Fire Risk Assessment of the premises known as:

Customer First Venue services Ltd trading as.

THE STUDIO,
CANNON STREET,
BIRMINGHAM
B2 5EP

Assessment Review completed August 2026

This is a legal document as required by The Fire Safety Order 2005.

This assessment should be reviewed annually or when any physical or procedural changes are made in the premises.

It should be read and fully understood by the Responsible Person(s) and kept in a safe place such as your Health & Safety file

This Risk Assessment is only effective once all the Actions have been carried out and provided that no alterations have taken place since the assessment. Cim Associates UK Ltd recommends that even if no obvious alterations have taken place, a Risk Assessment Review be carried out every 12 months.

ACTION PLAN

Priority 1: High priority; immediate action required for legislative compliance
Priority 2: Medium priority; action required for legislative compliance.
Priority 3: Low priority; action required, considered good fire safety practice

ITEM No.	ACTION PLAN FOR THE PREMISES	PRIORITY RATING
1	*Action* Policies and Procedures: Institute a contractors "hot work" Permit in accordance with the advice of Appendix C below. *Nominated Person* Mr L Cairns-Smith *Completion Date* N/A *Reviewed Date* August 2026	3
2	*Action* Means of Escape: Combustible material should not be Stored within staircase enclosures. Fire door maintenance *Nominated Person* Mr L Cairns-Smith *Completion Date* *Ongoing* *Reviewed Date* August 2026	2
3	*Action* Arson Prevention: The door to the basement store should be Kept locked shut when not in use. A sign saying 'Fire Door Keep Locked' should be displayed on the door. *Nominated Person* Mr L Cairns-Smith *Reviewed Date* August 2026	2
4	*Action* Training: Staff who are expected to use fire extinguishers Should receive some familiarisation training with the equipment provided and all staff training be recorded in a logbook. *Nominated Person* Mr L Cairns-Smith *Completion Date* Ongoing *Reviewed Date* August 2026	2

5	*Action* Hazard Reduction: Visual testing of electrical equipment Should be carried out and records kept. *Nominated Person* Mr L Cairns-Smith *Completion Date* Ongoing *Reviewed Date* August 2026	2
6	*Action* Recording: Suitable records should be maintained of all Testing of fire safety equipment and readily available for inspection. *Nominated Person* Mr L Cairns-Smith *Completion Date* Ongoing *Reviewed Date* August 2026	2

The above action plan shows details of recommended actions in order of priority that should be taken by the Nominated Person as indicated, together with a review date and completion date. This action plan will help in ensuring that the fire safety risk assessment methodology is transferred into positive action.

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IMPORTANT NOTES AND DEFINITIONS

Important notes to be read in conjunction with this Risk Assessment.

Responsibility

Good management, dictates that Responsible Persons assure that employees and others within a workplace, or who may be in the immediate vicinity are protected from the potentially life threatening effects of a fire in that workplace. Legally, the Responsible Persons are the employers or any other person who may have control over the premises. Although they may have delegated the "Responsibility" to a designated employee or a third party qualified assessor, with sufficient training, experience or knowledge, delegation does not absolve the responsible persons from ensuring that the standards and management level highlighted by the risk assessment are maintained.

Maintenance and Testing

Risk Assessment is an on-going dynamic part of any business. Care should be taken when making alterations. Ensure that any changes to your premises are recorded in your Risk Assessment.
Testing periods for equipment and training are normally as follows: -
Fire extinguishers and firefighting equipment in general – Weekly/Annually Fire
Alarm and detection equipment – Weekly/ Annually
Emergency lighting – Monthly/Annually
Training – Upon induction and at least once per year, preferably twice.
Evacuation drills and fire routines- Annually

Validity

This risk assessment is only effective once all the Actions have been carried out and provided that no alterations have taken place since the assessment. Cim Associates UK Ltd recommends that even if no obvious alterations have taken place, a Risk Assessment be carried out every 12 months.

Responsible Person

It is important that everyone knows who the Responsible Person is within your organisation.

