

FIRE SAFETY RISK ASSESSMENT

DETAILS

Company Name:	QSC UK & Ireland Ltd
Premises Name:	QSC Systems
Address:	1 ST Floor, 150-152 Fenchurch Street, London EC3M 6BB
Responsible Person:	Duncan Savage
Position:	Managing Director
Date of Assessment:	30/04/19
Carried out by:	Kasia Majorek
Position:	Office Manager
Use of the Premises:	1 st floor office used as a showroom

OCCUPANCY

Times in Use:	Weekdays:	09:00-17:00	Weekends:	N/A
Total Numbers of Staff:	Weekdays:	2	Weekends:	N/A
Total of all Persons Present:	Weekdays:	14	Weekends:	N/A

SIZE

Total Size of Premises (M ²):	583
Number of Storeys:	3
Number of Basements:	0

INDEMNITY

This document has been produced as an addition to fire risk assessment produced by the responsible person looking after the premises, the landlord: Thackeray Estates Fenchurch Limited (No 10019233)

Step 1 - Identify Fire Hazards (Sources of Ignition)

Type	Location	Are existing control measures suitable?	
Naked Flames	N/A	YES	NO
Portable Heaters and Heating Equipment	Either side of leased premises- two heaters in one room.	YES	NO
Electrical Equipment	Celling and wall speakers (boardroom area), two cameras (window- breakout area, boardroom area; under the tv), touch panels (boardroom area-table, partitioning wall, breakout area table), coffee machine (kitchen area)	YES	NO
Cooking Equipment	N/A	YES	NO
Work Process Risk(s)	N/A	YES	NO
Arson	N/A	YES	NO
Smoking Materials	N/A	YES	NO
Other Sources (including Contractors)	N/A	YES	NO



If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓			
✓			
✓			
✓			
✓			

Step 1 – Identify Fire Hazards (Sources of Fuel and Oxygen)

Type	Location	Are existing control measures suitable?	
Wood / Paper /Cardboard	Boardroom area, Kitchen	YES	NO
<u>Plastics</u> / Rubber / Foam	Outer speaker covers	YES	NO
Retail Stock	N/A	YES	NO
Furniture and Fixings (curtains, blinds etc)	Office furnishing: sofas, chairs, tables	YES	NO
Flammable Material (gases / liquids / paints / thinners / glues)	N/A	YES	NO
Display Materials or Decorations	N/A	YES	NO
Waste Materials (refuse, packaging)	N/A	YES	NO
Building Structure	N/A	YES	NO
Oxygen Supplies (air conditioning units / bottles / piped supply)	AC not in use- N/A	YES	NO



If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete
✓			
✓			
✓			
✓			
✓			

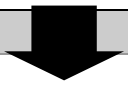
Step 2 – Identifying People at Risk

Type	Findings
<p>a) Sensory Risk:</p> <p>People with visual and / or hearing impairment(s)</p>	<p>Employees, visitors & customers.</p> <p>At present QSC UK & Ireland does not employ any staff who are visually impaired, if this was to change this assessment will be reviewed. Any members of the public hosted at the premises will be assisted by QSC employee or representative to maintain safety.</p>
<p>b) Mobility Risk:</p> <p>People with physical impairments</p>	<p>Employees, visitors & customers.</p> <p>At present QSC UK & Ireland does not employ any staff who are physically impaired, if this was to change this assessment will be reviewed. Any members of the public hosted at the premises will be assisted by QSC employee or representative to maintain safety</p>
<p>c) Familiarity Risk:</p> <p>People who may be new to the premises and not familiar to its layout, seasonal workers, contractors, visitors or customers</p>	<p>Contractors, visitors & customers.</p> <p>All persons attending the property are briefed about; first visit on site accompanied by QSC employee, as required.</p>
<p>d) Numbers Risk:</p> <p>Large numbers of people, small numbers of disabled people</p>	<p>N/A</p>
<p>e) Lone Workers / People Working in Isolation / Others</p>	<p>Lone workers may be at risk. Please see 'Lone Working: Policy, Procedures and Practice Guidance'</p>

Additional Information:

