



# fire risk assessment

16/06/2009

## FIRE SAFETY MEASURES

Fire protection and understanding is mandatory in any place of work. At CuCo, we have a number of fire procedures put in place to maintain the safety of everyone who comes into our workplace. The following is a guide of these procedures.

### In the Event of a Fire/Emergency Plan

- Warn others of the fire
- Evacuate the building without stopping to collect personal belongings
- Meet in Queen's Road Car Park and dial the fire brigade on 999 from a safe telephone line
- Remain outside until the fire brigade confirms it is safe to go back into the building

Only tackle the fire if it is a small fire and you have had competent training in the use of the fire extinguishers. If you do tackle the fire, always put your own and other people's safety first. Make sure that everyone is out of the building and that you can escape if you need to.

Remember: If in doubt, get out, get the fire brigade out, stay out!

## Fire Protection

The following points are part of our fire safety policy at CuCo Creative. They are to be adhered to at all times.

- We operate a no-smoking policy on the premises
- A CO<sub>2</sub> fire extinguisher can be found in the hall outside the studio
- A water fire extinguisher can be found in the stairwell outside the studio

## Fire Extinguisher Tips

- Don't attempt to use an extinguisher on a fire unless you feel it is safe for you to do so
- If you're using it on a fire, keep yourself on the escape route side of a fire
- NEVER use an extinguisher on a fat or oil pan fire
- NEVER use water on fat pan or electrical fires

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## Fire Risk Assessment

Name \_\_\_\_\_ Date \_\_\_\_\_ Next Assessment \_\_\_\_\_

Potential causes of fire	Precautions
Office waste	Regular cleaning with waste disposed of
Electrical	Do not overload circuits Provide adequate cooling airflow Do not allow fluff to build up on electrical equipment Ensure electrical contacts are kept clean
Heating	Ensure all combustible material is stored well clear of heating elements
Smoking	Smoking prohibited on premises

I confirm that all precautions have been, or are in the process of being put in place and that risk assessment will be undertaken on a regular basis.

Signed

Position