



ACE WINDOWS NE

Unit 1 Dunston Workshop, Railway Street
Gateshead, Newcastle Upon Tyne,
Tyne and Wear,
NE11 9EB

FIRE SAFETY REPORT

Report

This report has resulted from the Risk Assessment carried out by Ray Pyne, a Health and Safety Consultant and Director of Safety Built-In on 11th May 2016

This premise is occupied by: **Ace Windows NE**

Ray was previously an Officer in the Fire Service and has a wide range of knowledge and skills with over 30 years experience carrying out Dynamic, Analytical and Strategic Risk Assessing.

His academic qualifications include being a qualified Teacher, a Risk Assessor and a Fire Risk Assessor. He is Graduate member of the Institution of Fire Engineers a member of the Institution of Occupational Safety and Health (TechIOSH) and a member of the International Institute of Risk and Safety Management (AIIRSM)

He is NEBOSH qualified and received “**Distinctions**” in;

NEBOSH General Certificate

NEBOSH Fire Safety and Risk Management .

2. Background

The principal health and safety legislation that applies to the premises and/or activities includes;

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health Regs 2002
- The Dangerous Substances and Explosive Atmospheres Regs 2002

This legislation seeks to ensure that every person who has, to any extent, control of premises must ensure that all hazards are identified, and all risks are eliminated or reduced so far as is reasonably practicable. This is done by placing the following requirements on duty-holders:

- Carrying out suitable and sufficient risk assessment;
- Putting in place all safety measures identified by the assessment as being necessary;
- Implementing safety measures using risk reduction principles;
- Putting in place arrangements for the ongoing control and monitoring of all safety measures;
- Complying with specific requirements within the legislation;
- Training, Supervision, Competence and control of Staff, Contractors and Visitors
- Record keeping.
- Having the correct appropriate procedures in place

Scope

The Assessments are a “**common sense**” approach to safety, where trivial risk is ignored and significant risk is controlled as low as is reasonable practicable.

The Risk Assessments identify the hazards within the building, and the controls that are required to be implemented to adequately eliminate or control the associated risks.

It is intended that the assessments be used by the company as a means of not only identifying the level of compliance at the present time, but also to enable the future monitoring of standards of compliance, and areas requiring attention or improvement in the future.

Observations

This is a well managed company who have high standards and take Health and Safety seriously. The business is both compliant with relevant legislation and is fulfilling its “Duty of Care” both to the staff and to the general public. The company values Fire Safety highly and understands the importance of keeping staff safe whilst being able to function more profitably.

The building comprises of two units both built out of block work with a corrugated roof structure. One being an office and showroom the other being a production unit making windows frames. There are few ignition sources and there is a strict no smoking policy.

Staff numbers are low and all staff understand the company emergency / fire evacuation procedures.

Outside Areas

CCTV is in operation 24/7 to reduce the risk of arson and trespassers. The storage of wood, waste and UPVC are stored close to the building but this is unavoidable due to its location.

However waste is removed on a regular basis and the skip is locked overnight.

Office Area

An open letter box always presents an opportunity for an arson attack. I would recommend a fire proof internal post box be purchased to negate the risk of arson. Fire exits are suitably marked however it is important that these are not blocked. For security purposes the fire doors are locked on close of business and reopened at the start of the day.

Heating is electric and staff understand the importance of keeping combustible materials way from heating.

Electric and gas meter are located in this unit and I would recommend these be tested by a competent company.

Portable electric equipment has not been tested and it would be prudent to ensure the equipment is safe by having it tested by a competent person (PAT Tested)

There are no extinguishers in the office welfare area and it would be prudent to have two in place.

Production Unit

Gas fired heating is provided in the building and this does not pose a fire risk. Ignition sources are a few, good housekeeping is evident and combustible waste is kept to a minimum. All mains electricity (three phase) was installed by a reputable company and all electrical equipment is serviced regularly by a competent company.

The compressor needs to be serviced by a competent company to ensure that there is no internal corrosion and ensure the compressors integrity . Although not a legal requirement a cage may be prudent to reduce risk further .The fire escape has suitable signage and two extinguishers are located in the Production Unit.

My recommendations are based on a “common sense” approach to safety and overall the risk level is Medium.

However, there is always room to improve safety, therefore I make the following recommendations that I have identified as issues to address.

Recommendations

- I recommend a fire proof internal post box be purchased
- I recommend the compressor be maintained by a competent company
- I recommend the gas supply is tested by competent company
- I recommend the Reznor heater is serviced.
- I recommend all equipment is PAT tested
- I recommend one extinguishers to be positioned in the office area
- Ensure 6 monthly evacuation drills carried out
- A fire log book is kept and information recorded
- Fire Safety training for staff a requirement under Regulatory Reform (Fire Safety) Order 2005

5. Conclusions

I recommended that the above matters receive the required consideration, and measures taken to implement or rectify the issues raised or identified. This will bring risk levels down to as low as is reasonably practicable and ensure the Company is doing everything “foreseeable” in its efforts to maintain a safe environment for all staff.

