



Blackshaw Nursery Limited

201 Blackshaw Road, Tooting, London, SW17 0BZ

Fire Risk Assessment

Completed by Paul Danks MInstLM, CMIOSH – 3rd January 2017

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FIRE RISK ASSESSMENT TOOL

Name of Facility: Blackshaw Nursery Limited

Address	201 Blackshaw Road, Tooting, London, SW17 0BZ		
E-mail	mary.ellis10@btconnect.com		
Telephone Number	0208 672 4789		
Main Use of Building	Nursery for children Aged 3 months – 5 years		
Ground Floor	Yes	Outside Areas	Yes
Approximately age of Building & Area	Brick and block built, single-storey building built c.1980.	Number of occupants (Staff) &Others	Up to 26 staff and 100+ Children, Visitors for parties
Areas excluded from Report	None		
Nominated Responsible Person*	Mary Ellis	Date of Assessment	5 th January 2017
Person carrying out Risk Assessment	Contact Details		Telephone number
Paul Danks CMIOSH, MinstLM	Janjer Associate		07815195333

- * Responsible Person is the person with control of the premises with regards to fire safety matters.

FIRE REGULATORY REFORM

Important Information

From October 2006, the law covering fire safety in England and Wales changed by introducing a single regulatory regime based on Risk Assessment.

Fire Certificates have been abolished and cease to have any legal status. The main effects of the changes will place a greater emphasis on “FIRE PREVENTION” at work, with legal responsibility for fire safety resting with the employer or person(s) responsible for the premises.

The new law is called the “Regulatory Reform (Fire Safety) Order 2005”. Responsibility for complying with the “Order” rests with the “responsible person(s)” in a workplace; this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner.

In all other premises the person or people in control of the premises will be “Responsible”. If there is more than one responsible person in any types of premises (e.g. a multi-occupied complex); all must take responsible steps to cooperate and co-ordinate with each person.

The Fire Risk Assessment is carried out to assist the “Responsible Person(s)” for the premises in complying with the relevant statutory provisions of the new Regulations.

This report reflects the circumstances reported at the time of the survey only and does not absolve the “Responsible Person(s)” from ensuring effective day-to-day fire safety management within the premises, as required by Law.

This report contains information provided by the premises representative (nominated responsible person) with on site responsibility and no liability can be accepted by Health & Safety Cover Ltd representative(s) for the accuracy or otherwise of such information provided by the company representative.

The significant finding documented in this report and any suggested recommendations should be implemented “as soon as is reasonably practicable”, to ensure the risk from fire within the premises remains at a tolerable level.

It is intended that the “Responsible Person” will utilise this report to take actions to address individual recommendations.

In addition, the Fire Risk Assessment should be made available for inspection by Enforcing Authorities and reviewed whenever it is considered to be no longer valid, i.e. significant changes in working practices, material alterations, following any fire incident (or near miss) and in any case, at periods not exceeding 12 months.

Duties imposed by the legislation fall into seven general categories:

1. Carrying out a **Fire Safety Risk Assessment** of the premises;
2. Identifying the **Fire Safety measures** necessary because of the Fire Safety Risk Assessment Outcome;
3. Implementing these Fire Safety measures using **risk reduction principles**;
4. Putting in place Fire Safety arrangements for the ongoing **control and review of the Fire Safety measures**;
5. Complying additionally with the specific requirements of the **Fire Safety regulations**;
6. Keeping the Fire Safety Risk Assessment and outcome under review; and
7. Record keeping.
8. Action Plan

Step 1 – Identify all working areas

To ensure you consider all eventualities record all your internal and external workplaces for example offices, warehouse, workplaces, storerooms, roof voids, outside storage. List your workplaces in the column below.

