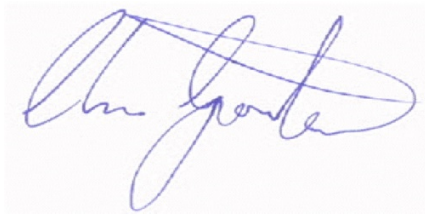
Fire Risk Assessment:

Building Classification:	Office Warehouse Unit – Technical Training Centre at Kings Lynn & on Customer Premises	***Signed:***	
Assessment Date:	02 September 2025	***Assessors Name***	Chris Gostling
Review Date::	September 2026	***Job Title:***	Director
Task: Fire Risk assessment for the activities associated with work in an office / Warehouse / Training Environment.			

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Task:	*Hazards:*	*Who's at risk:*	*Precautions and Control Measures required:*	*Risk Level:*	*Corrective actions required*
Electrical Installations	Electrocution, short circuiting	TEN Staff, Training Candidates and ALL Field Service Staff	All electrical mains distribution blocks are switched and fused switched off when not in use; RCD in use on all supplies All electrical installations are carried out by an approved competent electrical contractor, tested and certified before the power is switched on. All installations to comply with IET Regulations and visual inspections carried out by NEC appointed Electrical Safety Inspector.	Low Low Low	Existing measures are adequate
Electricity supplies on Show Stands Mains Extension Leads	Electrocution, short circuiting and overloading	TEN Staff, Training Candidates and ALL Field Service Staff	All installations have been inspected by IET 17 Approved Contractor Where possible all trailing electrical cables are positioned to avoid trip hazards Extension Leads must be tested for correct wiring and earth with appropriate Mains Tester	Low Low Low	Electrical Safety Tests were performed, by Approved Contractor

Task:	*Hazards:*	*Who's at risk:*	*Precautions and Control Measures required:*	*Risk Level:*	*Corrective actions required*
Stored Products & Materials	Are any of the stored products combustible or flammable?	TEN Staff & all Candidates	All flammable or combustible products to be stored appropriately in metal cupboard or otherwise.	Low	Existing measures are adequate
Flammable Liquids	Explosion	TEN Staff & all Candidates	All flammable or combustible products to be stored in appropriately in metal cupboard or otherwise. Quantities of flammable liquids to be kept to a minimum	Medium	Keep access doors free from obstruction and closed at all times. Continuous monitoring is required
Working Areas	Rubbish & Waste Materials	TEN Staff & all Candidates	All areas to be kept free from rubbish & waste material	Low	Rubbish & Waste Materials to be disposed of appropriately Frequent Cleaning & Good Housekeeping required.
Excess heat and sources of ignition.	Portable Heaters, Soldering Irons & Heat Guns	TEN Staff & all Candidates	Ensure Portable Heaters are not obstructed by, or directed at combustible furniture, clothing or materials. Soldering Irons and Heat Guns must be used and stored appropriately	Medium	Assess risk every time a portable appliance is used or switched on Existing measures are Adequate.

Task:	*Hazards:*	*Who's at risk:*	*Precautions and Control Measures required:*	*Risk Level:*	*Corrective actions required*
Checking of Fire Alarm & Smoke detectors.	Fire awareness	TEN Staff, Visitors and all Candidates on Site	Fire Alarm checked periodically and smoke detectors are self tested and checked that they are free dust and from foreign bodies.	Low	Checked & Serviced by external approved company
Fire Evacuation Instruction	Fire awareness	TEN Staff, Visitors and all Candidates on Site	In the event of fire, Staff are advised to evacuate and a Senior member to call Fire Brigade	Low	Exit building and muster at designated point in Car Park
Fire Extinguishers	Small Fires	TEN Staff, Visitors and all Candidates on Site	Fire Extinguishers to be appropriately positioned and accessible at all times. They must be serviced regularly and display a current Service Date.	Low	Checked & Serviced by external approved company

Task:	*Hazards:*	*Who's at risk:*	*Precautions and Control Measures required:*	*Risk Level:*	*Corrective actions required*
Fire Exit Procedure	All Areas	TEN Staff, Visitors and all Candidates on Site	Keep to gangways at all times. Materials must never be stored on stairways. All escape routes, alarm call buttons, extinguishers and fire doors kept free from obstruction.	Low	All staff must comply with TEN Automotive Good Housekeeping policy. Candidates **MUST** be supervised at all times
Customer Fire Precautions & Procedures	Customers Premises	Field Service Staff	All Field Staff must comply with Customer Site Policies and Regulation	Low	Staff must make themselves aware of Customer Fire Evacuation Policy