

Practice Fire Risk Assessment

This Risk Assessment will be reviewed regularly to consider changes to legislation, and nature of the business.

The content of this Risk Assessment covers elements that will be of concern to the Practice team. Specialist information on building construction and systems would be Subject of a separate site-specific assessment. Due to the nature of the operation the risk of harm posed to the occupants of the practices is generally 'low to very low'.

Safety of Emergency Services; particularly Fire Service personnel attending a fire

The design, construction of the premises and nature of the operations is such that there should be no surprises for local authority fire-fighters attending a fire at the premises, meaning that they should not be confronted by fire situations for which their training has not prepared them.

PEOPLE POTENTIALLY AT RISK	ALL TEAM MEMBERS, CONTRACTORS, VISITORS AND MEMBERS OF THE PUBLIC AND THE FIRE SERVICE
WHERE HAZARD MAY BE ENCOUNTERED	THROUGHOUT THE PREMISES
Factors Contributing to Risk	Control Measures
Fire Ignition Sources, Materials and Accelerants.	
Arson, incl issues of rubbish and waste storage and collection. <i>Ignition</i>	Unsecured areas around the building are kept clear of combustible materials. Wherever possible waste skips / wheelie bins are stored 10m from building and plant - metal bins 6m Where it is not possible to store bins/skips a safe distance away from the building/roof line the bins/skips should have lockable lids that are secured shut at night.
Smoking. <i>Ignition</i>	Smoking is not permitted on the premises or in company vehicles. Designated smoking areas are identified in a suitable location away from the premises and a suitable bin provided and regularly emptied in areas under our control.
Defective Fixed electrical installation and equipment. <i>Ignition</i>	All electrical wiring and fittings are inspected and tested 5-yearly, in line with the Guidance-Note on Periodic Inspection and Testing of Electrical Installations required by the 2007 Safety Health and Welfare at Work (General Application) Regulations and any significant issues acted upon.
Inadequate protection of portable electrical appliances. <i>Ignition</i>	In accordance with company policy, Portable Appliance Testing (PAT) is carried out every two years on all electrical items that have a lead and plug and is labelled after testing. Defective equipment is removed from use until repaired or discarded.
Hot lights coming into contact with people or flammable material. <i>Ignition</i>	Lights are physically protected or protected by distance e.g., no combustible stock storage, so far as is reasonably practical, closer than 500mm to fluorescent tubes.
Electrical/Computer equipment. <i>Ignition</i>	Computer equipment and other electrical items are present throughout the premises Combustible material including computer paper and other computer consumables is cleared from around this equipment at regular intervals.
Storage of Highly flammable chemicals <i>Accelerant</i>	Highly flammable chemicals will be stored in a metal cabinet

Factors Contributing to Risk	Control Measures
Management of Contractors and Visitors - (Hot Work) <i>Ignition</i>	Only authorised competent contractors, are permitted to work in our premises and they are required to complete a Contractor Competency Assessment. Visitors and contractors are required to sign in declaring they are fit-to-work and those that are unfamiliar with the premises are given relevant site-specific information regarding Fire evacuation etc and shown round before being left on their own. Permits to Work are issued locally with a new permit issued each day and for each job.
Fire Detection and Warning Systems	
Fire Alarm and Detection System.	The Premises has been reviewed and if necessary a fire alarm is installed incorporating, manual call points, automatic detectors, and sounders, All wiring to the fire alarm system is fire resistant/performance cabling complying with the Standard at the time of installation. All premises are set up so that if the alarm is raised it is fully audible throughout the premises either because people can easily be heard shouting or there is an audible bell/siren or klaxon. In the event of a fire the premises is evacuated and the person in charge will telephone the emergency services to confirm a fire. If and alarm system is fitted it is serviced and maintained by specialist Contractors every 6-months.
Manual Call Points.(Where applicable)	There are several manual break glass call-points at all fire exits linked to the alarm system. These are kept clear, and checks are undertaken to ensure they are available for use. They are tested periodically with all checks and tests recorded. Team Members are trained to operate these in an emergency. The alarm can be heard in all areas of the premises.
Contingency planning.	In the event of a fire system failure or the system be temporarily out of action. Team Members would be advised that the contingency plan was being activated and the alarm would be raised by people shouting "Fire Fire" in addition consideration would be given to additional checks of areas that are not ordinarily seen on a regular basis. Contractors will inform the JVP/ Practice Manager if the system is unavailable during maintenance work and/or if the system fails and will instigate contingency arrangements.
Means of Escape from Fire and Building Design in relation to Fire Spread	
Emergency Evacuation including fire evacuation and training.	Emergency evacuations are organised six monthly. Details of the premises specific emergency evacuation plan are reviewed annually and are on display. Where required the JVP / Premises manager will undertake a Personal Emergency Evacuation Plan (PEEP) for a team member working on the premises. Where appropriate evac chairs that are periodically checked have been provided and staff trained in their use.

