

# FIRE RISK ASSESSMENT

B & M  
177 - MUSSELBURGH  
JULY 16 2020

Prepared By  
David Paul



**B & M**  
**FIRE RISK ASSESSMENT**  
**177 - MUSSELBURGH**  
91-93 HIGH STREET, MUSSELBURGH, MID LoTHIAN EH21 7DA



It is the responsibility of the Store Manager / Duty Manager / Responsible Person to ensure that accurate, up-to-date, additional, relevant information is provided to those completing the fire risk assessment so that the fire risk assessments can be reviewed in accordance with the requirements below.

It is taken that in accordance with their role the store and or authorising person have sought appropriate consents and permissions before changes to the building, its plant and equipment have taken place at any time including its first development and fitting out period (new stores). Managers, relevant persons should seek clarification of their duties prior to authorising renovation or alteration to the premises or work practices as applicable. Areas they are to have considered but not limited to combine with Building Standards, relevant Planning Consent and general preventative and protective measures as contained within British Standards are:

Compartmentalisation / alarm systems / means of prevention / detection / sprinkler systems / fire extinguishers / smoke extraction or capture systems / alarm systems / fire-fighting and escape

The assessment is based on the presumption of compliance with all relevant standards and codes of practice by the relevant persons as outlined above.

This Fire Risk Assessment is to be treated as a living document and should be reviewed regularly, or;

1. If there is a change in the site or duty manager
2. If there is significant change in site operations / layout / equipment

The contact number for any Fire or Health and Safety Related issue is Speke Head Office main telephone number (0151 728 5400) then ask for the Health and Safety Department. Or dial extension number 5581 / 5528

**Risk Rating**

Low Risk X

Medium Risk

High risk

**REVIEW PANEL**

Review Date		Manager Name		Review Date		Manager Name	
1st Review				2nd Review			
3rd Review				4th Review			

## FIRE RISK ASSESSMENT

## SIGNIFICANT FINDINGS

The premises is a retail outlet situated on a high street.

The site is on two floors but trades from the ground floor only, warehouse also located on same ground level with staff areas and amenities located on 1st floor. Total size being 14,702 sqft.

There is a working fire system with smoke/heal detection in place throughout the building.

Final exit doors are fitted with pushbar mechanisms and can be opened easily.

Two fire exits on 1st floor lead out onto the flat roof and down stairs to the rear yard area, the rear fire exits also lead into this area.

All exits and routes lead to ultimate safety.

The premises has two direction of travel and there are no locations where persons can become trapped.

Some of the fire routes do contain internal/external stairs and should be attended by fire marshals to aid safe egress.

Fire marshals should also attend the rear fire exit doors/routes that lead into the rear yard area to aid safe egress of the area.

Staff should familiarise themselves with fire routes, final exit door locations and mechanisms.

## FIRE RISK ASSESSMENT SIGNIFICANT FINDINGS

(0/0) 0.0 %

Q#	QUESTION	SCORE	RESPONSE
1.	Fire Assembly Point is		Dragon way.
2.	Final Exit Doors and Routes		<p>There are 4 final exit doors plus front entrance doors being automated double sliding doors.</p> <p>Some of the fire routes do contain internal/external stairs and should be attended by fire marshals to aid safe egress.</p> <p>The staff areas located on the 1st floor have exits that lead onto the roof with metal stairs leading down into the delivery area. Fire marshals should attend the delivery area routes to aid safe egress through gates which remain unlocked at all times. All final exit doors are fitted with pushbar mechanisms and can be opened easily. All escape routes lead to ultimate safety and there are no locations where persons can become trapped. Staff should familiarise themselves with these mechanisms and routes.</p>
3.	Person with restricted capabilities		In the event of fire/evacuation colleagues are to ensure that young/disabled persons are checked first to ensure safe egress and to offer assistance to any other identified disabled persons whether with carers or not.
4.	Contractors		<p>Ensure that hot work permits are used. Their method statement must show how they will prevent fire.</p> <p>We must ensure that they are signed in and given relevant information upon arrival regarding fire exits/routes, call points assembly point etc.</p>
5.	Training		<p>Store management confirmed training has been given and is ongoing.</p> <p>Fire marshal training has been completed with relevant colleagues to ensure coverage of the store and all shift patterns.</p>

## FIRE RISK ASSESSMENT

## GENERAL INFORMATION

(0/0) 0.0 %

The building includes; retail space open to the public. Managers Office, Cash Office, Staff Room, Staff Toilets, Stockroom / Warehouse accessible to staff only.

Electrical appliances in the Staff Room consist of Fridge, Microwave, Kettle and Toaster.

There are no naked flames anywhere in the premises and the Premises are entirely no smoking Vaping.

The building as a whole appears to be constructed of mainly bricks/blocks/concrete.

B & M premises are typically open to the public from Monday to Friday 9am till 8pm, Saturday 9am till 6pm, Sunday 10:30am till 4.30pm, however due to local and seasonal factors this can vary. For limited periods during peak trading and for new store opening they may have overnight stock replenishment teams, otherwise staff can be on the premises from 7:30am until midnight.

There are security alarms system to minimise the threat from break-ins and subsequent fire starting.

Q#	QUESTION	SCORE	RESPONSE
6.	Summary of main changes to the building, plant or equipment		No changes to the building.
7.	Previous Fire Loss Experience		None known.
8.	Is there anything unique about the store (e.g. underground car park or mezzanine floor)		There are two fire exits within the 1st floor staff areas which lead out onto the flat roof and down into the delivery area. There is a fire corridor that leads from the shop floor and warehouse to the delivery area. Residential accommodation is adjacent to the building.
9.	Are there any high risk products or other high risk business on site / near to the building (e.g. petrol stations)		No.

## MANAGEMENT OF FIRE SAFETY

(0/0) 0.0 %

Control: Overall control and responsibility for the premises remains with B and M Retail Limited.

Monitoring:

IT IS THE STORE MANAGER / DUTY MANAGER'S RESPONSIBILITY TO ENSURE ALL DAILY, WEEKLY AND MONTHLY CHECKS ARE COMPLETED WITH ANY ISSUES RAISED FOR RECTIFICATION

- Daily Fire Door Checks to ensure they are unlocked and unobstructed.
- Complete physical checks to the perimeters to ensure all exits are accessible and not obstructed.
- Weekly Fire Alarm Test.
- Monthly Fire Extinguisher checks, Emergency lighting test, Fire door check.
- Completing and recording of bi-annual Fire Drill
- Review of the Fire Risk Assessment Regularly or if a significant change or change of Management
- On-going: Staff Training.
- Ensuring the significant findings, store planning and emergency planning are brought to the attention of all colleagues and displayed on the H and S Notice Board.

