



**Risk Assessment – Fire.**

<b>Company:</b>	SES Engineering (Newark) Ltd	<b>Date:</b>	16.05.2022	<b>Review Date:</b>	16.05.2023	<b>Ref:</b>	SES/0013
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<b>Operation:</b>	Fire.			<b>Persons at risk:</b>	Employees, 3 <sup>rd</sup> parties		
<b>HAZARD</b>	<b>Assessment</b>			<b>CONTROL MEASURES TO REDUCE THE RISK</b>	<b>Re-assessment</b>		
	<b>S</b>	<b>L</b>	<b>R</b>		<b>S</b>	<b>L</b>	<b>R</b>
<b>OFFICE</b>							
Accumulation of flammable materials.	4	4	16	Please also refer to Storage of Flammable Materials (Ref: SES/0030) All personnel to be responsible for keeping their own work areas clean and tidy, free from excessive combustible materials. All bins provided are to be emptied daily, more often if filled quicker.	4	1	4
Poor storage of materials.	4	3	12	Please also refer to Material Storage (Ref: SES/0022) The number of flammable materials to be kept to a minimum within the work areas. All storage materials are to be kept in respective cupboards, shelves, and designated storage areas, lockable if required, specifically any substances hazardous to health, see also COSHH (Ref: SES/005) Only have the amount of material being used within the specific work area. All flammable substances to be stored away from main working areas.	4	1	4
Smoking.	4	5	20	Smoking is only permitted in designated areas. Non-combustible receptacles supplied for cigarette ends in designated smoking areas.	4	1	4
Security of premises / arson prevention.	4	5	20	Site boundaries are secured with a keycode entry gated system including CCTV provided by the landlord. The office and workshop location is covered by lockable doors and CCTV, including all outside storage areas. Entry points are all locked and secured at night. Regular fire inspections are carried out of work hours by the landlord.	4	1	4
Access / egress blocked.	4	4	16	All stairways, corridors, walkways, and work areas to have safe access/egress always. Fire exits clearly marked and kept free from obstruction. All vehicles to be parked in designated areas only. No blocking of roadways and through routes to always allow emergency vehicle access.	4	1	4
Missing persons.	4	4	16	All personnel must report in when arriving at office and workshop location. When on site, all engineers must sign into the site log managed by that site management team. All visitors and contractors to sign in and out of reception.	4	1	4



Electrical equipment fault or overload.	4	5	20	Electrical equipment is to be free from obvious defect, and readily identified with a current test examination certificate. Sockets are not to be overloaded. Regular PAT testing takes place.	4	1	4
Records.	4	1	4	Records of all fire equipment, extinguishers, alarm systems and their maintenance/repairs to be kept in the fire log. (Ref: FLSES0036)	4	1	4
Emergency procedures.	4	2	8	Emergency procedures are covered in the site induction, but also in all new employee inductions. Fire wardens/marshalls on every shift. Emergency procedures tested regularly and logged. (Ref: EPPSES0019)	4	1	4
Fire Spread.	4	2	8	Stand-alone buildings on site to eliminate spread to other buildings. Fire doors installed between workshop and offices and other public areas.	4	1	4
Ineffective Evacuation.	4	5	20	All areas have a fire warden allocated by management who are responsible for ensuring a fire safe environment, but also to clear and account for personnel during an evacuation procedure. Fire action signs prominently displayed throughout site. 6 monthly fire drills in place.	4	1	4
Lighting.	4	4	16	Suitable levels of natural lighting across the site, or adequate levels of artificial lighting provided to prevent a restricted evacuation procedure. Emergency lighting installed wherever applicable and all lighting to be maintained in good operational use.	4	1	4
Inadequate Fire Protection equipment.	4	5	20	Portable fire extinguishers located throughout the office building and workshops for firefighting if safe to do so. Equipment regularly checked by a competent person and logged within the fire log. (Ref: FLSES0036).	4	1	4
<b>Workshop 1</b>							
Accumulation of flammable materials.	4	4	16	Please also refer to Storage of Flammable Materials (Ref: SES/0030) All personnel to be responsible for keeping their own work areas clean and tidy, free from excessive combustible materials. All bins provided are to be emptied daily, more often if filled quicker.	4	1	4
Poor storage of materials.	4	3	12	Please also refer to Material Storage (Ref: SES/0022) The number of flammable materials to be kept to a minimum within the work areas. All storage materials are to be kept in respective cupboards, shelves, and designated storage areas, lockable if required, specifically any substances hazardous to health, see also COSHH (Ref: SES/005) Only have the amount of material being used within the specific work area. All flammable substances to be stored away from main working areas.	4	1	4
Smoking.	4	5	20	Smoking is only permitted in designated areas. Non-combustible receptacles supplied for cigarette ends in designated smoking areas.	4	1	4
LPG cylinder storage.	4	3	12	These are stored in designated compounds with warning notices prominently displayed. Also refer to storage and use of LPG (Ref: SES/0031).	4	1	4



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Access / egress blocked.	4	4	16	All stairways, corridors, walkways, and work areas to have safe access/egress always. Fire exits clearly marked and kept free from obstruction. All vehicles to be parked in designated areas only. No blocking of roadways and through routes to always allow emergency vehicle access.	4	1	4
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<b>Workshop 2</b>							
Accumulation of flammable materials.	4	4	16	Please also refer to Storage of Flammable Materials (Ref: SES/0030) All personnel to be responsible for keeping their own work areas clean and tidy, free from excessive combustible materials. All bins provided are to be emptied daily, more often if filled quicker.	4	1	4
Poor storage of materials.	4	3	12	Please also refer to Material Storage (Ref: SES/0022) The number of flammable materials to be kept to a minimum within the work areas. All storage materials are to be kept in respective cupboards, shelves, and designated storage areas, lockable if required, specifically any substances hazardous to health, see also COSHH (Ref: SES/005) Only have the amount of material being used within the specific work area. All flammable substances to be stored away from main working areas.	4	1	4



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<i>Likelihood</i> →	<b>Likely</b>	<b>Probable</b>	<b>Possible</b>	<b>Unlikely</b>	<b>Very unlikely</b>	<b>KEY:</b> S = Severity L = Likelihood	<b>PPE Required:</b>	Hard hat	Y
↓ <i>Severity</i>	(5)	(4)	(3)	(2)	(1)		High vis clothing & boots	Y	



Death (4)	20	16	12	8	4
Major Injury (3)	15	12	9	6	3
Minor Injury (2)	10	8	6	4	2
No Injury (1)	5	4	3	2	1

R= Risk rating

12-20 High risk
8-10 Medium risk
1-6 Low risk

Eye/ ear protection	Y
Suitable gloves	Y
Respiratory equipment	As necessary
Safety harness	As necessary

*Risk assessment to be reviewed every 12 months or following an accident / incident.*