Step 3 ~ Evaluate, Remove, Reduce and Protect From Risk

Are ignition sources controlled to reduce the chances of fire?	YES	NO
Are combustible materials kept away from ignition sources?	YES	NO
Are all windows and openings closed last thing at night?	YES	NO
Is your fire alarm system adequate for your premises?	YES	NO
Will everybody be warned if the fire alarm operates?	YES	NO
Can everyone escape without assistance?	YES	NO
Is the means of escape adequate for the layout of the building?	YES	NO
Are all fire exits easily identified by correct signage?	YES	NO
Are escape routes free from obstruction and storage?	YES	NO
Are all doors on escape routes easily opened without a key?	YES	NO
Do all doors on escape routes open in the direction of escape?	YES	NO
Can everyone escape in a reasonable time?	YES	NO
Are escape routes adequately lit if the regular lighting system fails?	YES	NO
Is the lighting adequate to illuminate circulation routes?	YES	NO
Do you have fire fighting equipment?	YES	NO
Is the fire fighting equipment adequate for the risks present?	YES	NO
Are housekeeping and general waste management adequate?	YES	NO
Are security arrangements sufficient to prevent unauthorised access?	YES	NO
Are measures adequate to prevent the incidents of arson?	YES	NO
Are your premises free of any large open roof spaces or concealed ceiling voids?	YES	NO
Would a fire in your premises be contained wholly within it?	YES	NO
Can the fire service easily get to your premises?	YES	NO



If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓ Any person with mobility limitation requires to be accompanied when accessing the premises.	QSC employees to coordinate accordingly	30/04/18	On-going
✓			
✓			
✓			
✓			

Step 4 ~ Record, Plan, Inform, Instruct and Train

You must record your fire safety arrangements – this includes:

Have you made an emergency plan?

YES

NO

Have you provided fire instruction and staff training?

YES

NO

Are there records of fire drills to test your training and emergency plan?

YES

NO

Are there records of maintenance on all fire safety measures?

YES

NO

Have you recorded the significant findings of this assessment on Page 9?

YES

NO

If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓ These record are landlords responsibility	Landlord		On-going
✓ These record are landlords responsibility	Landlord		On-going
✓			
✓			
✓			

Step 5 ~ Review

Your fire safety risk assessment must be kept up to date

Date of next review

It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) **OR** if you make changes to the layout of your premises, any changes to work processes, significantly increase the amount of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time opening etc.) or any failures in your fire safety precautions then you should review your fire safety risk assessment.

30/04/ 2020

SIMPLE PREMISES FIRE SAFETY RISK ASSESSMENT

LEVEL OF FIRE RISK

In premises where there is a likelihood of a fire starting and spreading quickly, or a fire could start and grow undetected, and affecting the escape routes before people can use them, then the level of risk should normally be regarded as 'higher'. Such premises might include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g. heat producing machinery and processes; premises where significant numbers of the people are present and might move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread.

In premises where there is a low occupancy level and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire starting; few if any highly combustible or flammable materials or other fuels for a fire; fire is unlikely to spread quickly; and will be quickly detected so that all people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as 'lower'.

In most cases however, the risk will usually be 'normal'.

Taking into account both the active and passive fire prevention measures and general fire precautions observed at the time of this fire safety risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low Normal High

In this context, a definition of the above terms is as follows: -

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Normal: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls.

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Note that, although the purpose of the above is to place the risk fire in context, the approach to fire safety risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this fire safety risk assessment should be addressed by implementing all the recommendations contained in the following action plan.


The fire risk assessment should be reviewed regularly (recommended to be annually).

PLAN DRAWING

Complete a simple line drawing of the premises and identify your fire safety provisions including escape routes, portable fire extinguishers, smoke and / or heat detectors, emergency lighting and fire alarm call points.


