

FIRE SAFETY RISK ASSESSMENT
FOR SMALL TO MEDIUM SIZE PREMISES
SMALL INDUSTRIAL UNIT

Address	Jacko Vehicle Repairs Unit 7 New Mill Industrial Estate Peak Town Derbyshire
Telephone Number:	01336 71456
Used As:	Vehicle repair and MOT testing station
Guidance Used:	Factories Guide
Date of assessment:	20 August 2011
Name of assessor:	John Jones
Details of assessor:	Proprietor
Review Frequency:	Yearly

Statement Policy
The management of Jacko recognises and accepts ultimate responsibility for the safety of employees and customers. It is our aim to ensure that we will, so far as is reasonably practicable, comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. We will make provision for the effective planning, organisation, control, monitoring and review of the preventive and protective measures in relation to fire safety.
Signed:
Management Systems
Jacko is owned managed by John Jones. The assistant manager is Tim Wrench. One of them is on duty at all times except for holiday periods and sickness when the senior mechanic will be in charge. Day to day responsibility for fire safety and staff training rests with John Jones
The unit is rented from Fletcher Holdings Ltd. Under the terms of the lease the tenants are responsible for employing staff, day to day upkeep and maintenance but need permission to make structural alterations. Ground maintenance is included in the service charge.

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Property Description	
<p>The industrial unit is purpose built, single storey 12m wide by 25m long and is in the middle of a row of similar units. The walls are masonry with a steel roof. There is a large roller shutter for vehicle access: Access to reception is via a UPVC front door. The fire exit at the rear leads to a gravel path around the whole building.</p> <p>There are some stairs leading to parts storage area over the office/reception.</p>	
<p>Occupancy</p> <p>Times premises in use: 08:00 to 17:30</p> <p>Max number at work at any time: 7</p> <p>Max number of people: 15 (employees and others)</p>	<p>Size:</p> <p>Building Footprint: (metres) 12 X 25</p> <p>Number of floors: 1</p> <p>Number of stairs: 1 (to storage over offices)</p>
Fire Safety Systems	
<p>Fire Warning Systems:</p> <p>There are break glass points at each exit door (total 3); bells are audible throughout the building. The alarm is tested weekly and receives annual maintenance.</p>	
<p>Escape Lighting:</p> <p>During the winter it gets dark several hours before closing time. The unit is fitted with escape lights in the work area, corridor and reception.</p>	
<p>Other Fire Safety Systems (e.g. sprinklers)</p> <p>None</p>	

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How a Fire Could Start

We repair damaged vehicles so the likelihood of fire starting is higher than for a car showroom. Repairs include welding: this is only done in a defined area at the rear near the exit; no welding is done after 4pm and a check is made before closing at 17:30.

Other possible causes include electrical faults, and smoking. Electrical equipment (e.g. computers) is tested. Smoking is only permitted outside.

People Affected by Fire

Employees and customers.

Most customers stay in reception; if they visit the repair shop they are accompanied by a member of staff.

Staff Training

Employees are fully trained mechanics so are aware of vehicle fire hazards. New starters are required to read this risk assessment and are shown location of exits and fire extinguishers. Use of extinguishers is explained on their first day. They sign a form confirming their understanding. The form is kept on their personnel file.

Escape Routes

The unit is 25m from front to back. The roller shutter is kept fully open at all times. In exceptionally cold weather the shutter is closed but staff can still escape through reception or rear fire exit.

The rear fire exit has been fitted with a lockable steel bar security door following a break in at a neighbouring unit. The barred door is unlocked and held in the open position at the start of the day and locked as part of the end of a day checks.

Sometimes the rear path gets overgrown; monitor and inform management company: grounds maintenance is included in service charge.

