

FIRE RISKS

Risk No	Category	Risk Description	Existing Controls	L	S	Risk Score	Required Actions	Residual Risk
	People	Not being aware of the presence of Visitors	All required to sign visitors book on arrival and on leaving. Notice on door to stairway to remind visitors to sign in.	1	1	1		1
		Visitors not aware of fire safety	Fire precautions made known to all casual visitors. Regular visitors - members of the portal Team have been involved in a Fire Drill. No visitor will normally be on their own in the office.	2	1	2	No visitor should be left on their own in the office unless they have been given fire safety advice specific to the office	1
		Children/Visitors with children	Children will not be unsupervised in the office. Work Experience pupils will have fire safety advice on arrival and will remain supervised. Visiting children will be supervised at all times. Fire escapes are available on Ground and first floors with a ramp for push chairs etc. The top floor has a short set of steps but reasonable for push chair. Interview rooms are only available on Ground and First Floor (although there are conference and meeting rooms on top floor these are not used by the public).	1	1	1	Interviews with adults accompanying children should normally be conducted on Ground or First floor only.	1
		Elderly Visitors	No significant increased risk - the top floor fire escape has a short set of stairs.	1	1	1		1

		Visitors with disability	Each floor has two means of escape - Only on the top floor do both involve steps. While the steps on the top floor escape are very short there is an increased risk to adults in wheelchairs.	2	1	2	While the stairs are wide/short enough to allow assistance the area around the fire escape should be regarded as a refuge point. Interviews with persons in Wheelchair should be conducted only on Ground or First floor.	2
		Young/inexperienced staff	Induction process includes fire safety training - including training by Central Scotland Fire Service	2	1	2		2
	Ignition/fuel	Computer Monitors	All Monitors in use are LCD type with no place to leave paper on top	1	1	1		1
		Servers	Smoke detector in the main computer room.	1	2	2	Two servers require old style monitors replaced by flat screen	2
		Windows	Restricted opening but staff can open wider by overriding restriction	1	1	1	Staff to be advised to keep window opening restricted	1
		Smoking	No smoking within the building. Smoking area outside with purpose built receptacle for cigarette ends	1	1	1		1
		Naked Flames	no naked flame sources	1	1	1		1
		Kitchen	To avoid use of cooker, grill and kettles a plumbed in hot water source for tea and coffee and microwave oven supplied rather than the need for the open source of heat from a cooker/oven. Staff advised on proper use of microwave oven. A "cold wall" toaster is also supplied with clear instructions for use. Water heaters are available on each floor to prevent use of kettles	2	1	2		2

		Solvents	Only small amount of correcting fluid - ordered when required not excessively stored. Cleaning fluids for PC keyboards are stored out of sunlight and away from radiators. WD40 used in the office but stored from sunlight. Small containers of alcohol based antibacterial hand wash available in Conference room and at reception - no large refill containers are kept	1	1	1		
		Switch gear etc	regularly checked	1	1	1		
		Printers	Large prints runs are attended by a member of staff. The APOLLO printer is maintained by IBM	1	1	1		
		Gas Boiler	regularly checked	1	1	1		
		Heaters	Only radiators (gas heating system)	1	1	1		
		Paper supplies	Paper is bought in bulk for best value and stored off site and called off when required.	2	1	2		
		Waste Paper	Retained and collected weekly. Confidential waste paper is shredded Retained in a machineless room	2	1	2		
		Old equipment	Portable Appliance Testing carried out by Kirby Electricians	1	1	1		
		Electric Motors (Fans + lift motor)	Annually maintained at the same time as fire extinguishers are checked. Lift is checked 10 times per year.	1	1	1		
	Measures	Extinguishers	Annually checked through Stirling Council each September, by a company called Kidde	1	1	1		
		emergency lighting	Annually checked by Kirby Electrics	1	1	1		

		Signs	Annually checked at same time as Fire extinguishers Signs as per EU agreement	1	1	1		
		outside	Security service - Abbeyforth of Stirling	1	3	2		
		Alarms	Regular maintenance - Contract with Initial - information regarding checks retained in Fire Book retained at reception	1	1	1		
		training	regular fire drills and training by Central Scotland Fire Service	1	1	1		