RISK	YES	NO	COMMENTS/ ACTIONS REQUIRED	LOW, MEDIUM, HIGH RISK
Have you identified all work areas? Ground Floor	YES		<i>All rooms at ground level with suitable exits and fire protection</i>	LOW
Have you identified all work areas? Outside perimeter	YES		<i>Accessible outside areas on 3 sides of the main building</i>	LOW

Y = Yes

N = No

NA = Not available

NK = Now Known

Step 2 – Identify Fire Hazards

	RISK	YES	NO	COMMENTS/ ACTIONS REQUIRED	LOW, MEDIUM, HIGH RISK
2.1	Have you identified all potential ignition sources?	YES		<i>Electrical Gas Mechanical Cooking</i>	<i>LOW</i>
2.2	Is all portable electrical equipment in a satisfactory condition inspected regularly and fitted with the correct rated fuses?	YES		<i>PAT Tested</i>	<i>LOW</i>
2.3	Have you identified all potential combustible materials?	YES		<i>Paper, Wooden Furniture Textile Furniture</i>	<i>LOW</i>
2.4	Is there a system for controlling the amounts of combustible materials kept in the workplace?	YES		<i>Disposed of daily out of the main building</i>	<i>LOW</i>
2.5	Is there a system for controlling the amounts of flammable liquids and gases that are kept in the workplace?	YES		<i>All Substances Locked away</i>	<i>LOW</i>
2.6	Is the system operating effectively?	YES			<i>LOW</i>
2.7	Are all combustible materials and flammable liquids and gases stored safely in a safe location?	YES		<i>Locked away</i>	<i>LOW</i>
2.8	Are portable/radiant heaters used if so are they fixed so they cannot be knocked over?	YES			<i>LOW</i>
2.9	Is the wiring of the electrical installation inspected periodically by a competent person?	YES		<i>All PAT and Fixed Testing Completed</i>	<i>LOW</i>

	RISK	YES	NO	COMMENTS/ ACTIONS REQUIRED	LOW, MEDIUM, HIGH RISK
2.10	Are light bulbs or fittings near to combustible materials?		NO		LOW
2.11	Is the use of extension leads and multi point adapters kept to a minimum?	YES		PAT Tested	LOW
2.12	Are flexes run in safe places where they will not be damaged?	YES			LOW
2.13	Is the upholstery of furniture in good condition?	YES		Staff monitor and report any damaged furniture	LOW
2.14	Is the workplace free from rubbish and combustible materials?	YES		Removed on a regular basis	LOW
2.15	Is there a designated smoking area?	YES		Outside Location in the Street	LOW
2.16	Have you identified sources of Oxygen?	N/A	N/A	N/A	N/A
2.17	Does work involve a source of heat? (cooking, carrying out repairs)	YES		Cooking	LOW
2.18	Are there any other ignition sources or other combustible items which pose a significant risk?	N/A	N/A	N/A	N/A
2.19	Do you check all areas where hot work (soldering etc) has been carried out to ensure that no ignition has taken place or any smouldering materials remain that may cause a fire?	N/A	N/A	N/A	N/A
2.20	Do you have a system of checks last thing before leaving/ settling down at night, the premises to ensure that equipment is safely shut down, no signs of material smouldering, fire doors are kept close etc?	YES			LOW

Step 3 – Identify the location of people at significant risk in case of fire

	RISK	YES	NO	COMMENTS/ ACTIONS REQUIRED	LOW, MEDIUM, HIGH RISK
3.1	Is there sufficient number of exits of suitable width for the people present?	YES			LOW
3.2	Do the fire exits lead to a place of safety?	YES		<i>Outside the building</i>	LOW
3.3	Are gangways and escape routes free from obstruction?	YES			LOW
3.4	Are the escape routes free from tripping hazards and in a good state of repair?	YES			LOW
3.5	Are the fire exits unlocked when the premises are in use?	YES			LOW
3.6	Are there devices securing fire exits capable of being opened immediately and easily without the use of a key?	N/A	N/A	N/A	N/A
3.7	Are all internal fire doors labelled as such and normally kept closed?	YES			LOW
3.8	Are fire-resisting and smoke stop doors in good condition, with fully operating self-closing devices and the doors closing fully onto rebates?	YES			LOW
3.9	Do the doors on fire escapes open in the direction of travel?	YES			LOW
3.10	Are escape routes clearly and correctly signed?	YES			LOW
3.11	Are escape routes adequately lit?	YES			LOW
3.12	Do employees work in high risk areas or alone in remote areas?	N/A	N/A	N/A	N/A

	RISK	YES	NO	COMMENTS/ ACTIONS REQUIRED	LOW, MEDIUM, HIGH RISK
3.13	Does the area include any features that could promote <ul style="list-style-type: none"> • Rapid spread of fire • Heat spread • Smoke spread Which may affect escape routes?		NO		LOW

