

## FIRE RISK ASSESSMENT

### POLICY STATEMENT

Our policy is to protect all persons including employees, customers, contractors and members of the public from potential injury and damage which might arise from fire at our premises. We will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. We will provide all information, training and supervision required for this purpose.

This policy has been signed by a director to demonstrate our commitment to fire safety and to compliance with all legal requirements.

Signed by Daniel Barfoot for and on behalf of Up-Grade Training and Therapy  
Date: \_\_\_\_\_

### GENERAL INFORMATION

Responsible person	Daniel Barfoot
Business name	Up-Grade Training and Therapy
Address	20, Endwell Road, East Sussex, TN40 1EA
Assessment date	

Date of review with Responsible Person

### THE PREMISES

What are the Premises used for?	Educational Premises
Approximate area in m <sup>2</sup>	129 m <sup>2</sup>
Number of floors	2
Number of floors below ground	1
Describe the Building's and construction	The Building comprises The building comprises of a classroom, a gym and a basement constructed in 1980. The Premises comprise the whole of the Building.
Level of fire risk	The Premises are considered to be low risk in the event of fire.



A PLAN OF THE PREMISES IS ATTACHED TO THIS FIRE RISK ASSESSMENT

OCCUPIERS AND VISITORS	
What times are the Premises in use on weekdays?	08:30 to 16:30
What times are the Premises in use at weekends?	09:00 to 17:00 .
Are there any occupiers out of working hours?	N/A
What is the maximum number of persons at the premises on weekdays?	6
What is the maximum number of persons at the premises during the weekend?	10
Do any of the occupiers have mobility issues? If so, describe them.	N/A

**FIRE  
HAZARDS AND  
CONTROL  
MEASURES  
SOURCES OF  
IGNITION**

Source of ignition	Location	Control measure(s)	Suitable? (Y/N)
Cooking facilities	N/A	Control measures	Y/N
Heaters	Office(s)		Y/N
Electrical equipment (eg power sockets)	Office(s)		Y/N
Lighting equipment	Office(s)		Y/N
Smoking materials	N/A		Y/N
Arson	Bin Store		Y/N
Other sources	None .	Control measures	Y/N

If you have answered NO in respect of any existing control measures, complete the details below

What needs to be done?	Who is responsible?	By when?	Sign and date when completed
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**SOURCES OF  
FUEL (WHAT  
MIGHT BURN?)**

Source of fuel/oxygen	Location	Control measure(s)	Suitable? (Y/N)
Paper/cardboard etc	Office(s) and Store room	Paper is stored on shelving with no sources of ignition nearby.	Y/N
Furniture and fittings (eg curtains)	All	All soft furnishings are fire retardant.	Y/N
Electrical equipment	All	All electrical equipment PAT tested .	Y/N
Flammable liquids/gases (eg oils, solvents)	N/A	None.	Y/N
Waste materials	All	Waste materials are stored in Bin Store .	Y/N

If you have answered NO in respect of any existing control measures, complete the details below

What needs to be done?	Who is responsible?	By when?	Sign and date when completed

**WHO IS AT RISK?**



What is the risk?	Location	Control measure(s)	Suitable? (Y/N)
People with disabilities (including mobility, hearing, vision impairment)	All	All exits must be provided with suitable signage and lighting for the visually impaired. Members of staff have been designated to assist disabled persons to evacuate safely in the event of a fire.	Y/N
Staff working alone	Office(s)	Flexible working arrangements means that staff may sometimes be working alone. All staff have been trained in procedures applicable in the event of fire.	Y/N
Visitors unfamiliar with the Building	All	Visitors must be accompanied at all times by a member of staff.	Y/N
Contractors	All	Contractors must provide a method statement, sign in and sign out and be given instructions on what to do in the event of a fire.	Y/N

If you have answered NO in respect of any existing control measures, complete the details below

What needs to be done?	Who is responsible?	By when?	Sign and date when completed



<b>FIRE FIGHTING AND DETECTION</b>	
Fire warning system	Smoke detectors have been provided in the locations indicated on the Plan.
Emergency lighting	Maintained
Other fire preventing methods	None
Fire extinguishers, hose reels and fire blankets	As shown on the Plan.
Fire resisting construction to secure the means of escape	As shown on the Plan.
Fire escape routes and exits	As shown on the Plan.

<b>PROCEDURES AND TRAINING</b>	
How will people be warned if there is a fire?	Fire alarm
What should staff do if they discover a fire?	Staff should raise the alarm by activating a break glass call point.
What is the evacuation procedure?	The fire warden(s) will direct evacuation
Who are the fire wardens?	Daniel Barfoot Sarah Barfoot
Where should people assemble, and how will evacuation be checked?	The Assembly point is The assembly point is outside at the front of gym. The fire warden(s) will check names off on the staff register and visitors book
Have you provided instructions and training to staff?	Y/N
How often are fire drills carried out?	Monthly

<b>FIRE SAFETY RECORDS</b>	
Do you have records of fire drills, staff instruction and training?	Yes
Where are those records kept?	Filing system in school-base office
Who is responsible for maintaining them?	Sarah Barfoot

**EVALUATE, REMOVE, REDUCE AND PROTECT**



Evaluate your fire safety precautions	
Are possible ignition sources kept separate from combustible materials?	Y/N
Are possible ignition sources controlled to minimise the risk of fire?	Y/N
Would a fire be discovered quickly?	Y/N
Will everybody be warned of the fire immediately?	Y/N
Is escape possible in more than one direction?	Y/N
Can everyone escape (with or without assistance)?	Y/N
Are the exits easy to identify and reach?	Y/N
Are escape routes free from obstruction?	Y/N
Do fire escape doors open outwards?	Y/N
Are fire escape doors easy to open?	Y/N
Is the alarm system tested and maintained in accordance with the relevant British Standard?	Y/N
Is the emergency lighting system tested and maintained in accordance with the relevant British Standard?	Y/N
Are fire extinguishers tested and maintained in accordance with the relevant British Standard?	Y/N

If you have answered NO in respect of any existing control measures, complete the details below

What needs to be done?	Who is responsible?	By when?	Sign and date when completed

REVIEW

Date of next review: 29 December 2020