Name:
Date:
Signature:
This should be updated in line with changes of the Responsible Person

FIRE RISK ASSESSMENT

DETAILS OF PREMISES

Customer First formerly the Studio	Name of Employer/ /Registered Person/Owner/Occupier who is the Responsible Person: Mr Lawrence Cairns-Smith (Director)
Address:, Cannon Street, Birmingham B25EP NB These premises are part of a multi-occupied building known as Caxton gate.	Telephone: 0800 079 0909 Fax: 0121-6342839 E-Mail: lawrence@studiovenues.co.uk
Date of Assessment: Original October 2015	Date of this Assessment: August 2024
Relevant Legislation The Regulatory Reform (Fire Safety) Order 2005	Any Other Legislative Controls: The Licensing Act 2004
Relevant Registration Number: N/A	Any Other Legislative Details: N/A
Date of Last Visit by Enforcing Authority: Not known, however, the West Midlands Fire Service will undoubtedly have issued a Fire Certificate to this city Centre building and a copy should (if possible) be obtained from the landlord or owner and retained on file.	Name(s) of Enforcing Authority: West Midlands Fire Authority
Any Outstanding Issues With Fire Enforcing Authority e.g. alterations notices, enforcement notices, prohibition notices etc. There appear to be no outstanding notices or reports.	

Description of building/Premises:	A city Centre building of 5 floors + basement. Traditional construction (steel frame and part brick/stone) with slated and tiled roof, therefore the building envelope is non-combustible. the premises known as the Studio occupy part of ground, first and second third and fourth floors with a plant room on the third floor.
Use of Premises:	Small and medium place of assembly, training venue/conference Centre + associated offices.
Approximate Size / Dimensions:	Premises form part of larger 'relevant' building: main floor area on 2nd floor = approx. 30 x 20ms
Number of Persons Employed:	Approx. 20 persons
Are Any Young Persons Employed or Proposed to be Employed? (under 18 years of age) Article 9 (5): If yes, then has the current Fire Risk Assessment been reviewed or made out to take account of young persons and in particular matters as laid out in Appendix E to this assessment.	No
Detail any matters that need to be taken into account if young persons are employed or proposed to be employed.	None
Regulatory Reform (Fire Safety) Order 2005 (Article 9):	
(a) Have appropriate Risk Assessments been carried out within the requirements of the order?	Yes
(b) Have the Assessments been properly recorded?	Yes
(c) Have risk reduction/risk control measures been introduced?	Yes
(d) Have risk reduction/control measures been monitored to ensure suitability and effectiveness	Yes
(e) Have staff been trained/retrained to provide for these measures?	Yes

IDENTIFICATION OF FIRE HAZARDS AND DANGEROUS SUBSTANCES

(Articles 9 &10)

Combustibles Identified: a) Structure b) Contents These can be divided into two main groups; combustible materials such as paper, wood, cardboard, etc.; and highly combustible substances such as thinners, solvents, polyurethane foam etc. Identify any oxygen usage.	Comments/Remarks: a) Some elements of structure e.g. internal partitioning and stairs. b) Furnishings and furniture, office equipment and stationary, cooking oils, refuse. Cleaning materials
Sources of Heat Identified: All workplaces contain heat/ignition sources; some will be obvious such as cooking equipment or open flames (heating or process). Others may be less obvious such as heat from chemical processes or electrical equipment.	Comments/Remarks: Electrical equipment, smoking materials, cooking. a) Smoking is allowed on the roof garden. b) 'Fat traps' above cooker are regularly cleaned. c) Gas Bbq Allowed on terrace under controlled conditions
Unsafe Acts Identified: Persons undertaking unsafe acts such as smoking next to combustible material etc.	Comments/Remarks: None noted
Unsafe Conditions Identified: These are hazards that may assist a fire to spread in your workplace. Also, the means of escape, in case of fire, may be unsafe. Open stairs that can cause a fire to spread quickly, blocked gangways and other routes to exits, blocked exits themselves and fire doors wedged open. Any or all of these types of unsafe conditions can assist the spread of smoke, heat and fire.	Comments/Remarks: noted. Good standards of fire compartmentation throughout. Fire door damage noted on several floors

Dangerous Substances Identified (Articles 9 (2)&12): Consider matters set out in Appendix F to this assessment.	None

Location and Persons Who Are at Significant Risk e.g. (Articles 8 & 9):	Comments/Remarks: No persons are at significant risk
(a) Sleeping accommodation is provided.	None provided
(b) Persons are challenged in a particular way i.e. physically, mentally, visually etc.	Members of the public have access to the premises and there are no restrictions on disabled persons. However, numbers of such persons are/will be few and evacuation procedures take account of such persons: - Suitable refuges and 'Evac' chairs provided.
(c) People are unable to react quickly.	As above
(d) Persons are in an isolated location.	None
(e) Relevant persons (those who are not familiar with the premises).	Members of the public in: 1. Restaurant/bar: 2. Lecture and seminar rooms:

EVALUATION OF THE RISK BY AREAS OF THE WORKPLACE

(Article 9)

