTED]

Review Date: January 2016.

Table 1 Measurement of likelihood

| Level | Descriptor | Description |
|-------|----------------|---|
| 0 | Never | The event cannot happen under any circumstances. |
| 1 | Rare | The incident may occur only in exceptional circumstances |
| 2 | Unlikely | The incident is not expected to happen but may occur in some circumstances |
| 3 | Possible | The incident may happen occasionally |
| 4 | Likely | The incident is likely to occur, but is not a persistent issue |
| 5 | Almost Certain | The incident will probably occur on many occasions and is a persistent issue |

Table 2 Measurement of consequence

| Level | Descriptor | Description |
|-------|---------------|--|
| 0 | None | No injury or adverse outcome. Low financial loss |
| 1 | Insignificant | No injury or adverse outcome; First aid treatment; Low financial loss |
| 2 | Minor | Short term injury/damage (e.g. resolves in a month); a number of people are involved |
| 3 | Moderate | Semi permanent injury (e.g. takes up to year to resolve) |
| 4 | Major | Permanent injury; major defects in plant, equipment, drugs or devises; the incident or individual involved may have a high media profile |
| 5 | Catastrophic | Death |

Table 3 ASSESSMENT MATRIX The risk factor = likelihood. x consequence

| LIKELIHOOD | CONSEQUENCE | | | | | |
|---------------------|-------------|--------------------|------------|---------------|------------|-------------------|
| | None 0 | Insignificant 1 | Minor 2 | Moderate 3 | Major 4 | Catastrophic 5 |
| 0 Never | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 Rare | 0 | 1 | 2 | 3 | 4 | 5 |
| 2 Unlikely | 0 | 2 | 4 | 6 | 8 | 10 |
| 3 Possible | 0 | 3 | 6 | 9 | 12 | 15 |
| 4 Likely | 0 | 4 | 8 | 12 | 16 | 20 |
| 5 Almost Certain | 0 | 5 | 10 | 15 | 20 | 25 |

By using the matrix above the risk score can be calculated to determine risk category. This ranges ranging from 1 (low severity and unlikely to happen) to 25 (just waiting to happen with disastrous and widespread consequences). The risk score can now form a basis upon which to determine the urgency of any actions.

CATEGORISATION OF RISK

| Key | | |
|---------|------------------|-----------------|
| 0 | No Risk | White category |
| 1-3 | Low Risk | Green Category |
| 4 - 8 | Moderate Risk | Yellow Category |
| 9 – 14 | Significant Risk | Orange Category |
| 15 - 25 | High Risk | Red Category* |

*Risks which have a priority score of 9 or more should be reviewed by the Directorate Management Team immediately. Risks with a score of 15 or more must be notified to the Risk Manager

1. Severity

The severity of the outcome should be considered as follows:-

- A. Likely to result in fatality score 5
- B. Likely to result in a serious injury score 4
- C. Likely to result in time being lost score 3
- D. Likely to result in a minor injury score 2
- E. No injury probable score 1

2. Probability

The next consideration is the probability of the event happening. This may well depend on the number of times the task is carried out and by whom.

The following figures should be used:-

| | | | |
|----|------------------------------|-------|---|
| A. | Very likely to occur | score | 5 |
| B. | Probably will occur | score | 4 |
| C. | Possibility of it occurring | score | 3 |
| D. | Small chance of it occurring | score | 2 |
| E. | No likelihood of occurrence | score | 1 |

3. Assessment figure

The overall assessment figure should give some indication as to how soon the risk is controlled and is obtained by multiplying the severity with the probability. It also indicates numerically where the action should be. A suggestion is as follows:-

| | | | | |
|-------|----|---|----|---|
| Score | 21 | - | 25 | WORK MUST NOT TAKE PLACE |
| Score | 16 | - | 20 | Additional control /methods of work |
| Score | 11 | - | 15 | review & advise – train – warning signs |
| Score | 6 | - | 10 | minor risk |
| Score | 1 | - | 5 | task fully controlled |

5 Step Risk Assessment Process

1. Identify fire hazards

Sources of Ignition
Sources of Fuel
Sources of Oxygen

2. Identity people

People in and around the premises
People especially at risk

3. Evaluate , remove, or reduce, and protect from risk

Evaluate the risk of a fire occurring
Evaluate the risk to people from fire
Remove or reduce fire hazards
Remove or reduce risk to people

- Fire Alarm Detection
- Fire-fighting equipment
- Escape routes
- Emergency lighting
- Fire Precautions signage
- Planned Preventative Maintenance
- DDA (Equality Act 2010)

4. Record, plan inform, instruct and training

- Record significant findings and action taken
- Prepare an emergency plan
- Inform, instruct relevant people : co operate and co ordinate with others
- Provide training

5. Review

- Keep assessment under review
- Revise where necessary

Remember to keep your fire risk assessment under review