



Root & Branch	FIRE Risk Assessment In accordance the Management of Health and Safety Regulations 1999	Ref: RA0046 Date: 29/08/17
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	Task: <i>Fire Risk Assessment</i> Stage One <i>Identify all Possible Heat or Ignition Sources</i>	Location: <i>Root & Branch Kiln Room</i>	
	Name of Assessor S.R. Coombs	Name of Reviewer Mark Wild	
	Job Title R & B Health & Safety Officer	Job Title Trustee	
	Signature S Coombs	Signature 	
	Persons Potentially at Risk		
	Operator	Other service users	Staff / Volunteers
Y	Y	Y	Y

Estimated Level of Fire Risk (Based on Maximum Risk Identified)		
Low (1-4)	Medium (5-12)	High (13-25)
Yes	Yes, until properly assessed and fire prevention Countermeasures enacted	No

Emergency Details			
Nearest Fire Station:	<i>Farringdon Fire Station & Upper Stratton Swindon</i>	Telephone No:	General Emergency; 999
Nearest Fire Extinguisher:	<i>Foam Extinguisher next door in Woodwork shop</i>	<i>First Aid Kit in Kitchen</i>	<i>Additional Kits in Forge and Wood Shop</i>
First Aid:	<i>First aiders listed on board in lobby</i>		

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Likelihood - L	Rating Given	Severity of Outcome - S	Rating Given
Highly Unlikely	1	First Aid injury or minor property damage	1
Unlikely	2	Minor injury or property damage	2
Medium	3	Potential lost time injury or short term ill health	3
Likely, may occur regularly	4	Major illness or injury	4
Highly Likely, certain or almost certain to occur	5	Fatal or disabling injury or serious ill health	5



Apply a rating to both **likelihood** and **severity** and then multiply together to give actual risk rating of a particular hazard

Stage 1; Establish possible heat sources, eliminate or reduce risk potential

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
The Kiln Oven is a heat source. which could Lead to fire	Defective equipment overheating could lead to a fire	3	4	12	<p>If thought to be defective at any time, If there is a strong burning smell. Cease use of machine Isolate the Power Supply, and attach a defect tag to isolate from use. Report any defects to your Supervisor Immediately.</p> <p>The kiln will show Err7 if the maximum room temperature is reached between 30 and 70°C. Firing will stop automatically and the kiln will not restart until reset and the error is cleared. An audible alarm will sound once per second.</p> <p>Particular care should be applied to ensuring that the vicinity is kept well clear of any flammables</p>	1	4	4	When the Kiln is moved to its new room (the old tool store) we should consider fitting fire proof board between the Kiln and the Mezzanain floor, which will be quite close to the top of the Kiln oven. We should also consider fitting a Smoke/Heat alarm to the Kiln room
Fixed mains electric power supply circuits can be damaged, faulty or overloaded	Any of the afore mentioned faults can result in a serious fire	3	4	12	All mains electric circuits checked, by a qualified electrician every five years as per Legislation to confirm that insulation meets requirements.	1	4	4	
Extraction of Spray	Spray of Lacquer can be a fire hazard leading to flash off and fire from the direct radiated heat.	3	3	9	If the proposed Spray booth is fitted into the Kiln Room, then there must be piped extraction of said overspray direct to the outside	1	3	3	

Move on to Stage 2; Establish what combustible materials are in the vicinity, eliminate or minimise risk potential, ensure that any heat source and combustible materials if not removed, are totally segregated

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	Task: <i>Fire Risk Assessment Stage 2; Identify all Combustible Materials, Minimise Risk by Removal or Segregation</i>	Location: <i>Root & Branch Kiln Room</i>	
	Name of Assessor S.R. Coombs	Name of Reviewer Mark Wild	
	Job Title R & B Health & Safety Officer	Job Title Trustee	
	Signature S Coombs	Signature 	
	Persons Potentially at Risk		
Operator	Other service users	Staff / Volunteers	Public /Other Contractors
Y	Y	Y	Y

Estimated Level of Fire Risk (Based on Maximum Risk Identified)		
Low (1-4)	Medium (5-12)	High (13-25)
Yes	Yes, until properly assessed and fire prevention Countermeasures enacted	No