KEY

Escape Routes 

Fire Extinguishers 

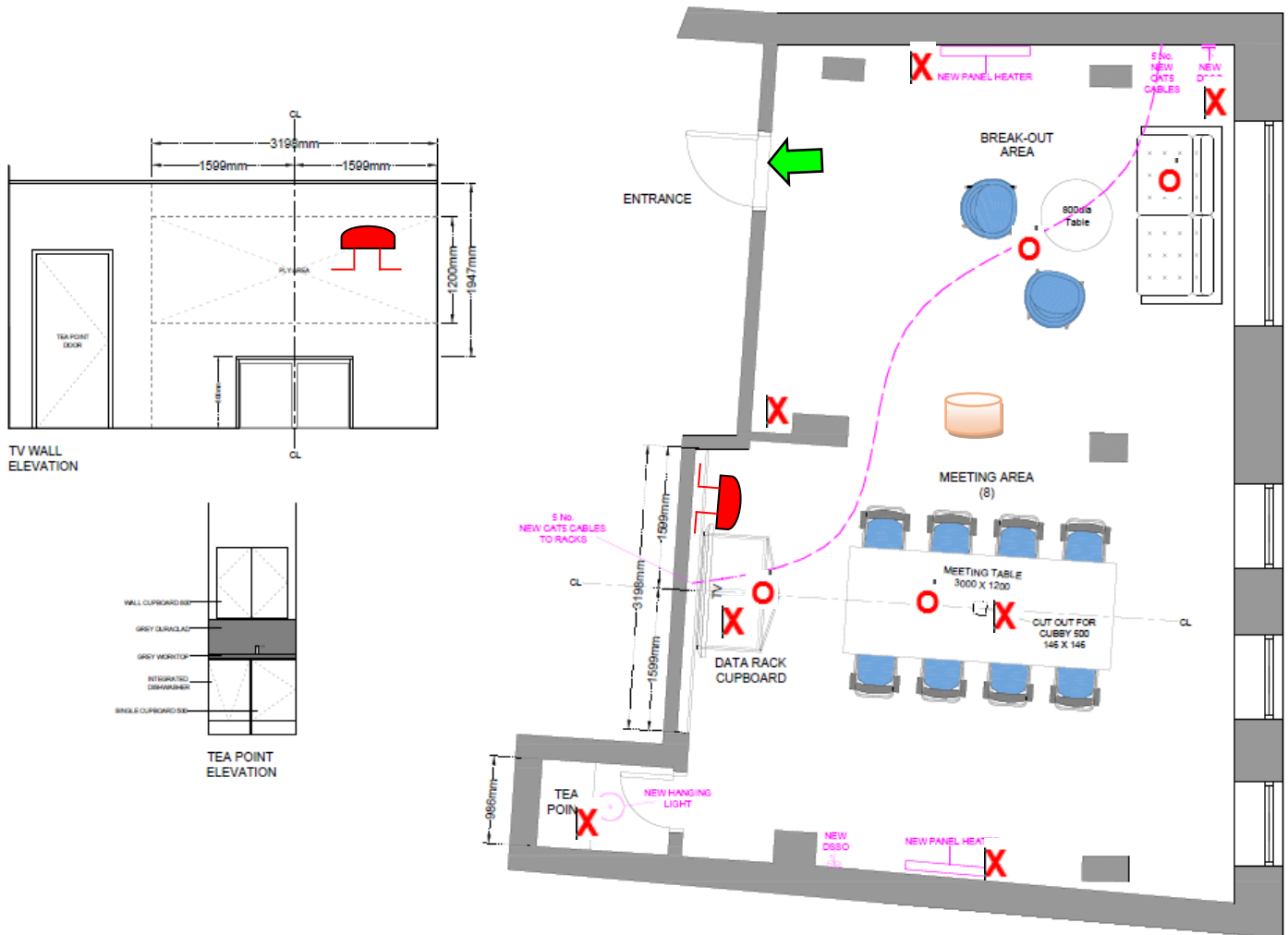
Smoke Detectors 

Heat Detectors 

Fire Alarm Sounders 

Emergency Lighting EL

Manual Break Glass Point MBGP



LONDON OFFICE
PROPOSED FIRST FLOOR
EXISTING CEILING HEIGHT @ 2747

Identifying Ignition and Fuel Sources

As an aid to identifying the hazards within your premises it's possible to use a system of noughts and crosses, using an **X** to mark **ignition sources** and an **O** for **fuel sources**.