The Security Administration Department is responsible for ensuring all Fire Equipment is serviced by a competent person.

Training: Fire Safety Training is given to all staff as part of their induction training and refresher training is ongoing.

Management of the site are responsible for ensuring documentation / training is carried out and kept updated with records retained, and for suitable liaising with Fire Authority on familiarisation visit. All actions noted to be completed by site management.

Any notices / letters from the Fire or Local Authority to be passed immediately to Speke Head Office.

## FIRE RISK ASSESSMENT

Where non BM employees are on site (contractors or otherwise) Management of the site are to ensure they are given all information with regard to evacuation (planned work or otherwise) assembly point etc.

In the event of an evacuation the Duty Manager / Responsible person will liaise with the Fire Authority to ensure they have suitable information as to the approximate location of the Fire, and to confirm premises have been evacuated.

All of the above are recorded for reference by and retained in store by the Management Team.

## PEOPLE AT RISK and OCCUPANCY

## Colleagues / Contractors / Visitors:

All but particularly new members of staff could be unaware of the layout of the premises, so training / information is to be given to all colleagues. Management to ensure all colleagues are fully aware of the evacuation procedure in the event of fire and training is refreshed to ensure knowledge is current. All areas of the store are to be "swept" by Managers / Fire Marshalls to ensure lone workers / persons with reduced capability are safely evacuated. However colleagues must not put themselves at risk and should always keep themselves between the fire source and at least one final escape exit. Duty Managers would be aware of any contractors on site that the contractors are made aware of fire exits / procedures.

## General

## Colleagues / Contractors / Visitors:

In the event of fire activation all staff to direct customers / visitors out of the premises by the safest way: as a general rule this will be the nearest route.

They are not to stop to obtain personal possessions and should only return to the store after being told it is safe for them to do that by the fire authority or in the event of a false evacuation the store Duty Manager. Signage is in place and Fire Marshall training completed in store to aid in evacuation.

## Restricted / Protective Category

Where identified the Duty Manager/Responsible Person is to ensure and make alternative arrangements to facilitate safe evacuation for any visitor/ contractor or colleague who is either "hard of hearing" or has other restricted capabilities and may not realise the alarm has activated or, who has either physical or mental disabilities that may require additional or alternative arrangements for their safe evacuation.

Young Persons: can be particularly vulnerable due to their inexperience / knowledge. The Store is to ensure that any colleague within the restricted / protective category is made fully aware of what to do in the event of a fire and a buddy system is in operation.

General comment: wheelchair users and disabled persons may be able to walk / evacuate by themselves, with only minimal assistance or none at all. Friends, family or others may also be on hand to assist. Colleagues should not assume the level of assistance required and are to politely ask. The help needed may be as simple as pushing a wheel chair or physically supporting through offering an arm or hand to support. Where there are steps to be negotiated that present difficult travel routes to certain people in some exits the Duty Managers / Fire Marshalls are to direct persons to exit routes that do not have steps if safe to do so.

Q#	QUESTION	SCORE	RESPONSE
10.	The total number of staff employed is:		18 colleagues at the time of the visit.
11.	Maximum number of people including public in the store at any one time can vary, but is estimated no more than:	40.	

## FIRE RISK ASSESSMENT

SHOPPING CENTRES		(0/0) 0.0 %	
Q#	QUESTION	SCORE	RESPONSE
12.	Is the store situated in a shopping centre	(0/0)	NO
13.	Is the store compartmentalised from the shopping centre / other business		N/A
14.	Is the Fire Alarm linked to the other occupied or unoccupied areas of the site (if more than one business occupying one building e.g. shopping centre)		N/A
15.	Are there refuge areas within the shopping centre		N/A
16.	Where applicable, confirm shopping centre / site management retain control of preventative / control equipment e.g. Sprinklers, smoke extraction units, fire shutters, lifts, escalators etc.		N/A
GENERAL		(0/0) 0.0 %	
Q#	QUESTION	SCORE	RESPONSE
17.	Has the sales floor a low / high ceiling	(0/0)	LOW
18.	Has the warehouse a low / high ceiling	(0/0)	LOW
19.	Has the office area a low / high ceiling	(0/0)	LOW
20.	The premises is a retail outlet on:	Two floors but trades only from the ground floor. Staff area and amenities located on 1st floor.	
21.	There is a goods receiving entrance that in relation to the sales floor is	On same ground level at the rear of the store.	
22.	Access is made to it from the warehouse and externally via	A separate one way delivery road.	
23.	Is there a passenger lift If yes, "Do not use in the event of a Fire" signage to be in place	(0/0)	NO
24.	Is there a goods lift	(0/0)	NO
25.	Is there an escalator	(0/0)	NO
26.	Is there a traveller	(0/0)	NO
27.	Is there a conveyor	(0/0)	NO
Persons who may have restricted capabilities/require help with evacuation			
Q#	QUESTION	SCORE	RESPONSE
28.	Are there residential occupants in attached/other parts of the building  None directly above the store but there is residential accommodation adjacent to the building.	(0/0)	YES
29.	Are there disabled customers, elderly, young or others with restricted capabilities or who may need additional help In the event of a fire, colleagues are to offer support to any identified person who may require assistance in evacuation whether or not they are with carers	(0/0)	YES



## FIRE RISK ASSESSMENT

30. Are there colleagues in remote areas / lone workers in the building (0/0) NO

## Hazards introduced by external or internal contractors/building works

Q#	QUESTION	SCORE	RESPONSE
31.	Are fire safety controls imposed on the contractor e.g. Hot Works Permit Hot works are not normally carried out, however should it be requested / required the store Duty Manager is to complete a "hot works " permit prior to work being undertaken so agreement of Safe Systems of Work can be confirmed	(0/0)	YES

## FIRE HAZARD ELIMINATION / CONTROL

(10/11) 90.9 %

## Housekeeping

Q#	QUESTION	SCORE	RESPONSE
32.	Is the standard of housekeeping adequate	(0/1)	NO

Underackings in need of attention as food products found.

Pallets found in racking and base shelves removed.

Fire route cluttered with cages of stock and racking.