Areas where there is minimal risk to person's lives, where the risk of fire occurring is low, or the potential for fire, heat and smoke spreading is negligible and people would have plenty of time to react to an alert of fire.	None
Normal Risk Areas: Areas that will account for most parts of a workplace and where an outbreak of fire is likely to remain confined or spread slowly, with an effective fire warning allowing persons to escape to a place of safety.	Area(s) and Remarks The premises are considered to be all 'normal' risk
High Risk Areas: Areas where the available time needed to evacuate the area are reduced by the speed of development of a fire e.g. highly flammable or explosive materials stored or used (other than small quantities under controlled conditions). Also where the reaction time to the fire alarm is slower because of the type of person present or the activity in the workplace, e.g. the infirm and elderly or persons sleeping on the premises.	Area(s) and Remarks None

ADEQUACY OF EXISTING FIRE PRECAUTION MEASURES

(Articles 9, 10, 11,12,13,14,15,16,17 & 21)

Means of Detecting and Giving Warning In Case of Fire:	Description and Comments:
State what type.	Electrically operated fire alarm system incorporating automatic detection to BS 5839 Pt1. The system appears to be a category L3 system.
Is it clear and audible (Distinguishable)?	Tested at the time of visit, appears satisfactory.
What maintenance regime is in place?	The fire alarm is tested by the managing agent for the building,
Means of Escape: Are they adequate in size, number, location, well-lit, unobstructed, safe to use, adequate travel distances etc.?	The means of escape was satisfactory and complies with current guidance. Travel distances to exits are all within 45 meters and as per the guidance in Approved Document 'B' 2000. Where access was obtained, all common areas were found to be in good condition with clear well maintained escape routes. A single staircase from ground (Cannon St) serves first, second and third floor + basement. However, the main part of the premises that are located on the second floor is provided with three other stairs. All final exit doors on escape routes are easily openable without the use of a key or provided with panic bars. Rear stair case serves 4th floor and Access through Mr CRABBS Office (library) the furniture in the Office set up is fire rated(See Photo's)
Escape Doors and Fire Doors:	Fire resisting self-closing doors of good quality are installed. All were close fitting to their frames and FD 30s. Fire doors are under an inspection criteria 6 on annual Audit monthly Noted faults for repairs In corridors damaged door and

Emergency Escape and Fire Exit Signage:	Signs and notices indicating exit routes and final exit doors are provided throughout the premises.

Lighting on Escape Routes:	A system of escape lighting is installed throughout the premises. This appears to be installed in accordance with current British Standard 5266. (Lighting levels were not checked during the inspection)
Evacuation Procedures and Fire Routines:	A suitable fire procedure is in place. An evacuation drill takes place annually supervised by the managing agents Secondary escape route rear stair to Fore street passes through Crabbs Office a minimum of 1.6 Mtrs is maintained through the route from furniture to footways.
Overall Maintenance and Repairs Procedures:	The premises are maintained to a good standard and all repairs are completed either by in-house maintenance or contractors within a reasonable time scale.
Signs and Notices: Signs should comply with the Health and Safety (Safety Signs and Signals) Regulations 1996	Signs and notices indicating exit routes and final exit doors are provided throughout the premises. All were in good condition.
Equipment for Firefighting:	Comments/Remarks: Portable firefighting equipment suitable to the risk is provided and sited throughout the premises.
Staff Awareness and Training etc.:	Staff training takes place periodically and on induction; furthermore evacuation drill conducted annually.

GENERAL DETAILS

(Articles 17, 18, 19,20,22,38 & 41)

Electrical and Gas Installations and Equipment: Details of any maintenance and testing of systems by a competent person. Electrical and gas installations should be subject to statutory test regimes as appropriate. Electrical installation testing should be carried out in accordance with British Standard 7671:2001. Requirements for Electrical Installations IEE Wiring Regulations Sixteenth Edition, normally referred to as the IEE (Institute of Electrical Engineers) Wiring Regulations 16th Edition.	Record keeping In good order
Portable Appliance Testing (PAT)	Visual inspection and recorded by Duty Managers
Safety Assistance: Persons appointed by the Responsible Person to be competent persons to assist in undertaking preventative and protective measures are.	Key members of staff (supervisors)
Security:	Generally good levels of security in existence with ground floor shop and reception area on 2nd floor staffed. Doors to 'common areas' alarmed. All areas well supervised, however, see Action Plan regarding basement store security.

Emergency Plan	An emergency plan detailing the actions to be taken by staff is in use.
Recovery Plan:	Available with Directors
Contractors on Site and Hot Work Permits:	Managed by Duty Management contractor evaluation Prior to works commencement
Disability Discrimination Act: Access Audit:	A lift serves all floors and access for disabled persons is available throughout - except, in the case of employees, plant rooms etc.
Maintenance of Measures For Protecting Fire-Fighters:	Within the premises - none. However a fire brigade dry riser, in good condition, is located in each fire-fighting shaft. Responsibility of common areas however is that of the landlord. Fire handover log on attendance to site
Duty to Consult Employees:	Before carrying out any changes to the premises a risk assessment should be made to ensure that the change does not adversely affect the principles of the assessment. If in doubt further advice should besought.

