

The Semi-Quantitative Fire Risk Assessment has been designed for the smaller sized customer.

This is a cost effective but detailed assessment that uses a number based score system to easily identify any highlighted areas.

As with are larger assessment there is a section dedicated to list all of the significant findings with recommendations.

Semi-Quantitative Fire Risk Assessment v3.0

Date of Assessment

Date: / _ _ / _ _ / _ _ _ _ /

Name of Company Assisting with the Assessment

Company: **E&J Fire and Security Ltd (Tel: 01255-860645 email: info@eandj.info)**

Name of premises: _____

Example

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Name : Signature :

Name of Competent Person Assisting with Assessment (Assessor)

Name : Signature :

Name of the Person Accompanying the Assessor

Name : Signature :



FIRE AND SECURITY LTD



CCTV ~ Access ~ Emergency Lighting ~ Fire & Intruder Alarms ~ Fire Extinguishers ~ Risk Assessments ~ Training

Att: The Customer
The Company
No where
Some Where
Essex
IP3 LEE

E & J Fire and Security Ltd
Unit 5
Rice Bridge Ind Est
Station Road
Thorpe Le Soken
Essex
CO16 0HH

27 March 2007

Site Address

The Company
No where
Some Where
Essex
IP3 LEE

Example

Dear The Customer,

Please find enclosed the Semi-Quantitative Fire Risk Assessment on the premises shown above.

This Semi-Quantitative Fire Risk Assessment uses a scoring system to show the level of urgency required to resolve any problems.

The scoring system is used as follows:-

Score	Result
1	Not Applicable
2	Not Acceptable
3	Not Acceptable - Present but not up to standard
4	Not Acceptable - Present but needs reviewing
5	Acceptable

Please do not hesitate to contact me on any part of the assessment listed below.

Yours Sincerely

Mr Assessor

Tel. 01255-860645
FAX. 01255-860156

Company: 4945510 VAT: 529 3442 39
Directors: Chris Garrod & Matthew Wyatt

eMail. info@eandj.info
Web. www.eandj.info

Please Note: The enclosed list below is a summary of areas found within your premises.
 This assessment must be reviewed within 12 months or if any of the building's structure or layout changes.
 Please check the enclosed list to verify no areas have been omitted on the day of inspection.

Assessment List

	Throughout The Premises	The Policies ~ Procedures was assessed as rating	1
	"	The Training was assessed as rating	5
	"	The Staff ~ Visitors ~ Contractors was assessed as rating	5
>	"	The Access for Fire Brigade was assessed as rating	4
!	"	The Safe Means of Escape was assessed as rating	3
>	Office	The Escape & Usage Signage was assessed as rating	4
!	"	The Emergency Escape Lighting was assessed as rating	3
>	"	The Fire Detection & Alarm was assessed as rating	4
!	"	The Fire Extinguishing was assessed as rating	2
	"	The Fire Doors was assessed as rating	1
>	"	The Trip Hazards was assessed as rating	4
>	"	The Flammable Liquids was assessed as rating	4
!	"	The Combustible Materials was assessed as rating	3
!	"	The Ignition Sources was assessed as rating	2
	"	The Sub-Compartments was assessed as rating	1
!	"	The Testing Of Equipment was assessed as rating	2

EXAMPLE

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FIRE AND SECURITY LTD



CCTV ~ Access ~ Emergency Lighting ~ Fire & Intruder Alarms ~ Fire Extinguishers ~ Risk Assessments ~ Training

Site Address:-
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No where
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Significant Findings & Recommendations

Office

Many machines not PAT tested

Example

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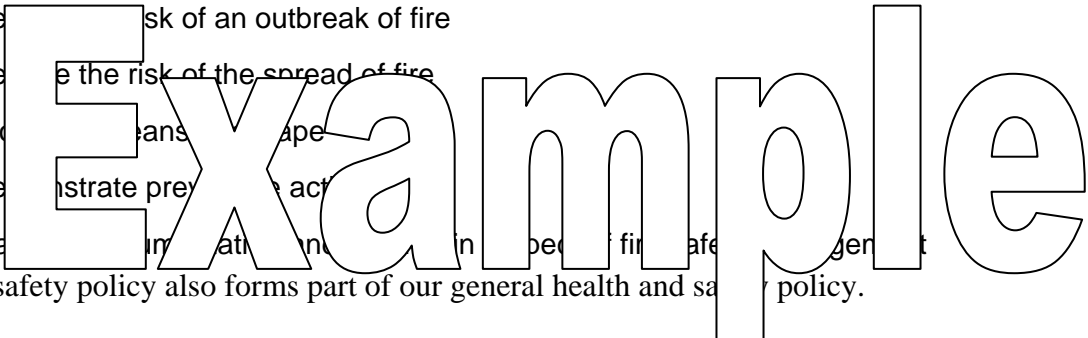
<p><<Company Name>> Fire Safety Policy <<Date>></p>

General

The Company is a responsible employer that takes our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order).