Emergency Details			
Nearest Fire Station:	<i>Farringdon Fire Station & Upper Stratton Swindon</i>	Telephone No:	General Emergency; 999
Nearest Fire Extinguisher:	<i>Foam Extinguisher next door in Woodwork shop</i>	<i>First Aid Kit in Kitchen</i>	<i>Additional Kits in Forge and Wood Shop</i>
First Aid:	<i>First aiders listed on board in lobby</i>		

Likelihood - L	Rating Given	Severity of Outcome - S	Rating Given
Highly Unlikely	1	First Aid injury or minor property damage	1
Unlikely	2	Minor injury or property damage	2
Medium	3	Potential lost time injury or short term ill health	3
Likely, may occur regularly	4	Major illness or injury	4
Highly Likely, certain or almost certain to occur	5	Fatal or disabling injury or serious ill health	5

Apply a rating to both **likelihood** and **severity** and then multiply together to give actual risk rating of a particular hazard

Stage 2; Identify combustible material sources, eliminate or minimise risk potential

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Storage of Flammable materials	Flammable materials catching fire	1	3	3	Storage of flammable materials is not necessary in the Kiln room, materials such as lacquer to be minimised by storing in the COSHH facility	1	3	3	

Move on to Stage 3; evaluate who is at risk, and special vulnerable people

Stage 3; Evaluate Who is at Risk, and Identify Special Vulnerable People

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Establish Who is at Risk from Fire	Any person on site is at risk of death or injury in case of a fire	3	4	12	<p>All staff, service users, volunteers, adjoining neighbours and any visitors are at risk, the following measures are in place;</p> <ol style="list-style-type: none"> The fire roll call register contains the names of all persons, including visitors on the site each day. This fire roll call is used at the assembly point to ensure that all persons are accounted for, and a person assigned to call the fire brigade should they be required. Fire exits are clearly marked. Diagrams clearly showing the safe route to the assembly point are posted throughout. Sounding of the alarm and complete fire drills are completed monthly on a rotation of Monday, Tuesday and Thursday peoples. Key Staff and volunteers are assigned to looking after and assisting service users with mobility difficulties The fire marshal confirms that the building is clear of people, and upon checking confirms when the buildings are safe to be returned to. Adjoining neighbours have been fully consulted and they participate in our fire drills 	1	4	4	

Stage 4; Evaluate and Act confirm Progress using the Check List below

Fire Risk Assessment Checklist

- A) Have you assessed the risks of fire in your Work Place..... YES See issued risk assessments
- B) Have you assessed the risk to Staff, Volunteers, Service Users and Visitors..... YES See roll call, and evacuation plans
- C) Have you kept any source of Heat and Fuel Apart YES See issued risk assessments
- D) Have you Secured any Fuel that an Arsonist could use..... YES Stored in Pad locked COSHH Facility
- E) Have you protected your premises against Fire..... YES Extinguishers & smoke alarms

How Can You make sure that everyone is Safe in case of a Fire?

- F) Will you know that there is a Fire..... YES Alarm will be sounded continuously
- G) Do you have a plan to advise others..... YES Adjoining neighbours consulted & alarm
- H) Who will ensure everyone gets out..... Yes Managers roll call & fire marshal check
- I) Who will call the Fire Brigade..... YES Manager or delegated representative
- J) Could you put out a small fire Quickly..... YES Staff trained with use of extinguishers

How Will Everyone Escape?

- K) Have you Planned Escape Routes..... YES Escape routes posted all over the site
- L) Have you ensured people will be able to find their way out..... YES Exits are clearly signed

Stage 5; Record, plan and train confirm progress, using the check list below

- M) Have you made a record of what you have found & Actions taken..... YES See issued risk assessments
- N) Have you Planned what everyone will do if there is a Fire..... YES See posted, In Case of Fire Instructions
- O) Have You discussed the plan with Staff & Service Users..... YES All staff participated in roles & trained
- P) Ensured that everyone can fulfil their Role YES Full practice runs carried out – All good
- Q) Consulted others who share your building..... YES Fully shared plans with Neighbours

Stage 6; Review process - Review Have You?

- R) Made any changes to the building.....** YES new standalone building added, and fully incorporated to fire evacuation plan
- S) Had a Fire or Near Miss.....** NO There have been no incidents
- T) Changed Work Practices.....** NO There have not been any changes
- U) Begun to store Dangerous Chemicals.....** NO There are no new dangerous chemicals
- V) Significantly changed stock levels.....** NO changes of Stock Levels
- W) Have you planned your Next Fire Drill.....** YES Monday, First week of September