OTHER ADDITIONAL COMMENTS AND REMARKS

This report has been prepared following an assessment of the premises on *July 2022* and is based upon verbal information received during discussions with management and staff and on observations made during the assessment. The report does not reflect any areas, activities or processes that the assessor was not made aware of.

The Fire Risk Assessment was carried out to ascertain the level of fire precautions in the premises and in so doing assess the possibility of fire starting and also the risk to people in the event of fire. The assessment has been carried out in accordance with The Regulatory Reform (Fire Safety) Order 2005 (FSO) and consideration has therefore been taken of the contents of the relevant guidance document. The Assessment was carried out for the whole building/workplace/site and its immediate vicinity.

In addition to recording the findings this document makes recommendations for actions to be taken. It is the duty of the Responsible Person and of management to ensure that the recommended actions are implemented and to introduce procedures to review this assessment on a regular basis.

As part of your fire safety management arrangements we recommend that a fire audit be carried out once the action points are completed, to monitor and record progress on implementing the Fire Risk Assessment recommendations. In order to demonstrate good fire safety management practice to any enquiring party we recommend that you document the actions taken in respect of this report within the action plan provided at Appendix A to this assessment. It is recommended that this assessment, together with the completed action plan, be kept in a 'Fire Safety Record Book' together with all other fire safety records.

Remember that Fire Risk assessment within any organisation is an ongoing commitment and should be monitored constantly for change.

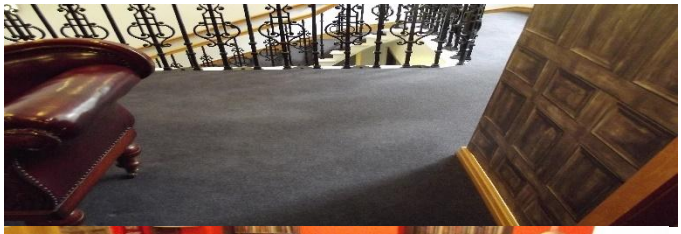
DATE OF ASSESSMENT: October 2015

NAME OF ASSESSOR: Ian Meredith MIIRSM, DIP SM, Tech Iosh, LBICS.

Reviewed	
October 2016	Ian Meredith Miirsm CIM Associates UK LTD
October 2017	Ian Meredith Miirsm CIM Associates UK LTD
October 2018	Ian Meredith Miirsm CIM Associates UK LTD
October 2019	Ian Meredith Miirsm CIM Associates UK LTD
July 2021	Ian Meredith Miirsm CIM Associates UK LTD
July 2022	Ian Meredith Miirsm CIM Associates UK LTD
August 2023	Ian Meredith Miirsm CIM Associates UK LTD
August 2024	Ian Meredith Miirsm CIM Associates UK LTD
August 2026	Ian Meredith Miirsm CIM Associates UK LTD

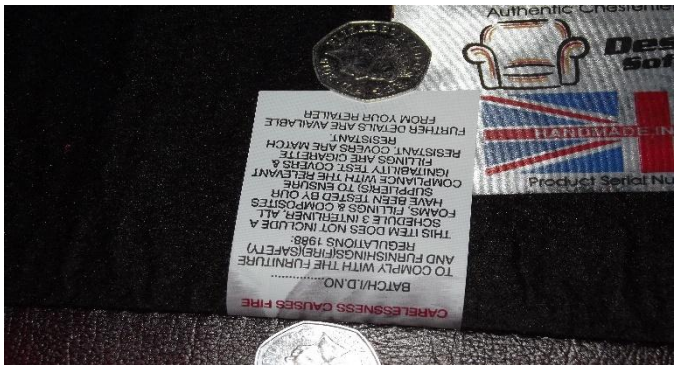
APPENDIX B - PHOTOGRAPHIC DETAILS

Photo	Crabbs Office









APPENDIX C -INFORMATION SHEET – HOT WORK PERMIT

Introduction.

Hot work activities such as welding, use of blowlamps, brazing, roof-work and grinding, if not adequately controlled can cause serious fires.
Fires can be caused by hot work in a number of ways:

- Ignition of nearby combustible materials
- Smouldering fires which are not observed while work is being carried out, later getting a hold and developing into a serious fire
- Ignition or explosion of fuel source (e.g. gas bottles)

Considerations when proposing to carry out 'hot work'.