Action: Store management to ensure fire corridor is cleared of all items and remains clear going forward.

Ensure that base shelves are replaced and that shelve are not removed going forward.

Underackings to be cleared and maintained going forward.

33. Are stock volumes at an acceptable level (seasonal times) (1/1) YES



25/08/2020 15:29:27

Delivery had just been brought in at the time of the visit.

34. Are combustible materials separated from ignition sources (1/1) YES



25/08/2020 15:32:49



25/08/2020 15:33:22

## FIRE RISK ASSESSMENT

35. Is there an accumulation of Combustible material or equipment etc. (1/1) NO

## Arson

Q#	QUESTION	SCORE	RESPONSE
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36.	Are there security guards during trading hours	(0/0)	NO
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37.	Is there site security outside of trading hours	(0/0)	NO
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38.	Is product / waste stored away from the building or brought in particularly at night Management confirmed that nothing is left outside overnight.	(1/1)	YES
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39.	Are there security cameras that could prevent arson/early detection of a fire	(0/0)	YES
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40.	Is the Company smoking Policy adhered to No evidence of smoking paraphernalia found around the site at the time of the visit.	(1/1)	YES
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41.	Are electrical cables and extension cables fully extended – no visible damage /overloading No extension cables were in use at the time of the visit.		N/A
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42.	Where portable equipment cannot be avoided is the surrounding area clear	(1/1)	YES
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25/08/2020 15:39:33



25/08/2020 15:40:18

EPT was in use at the time of the visit but all storage/charging areas were clear at time of the visit.

43.	Are electrical units / switches clear of flammable product – if situated within a cupboard/room is it empty and locked	(1/1)	YES
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## FIRE RISK ASSESSMENT



25/08/2020 15:42:28

Electrical cupboard locked and clear at the time of the visit.



25/08/2020 15:43:01

44. Are battery charging areas clear of flammable product (Cleaning Machine / Fork Lift Truck etc.)

(1/1) YES



25/08/2020 16:29:32



25/08/2020 16:29:56

45. Are areas surrounding balers / back up fridges/freezers clear of products / flammable material

(1/1) YES



25/08/2020 16:31:05

No backup fridge on site.

Small amount of cardboard next to bale ready to process but area generally in good state of housekeeping.

46. Floor or high level heating – vents clear and product away from heat sources

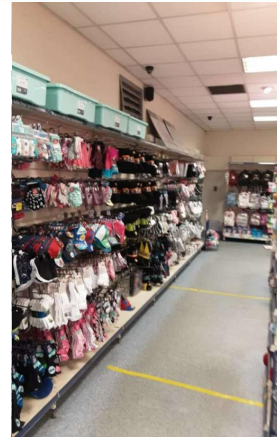
(1/1) YES

## FIRE RISK ASSESSMENT



25/08/2020 16:36:50

Heater blower mounted in the warehouse feeding vents in ceiling of shop floor.



25/08/2020 16:37:58

47. Where there is a Fork Lift Truck have gas bottles been secured in a roll cage or other suitable location (1 on truck 2 spare)  
No FLT on site.

N/A

48. Where Calor Gas is sold are bottles secured in an allocated gas bottle container and stored in upright position

N/A

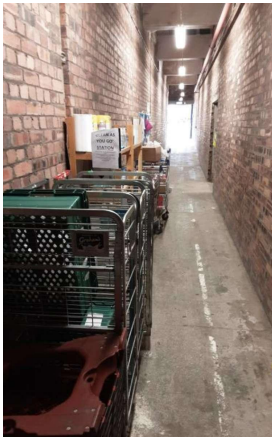
49. State the location of the Gas Bottles stored on site

N/A.

## MEANS OF ESCAPE

(5/6) 83.3 %

- | Q#  | QUESTION  | SCORE | RESPONSE |
|-----|---|-------|----------|
| 50. | Are internal/external exit routes and doors free of trip hazards,damage or obstruction that could prevent safe egress | (0/1) | NO       |



25/08/2020 16:40:21



25/08/2020 16:41:31

The fire corridor that leads from the shop floor and warehouse area was found to have cages of stock and some wooden racking within it.

The fire route which leads from the two 1st floor staff areas is not clearly identified in places due to weathering.

Action: Store management to ensure that the fire corridor is cleared of all items and shelving is relocated.

We must ensure that this corridor is kept clear at all times.

Store management to report issue of faded lines on the roof from 1st floor fire exits and request repainting of the fire route lines.

51. Are stairs in a good state of repair and surrounding areas free of obstacles and clear of combustible materials

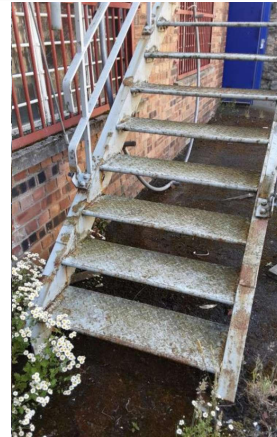
(1/1)

YES

## FIRE RISK ASSESSMENT



25/08/2020 16:48:33



25/08/2020 16:57:21

Internal stairs to 1st floor are enclosed and were in good state of repair and house keeping at the time of the visit. The external stairs are counterweight stairs which the steps do have surface rust. Monitor and report via the hub with any issues.

52. Are all fire doors kept closed but unlocked (with the exception of doors indicated as keep locked shut)

(1/1)

YES



25/08/2020 16:59:06

53. Do automatic entrance and exit doors fail safe to open if the Fire Alarm is activated

(1/1)

YES



25/08/2020 17:04:21

These are to be tested and recorded within the log book as per company policy.

54. Are there different types of opening mechanisms on site(push bar/push pad/break tube/mag locks)

(0/0)

NO

## FIRE RISK ASSESSMENT



25/08/2020 17:06:34

Pushbar mechanisms fitted to all final exit doors.

