

Lady Grace Boat Trips
Fire Risk Assessment

Duty Holder Name:	Stacey Belbin	Date of Assessment:	01/06/2017
Job Title:	Manager	Date of review:	01/06/2018
Assessed by:	Stacey Belbin	Assessor qualifications:	Basic Fire Fighting at Sea

Names of Fire Marshals:	Stacey Belbin	Date of training:	01/04/2017
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1. PREMISES

FRA Ref No.	General	Comments and Action Required
1.1	Address of premises	Lady Grace Boat Trips, Coast Road, West Mersea, CO5 8PA
1.2	Use of premises – factory/shop/office/other	Boat trips
1.3	General description of premises – structural material etc, size, number of floors	21ft fibreglass open boat fitted with 28HP diesel inboard engine
1.4	Total number of people employed on the premises	Just me
1.5	Time the premises are in use	Varying depending on bookings

2. MANAGEMENT & PLANNING

FRA Ref No.	Description	Yes/No	Comments and Action Required
2.1	Do you have an up to date Fire Policy?	Yes	
2.2	Are fire safety drills/practices carried out regularly?	Yes	Annual refresher from the DPL servicing company on how to use the fire extinguisher is carried out
2.3	Has an assembly point been identified and informed to staff?	N/A	The premises is a 21ft open boat operating within the harbour, if the fire was uncontrollable the assembly point would be to disembark to the nearest boat where possibly or overboard and swim to the nearer point of land
2.4	Have you established and documented your procedures in the event of a fire?	Yes	In my Fire Evacuation Procedures
2.5	Do you have sufficient Fire Marshals, and are they properly trained (and such training recorded)?	Yes	I hold my Basic Fire Fighting at Sea Certificate
2.6	Are fire safety drills/practices reviewed for successes and failures, and subsequent action taken?	Yes	Under local Council Licencing requirements and Marine Surveyors guidance
2.7	Are fire safety risk assessments and resultant fire safety action plans reviewed regularly?	Yes	Annually by Marine Surveyor

2.8	Has provision been made for contacting the emergency service both during and out of working hours?	Yes	Skipper to carry mobile telephone and has access to VHF on boat to contact Coastguards
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3. GENERAL FIRE SAFETY

FRA Ref No.	Description	Yes/No	Comments and Action Required
3.1	Do you have flammable substances on the premises?	Yes	Diesel and oil
3.2	Are they stored correctly, can the quantity be reduced?	Yes	Stored in a separate locker, quantity relevant to the size of the vessel
3.3	Is waste material stored away from sources of ignition?	Yes	Waste material disposed of immediately off the boat
3.4	Have electrical tools and systems been checked – when?	N/A	No electrical tools onboard
3.5	Are you doing any 'hot works'?	No	
3.6	Do you have extinguishers close by? Which type?	Yes	1 x 2kg dry powder

3.7	Do you use 'Permits to work'? Are they signed off?	N/A	
3.8	Are controls in place in respect of contractors' use of potentially hazardous equipment e.g. blowlamps, cutting and welding equipment?	N/A	
3.9	Are all staff, especially new employees, informed of the company's Fire Safety Policy and Procedures?	N/A	No employees
3.10	Do you have a 'signing in' book?	No	I do not have a business premises
3.11	Are visitors/contractors informed as to the procedures on discovering a fire or hearing the fire alarm?	N/A	I do not have a business premise. The whole boat is fully visible by the skipper so the skipper will detect any fire and take the relevant actions
3.12	Are all fire routes and exits in the premises known to staff and visitors/contractors?	N/A	It is a 21ft boat so fire exits would be overboard
3.13	Are the assembly point(s) in the event of fire known to all staff and visitors?	N/A	It is a 21ft open boat operating the harbour so assemble points would be the nearest shoreline they can swim to
3.14	Are all staff aware of the location of the fire extinguishers?	Yes	Forward port hand locker

4. HEATING APPLIANCES

FRA Ref No.	Description	Yes/No	Comments and Action Required
4.1	Are all heating appliances safe (e.g. Securely fixed in position, suitably guarded and with an adequate clear space free from storage of any kind)?	N/A	No heating
4.2	Are all cooking appliances safe (e.g. Securely fixed in position, properly maintained and used only for their original intended purpose)?	N/A	No cooking appliances fitted
4.3	Has the equipment been serviced in accordance with recommendations and by qualified engineers	N/A	

5.MACHINERY AND TOOLS

FRA Ref No.	Description	Yes/No	Comments and Action Required
5.1	Has all equipment/tools/plant been serviced according to recommendations by qualified engineers? When?	Yes	Engine is serviced every 250 hours and extended service is done every 750 hours as recommended by the marine engineers

6. MEANS OF ESCAPE / EVACUATION

FRA Ref No.	Description	Yes/No	Comments and Action Required
6.1	Are fire exits clearly marked? Are they kept free from stored materials? Are they unlocked during working hours?	N/A	I do not have a business premises. It is a 21ft open boat so fire exits would be overboard
6.2	Is there adequate signage throughout?	N/A	I do not have a business premises
6.3	Do exits lead to a place of safety – not an enclosed yard etc?	N/A	I do not have a business premises
6.4	Is there emergency lighting. Has it been tested?	N/A	I have deck lights fitted when operating at night
6.5	Are carpets to stairs and corridors in good condition – are there trip hazards en route?	N/A	I do not have a business premises, no carpet on the boat
6.6	Are there self closing fire doors, do they close, are they wedged open?	N/A	I do not have a business premises

6.7	Are means of escape accessible for less able bodied people?	Yes	Assistance to be given by the skipper to any less able bodied person
6.8	Have appropriate provisions been made for the safety of persons with disabilities ie assistance, refuges etc?	Yes	Assistance to be given by the skipper to any person with disabilities
6.9	Are there clearly defined written fire action and evacuation procedures, including provision for a roll call?	Yes	
6.10	Are suitable 'Fire Action' notices prominently displayed around the premises	N/A	I do not have a business premises
6.11	Have appropriate staff been instructed to summon the Fire Service and where necessary other emergency services?	Yes	I will call the Fire Service when necessary
6.12	Are sufficient fire wardens available to provide for all working hours (including lunch and tea breaks) taking into account holidays and sickness?	N/A	I do not have a business premises

7.FIRE SAFETY SYSTEMS

FRA Ref No.	Description	Yes/No	Comments and Action Required
7.1	Is there an alarm, can it be heard throughout the premises/ Is it a bell, horn, verbal etc?	N/A	

7.2	Do you have a fire alarm, smoke detectors, are they tested?	N/A	
7.3	Is the alarm serviced? Who by? Last service date?	N/A	
7.4	Is the alarm monitored? Who by?	N/A	
7.5	Are there adequate fire extinguishers? What type? Are they accessible?	Yes	2kg dry powder stored in port hand forward locker
7.6	Are they regularly serviced? Who by? Last service date?	Yes	DPL April
7.7	Have staff been shown how to use extinguishers, when?	Yes	Basic fire fighting at sea course and every April by extinguisher servicing company
7.8	Can you hear an alarm from other parts of the building?	N/A	