1. Ensure that the hot system of work is really necessary:

- Are alternate techniques available?
- Can the work be carried out off site?

2. Ensure that the hot work does not create additional hazards to employees, residents and others, for example through:

- Inadequate ventilation for smoke or fumes
- Lack of protection from welding glare

3. Check whether there are any automatic fire detectors that could be affected by the hot work. If this is the case it will be necessary to isolate the detector by either covering or removing the relevant detector head(s), or if necessary, arrange for part of the alarm to be isolated. Ensure that when the work has been completed that covers are removed, heads replaced, or the alarm is re-activated.

4. Check whether the hot work will cause obstruction or loss of exits and/or exit routes; it is essential to ensure that sufficient exit routes remain available for people within the workplace, whether employees, residents, visitors or contractors, and those other safety arrangements are still effective.

Precautions to be taken when carrying out 'hot work'.

Generally:

- Smoke detectors, in the vicinity of the work area, that are likely to be activated by the fumes and smoke must be isolated.
- Reserve gas cylinders are stored away from the work area.
- A second person (watcher) is present during welding or flame cutting operations
- Spent welding rods are placed in a metal container
- Means for fighting fire are readily available.
- Where heat is likely to be transferred to an adjacent room/area, a second person should provide a fire watch during the period of hot work and for at least on hour after completion.

Within 10 meters of the work area:

- Combustible materials should be removed or protected with a non- flammable cover.
- All flammable liquids should be removed.
- Sweep floors clean.
- Combustible floors and coverings should be covered with overlapping sheets of non-combustible material or wetted or liberally covered with sand.
- Openings and holes in walls, floors and ceilings through which sparks could pass should be protected.
- Where heat is likely to be transferred to adjacent room/area, have all combustible materials from the area likely to be affected?
- Confined space working – the space should be emptied and tested, or be known to be free from flammable concentrations or dust. A separate Confined Space Permit to Work may be required

Fire Watch

After the hot work has been completed there is a risk that a smouldering fire could go unnoticed. It is necessary; therefore, to inspect the area one hour after the hot work has ceased, when this has been carried out the 'fire watch' section of the permit should be signed off.

Hot Work Permit

When it is proposed to carry out hot work, it is recommended that a written Hot Work permit be produced for those who will be undertaking the work, whether they are your own employees or an outside contractor.
A permit to work is appropriate in situations of high hazard/risk and where there is a need:

- Ensure that there is a formal check confirming that a safe system of work is being followed.
- Co-ordinate with other people or activities.
- Provide time limits when it is safe to carry out the work; and
- Provide specialised personal protective equipment or means of communication.

The aim of the permit to work is to:

- Specify precisely the work area (including such items as plant and equipment contained therein if appropriate) to which it applies
- Describe fully the work to be undertaken
- Specify the safety precautions which must be put in place and adhered to throughout the course of the work
- Identify who is to do the work
- Clearly state the period of time over which the permit is valid (usually should not exceed a period of one day)

Hot Work Permit

VALID ON DAY OF ISSUE

Part A (*to be completed by person carrying out the hot work)*

Building:_____

Exact Location of Proposed Work: _____

Nature of the Hot Work to be carried o u t : _____

*The above location has been examined and the precautions listed on the attached sheet have been complied with as indicated.

Signed:_____Name *(block capitals*): _____

Date:_____Position: -_____

Contractor (if applicable): _____

……

Part B (*to be completed by the manager/supervisor authorising work to be undertaken)*

This hot work permit is issued subject to the following conditions:

Time of Issue:_____Time of Expiry of Permit: _____

Final Check to be made no earlier than: _____

Additional Conditions Required: _____

_____

_____

Signed:_____Name (*block capitals*): _____

Date:_____Position: _____

……

Part C *(to be completed by person who carried out the work)*

The immediate work area and all adjacent areas to which heat and sources of ignition might have spread. Have been inspected and found to be free of fire following completion of work.