Factors Contributing to Risk	Control Measures
Design and Condition of the premises, fixtures, fittings, Equipment etc.	The design and layout of the premises and equipment complied with the Regulations and Standards in place at the time of construction. Including provision of compartmentalisation, fire exit routes, emergency lighting and protected staircases etc. Material alterations to the building are undertaken in accordance with current Regulations and standards . The condition of the building structure is monitored, and repairs undertaken, as required. New equipment is assessed, and appropriate controls introduced. Maintenance of equipment is undertaken in line with the current regulations with periodic checks and tests undertaken by competent persons and examination reports reviewed and acted upon. Team Members visually check for defects before use of any equipment. Defective fixtures, fittings and equipment is reported and removed from use until repaired or discarded.
Number of fire exits and Identification of Evacuation Routes.	Travel distances to final exits are calculated when the premises is constructed or acquired and reviewed periodically these will be recalculated centrally when there are material alterations. Directional signage is located throughout the premises indicating preferred escape routes leading to final exit points. All signs comply with approved standards.
Movement through the premises.	Walkways are kept clear for ease of access. As far as reasonably practical, permanent ramps are provided to allow for access and egress, where this is not feasible, suitable portable ramps are provided. In the event of a fire, Team Members know to ensure these are utilised, if required. If storage at height is required, then access equipment, such as step stools, are used to access the higher levels When not in use, they are removed and stored to maintain maximum accessibility.
Access to and from Inner Rooms.	Inner rooms are those accessed only via another room (the access room) this does not include rooms directly off fire escape corridors. Inner rooms that are used as work rooms generally have a vision panel of wired glass fitted in the wall or door to aid in the assessment of a fire within the room. NB. a cupboard would not normally have a vision panel. Furniture and items in access rooms are arranged in such a way to allow for safe passage.
Suitability of Fire Doors.	All internal Fire Doors are marked 'Fire Door - Keep Shut', are self-closing and fitted with door seals (expansion strips) which are either designed to hold back cold smoke or hot smoke. They must not be propped open. All Fire Doors are closed when the building is unoccupied and can be opened from inside without the use of a key, even when locked. The availability of Fire Exit Doors is checked daily, and they are fully opened monthly when their condition is reviewed, and any defects addressed immediately. A door needs to be a fire door when it is on a 'Protected Route', such as stairwells or corridors that lead to a final exit fire door and is there to give safe passage when evacuating. All rooms, such as offices leading onto the protected route must be fitted with a fire door.
Provision and maintenance of lighting particularly in Health and Safety sensitive areas i.e. staircases, slopes, corridors and at workstations.	Lighting, including emergency lighting, is provided and maintained throughout the premises as necessary, particularly in high-risk areas i.e. stair case, etc. Regular checks are undertaken to ensure lights are working. Any faults found are addressed.
Fire Fighting Equipment	

Factors Contributing to Risk		Control Measures
Fire Fighting Provision incl Fire extinguishers to aid means of escape.	Water (Class A), Carbon Dioxide (CO ₂) (Class B) and Dry Powder (Class C) fire extinguishers are provided and location e.g. wall mounted, is determined by the specialist contractor All equipment is serviced and maintained annually with details recorded.	
Use of fire extinguishers including use of water extinguishers near to electrical equipment.	Employee/Agency staff/Agency training regarding which extinguishers are appropriate for which fires. This is covered during induction.	
Fire Risk Management		
Failure to complete actions from a previous check.	Review of previous actions with requirement to bring them forward, if not completed.	
Lack of discussion around safety issues and accidents in the premises	Every Practice has a Health and Safety Champion who is responsible for collating information and feeding information up and down from team members to their JVP and Buddy. They attend meetings to update themselves and are consulted with over Health & Safety issues. Health and Safety Champions can make representation, on behalf of all the colleagues, through their Joint Venture Partner, Buddy, or the Head of Professional Advancement and Governance to the Operational Health & Safety committee.	
Reporting of incidents accidents and near misses and post incident support.	Incidents, Accidents, Near Misses and Acts of Violence that occur during the work activity i.e. in premises or during a delivery are reported and followed up as required.	
The Following Checks are Undertaken		
Fire Safety System	In-premises Inspection or Test Frequency	Specialist Contractor Inspection Frequency
Fire Alarm/ call point	Weekly Test	Six monthly
Emergency Lighting	Monthly Test	Annual
Fire Doors	Monthly Inspection	N/A
Signs and Notices	Annually	N/A
Fire Extinguishers	Quarterly	Annual
Electrical Installation	N/A	Five yearly
PAT Testing	Visual check when used	Every two years
Site Specific Review of Building	Reviewed on Acquisition	Determined by Facilities Team
	After significant change	
	After a fire related incident	
Fire Emergency Plan	Annually	N/A
Personal Emergency Evacuation Plan (PEEP)	As and when required	N/A
Fire Evacuations	Reviewed Six Monthly: April and Oct	N/A
Evac Chairs, refuges and intercoms		N/A