Step 4 – Evaluate the Risks

	RISK	YES	NO	COMMENTS/ ACTIONS REQUIRED	LOW, MEDIUM, HIGH RISK
4.1	Do procedures and practices avoid and use of combustible materials or processes that use heat?	YES		<i>Cooking and candles on birthday cakes</i>	LOW
4.2	Could a fire be started deliberately, such as an arson attack involving setting fire to external rubbish bins place to close to the building or an unattended vehicle or something else such as an unoccupied office?		NO		LOW
4.3	Have you identified vulnerable areas of the premises both external and internal?	N/A	N/A	N/A	N/A
4.4	Are there possible sources of ignition available to potential arsonists externally?	N/A	N/A	N/A	N/A
4.5	Are there any flammable liquids, gases and combustible materials etc which are easily available to potential arsonists externally?	N/A	N/A	N/A	N/A
4.6	Have you identified people who could start a fire deliberately for example: <ul style="list-style-type: none"> Intruders Visitors Members of Staff 	N/A	N/A	N/A	N/A
4.7	Are doors and windows in good repair and locked when not in use?	YES			LOW
4.8	Do you act to avoid any parts of the premises, and storage areas being vulnerable to arson or vandalism?	N/A	N/A	N/A	N/A

	RISK	YES	NO	COMMENTS/ ACTIONS REQUIRED	LOW, MEDIUM, HIGH RISK
4.9	Where fitted, are your perimeter fencing, walls and gates strong and high enough to keep out intruders?	YES			LOW
4.10	Are your locks and padlocks of good quality?	YES			LOW
4.11	Are your security keys distributed only to a restricted number of people?	YES			LOW
4.12	Are there any gaps under external doors large enough to be a potential target for arsonists?		NO		LOW
4.13	Have you a letter box? Is a mental container fitted on the inside?	N/A	N/A	N/A	N/A
4.14	Have you a security light or cameras fitted as a deterrent?	YES			LOW
4.15	Have you installed an intruder alarm possibly in combination with a visual signal which may fulfil its function to frighten off intruders?	YES			LOW
4.16	Do you act to avoid any parts of the premises, storage areas and rooms being vulnerable to arson or vandalism?	N/A	N/A	N/A	N/A
4.17	Do you encourage staff to challenge anyone who should not be on the premises and report any suspicious activities?	YES		<i>All visitors escorted</i>	LOW
4.18	Do you vet new employees and keep an eye on contractors?	YES			LOW
4.19	Is every point of entry secure against intruders?	YES			LOW

	RISK	YES	NO	COMMENTS/ ACTIONS REQUIRED	LOW, MEDIUM, HIGH RISK
4.20	After close down of operations are all doors, windows and gates checked and secured?	YES			LOW
4.21	Is there any evidence of small fires being started in the area?	N/A	N/A	N/A	N/A
4.22	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	YES			LOW
4.23	Are your existing security provisions adequate or do they need improving?	YES		Adequate	LOW
4.24	Could a fire starting on lower floor affect the only escape route for people on upper floors or the only escape route for people with disabilities?	N/A	N/A	N/A	N/A
4.25	Taking account of reaction time, can people in a high-risk area or with only one escape route, reach a place of safety or a point where more than one route is available, in about one minute?	YES			LOW
4.26	Has your insurance company made any special comments regarding fire safety?		NO		LOW
4.27	Where escape lighting is installed is it in working order and maintained regularly?	N/A	N/A	N/A	N/A
4.28	Is the fire alarm system in working order?	YES			LOW
4.29	Can the fire alarm be raised without placing anyone in danger?	YES		Call points around the building	LOW
4.30	Are the fire alarm call points clearly visible?	YES			LOW

	RISK	YES	NO	COMMENTS/ ACTIONS REQUIRED	LOW, MEDIUM, HIGH RISK
4.31	Can existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all occupants to escape to a place of total safety?	YES			LOW
4.32	Are an adequate number of suitable fire extinguishers provided?	YES		<i>All correct types</i>	LOW
4.33	Are all portable fire extinguishers and fire blankets suitably located, positioned on brackets (or holders) securely fixed to the wall and available for immediate use (not hidden or obstructed)?	YES			LOW
4.34	Are the fire extinguishers serviced annually by a competent person or company?	YES			LOW
4.35	Is any automatic detection system in working order?	YES			LOW
4.36	Are smoke detectors provided where fires may go unnoticed?	YES			LOW
4.37	Can you turn away from a fire and escape?	YES			LOW
4.38	Are corridors protected where necessary?	YES			LOW
4.39	Are the fire systems, and all their components, continuously monitored and tested internally to ensure they function correctly and free from damage (written records of checks)? Including exit routes, fire alarms, smoke detectors, emergency lighting systems and extinguishers?	YES		<i>Checked on a regular basis</i>	LOW