Time Inspection Completed: _____

Signed:_____Name (*block capitals)*: _____

Date:_____Position:_____

COMPLETED FORM TO BE RETURNED TO PERSON AUTHORISING IN PART B

CHECK SHEET

	ITEM	Yes	No*	N/A
1.	ARE WORKERS ENGAGED WITH THE HOT WORK FAMILIAR WITH THE FIRE ROUTINES WITHIN THE PREMISES?			
2.	HAVE SMOKE DETECTORS IN THE VICINITY BEEN ISOLATED?			
3.	IS THERE ADEQUATE VENTILATION TO EXTRACT FUMES?			
4.	HAVE COMBUSTIBLES BEEN REMOVED FROM THE IMMEDIATE AREA?			
5.	WHERE HEAT MAY TRANSFER HAVE ADJACENT AREAS BEEN CLEARED OF COMBUSTIBLE MATERIALS?			
6.	HAVE ANY HOLES & OPENINGS IN WALLS, FLOORS AND CEILINGS IN VICINITY BEEN PROTECTED?			
7.	HAVE ALL FLAMMABLE LIQUIDS BEEN REMOVED?			
8.	HAVE REMAINING COMBUSTIBLES BEEN PROTECTED?			
9.	HAVE COMBUSTIBLE FLOORS & COVERINGS BEEN PROTECTED?			
10.	APPROPRIATE FIRE FIGHTING EQUIPMENT AVAILABLE?			
11.	ARE WORKERS COMPETENT WITH THE USE OF EXTINGUISHERS?			
12.	WILL FIRE EXIT ROUTES IN AREA BE AVAILABLE?			
13.	IS A SECOND PERSON AVAILABLE TO FIRE WATCH?			
14.	IS HOT WORK EQUIPMENT IN GOOD WORKING ORDER?			
15.	WILL GAS CYLINDERS BE SECURED IN UPRIGHT POSITION?			
16.	IF USING GAS WELDING EQUIPMENT - IS A FLASH BACK ARRESTER FITTED?			
17.	IS A METAL CONTAINER PROVIDED FOR SPENT WELDING RODS?			
18.	ARE RESERVE GAS CYLINDERS STORED AWAY FROM WORK AREA?			

Additional Comments:

* Where the answer is given as NO to any of the above questions; this information must be brought to the attention of the person responsible for the issue of the Hot Work Permit

APPENDIX D - EMERGENCY PLAN AND FIRE ROUTINE

An Emergency Plan must be prepared and its purpose is to ensure that all persons in the premises know what to do in case of an emergency, including a fire, so that the premises can be safely evacuated.

If you employ 5 or more people, licensed or there is an alteration notice requiring it, the details of the Emergency Plan must be recorded. It is good practice to have a written Emergency Plan in any case.

The Emergency Plan should be based on the outcome of the Fire Risk Assessment and be available for your employees, their representatives, residents and the Enforcing Authority. In residential care premises, the emergency plan will need to be more detailed. In small premises the Emergency Plan may be exactly the same as the fire action notice.

The Emergency Plan should be appropriate for the premises and may include the following: -

1. The means of warning if there is a fire.
2. What action staff/employees should take if they discover a fire?
3. Details of how the evacuation of the premises should be carried out.
4. Any individual/specific needs or risks associated with any individual residents/employees.
5. Identification and use of protected areas, refuges etc. used for horizontal and partial evacuation.
6. The location of the assembly point, the procedures to take a roll call and for checking that the premises have been evacuated.
7. Identification of key escape routes, how people can gain access to them and escape from them safely.
8. Arrangements in place for firefighting.
9. The duties and identities of staff/employees who have specific responsibilities e.g. fire wardens, fire marshals etc.
10. Arrangements for the safe evacuation of people who are identified as being especially at risk e.g. residents, those with disabilities, contractors, visitors etc.
11. What machines/processes/appliances/power supplies etc. that need to be stopped or made safe if there is a fire and the role of any persons who have been designated to do this.
12. Any specific arrangements that have been made especially for high fire risk areas.
13. Contingency plans for when any of the safety systems are out or order.
14. Details of how fire and rescue services will be called and the responsible person(s) for doing this.
15. Procedures that are in place for meeting the emergency services upon their arrival and passing over information to them.
16. What training employees/staff need and the arrangements to ensure that training is given on a regular basis.
17. Plan for the accommodation of any residents both during the fire, immediately after and long term and also the storage of any valuables etc.

If the premises are large or complex it is sometimes worthwhile to include a simple line drawing showing the plan of the building and featuring the escape and fire safety facilities marked on the plan.

It is also useful to keep a ‘Fire Wallet’ containing all relevant information with a member of staff/employee being responsible for taking the box out of the premises once the fire alarm actuates. An alternative to this, recommended by cim Associates UK LTD is to keep a Recovery Plan off-site but readily available as well as a copy of the Fire Risk Assessment.

APPENDIX E - MATTERS TO BE TAKEN INTO ACCOUNT IN RISK ASSESSMENTS IN RESPECT OF YOUNG PERSONS

(Article 9(5) Schedule 1 part 2)

The matters which need to be considered and taken into account when a young person (under 18 years of age) is employed or proposed to employed are: -

1. The inexperience, lack of awareness and immaturity of young persons.
2. The fitting out and layout of the premises.
3. The nature, degree and duration of exposure to physical and chemical agents.
4. The form, range and use of work equipment and the way in which it is handled.
5. The organisation of processes and activities.
6. The extent of the safe training provided or to be provided to young persons.
7. The risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC (a) on the protection of young persons at work.