This policy addresses our obligation under the order that requires the company to:

- Develop a policy to minimize the risks associated with fire
- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provide means of escape
- Demonstrate prevention and protection measures
- Maintain an appropriate fire safety management system

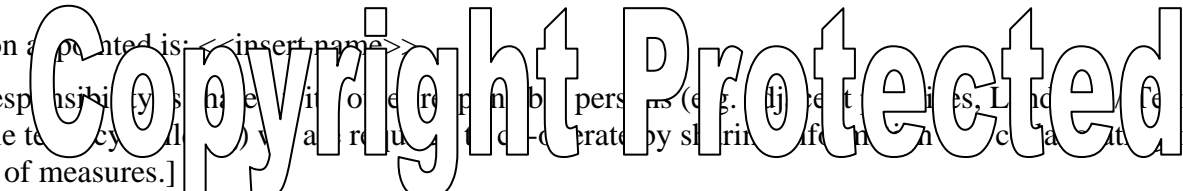


This fire safety policy also forms part of our general health and safety policy.

The Responsible Person

The Company has appointed a 'responsible person' who is charged with the responsibility to ensure the safety of our employees, any person who may legally come into our premises and anyone not on the premises but who may be affected.

The responsible person is: <insert name>
[Where responsibility is shared with other responsible persons (e.g. fjt) then the responsible person shall be the person who is responsible for the provision of measures.]



The responsible person must carry out [or ensure that a competent person carries out] a Fire Safety Risk Assessment per Section 7. Procedures.

Competent Persons

The company will appoint competent persons to carry out the following duties:

- Fire Marshal(s) (nominated competent person)
- To carry out fire fighting duties
- Make contact with the emergency services
- Assist in evacuations.

The names and duties of all competent persons will be displayed on the safety notice board(s) within the premises.

A competent person can only be regarded as competent if they have the appropriate level of training, experience, and knowledge.



Documentation & Records

The Company documents and keeps records to prove that we have acted responsibly. The lack of records could leave the matter open to doubt. Inspectors will require inspection of our records during any enforcement visit and, therefore, the following records will be kept (together, in the same file) at all Company premises:

- The fire safety policy
- Fire evacuation procedures
- Detailed records of all fire training.
- A record of all fire drills (at least one per year) listing all attendees, evacuation times and any
- Records of weekly tests of fire extinguishers, fire extinguishers, fire extinguishers, fire extinguishers
- Records of weekly tests of smoke detectors (where fitted)
- Records of weekly tests of fire extinguishers (where fitted)
- Records of responsibility of fire fighting equipment
- Records of periodic tests of emergency lighting (where fitted)
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
- [Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety]

Example

Employee's Duties
All employees must ensure that they do not place themselves or others at risk of harm. They are expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

Communication

We will ensure that any person we employ (directly or indirectly) is provided with all information related to fire safety and consult with our employees on all matters of fire safety policy and arrangements. We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Procedures

The Company has introduced the following procedures in order to maintain high standards of fire safety:

- The fire evacuation procedures will be practiced at least annually.
- All employees will be given training, including 'the action to be taken' when they commence employment and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety. All training will be provided during normal working hours.
- It is company policy that all staff will be trained in the use of fire extinguishers whether or not they have been given specific fire fighting duties.
- All escape routes will be established, kept in good working order and free from obstruction at all times. The condition of fire exit doors will be tested and recorded in the fire log on a weekly basis.
- Fire fighting equipment will be provided in accordance with the fire risk assessment. Additional fire extinguishers will be provided where necessary, based on the findings of the risk assessment.
- All fire extinguishers will be serviced and maintained by a competent person. If any extinguisher is found to be defective, it will be replaced immediately.
- An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the risk assessment.
- The risk of fire spread will be controlled by the provision of fire resisting construction, and/or fire/smoke curtains. Fire doors will be kept closed and fire doors will be kept closed at all times. Fire doors will be kept closed at all times. Fire doors will be kept closed at all times.
- Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.
- Appropriate signs and notices will be displayed, giving appropriate instructions to employees and others in the event of a fire. In addition signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.
- This policy forms part of our employee's terms and conditions of employment. Failure to comply may be treated as a disciplinary matter.