Step 5 – Record of the findings and actions taken

	RISK	YES	NO	COMMENTS/ ACTIONS REQUIRED	LOW, MEDIUM, HIGH RISK
5.1	Do you have an emergency plan and where necessary have you: <ul style="list-style-type: none"> Recorded the details Is it readily available to all staff; and Is it available to the enforcing authorities? 	YES			LOW
5.2	Does the Fire Emergency Plan (introduction) training included: <ul style="list-style-type: none"> Action to be taken by staff in the event of fire? Evacuation procedures? Arrangements for calling the fire brigade? Arrangements to liaise with emergency services when an incident occurs? 	YES			LOW
5.3	Are employee fire instructions and drills completed as a minimum of 6 monthly intervals?	YES			LOW
5.4	Is the outcome of drills recorded and include: <ul style="list-style-type: none"> Date of evacuation drill. Name of the person in charge of the evacuation Drill. Names of person(s) accounted for on the drill; and 	YES			LOW
5.5	Has all staff received basic fire prevention instruction/training for example do all staff understand the needs to report any potential fire hazards?	YES			LOW

	RISK	YES	NO	COMMENTS/ ACTIONS REQUIRED	LOW, MEDIUM, HIGH RISK
5.6	Are sufficient numbers of employees competent in the use of fire-fighting equipment and do they have regular refresher training? People with no extinguisher training should not be expected to attempt to extinguish a fire.	YES			LOW
5.7	Have your fire marshals/wardens or appointed persons received sufficient and refresher training?	YES		All staff	LOW
5.8	Have all staff been informed about the causes and effects of Arson and how to guard against them?	N/A	N/A	N/A	N/A
5.9	Are you maintaining a record of training sessions for all staff including induction training?	YES		Training Matrix maintained	LOW

Step 6 – Record of the findings and actions taken

	RISK	YES	NO	COMMENTS/ ACTIONS REQUIRED	LOW, MEDIUM, HIGH RISK
6.1	Have you told your staff or their representatives about your findings?	YES			LOW
6.2	If you share a workplace with others do, they know about the risks you have identified?	N/A	N/A	N/A	N/A
6.3	If you do not have direct control over the workplace have you made your findings known to the owner or landlord?	N/A	N/A	N/A	N/A
6.4	Has an emergency plan been drawn up in case of a major fire?	YES			LOW
6.5	Is a copy of your fire risk assessment kept other than in the workplace?	YES			LOW

Step 7 – Keep Assessment Under Review

	RISK	YES	NO	COMMENTS/ ACTIONS REQUIRED	LOW, MEDIUM, HIGH RISK
7.1	Has a procedure been established to review the fire risk assessment periodically; or	YES			LOW
7.2	Does your Health and Safety Policy Statement include a policy on fire safety?	YES			LOW

Step 7 – Checklist – Evaluate, remove reduce and protect from risk

Have you evaluated the risk to people in your building of a fire starts?	YES
Have you identified the fire hazards and locations?	YES
Have you identified the actions you have taken or will take to remove or reduce the risk?	YES
Have you considered removing or reduced sources of ignition?	YES
Have you considered removing or reduced sources of fuel?	YES
Have you considered removing or reduced sources of oxygen?	YES
Have you considered the need for fire detection and for warning?	YES
Have you considered the need for fire fighting equipment?	YES
Have you determined whether your escape routes are adequate?	YES
Have you determined whether your lighting and emergency lighting are adequate?	YES
Have you considered that if you have adequate signs and notices?	YES
Have you considered how you intend to regularly test and are maintaining your safety equipment both internally and externally?	YES
Have the actions you have taken or will take, reduce the risk to people from the spread of fire and smoke (prevention action)?	YES
Have you considered whether you need any other equipment or facilities to improve your safety measures?	YES
Have you considered the actions people need to take in case of fire, including details of any person(s) nominated to carry out a task (your emergency plan)?	YES
Have you considered the information, instruction and training that you have identified and how it will be given?	YES
Are your risk assessments records available for inspection by the enforcing body?	YES
Are copies of the fire risk assessment and the emergency action plan kept in a safe place away from the premises?	YES