55.	Is there more than one release mechanism on any door e.g.break tube and push bar	(0/0)	NO
56.	Are magnetic locks in use(locked door/gate that releases/unlocks on fire activation) If yes, these must be checked weekly as part of the fire alarm test	(0/0)	NO
57.	Are there any doors that operate when the alarm is activated If yes, these must be checked weekly as part of the fire alarm test <a href="#">Front doors fail safe open under fire conditions.</a> <a href="#">Test and record as per company policy.</a>	(0/0)	YES
58.	Are there any compartmentalisation shutters(that automatically close if the alarm is activated) If yes, these must be checked weekly as part of the fire alarm test	(0/0)	NO
59.	If yes to question above, is there an alternative means of escape or a route that is less than 18 metre long		N/A
60.	Is there a refuge area in the store for people that require assistance (e.g. wheelchair / pushchair users etc.) Fire Marshalls to attend refuge area and offer assistance in exiting the building (e.g. different floor level / steps)	(0/0)	NO
61.	Do colleagues and customers have two direction of travel	(0/0)	YES
62.	Where there is only one direction of travel is it reasonable e.g.circa 18 metres (Remember travel distance is not in a straight line take into account distances around obstacles)		N/A
63.	Do exits open in the direction of travel	(0/0)	YES
64.	Regardless of the type of door opening device fitted can all doors be easily, quickly, opened by members of the public without the need for help from store colleagues	(0/0)	YES
65.	Do all escape routes lead to a place of ultimate safety	(0/0)	YES
66.	Do any escape routes lead to a place of reasonable safety eg. go into car parks or other locations where you cannot exit from	(0/0)	NO
67.	Do any escape routes have to be managed by the store management team to ensure safe evacuation	(0/0)	YES



## FIRE RISK ASSESSMENT



25/08/2020 17:10:28



25/08/2020 17:11:15

Fire Marshall's must attend fire exits/routes located at the rear of the building that lead into the delivery area. These routes contain internal and external stairs and should be attended to aid safe egress.

68. Is there any roof access or egress within an escape route

(0/0) YES



25/08/2020 17:19:52



25/08/2020 17:20:26

The two fire exits within the 1st floor staff areas lead out onto the flat roof and have stairs leading down into the delivery area.

Walkway across the roof is identified with paint but is very faint in places and is not clearly identified throughout the routes.

Action: Report issue via the the hub and request repainting of the fire route.

69. Where there is roof access or egress can a person use them without falling off

(0/0) YES



25/08/2020 17:21:17

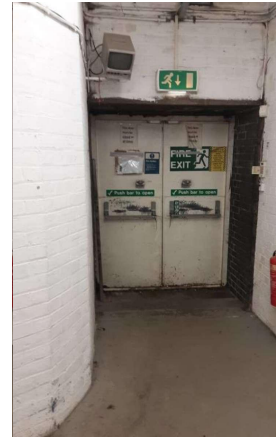
Fire exits not next to edge and fire route leads across roof and away from unprotected edge.

## FIRE RISK ASSESSMENT

70. Are there any barriers installed anywhere in the building that could restrict egress from the building (e.g. checkout straps / metal entrance barriers) (0/0) **NO**
71. Is emergency lighting suitable/adequate and fully working (1/1) **YES**

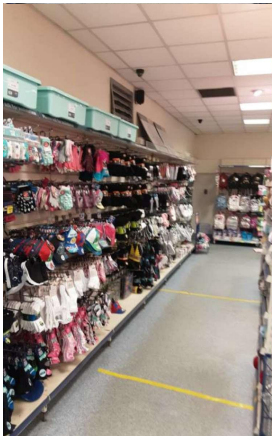


25/08/2020 17:22:43



25/08/2020 17:24:08

72. Is normal lighting adequate and fully working (1/1) **YES**



25/08/2020 17:24:49

## MEASURE TO LIMIT FIRE SPREAD AND DEVELOPMENT

(3/5) 60.0 %

- | Q#  | QUESTION  | SCORE | RESPONSE  |
|-----|---|-------|-----------|
| 73. | Is the site free from holes, damages in walls, ceiling or doors that could allow the free circulation of smoke and gasses | (0/1) | <b>NO</b> |



25/08/2020 17:25:56



25/08/2020 17:26:48

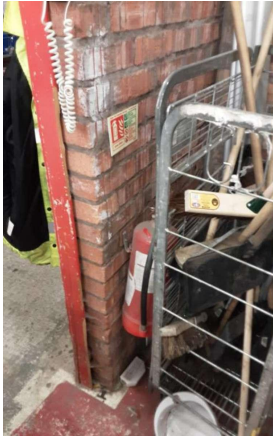
There were some missing ceiling tiles on the shop floor area at the time of the visit.



## FIRE RISK ASSESSMENT

Action: Store management to report/request replacement tiles via the hub.  
Ensure all damaged/missing tiles are replaced.

- |   |       |     |
|---|-------|-----|
| 74. Have fire door hinges all been rebated                                    | (1/1) | YES |
| 75. Are fire extinguishers unobstructed and suit the location they are placed | (0/1) | NO  |



25/08/2020 17:29:28

One of the extinguisher points was found to be obstructed at the time of the visit.

Action: Store management to ensure fire extinguisher points are cleared and access is possible at all times.

- |   |       |     |
|---|-------|-----|
| 76. Are fire extinguishers wall mounted or placed on special extinguisher floor holders | (1/1) | YES |
|---|-------|-----|



25/08/2020 17:34:23

Fire extinguishers are wall mounted.

- |  |       |     |
|--|-------|-----|
| 77. Are fire extinguishers useable now and in good condition | (1/1) | YES |
|--|-------|-----|

## FIRE RISK ASSESSMENT



25/08/2020 17:35:00



25/08/2020 17:35:26

All extinguisher were in usable condition.  
 Many of the extinguishers were found to be covered in dust.  
 Recommend cleaning of the extinguishers whilst monthly inspections are carried out.

78. Is there a sprinkler system in the store (0/0) NO

79. If yes, does the system have annual maintenance checks N/A

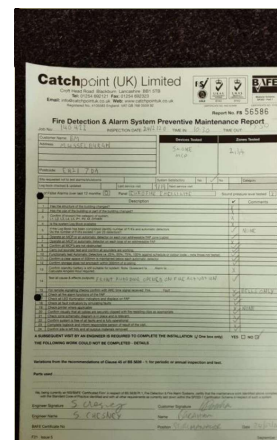
## MEANS OF GIVING /BEING WARNED

(5/6) 83.3 %

Q#	QUESTION	SCORE	RESPONSE
80.	Is there a fully working fire alarm and detection system in store Log book to be completed for weekly store checks and documentation of bi annual checks to be available for inspection	(1/1)	YES



25/08/2020 19:01:32



25/08/2020 19:01:54

81. When the alarm sounds can it be heard in all areas (1/1) YES

## FIRE RISK ASSESSMENT



25/08/2020 19:02:36



25/08/2020 19:02:59

82. Is the alarm linked to a monitoring station (e.g. centre/security controlled who would ring the Fire Services)  
Duty manager to contact the emergency services in the event of fire as per company policy.

