**Fire Risk Assessment (FRA) and Lone Working Considerations for Verdure Psychology Ltd.**

**This company FRA is designed in conjunction with the Innovation Centre FRA (maintained by the Landlord), the YSP Out of Hours Procedure, the Generic EEP of the Innovation Centre, and the Fire Action Notice displayed on the inside door of the office (1.03).**

1. **Responsible Person:**
Name: Dr Richard Jenkinson
Position: Director, Verdure Psychology Ltd.
Contact Information: E-info@verdurepsychology.co.uk T-07594805751

All Verdure Psychology Associates are responsible for familiarising themselves with and ensuring compliance with this document (for themselves and their clients).

**2. Premises Details:**
Business Name: Verdure Psychology Ltd.
Address: Innovation Centre, Innovation Way, Heslington. YO10 5DG
Office Type: Single office space within Innovation Centre
Number of Employees: 3 (Director + 2 part-time associates)
Typical Visitors: Clients, occasional contractors

Working Hours: Standard University Working Hours + 2 associates working Out of Hours (evenings and weekends)

**3. Fire Hazards and Risks:**

* **Electrical Equipment:** Desktop computer, laptop, printer, charging cables, lamps, fan, water feature.
* **High-Risk Equipment:** Electric air heater
* **Flammable Materials:** Minimal (paper documents, bottled essential oil).
* **Obstruction Risks:** Clear exit routes are maintained at all times.

**4. Fire Prevention Measures:**

* **Regular Electrical Checks:**
	+ Visual inspection of power cords, equipment and sockets every day.
	+ Portable Appliance Testing (PAT) for electrical equipment at a minimum frequency of every 5 years. Most recently completed April 2025
* **Safe Equipment Use:**
	+ No microwaves or toasters or other high risk equipment (except the approved heater) is allowed in the office.
	+ Turn off non-essential electrical equipment at the end of the day.
	+ Only use the heater when absolutely necessary, for no more than 15 minutes a time, and never leave unintended. Allow heater to cool before storing away.
* **Housekeeping:**
	+ Keep escape routes clear of obstructions.
	+ Store minimal paper and flammable materials.

**5. Fire Safety Procedures:**

* **Evacuation Plan:**

Exit the building immediately:

* + Primary exit: stairwell on the left (South facing) side of the building- exiting via the exit at the bottom of the stairs
	+ Secondary exit: Stairwell to the right (North facing) side of the building- exiting via the exit to the right of the bottom of the stairwell.
	+ Assembly point: Innovation centre Front Car Park (FAP 62)
	+ Ensure clients are aware of exit procedures and assist them to leave the premises if safe to do so.
* **Fire Extinguishers:**
	+ Location: 1st floor left (South facing) stairwell
	+ Type: CO2 for electrical fires, water-based for general fires.
* **Alarm System:**
	+ Fire alarms maintained by the landlord.
	+ If a fire is detected, activate nearest fire alarm call point if not already triggered.

**6. Lone Working and Out of Hours Considerations:**

For associates of Verdure Psychology:

* **Lone Working Risks:**
	+ Practitioners have responsibility for implementing and following a buddy system so they inform a trusted individual when in the office alone outside of working hours.
	+ Ensure mobile phone is charged and accessible.
	+ Complete a mental health risk assessment with new patients (reviewing this as indicated). Only low-risk clients should be seen out-of-hours.
* **Out of Hours Emergency Procedures:**
	+ Follow building-wide emergency protocols.
	+ Call 999 for all emergencies
	+ Call +44 (0)1904 32 3333 if it's urgent but not dangerous (e.g. Medical non-emergencies, suspected crimes, fire alarm activations)
	+ Call +44 (0)1904 32 4444 for general security and safety questions (e.g. General enquiries, noise complaints, anti-social behaviour)

**7. Personal Emergency Evacuation Plan (PEEP) Considerations:**

* Currently, no Verdure Psychology Associates require a PEEP.
* If a client requires a PEEP, contact the Fire Safety Officer on 01904 324256 in advance of the first appointment.

**8. Review and Record-Keeping (responsibility of Director):**

* Company FRA to be reviewed annually or when office layout, equipment, or risks change.
* Company FRA shared with York Science Park Ltd (YSPL) as required.
* Record of fire safety checks maintained.

**Date of Assessment:** [25/04/2025]
**Next Review Date:** [25/04/2026]
**Assessor Name: Dr Richard Jenkinson**