Step 8 – Significant Findings – Action Plan

Have evaluated the risk of fire occurring and the risk to people (preventative measures) it is unlikely that you will be able to conclude that no risk remains of a fire starting and a presenting a risk to people in your premises. Record your significant findings below.

You now need to remove or reduce any fire risks to people as low as reasonably practicable, by reducing or removing your fire hazards and by ensuring that adequate fire precautions are in place to warn people in the event of fire and allow them to safely escape. If you cannot remove the hazards, you need to take reasonable steps to reduce them if you can.

Consider how best to reduce your hazards. You will need to record your action plan and the information how you plan to do this. This may be completed using a dedicated risk assessment form or you may decide another method for example the section below.

Step	ACTIONS REQUIRED	COMPLETED		LEVEL OF RISK
		Y	N	
	<i>COSHH symbols require updating to the new global ones</i>			

Some Common Ignition Sources	Some Common sources of Fuel	Sources of Oxygen
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<ul style="list-style-type: none"> • Smoke's material e.g. cigarettes, matches and lighter. • Naked flames, e.g. gas and liquid – fuelled open-flamed equipment. • Sparks from bonfires in the yard. • Cooking equipment, hot ducting, flues and filters. • Poor electrical equipment, e.g. overloads, heating from bunched cables. • Forklifts battery charging. • Extract fans for dust and fume removal system, build up of debris. • Gas Boilers. • Fluorescent Lights. • Heaters. • Extractor Fans. • Portable Heaters. • Workshop equipment. • Gas Boiler. • Electrical Water Heater. • Gas Cooker • Electric Cooker lighting equipment (fixed and movable), e.g. halogen lamps or table lamp; machinery with hot surfaces; faulty or misused electrical equipment. e.g. electric blankets, computers, vending machines • And others 	<ul style="list-style-type: none"> • Flammable liquid-based products, such as paints, varnishes, solvents, such as petrol, white spirit, methylated spirit, cooking oils thinners and adhesive or chemicals such as certain cleaning products, photocopier chemicals and dry cleaning products that use hydrocarbon solvents; • Flammable gasses such as liquefied petroleum gas (LPG), flammable refrigerants and flammable gas propelled aerosols; • Stored goods and high piled or racked storage: • Foodstuffs containing sugar and oils, such as sugar-coated cereal and butter; • Plastic and rubber, such as video tapes, polyurethane foam-filled furniture and polystyrene-based display materials; • Flammable chemicals such as certain cleaning products, photocopier chemicals and dry cleaning that uses hydrocarbon solvents; • Packaging materials, stationery, paper products, advertising material and decorations; • Plastic and timber storage aids both in use and idle, such as pallets. • Combustible insulation, such as panels constructed with combustible cores: • Textiles and soft furnishings, such as hanging curtains and clothing displays; and furniture. • Waste storage, refuse containers and skips; laundry (bedding, linen, towels) • You should also consider the materials used to line walls and ceilings e.g. polystyrene or carpet tiles, the fixtures and fittings and bought-in materials and how they might contribute to the spread of fire and many others 	<ul style="list-style-type: none"> • Some chemicals (oxidising materials), which can provide a fire with additional oxygen and so help it burn. <p>These chemicals should be identified on their container (and Control of Substances Hazardous to Health data sheet) by the manufacturer or supplier who can advise as to their safe use and storage;</p> <ul style="list-style-type: none"> • Oxygen supplies from cylinder storage and piped systems, e.g. oxygen used in welding processes; and pyrotechnics (fireworks), which contain oxidising materials and need to be treated with great care. • And the most common i.e. “The Air We Breathe” <p>Other Ignition Signs</p> <p>Indications of ‘near-misses’, such as scorch marks on furniture or fittings, discoloured or charred electrical plugs and sockets, cigarette burns etc/. can help, you identify hazards which you may not otherwise notice.</p>
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