APPENDIX F - MATTERS TO BE CONSIDERED IN RESPECT OF DANGEROUS SUBSTANCES

(Article 9(2) and 12 Schedule 1 part 1 and 4)

The matters to be considered and taken into account with respect to dangerous substances stored and/or used are as follows: -

1) The hazardous properties of the substance.

2) The information on safety provided by the supplier including information in any relevant safety data sheets.

3) The circumstances of the work including: -
   a) The special, technical and organisational measures and the substances used and their possible interactions.
   b) The amount of the substances involved.
   c) Where the work involves more than one dangerous substance, the risk presented by each substance in combination.

4) Activities, such as maintenance, where there is a potential for a high level of risk.

5) The likelihood that an explosive atmosphere will occur and its persistence.

6) The likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective.

7) The effect of measures, which have been or will be taken pursuant to the Regulations.

8) The scale of anticipated effects.

9) Any places which are, or can be connected via openings to, places in which explosive atmospheres may occur.

10) Such additional safety information as the Responsible Person may need in order to complete the assessment.

MEASURES TO BE TAKEN IN RESPECT OF DANGEROUS SUBSTANCES

(Article 12 Schedule 1 Part 4)

In applying measures to control risks the Responsible Person must, in order of priority: -

1) Reduce the quantity of dangerous substances to a minimum.
2) Avoid or minimise the release of dangerous substance.
3) Control the release of dangerous substance at source.
4) Prevent the formation of an explosive atmosphere, including the application of appropriate ventilation.
5) Ensure that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained, removed to a safe place, or otherwise rendered safe, as appropriate.
6) Avoid:
   a) Ignition sources including electrostatic discharges; and
   b) Such other adverse conditions as could result in harmful physical effects from a dangerous substance; and
7) Segregate incompatible dangerous substances.

The Responsible Person must ensure that mitigation measures applied in accordance with Article 12 (3) (b) include: -

1. Reducing to a minimum the number of persons exposed.
2. Measures to avoid the propagation of fire and explosions.
3. Providing explosion pressure relief arrangements.
4. Providing plant, which is constructed to withstand the pressure of an explosion.
5. Providing pressure relief arrangements.
6. Providing suitable personal protection equipment.

The Responsible Person must: -

1) Ensure the premises are designed constructed and maintained so as to reduce risk.
2) Ensure that suitable special, technical and organisational measures are designed, constructed, assembled, installed, provided and used so s to reduce risk.
3) Ensure that special, technical and organisational measures are maintained in an efficient state, in efficient working order and in good repair.

4) Ensure that equipment and protective systems meet the following requirements: -

   a) Where power failures can give rise to the spread of additional risk, equipment and protective systems must be able to be maintained in a safe state of operation independently of the rest of the plant in the event of a power failure.

   b) Means for manual override must be possible, operated by employees competent to do so, for shutting down equipment and protective systems incorporated within automatic processes, which deviate from the intended operating conditions, provided that the provision or use of such means does not compromise safety.

   c) On operation of emergency shutdown, accumulated energy must be dissipated as quickly and as safely as possible so that it no longer constitutes a danger,

   d) Necessary measures must be taken to prevent confusion between connecting devices.

5) Where the work in hazardous places or involves hazardous activities, ensure that appropriate systems of work are applied including: -

   a) The issue or written instructions for the carrying out of the work, and
   b) A system of permits to work with such permits being issued by a person with responsibility for this function prior to the commencement of the work concerned
   c) An example of a permit to work system is given in Appendix C to this assessment.

APPENDIX G - ARSON PREVENTION

Recent studies show that the majority of property fires in the UK are often found to have been started deliberately. All premises can be targeted either deliberately or just because they offer easy access.

There are a number of strategies that can be adopted to try and minimise the risk to arson of your premises.

You should be aware of any other deliberately set fires in your area which may act as an indicator of increased risk to your premises and you should also be aware of any small 'accidental' fires on your own premises and investigate them fully. They should be reported to the Fire and Rescue Service for investigation and if necessary you might consider bringing in a specialist fire investigator. Fires started deliberately can be particularly dangerous because they generally develop much faster and may be intentionally started in escape routes. Of all the risk reduction measures, the most benefit may come from efforts to reduce the threat from arson.