Name of Premise:

Date:

MANAGEMENT POLICY – ARSON CONTROL AND PREVENTION

This policy has been drawn up to ensure that the potential for arson, which is a criminal offence, is recognised and that the number, consequences and costs of arson attacks are reduced.

Basic Precautions

Basic housekeeping measures should be implemented.

1. No waste material should be allowed to accumulate anywhere in the Company premises.
2. Metal waste bins with metal lids should be located in all areas.
3. Waste should be collected regularly and placed in metal covered skips outside the building prior to its disposal.
4. Items or raw materials that are easily ignitable should be stored within areas of maximum security, protected by an automatic fire alarm system and/or automatic extinguishing system.

Extent of the Problem and the Motivation for Arson

Arson is increasing in all types of premises.

Many fires started in industrial premises occur in parts of the building used for storage or are unoccupied premises, where fewer people may be encountered.

Arsonists will also strike when presented with a suitable opportunity.

Fires started by arsonists may involve the use of a flammable liquid as accelerant, or merely the fuel or combustible material available at the location. In some cases the fire may exhibit multiple points of origin often closely related in time.

Recent Home Office statistics show some 40% of fires started in industrial premises is started deliberately.

The presence of well-trained staff is essential. In the case of industrial units, as increased incidents of maliciously started fires also point to lapses in effective security measures. This results in the main, from the open door policy many industrial premises and the reluctance of staff to challenge persons.

A number of factors taken individually or collectively normally give rise to acts of arson. The most common are:

1. Mental Instability

- A desire to attract attention
- Revenge, hatred or jealousy
- Frustration or sexual perversion
- Pyromania

2. Grievances

Arson stimulated by a grievance can take on several forms. By its nature it may be common to a wide range of premises.

Work place related factors include:

- Dismissal, fear of unemployment or job relocation.
- Revenge against a colleague, superior or the employer, perhaps due to personality conflicts or as a response to public humiliation or to jealousy.
- Lack of advancement or appreciation of effort and failure to achieve promotion or better pay.

3 Economic or Political Objectives

The target for these arson attacks may be selected to demonstrate the reasons for the form of protest, for example:

- Pressure – group action (for example, animal rights, nationalist causes, terrorist acts)
- Strikes or industrial sabotage

4 Related Criminal Activities

Arson may be associated with further criminal acts, for example:

- To conceal a burglary or break in or fraudulent activities.
- To disguise sabotage
- As part of an attempt at blackmail
- Vandalism (often associated with alcohol or drugs)

5 Arson by Children

Children are able to gain entry to all types of premises subject to lapses in security and may start fires.

6 Fraud

Managers should be aware that arson is often employed as a means of destroying evidence of internal fraud or misappropriation of stock.

The Responsibilities of Management in Preventing and Controlling Arson.

Management Strategy

The plan for combatable arson must be part of the overall strategy for dealing with fire issues. Arson should always be viewed as preventable.

To combat arson the following topics need to be addressed:

- ❑ Risk management
- ❑ Security arrangements
- ❑ Systems for fire alarm and detection
- ❑ Fire control and extinguishment
- ❑ General fire prevention policies and precautions

Improved security is an essential prerequisite for combating arson.



The policy statement will be regularly reviewed and updated as necessary. The management team endorses this policy and is fully committed to its' implementation.

Name:	
Position:	
Signature:	
Date:	

Example

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Hot Work Permit

Valid for the date shown on the bottom of this sheet Only

Premises Address	
Company :
Address :
Postcode :

Location Of Work At Premises
.....

Description Of Work
.....
.....
.....

Work Commencing
Date __/__/____ Time __: __

Work Ending
Date __/__/____ Time __: __

Precautions	Yes	No	N/A
Has the area been inspected for combustibles and risk assessed for the probability of fire and false alarms.			
Have the neighboring areas been assessed (e.g. Conduction along pipes or metal).			
Has the travel distance and direction of hot sparks been assessed (e.g. If angle grinders are used)			
Have combustibles been removed, covered or damped down.			
Are fire extinguishers close to hand.			
Have operators been trained in the user of fire extinguishers			
Have smoke detectors been protected against false alarms (e.g. Replaced with heat detectors).			

Working Procedures And Precautions	Yes	No	N/A
Have "NOT IN USE" signs been fixed to disconnected equipment			
Is there a minimum use of gas bottles on site			
Is there storage of new and used gas bottles off site			
Have areas been cordoned off if necessary			
Are the perimeters patrolled			

Any Additional Information
.....
.....
.....
.....

Declaration that the above has been correctly carried out	
Name :	Signature :
Date : __/__/____	

Authority	
Name :	Signature :
Date : __/__/____	

