



Fire Risk Assessment Checklist (FFM Studio 2)

Address of premises: UNIT 19 Avenue B, Nottingham NG1 1DU, United Kingdom

Assessor:

Date of assessment: 04.09.2024

Use of premises: Commercial & Educational

Number of floors: 2

Construction: Commercial Unit

Maximum number of employees/visitors: 30

Electrical installations and equipment

Are fixed installations periodically inspected and tested every five years? Yes

Are electrical equipment and appliances periodically inspected and tested? Yes

Is the use of trailing leads and adaptors avoided where possible? Yes

Smoking

Are adequate measures in place to stop people from smoking on the premises? Yes

Are 'No smoking' signs provided? Yes

Are suitable arrangements in place for those who wish to smoke outside the premises? Yes

Arson

Are the premises adequately secured to prevent unauthorised access? Yes

Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms? Yes

Heating systems and portable heaters

Are fixed heating systems subject to periodic maintenance? Yes

Are portable heaters subject to periodic inspection and used safely? Yes

Cooking

Are adequate measures taken to prevent fires from cooking? Yes

Are filters and ductwork subject to regular cleaning? N/A

Housekeeping

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste? Yes

Are combustible materials kept separate from ignition and heat sources? Yes

Is it ensured that all contractors who undertake work on the premises are competent and qualified? Yes



Dangerous substances

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances? Yes

Other significant fire hazards

Are there any other significant fire hazards in the premises? No

If the answer to the above questions is yes, please list each hazard and any control measures to reduce the likelihood of fire in the box below.

If the answer to any question is no, include suitable action within the Action Plan.

Means of escape

Are all escape routes kept clear of obstructions to enable people to escape safely? Yes

Are all fire exits easily and immediately openable? Yes

Are distances of travel considered reasonable? Yes

Are suitable precautions in place for all inner rooms? Yes

Is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors? Yes

Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises? Yes

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the Action Plan.

Means of giving warning in case of fire

Is there a suitable electrical fire alarm system? Yes

Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate? Yes

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

Manual fire extinguishers

Is there reasonable provision of fire extinguishers? Yes

Emergency escape lighting

Is there a reasonable standard of emergency escape lighting to illuminate escape routes and areas without natural lighting? Yes

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.



Fire safety signs and notices

Is there a reasonable standard of fire exit signage and fire safety signs? Yes

Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations? Yes

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

Management of fire safety

Has someone been appointed to manage fire safety? Yes

Are procedures in the event of fire appropriate and properly documented? Yes

Are all employees given regular instruction and training on the action to take in the event of a fire? Yes

Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles? Yes

Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable? Yes

Are monthly and annual testing routines in place for the emergency escape lighting? Yes

Are weekly testing and periodic maintenance and servicing routines in place for the fire alarm system and any automatic detectors? Yes

Are fire extinguishers subject to annual maintenance? Yes

Are records of testing and maintenance maintained? Yes

Record brief details of the above measures in the box below.