(0/0) NO

83. Is there a fire zone plan displayed next to the fire panel

(0/1) NO



25/08/2020 19:07:24

There was no fire zone plan displayed at the time of the visit.

Action: Store management to request new fire zone plan via admin security and print in colour and display next to the fire panel upon delivery.

84. Are fire call points clearly visible and unobstructed

(1/1) YES



25/08/2020 19:09:42



25/08/2020 19:12:37

85. Are all door vision panels clear and free from paint/notices etc.

(1/1) YES

## FIRE RISK ASSESSMENT



25/08/2020 19:13:46

86. Is there smoke/heat detection within or outside divided rooms i.e. "room within another room or corridor" to alert colleagues who could otherwise get trapped by a fire

(1/1)

YES



25/08/2020 19:14:27



25/08/2020 19:15:40

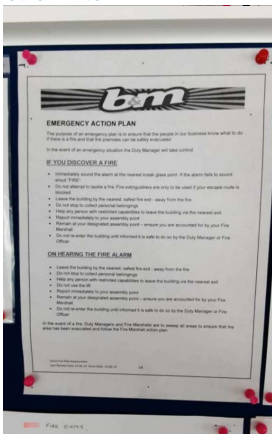
## OTHER

(16/16) 100.0 %

## DOCUMENTATION

Q#	QUESTION	SCORE	RESPONSE
87.	Is all current fire documentation displayed on the H&S Notice board as per Company policy	(1/1)	YES

## Emergency Action Plan



25/08/2020 19:16:42

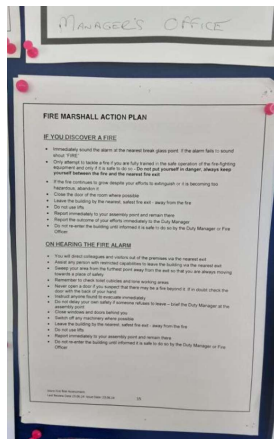
88. Is all current fire documentation displayed on the H&S Notice board as per Company policy

(1/1)

YES

## FIRE RISK ASSESSMENT

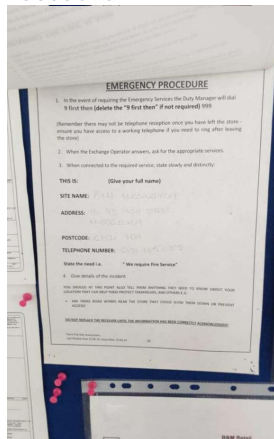
## Fire Marshall Action Plan



25/08/2020 19:17:04

89. Is all current fire documentation displayed on the H&S Notice board as per Company policy (1/1) YES

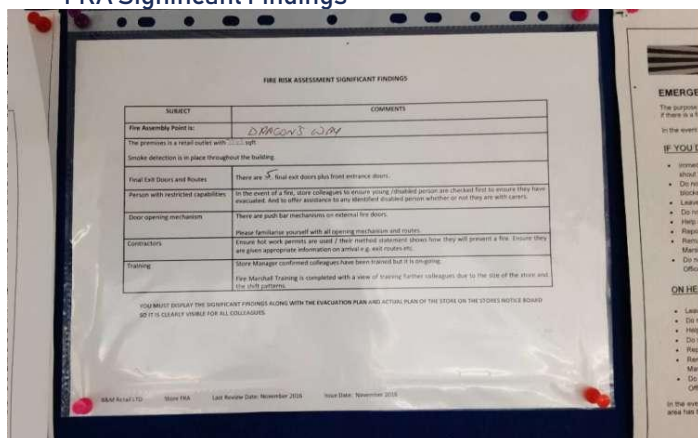
## Emergency Procedure



25/08/2020 19:17:37

90. Is all current fire documentation displayed on the H&S Notice board as per Company policy (1/1) YES

## FRA Significant Findings



25/08/2020 19:18:23

91. Is all current fire documentation displayed on the H&S Notice board as per Company policy (1/1) YES

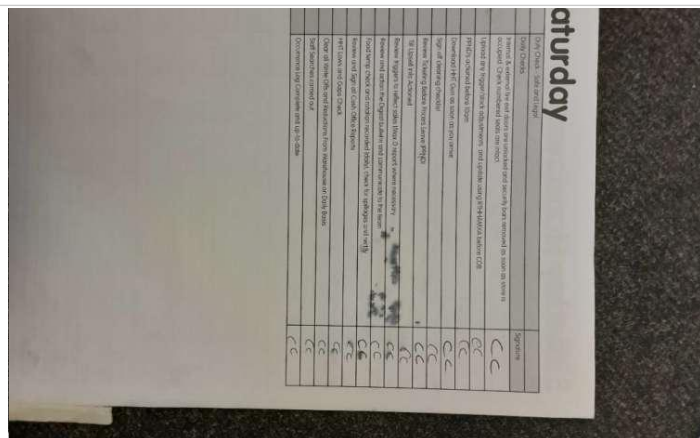
## Store Plan showing fire exits / call points and extinguishers



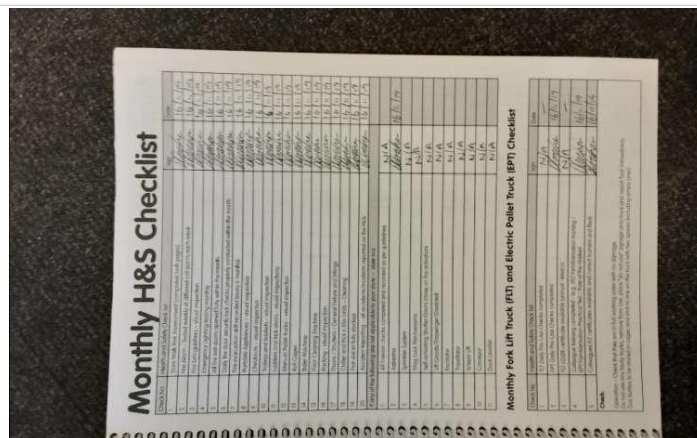




## FIRE RISK ASSESSMENT



25/08/2020 19:30:00



25/08/2020 19:36:40

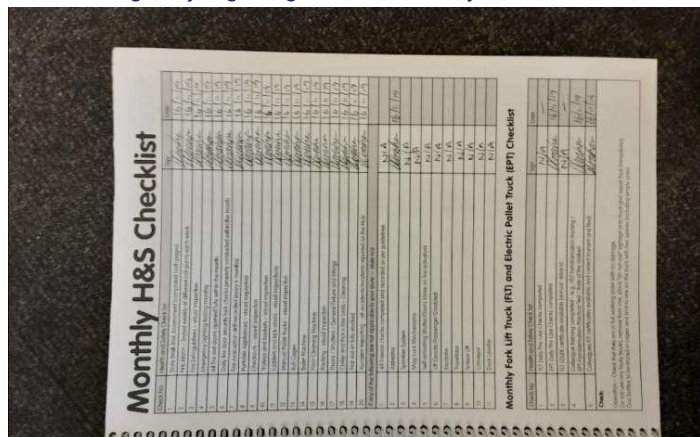
95. Are all tests completed and recorded in the Company Log Book  
Mag-Locks tested with fire alarm  
No mag locks in use.