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Fire Extinguishers
<p>There are extinguishers by the front and rear exits. Dry powder and water extinguishers are provided at each point.</p> <p>There is a water extinguisher in reception. All extinguishers are tested annually.</p>
Fire Action
<p>Raise alarm by shouting and breaking alarm call point. Receptionist will call fire service. All assemble outside roller shutter until fire service arrives.</p>
Fire Information
<p>Notices in staff room and at call points.</p>

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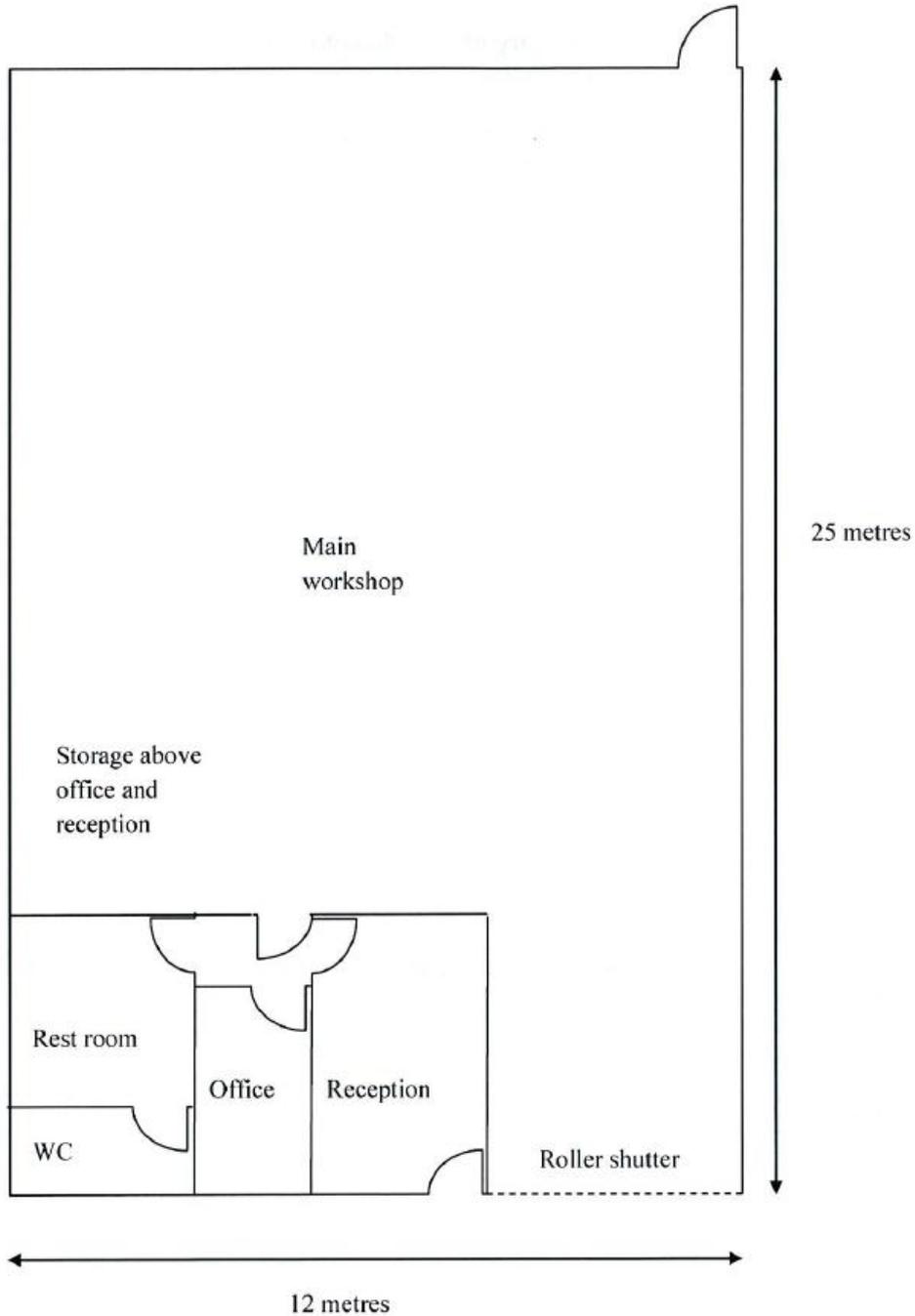
Summary of Significant Findings
<p>Fire is most likely to start in workshop. There are exits at front and back.</p> <p>Monitor condition of rear escape path. Management company should keep clear as part of grounds maintenance contract and service charge.</p>
Action Plan
<p>Review assessment annually</p>

Review Date	Comments
20 August 2011	
September 2012	No changes
November 2013	No problems with rear path becoming overgrown for last 3 years continue to monitor.

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Sketch Plan of Premises (Not to scale)



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