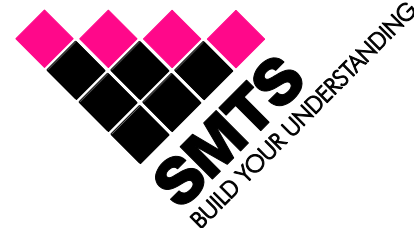


Fire Safety Consultancy

FIRE RISK ASSESSMENT



Introduction

As of 1st October 2006 the responsibility for the Fire Safety of your premises falls squarely on your shoulders. The traditional 'Fire Certificate', as issued by your local fire brigade representative, has been replaced by the requirement for you to conduct a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 ('the Order') for England and Wales. In Scotland, fire safety duties are contained in Part 3 of the Fire (Scotland) Act 2005, as amended, and the Fire Safety (Scotland) Regulations 2006. This legislation supersedes all of the previously existing fire regulations, and it implements a risk based approach to fire safety in community, industrial and business premises. Your Fire Risk Assessment should form the basis of your Fire Management System, documenting your implementation of appropriate fire precautionary and protection measures.

This applies to You, if:

- You are an employer, self employed (with business premises), a voluntary organisation or have control over any premises.
- You employ five or more people, own licensed premises or have an alterations notice in force. You must keep a hard copy of your fire risk assessment present on the premises and available for inspection at all times.

"Our Fire Safety documentation needed to be updated and brought into line with the high H&S standards we insist upon throughout our business.

Steve's visit was both informative and helpful. We were presented with the Fire Risk Assessment and action-plan at the end of the visit which was invaluable as it meant that we could crack on with the remedial action immediately instead of having to wait days or even weeks.

We found SMTS Ltd's Fire Risk Assessment service to be much more comprehensive than any fire safety documentation or consultancy that we had previously experienced, and more in-depth than I had expected."

M.W.

Nicholson McLaren Ltd

A Fire Risk Assessment from SMTS Ltd will consist of a comprehensive Fire Audit of your organisation and your premises resulting in a full report which will be presented to you at the close of the visit. The Fire Risk Assessment documentation will be in the format of a working document that will form the basis of your Fire Management System.

Beware of 'Tick Box' Fire Risk Assessments these are unlikely to be adequate enough to form the basis of your Fire Management System. Fire Risk Assessments should be carried out by someone who has had sufficient training and has good experience or knowledge of fire safety.

If you wish to arrange for your Fire Risk Assessment, or have any questions, please pick up the phone and call us on 01642 438509

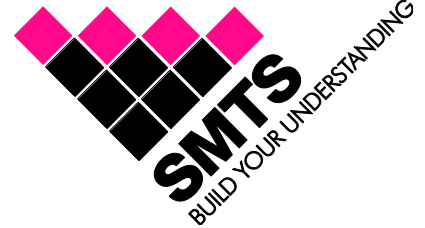
We look forward to speaking to you soon.

Best wishes

A handwritten signature in black ink, appearing to read 'Chris Banbury', is written over a light grey background.

Chris Banbury
Business Development Manager
SMTS Ltd

Fire Risk Assessment / Fire Safety Audit



Our Fire Safety Team, led by Steve Perrin (CMIOSH), has significant 'hands-on' experience of Fire Safety management and the conduct of Fire Risk Assessments.

The conduct of your Fire Risk Assessment will take the form of a full Fire Safety Audit. It will involve a visit to your premises during which we will assess documentation, observe working practices and interview management and staff. On completion of our visit you will be presented with your comprehensive Fire Risk Assessment, together with our detailed findings and a full action plan. All findings are 'Risk-ranked' with details of recommended control measures and guidance on a timescale for compliance.

- High Risk findings – 30 days
- Medium Risk findings – 60 days
- Low Risk findings – 90 days

Our consultant will communicate with at specified times following our visit to ensure that progress is being made with the implementation of recommended control measures.

In accordance with the Regulatory Reform (Fire Safety) Order 2005 your Fire Risk Assessment will cover the following areas:

Heat sources in the workplace	Cooking appliances; Heating systems; Naked flames; Smoking materials; Electrical equipment; Hot surface; Incinerators; Hot works
Persons on site at risk	Number of employees working on site, working out of hours/shift work, contractors working on site, visitors, disabled/restricted mobility staff, expectant mothers, young persons, lone workers
Housekeeping	General tidiness and cleanliness in relation to fire hazards. Storage of flammable liquids
Control of arson	Safety and security of premises from arson attacks
Reduction, control or elimination of fuel supplies	All sources of fuel eg rubbish, packaging materials, flammable liquids
Reduction, control or elimination of oxygen supplies	Oxygen supplies or oxidising agents
Fire alarm system	Type, detection method, Service provider, service record, test record, break glass points, alarm audibility
Means of escape	Main and alternative means of escape, Escape routes, Meeting points, Directional signage
Travel distances	Proximity to place of safety from all areas
Emergency lighting	Type, Service and maintenance provider, Service record, Location/siting, test record
Fire doors	Internal and final exit doors: Fitting, Type, Self-closing devices, Clear from obstruction, Intumescent door seals
Fire safety signs & notices	Assessment of sufficient and appropriate signage
Provision of portable fire extinguishers	Type, location, supplier/service provider, service record, monthly check/inspection, fire log-book record of inspections
Fixed fire fighting systems	Type, service/maintenance provider, service record
Staff training	Responsible/Appointed person, Fire wardens/marshalls, General staff fire safety training

Evacuation drills	Last drill date, Evacuation time, number of staff evacuated, drill details recorded in Fire Safety Logbook
Fire action routine / Emergency responsibilities	Number, location and suitability of 'Fire Action Notices'
Fire plan of the workplace	Number, location and suitability of Fire Evacuation plans for occupants/visitors
Management of fire safety in the workplace	Procedures, review process
Portable electrical appliance testing	Compliance, date of last test, register of test, details of tester
Testing of mains electrical circuit	Test record
Testing of gas/oil burning appliances	Installation record, service/inspection record
Fire and Rescue Service information	Local authority, nearest fire station, nearest fire hydrant location(s), location of other water sources
Schedule of responsibilities	Detailed list of responsibilities for fire safety within premises/organisation

Cost

The cost of your Fire Risk Assessment will be determined by how long we need to spend with you, which in turn depends upon the size of your premises and the nature of the activities conducted by your company. Our rates for Fire Risk Assessments are £575+vat for the first day and £475+vat per day for any subsequent days.

We would be happy to provide you with a no obligation quote for the cost of your Fire Risk Assessment. Almost all Fire Risk Assessments for SMEs can be completed within one day but, in order to give you an idea of how much it might be, here is a rough guide to how long we would expect to need for different types of premises:

An industrial unit consisting of office space, warehousing, workshop involved in the manufacture/production and distribution of vehicle components	1 day	£575+vat
An office tower block consisting of 12 floors of standard office space for clerical/admin activity with associated welfare facilities	3 days	£1,525+vat

REMEMBER: You will have your Fire Risk Assessment, and full action plan, ON COMPLETION of our visit.

To arrange for your Fire Risk Assessment from SMTS Ltd, or request a no obligation quote, please call us on **01462 438509** or email **info@smtsltd.com**