N/A

96. Are all tests completed and recorded in the Company Log Book  
Emergency Lighting tested monthly

(1/1)

YES

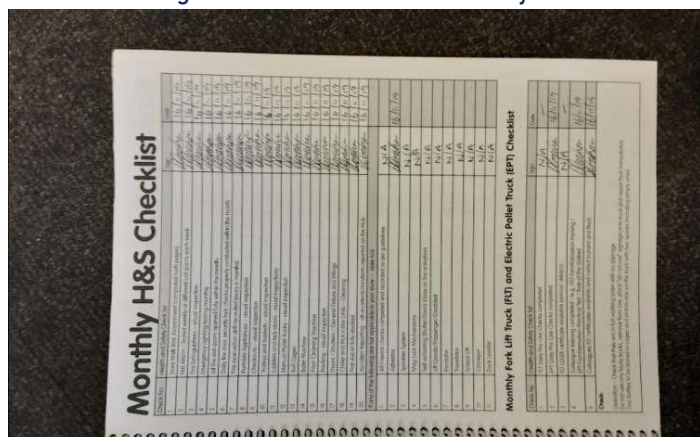


25/08/2020 19:37:28

97. Are all tests completed and recorded in the Company Log Book  
Fire Extinguishers visual check monthly

(1/1)

YES



25/08/2020 19:37:55

98. Are all tests completed and recorded in the Company Log Book  
Sprinkler checks completed weekly  
No sprinklers on site.

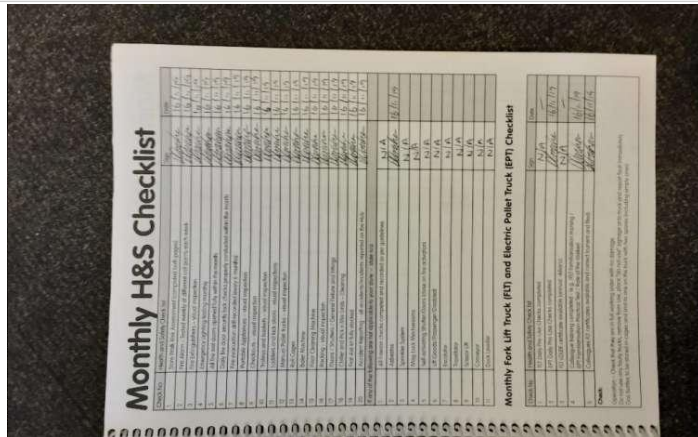
N/A

99. Are all tests completed and recorded in the Company Log Book  
Portable Appliances visual check monthly

(1/1)

YES

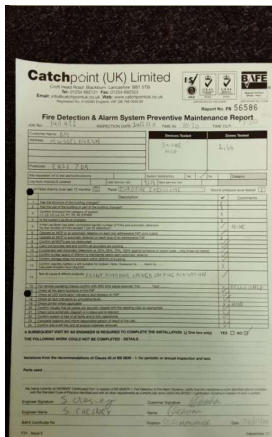
## FIRE RISK ASSESSMENT



25/08/2020 19:38:29

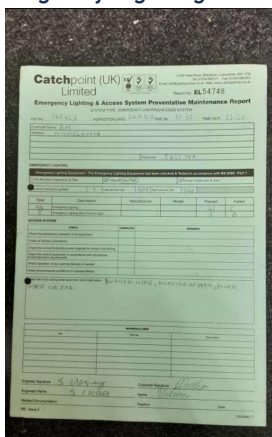
## INSPECTIONS AND SERVICES

Q#	QUESTION	SCORE	RESPONSE
100.	Are current service records available for inspection Bi-annual Fire Alarm service	(1/1)	YES



25/08/2020 19:38:49

101.	Are current service records available for inspection Bi-annual Emergency Lighting service	(1/1)	YES
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25/08/2020 19:39:23

102.	Are current service records available for inspection Annual Fire Extinguisher service	(1/1)	YES
------	--	-------	-----

## FIRE RISK ASSESSMENT



25/08/2020 19:40:05

103. Are current service records available for inspection  
Annual Sprinkler service

N/A

104. Are current service records available for inspection  
5 year Electrical Certificate

(1/1)

YES

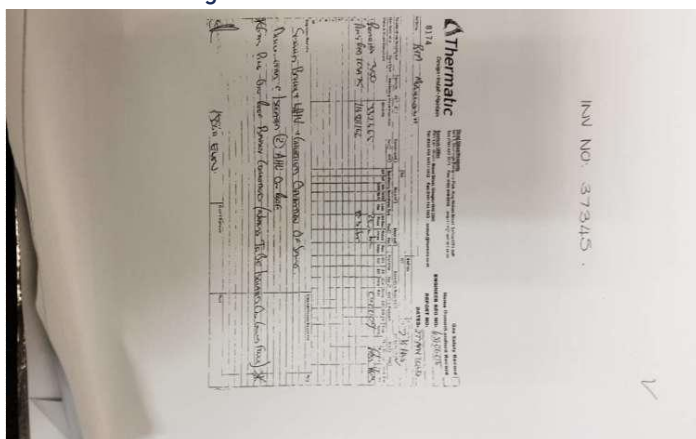


25/08/2020 19:40:58

105. Are current service records available for inspection  
Fixed heating service

(1/1)