Measures to reduce Arson

1. Ensure that the outside of the premises is well lit and, if practical, secure the perimeter of the premises.
2. Thoroughly secure all entry points to the premises, including windows and the roof, but also make sure that any people working alone still have adequate means of escape.
3. Make sure that combustible rubbish is cleared regularly.
4. Do not place rubbish skips adjacent to the building and secure waste bins in a compound separated from the building.
5. Encourage staff to challenge people acting suspiciously.
6. Remove automatic entry rights from staff who have been dismissed.
7. Ensure that any security/fire alarm is monitored and acted upon.
8. Secure flammable materials and substances so that intruders cannot use them.
9. Fit secure metal letterboxes on the inside of the mail flaps to contain any burning materials that may be pushed through.
10. Deter any unauthorised entry on site and also control entry of all other persons coming on site.
11. Take positive steps to reduce opportunities for arson attempts.
12. Reduce the scope for potential fire damage.
13. Reduce the subsequent losses and disruption resulting from fire by preparing a recovery/disaster plan.
14. Maintain security of the main access door in the event of a fire.
15. Recognise and resolve security/means of escape issues and conflicts.

APPENDIX H - EXAMPLE FIRE SAFETY CHECK LIST

This example fire safety checklist can be used as a starting methodology for premises that do not have complex fire safety measures. It is not a substitute for having a full Fire Risk Assessment carried out on the premises.

Any recommendations of manufacturers and installers of the fire safety equipment/systems that you may have installed in your premises should be included in this checklist.

Any ticks in the grey boxes should result in further investigation and appropriate action as necessary. In larger and more complex premises you may need to seek the assistance of a competent person to carry out some of the checks and a full Fire Risk Assessment.

	No	Yes	N/A	Comments
General				
Is there an identified testing/maintenance system?				
Is there a recording system?				
Daily checks (not normally recorded)				
Escape routes				
Can all fire exits be opened immediately and easily?				
Are escape routes clear?				
Fire warning systems				
Do you have systems for warning persons in the event of fire?				
Are hand gongs/air horns in place?				
Is the indicator panel showing 'normal'?				

Have you taken action to minimise false alarms?				
Escape lighting				
Are luminaries and exit signs in good condition and undamaged?				
Fire-fighting equipment				
Are all fire extinguishers in place?				
Are fire extinguishers clearly visible?				

Weekly checks				
Escape routes				
Do all emergency fastening devices to fire exits (push bars and pads etc) work correctly?				
Are external routes clear and safe?				
Fire warning systems				
Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving Centre or tell them you are doing a test)				
Did the alarm system work correctly				
Did staff and other people hear the fire alarm?				
Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop)				
Do all visual alarms and/or vibrating alarms and pagers, as applicable work?				

Do voice alarm systems work correctly? Was the message understood?				
Escape lighting				
Are charging indicators (if fitted) visible?				
Does generator start correctly?				
Fire-fighting equipment				
Is all equipment in good condition?				
Additional items from manufacturer's recommendations				

Monthly checks				
General				
Have all emergency generators been tested? (Normally run for one hour)				
Escape routes				
Do all electronic release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position?				
Do all automatic opening doors on escape routes 'fail safe' in the open position?				
Do all roller shutters provided for fire compartmentation work correctly?				
Are external escape stairs safe?				
Do all internal self-closing fire doors work correctly?				

Escape lighting				
Do all luminaries and exit signs function correctly when tested?				
Fire-fighting equipment				
Is the pressure in 'stored pressure' fire extinguishers correct?				
Additional items from manufacturer's recommendations				

Three-monthly checks				
General				
Are emergency water tanks, ponds at their normal capacity?				
Are vehicles blocking fire hydrants and access?				
Has any smoke control/ventilation system been tested?				
Additional items from manufacturer's recommendations				

Six-monthly checks				
General				
Has staff training been carried out?				
Has a fire evacuation drill been carried out preferably every six months, but at least annually?				
Has any fire-fighting or emergency evacuations life been tested by a competent person?				
Has any sprinkler system been tested by a competent person?				
Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested?				

Fire warning system				
Has the system been checked by a competent person?				
Escape lighting				
Has the system been checked by a competent person?				
Additional items from manufacturer's recommendations				

Annual checks				
General				
Has staff training been carried out?				
Escape routes				
Do all fire resisting self-closing doors fit correctly?				
Escape lighting				
Do all luminaries operate on test for their full rated duration?				
Has the system been thoroughly checked by a competent person?				

Fire-fighting equipment				
Has all firefighting equipment been checked by a competent person?				
Miscellaneous				
Has the dry/wet rising fire main been tested?				
Has external access for the fire service been checked?				
Have fire fighters' switches been tested?				
Has the fire hydrant bypass flow valve control been tested?				
Are fire engine direction signs in place?				