

Cornerstone Vocational Training Ltd

70 Price Street, Birkenhead, CH41 3QZ

Location: Cornerstone Vocational Training-Wirral**Business Name - The legal entity (Responsible Person) responsible for Fire Safety**

Cornerstone Vocational Training Ltd

Property Address : 70 Price Street, Birkenhead, CH41 3QZ**Title :** Wirral Fire Risk Assessment**Location :** Cornerstone Vocational Training-Wirral**Person(s) appointed to take charge of Fire Safety at these premises :** Brendan Bell**Person leading this Assessment :** Brendan Bell

Signature (if necessary): _____

Date of Fire Risk Assessment : 09/08/2021**Date set for Review :** 09/08/2022**The Premises:****Construction Of Building :** Brick, block and concrete**Number of Floors :** 1**Number of People :** 45**Building Use :** Training centre**These premises do not include the provision of sleeping accommodation.****Location of Emergency Shut-offs:****Electric :** Walkway next to the boiler room entrance and to the left of the staff main entrance**Gas :** N/A**Water :** To the right above the ventilation room plant door and in the toilets next to the urinals**Other :****Significant Findings:****Sources of Ignition:**

Electrical equipment, Smoker's materials, Arson

Sources of Fuel:

Textiles, Wood, Paper, Card, Furniture, Fixtures and fittings, Packaging, Waste materials, etc, Flammable liquids: solvents (petrol, white spirit, methylated spirits, paraffin, thinners etc), paints, varnish, adhesives etc.

People at Risk:

Employees, Members of the Public, Children & Young Persons

Fire Safety Control Measures
Fire fighting equipment
Fire detection equipment
Fire alarms
Emergency lighting
Fire exit signs
Fire and emergency procedures
Trained staff
Fire Drills
Secure premises

Further Control Measures Required	R	Added Documents	Assignee	Due Date	Status
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Fire Risk Assessment Checklist Supporting Evidence or Comments			
Sources Of Fuel			
1.	Is there a system for controlling the amounts of combustible materials, flammable liquids or gases kept in the workplace?	Yes	Minimal quantities kept
2.	Is the waste control system operating effectively?	Yes	Waste emptied regularly into the skip
3.	Are all the combustible materials and flammable liquids or gases stored safely?	Yes	Locked away
4.	Is the upholstery of furniture in good condition?	Yes	Good condition
5.	Is the workplace free of rubbish and combustible waste materials?	Yes	Regularly emptied
Sources Of Heat			
6.	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	Yes	Guards fitted
7.	Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?	Yes	Annually
8.	Is the fixed electrical installation inspected periodically by a competent qualified electrician?	Yes	5 yearly
9.	Is the use of electrical extension leads and multipoint adaptors kept to a minimum?	Yes	Yes
10.	Are flexes run in safe places, where they will not be damaged?	Yes	Generally out of the way

11.	Is there a designated external smoking area provided with adequate ashtrays?	Yes	Off premise
12.	Have suitable measures been taken to protect against the risk of arson?	Yes	Secure premise and CCTV
13.	Do procedures and practices avoid the use of combustible materials or processes that use heat?	Yes	Heat processes kept to a minimum
14.	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	Yes	All measures taken

Staff and People at Risk

15.	Has an emergency evacuation procedure been developed for use in the event of a fire or other emergency? Has it been explained to all employees?	Yes	Explained to employees and service users during induction
16.	Does this emergency plan take account of any disabled or vulnerable people who may be in the building - whether as workers or visitors?	Yes	these service users will be supervised and help to exit the building
17.	Do any of these disabled or vulnerable people need a Personal Emergency Evacuation Plan (PEEP)?	No	
18.	If the answer to Q17 is YES, have PEEPs been prepared and practiced for all who need them and all who will be required to give assistance during an evacuation?	N/A	

Means of Escape

19.	Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	Yes	Fire doors
20.	Is there a sufficient number of exits of suitable width for the people likely to be present? Are they within the maximum recommended travel distances?	Yes	2 exits
21.	Do the exits lead to a place of safety?	Yes	To outside
22.	Are all gangways and escape routes free from obstructions?	Yes	Always
23.	Are the escape routes free from tripping and slipping hazards?	Yes	Yes all clear
24.	Are steps and stairs in a good state of repair?	Yes	Concrete stairs
25.	Are final exits always unlocked when the premises are in use?	Yes	Opened on business opening
26.	Can the final exits be immediately opened without the use of a key?	Yes	Release bars
27.	Do the doors on escape routes open in the direction of travel (i.e. towards the escape route)?	Yes	Push outwards
28.	Are internal fire doors labelled, as such, and normally kept closed?	Yes	Fire door label
29.	Are the self-closers on fire doors operating correctly?	Yes	Yes
30.	Are escape routes clearly signed?	Yes	Running man Sign in place
31.	Are escape routes adequately lit?	Yes	Emergency lighting in place

32.	Where escape lighting is installed is it in working order and is it maintained regularly?	Yes	Checked 6 monthly
Fire Fighting Equipment			
33.	Is an adequate number of suitable fire extinguishers provided?	Yes	A designated points around the building
34.	Are the fire extinguishers and fire blankets located suitably and ready for use?	Yes	A designated points around the building
35.	Are the fire extinguishers serviced annually by a competent company or person?	Yes	Organised by the Landlord last done April 2019
Fire Warning Systems			
36.	Is there an automatic fire detection and alarm system?	Yes	Call points and smoke alarms
37.	Is the fire alarm and any detection system in good working order?	Yes	Checked through drills and servicing
38.	Is the fire alarm tested weekly?	Yes	Instigated by the landlord
39.	Can the fire alarm be raised without placing anyone in danger?	Yes	Anytime for drill or real situation
40.	Are the fire alarm call points clearly visible and unobstructed?	Yes	Visible to everyone
41.	Is the fire alarm system connected to a monitoring centre which calls the fire brigade?	Yes	Linked to the local Fire station
42.	Is the fire alarm system, and all its components, continuously monitored?	Yes	By the landlord
43.	Is any fixed fire-fighting installation (e.g. sprinkler system) in working order?	N/A	
Fire Safety Administration			
44.	Have all members of staff been trained in how to call the Fire Authority, the use of the fire extinguishers and basic fire prevention?	Yes	Yes 999 called
45.	Have you asked your insurers for advice regarding the fire protection of your premises?	No	
46.	Have you told, will you tell your staff or their representatives about your findings?	Yes	Staff aware
47.	If you have prepared a formal report, has it been shown to your staff or their representatives?	Yes	Fire risk assessment completed
48.	If you share the workplace with others, do they know about the risks that you have identified?	Yes	Landlord aware of tasks performed
49.	If you do not have direct control over the workplace have you made your findings known to the owner or landlord?	Yes	As and when they found
50.	Has an emergency plan been drawn up in case of a major fire?	Yes	Fire procedure in place
51.	Is a copy of the emergency plan kept somewhere other than at the workplace?	Yes	Kept online

52.	Are Fire Action Notices displayed prominently throughout the workplace?	Yes	Displayed in various areas around the building
Revised or Reviewed			
53.	Has a procedure been established to review the Fire Risk Assessment periodically?	Yes	Annual review