YES



25/08/2020 19:41:37

## FIRE SIGNS &amp; NOTICES

(8/10) 80.0 %

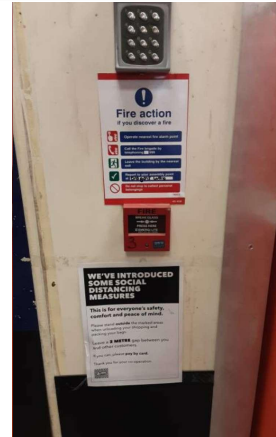
## FIRE SIGNS &amp; NOTICES

Q#	QUESTION	SCORE	RESPONSE
106.	Are fire action notices displayed next to every call point displaying the evacuation procedures and assembly point	(1/1)	YES

## FIRE RISK ASSESSMENT



25/08/2020 19:44:38



25/08/2020 19:45:28

107. Have all fire extinguishers got ID signs fixed above them

(1/1) YES



25/08/2020 19:46:13



25/08/2020 19:47:25

108. Do final exit doors have signage attached to the external fascia of the door "Fire Exit Keep Clear"

(0/1) NO



25/08/2020 19:47:56



25/08/2020 19:48:32

External fire signage missing at the time of the visit. All exits.

Action: Store management to order new signage via the hub and ensure that new signage is placed on exterior of final exit doors.

109. Are Fire routes clearly signed

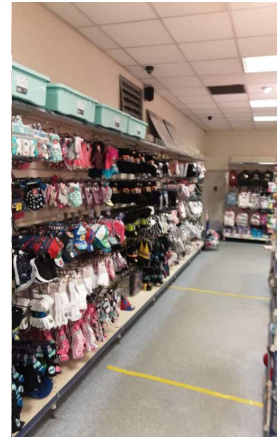
(0/1) NO



## FIRE RISK ASSESSMENT



25/08/2020 19:52:55



25/08/2020 19:54:21

Additional high level fire exit direction signage required on shop floor area.

Action: Store management to order additional fire exit direction signage via the hub and place at high level around the exterior of the shop floor area.

110. Do fire exit doors have the signage attached "Push to Open"

(1/1) YES



25/08/2020 19:58:00



25/08/2020 19:58:40

111. Do fire exit doors have the signage attached "Fire Door Keep Closed"

(1/1) YES



25/08/2020 19:59:23

112. Are evacuations completed and recorded bi-annually  
To be retained in H&S File

(1/1) YES

## FIRE RISK ASSESSMENT

25/08/2020 20:01:13

25/08/2020 20:01:56

25/08/2020 20:09:25



**All Managers / supervisors should be able to undertake and record the test, and know what action to take if a fault is found.**



## FIRE RISK ASSESSMENT

## RISK RATING

(0/0) 0.0 %

Q# QUESTION

SCORE

RESPONSE

116. Likelihood

(0/0)

1 VERY  
UNLIKELY

117. Severity

(0/0)

4 MAJOR

Severity		Likelihood				
		1 Very Unlikely	2 Unlikely	3 Fairley Likely	4 Likely	5 Very Likely
1	Insignificant	1	2	3	4	5
2	Minor	2	4	6	8	10
3	Moderate	3	6	9	12	15
4	Major	4	8	12	16	20
5	Catastrophic	5	10	15	20	25

## Risk Rating

Low Risk X

Medium Risk

High risk


Auditor  
(David Paul)Responsible Person  
(Barclay Graham.)

## FIRE RISK ASSESSMENT

## COMMENTS &amp; ACTION PLAN

FIRE HAZARD ELIMINATION / CONTROL &gt;&gt; Housekeeping

(B&amp;25555) Is the standard of housekeeping adequate

PRIORITY High  
DUE DATE 31-Aug-20  
ASSIGNEE Musselburgh

## FINDINGS

'No' - Underrackings in need of attention as food products found.  
Pallets found in racking and base shelves removed.  
Fire route cluttered with cages of stock and racking.

## ACTION REQUIRED

Store management to ensure fire corridor is cleared of all items and remains clear going forward.  
Ensure that base shelves are replaced and that shelves are not removed going forward.  
Underrackings to be cleared and maintained going forward.

MEANS OF ESCAPE &gt;&gt; MEANS OF ESCAPE

(B&amp;25556) Are internal/external exit routes and doors free of trip hazards, damage or obstruction that could prevent safe egress

PRIORITY High  
DUE DATE 06-Sep-20  
ASSIGNEE Musselburgh

## FINDINGS

'No' - The fire corridor that leads from the shop floor and warehouse area was found to have cages of stock and some wooden racking within it.  
The fire route which leads from the two 1st floor staff areas is not clearly identified in places due to weathering.

## ACTION REQUIRED

Store management to ensure that the fire corridor is cleared of all items and shelving is relocated.  
We must ensure that this corridor is kept clear at all times.  
Store management to report issue of faded lines on the roof from 1st floor fire exits and request repainting of the fire route lines.

MEANS OF ESCAPE &gt;&gt; MEANS OF ESCAPE

(B&amp;25557) Is there any roof access or egress within an escape route

PRIORITY High  
DUE DATE 31-Aug-20  
ASSIGNEE Musselburgh

## FINDINGS

'Yes' - The two fire exits within the 1st floor staff areas lead out onto the flat roof and have stairs leading down into the delivery area.  
Walkway across the roof is identified with paint but is very faint in places and is not clearly identified throughout the routes.

## ACTION REQUIRED

Report issue via the the hub and request repainting of the fire route.

MEASURE TO LIMIT FIRE SPREAD AND DEVELOPMENT &gt;&gt; MEASURE TO LIMIT FIRE SPREAD AND DEVELOPMENT

(B&amp;25558) Is the site free from holes, damages in walls, ceiling or doors that could allow the free circulation of smoke and gasses

PRIORITY High  
DUE DATE 30-Sep-20  
ASSIGNEE Musselburgh

## FINDINGS

'No' - There were some missing ceiling tiles on the shop floor area at the time of the visit.

## ACTION REQUIRED

Store management to report/request replacement tiles via the hub.  
Ensure all damaged/missing tiles are replaced.

## FIRE RISK ASSESSMENT

MEASURE TO LIMIT FIRE SPREAD AND DEVELOPMENT &gt;&gt; MEASURE TO LIMIT FIRE SPREAD AND DEVELOPMENT

(B&amp;25559) Are fire extinguishers unobstructed and suit the location they are placed

## FINDINGS

'No' - One of the extinguisher points was found to be obstructed at the time of the visit.

## ACTION REQUIRED

Store management to ensure fire extinguisher points are cleared and access is possible at all times.

PRIORITY

High

DUE DATE

31-Aug-20

ASSIGNEE

Musselburgh

MEANS OF GIVING /BEING WARNED &gt;&gt; MEANS OF GIVING /BEING WARNED

(B&amp;25560) Is there a fire zone plan displayed next to the fire panel

## FINDINGS

'No' - There was no fire zone plan displayed at the time of the visit.

## ACTION REQUIRED

Store management to request new fire zone plan via admin security and print in colour and display next to the fire panel upon delivery.

PRIORITY

High

DUE DATE

06-Sep-20

ASSIGNEE

Musselburgh

FIRE SIGNS &amp; NOTICES &gt;&gt; FIRE SIGNS &amp;NOTICES

(B&amp;25561) Do final exit doors have signage attached to the external fascia of the door "Fire Exit Keep Clear"

## FINDINGS

'No' - External fire signage missing at the time of the visit. All exits.

## ACTION REQUIRED

Store management to order new signage via the hub and ensure that new signage is placed on exterior of final exit doors.

PRIORITY

High

DUE DATE

13-Sep-20

ASSIGNEE

Musselburgh

FIRE SIGNS &amp; NOTICES &gt;&gt; FIRE SIGNS &amp;NOTICES

(B&amp;25562) Are Fire routes clearly signed

## FINDINGS

'No' - Additional high level fire exit direction signage required on shop floor area.

## ACTION REQUIRED

Store management to order additional fire exit direction signage via the hub and place at high level around the exterior of the shop floor area.

PRIORITY

High

DUE DATE

13-Sep-20

ASSIGNEE

Musselburgh

## FIRE RISK ASSESSMENT

### EMERGENCY ACTION PLAN

The purpose of an emergency plan is to ensure that the people in our business know what to do if there is a fire and that the premises can be safely evacuated.

In the event of an emergency situation the Duty Manager will take control

#### IF YOU DISCOVER A FIRE

- Immediately sound the alarm at the nearest break glass point. If the alarm fails to sound shout "FIRE"
- Do not attempt to tackle a fire. Fire extinguishers are only to be used if your escape route is blocked
- Leave the building by the nearest, safest fire exit - away from the fire
- Do not stop to collect personal belongings
- Help any person with restricted capabilities to leave the building via the nearest exit
- Report immediately to your assembly point
- Remain at your designated assembly point - ensure you are accounted for by your Fire Marshall
- Do not re-enter the building until informed it is safe to do so by the Duty Manager or Fire Officer

#### ON HEARING THE FIRE ALARM

- Leave the building by the nearest, safest fire exit - away from the fire
- Do not stop to collect personal belongings
- Help any person with restricted capabilities to leave the building via the nearest exit
- Do not use the lift
- Report immediately to your assembly point
- Remain at your designated assembly point - ensure you are accounted for by your Fire Marshall
- Do not re-enter the building until informed it is safe to do so by the Duty Manager or Fire Officer

In the event of a fire, Duty Managers and Fire Marshalls are to sweep all areas to ensure that the area has been evacuated and follow the Fire Marshall action plan.

## FIRE RISK ASSESSMENT

## FIRE MARSHALL ACTION PLAN

## IF YOU DISCOVER A FIRE

- Immediately sound the alarm at the nearest break glass point. If the alarm fails to sound shout "FIRE"
- Only attempt to tackle a fire if you are fully trained in the safe operation of the fire-fighting equipment and only if it is safe to do so – Do not put yourself in danger, always keep yourself between the fire and the nearest and safest fire exit
- If the fire continues to grow despite your efforts to extinguish or it is becoming too hazardous, abandon it
- Close the door of the room where possible
- Leave the building by the nearest, safest fire exit – away from the fire
- Do not use lifts
- Report immediately to your assembly point and remain there
- Report the outcome of your efforts immediately to the Duty Manager
- Do not re-enter the building until informed it is safe to do so by the Duty Manager or Fire Officer

## ON HEARING THE FIRE ALARM

- You will direct colleagues and visitors out of the premises via the nearest exit
- Assist any person with restricted capabilities to leave the building via the nearest exit
- Sweep your area from the furthest point away from the exit so that you are always moving towards a place of safety
- Remember to check toilet cubicles and lone working areas
- Never open a door if you suspect that there may be a fire beyond it. If in doubt check the door with the back of your hand
- Instruct anyone found to evacuate immediately
- Do not delay your own safety if someone refuses to leave – brief the Duty Manager at the assembly point
- Close windows and doors behind you
- Switch off any machinery where possible
- Leave the building by the nearest, safest fire exit – away from the fire
- Do not use lifts
- Report immediately to your assembly point and remain there
- Do not re-enter the building until informed it is safe to do so by the Duty Manager or Fire Officer

## FIRE RISK ASSESSMENT

## EMERGENCY PROCEDURE

1.In the event of requiring the Emergency Services the Duty Manager will dial 9 first then (delete the 9 first then if not required) 999  
(Remember there may not be telephone reception once you have left the store - ensure you have access to a working telephone if you need to ring after leaving the store)

2.When the Exchange Operator answers, ask for the appropriate services.

3.When connected to the required service, state slowly and distinctly:

This is state your name

## ADDRESS:

91-93 High Street,  
Musselburgh,  
Mid Lothian EH21 7DA

TELEPHONE NUMBER : 0131 6650308.

DO NOT REPLACE THE RECEIVER UNTIL THE INFORMATION HAS BEEN CORRECTLY ACKNOWLEDGED!



## FIRE RISK ASSESSMENT

## ON RECEIPT OF THE RISK ASSESSMENT:

Brief Management team and all sign below to confirm your understanding of this document.  
Send a copy of this page to Indre Jurenaite at the Health and Safety Department by post or Fax: 0151 728 5418

Store Name:	177 - MUSSELBURGH	Store Number:	177
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I the undersigned confirm that the Fire Risk Assessment document will be actioned as stated. That all colleagues and management will be informed of the significant findings, and that all colleagues will have been trained with records retained on all areas associated with BM fire procedures.

I also confirm that as Store Manager / Responsible Person I understand all my responsibilities with regard to BM fire procedures; and the more general applicable management procedures of prevention of hazards and control as related to my

## DECLARATION

Signature Label	Signature	Date
Assistant Manager Name		
Store Manager Name		
Supervisor 1		
Supervisor 2		
Supervisor 3		
Supervisor 4		
Supervisor 5		
Supervisor 6		