

RISK ANALYSIS FIRE

1 Policy

		Hazard identification	NA	Yes	No	Risk/scenario description	Risk category			Advice / measures
							Chance	Conseq.	Cat	
	1	A fire prevention file was drawn up in implementation of a fire prevention file of the CODEX on welfare, Book III, Title 3, Fire prevention at the workplace			x	Fire prevention file is being drawn up & updated	3	4	12	Create a fire prevention plan - Ongoing
	2	Does the company have an internal emergency plan and the written procedures in accordance with Art. III.3-23 / Art .I.2-23		X		The existing emergency plan has been updated and is available for all staff. Drills are scheduled for 2024	2	4	8	Perform drills & report
	3	Does the company have an intervention file for the public emergency services according to Art.III3-23			X	No info	4	4	16	To be activated and documents to be uploaded.
	4	Is the management involved and are there records of periodic meetings regarding fire safety		X		HSE Topics are weekly discusses during mgt meeting.	1	4	4	
	6	is the internal emergency plan regularly updated and updated on a periodic basis		X			2	4	8	The plan should not be older then 1 year since change occur often in this organisation. MoC-system should counter earlier.
	7	The competent fire brigade was called upon to draw up the internal emergency plan			X		2	4	8	Invite the fire brigade again for approval after drawing up the fire intervention file (FIF) and fire prevention file (FPF)
	9	for subcontractors who carry out work with a fire risk, a fire permit is drawn up with additional measures		X		Document are available but not 100% of the time used	3	4	12	include responsibility and follow-up in mentality briefing management
	10	have the necessary measures been taken for employees and subcontractors who are employed alone (ARAB Title II Ch. I, IX - Art.54 ter)		X		see point 9	3	4	12	draw up and assign a responsible person for follow-up
	11	Observation rounds are made by the hierarchical line in function of the fire prevention measures		X		Fire prevention is taken up in the SWAT-tours, but tours are not sufficiently performed.	3	4	12	SWAT-tours to be reinforced.
	13	are there evacuation plans and have they been drawn up in accordance with Art.III3-14		X		are present, but have to be updated.	2	4	8	To be updated.
	14	Have agreements been made regarding the provision of information to the public emergency services, employees, press, etc...			X	Information to be checked & updated	2	4	8	To be updated

2 Responsibilities										
Hazard identification			NA	Yes	No	Risk/scenario description	Risk category			Advice / measures
							Chance	Conseq.	Cat	
	1	Is there a responsible person with a relevant trainingn designated and included in the organizational chart		X			1	4	4	
	2	are the duties and responsibilities of this person clearly defined		X		To be checked & updated.	2	4	8	to be updated
	3	is this person in possession of a recognized certificate or diploma regarding to fire prevention and/or firefighting		X		To be checked & updated.	2	4	8	to be updated

3 Internal firefighting service										
Hazard identification			NA	Yes	No	Risk/scenario description	Risk category			Advice / measures
							Chance	Conseq.	Cat	
	1	Does the company have a internal firefighting service whose members are sufficiently trained in function of the provisions of Art. III.3-8		X		There is an internal firefighting service on paper. Trainings are sheduled for all supervisors in order to have at least one per shift & per team	3	4	12	provide clear instructions and training for the internal firefighting service. Get people trained.
	2	is the alarm system redundant for the members of the internal firefighting service so that they are always reachable		X		Only the evaucation system is present. The first action needs to come from the suprevisor	1	4	4	
	3	is there a system that guarantees a sufficiently up-to-date availability of the members of the internal firefighting service		X		Cfr. Above: all supervisors in order to have at least one per shift & per team	2	2	4	apply a procedure and system
	4	are there measures to replace the members of the internal firefighting service who are on sick leave during working hours and to guarantee the service		X		Cfr. Above: all supervisors in order to have at least one per shift & per team	2	2	4	apply a procedure and system
	5	is there a training matrix and training plan for the members of the internal firefighting service and is it up-to-date		X		Training sheduled for 2024	2	4	8	to be provided

4 Education and training										
Hazard identification			NA	Yes	No	Risk/scenario description	Risk category			Advice / measures
							Chance	Conseq.	Cat	
	1	All employees receive induction training on fire safety and annual refresher courses are given on the procedures in the event of fire/explosion		X		Included in HSE Onboarding	1	4	4	
	2	are all employees aware of their specific tasks and responsibilities in the event of fire and evacuation		X		Included in HSE Onboarding	1	4	4	
	3	employees who work with fire-hazardous products have received appropriate training on fire hazards and receive annual refresher courses			X	No annual refresher courses sheduled, but included in monthly toolboxes	2	2	4	
	4	employees who work in the vicinity of heat or cooking processes have received extensive training on fire risks and receive annual refresher courses		X		Cfr HSE onboarding & Monthly toolboxes	2	2	4	provide annual refresher courses
	5	have all employees instructions to immediately alert the internal firefighting service in the event of smoke or fire			X	normally upon arrival as a new employee, but no instructions "in case of fire" are present at the workstations	2	4	8	provide annual refresher courses and display instructions at the workstations
	6	Are employees aware of the importance of keeping all fire doors closed at all times to prevent the spread of smoke or fire penetration			X	No instructions "in case of fire" present at the workstations, the closing of the fire proof gates is forseen for the internal firefighting service	2	4	8	
	7	in function of compartmentalization, employees are asked to leave all fire doors and/or gates closed when no one is present in the company	X			company operational 24/24 and 7/7	1	4	4	
	8	are the instructions for responding to fire clear and understandable for everyone		X			1	4	4	
	9	persons who do not belong to the employees of the company are informed of the fire risks present in the company and the measures to be respected		X		there is a brochure "working with third parties" in which these are mentioned, but not always complied with	3	4	12	designate a responsible person for implementation and follow-up
	10	depending on the fire risks within the company, an additional fire training is organized for night and/or security personnel		X		members of the firefighting service are divided over the different shifts	1	4	4	

5 Activities										
Hazard identification			NA	Yes	No	Risk/scenario description	Risk category			Advice / measures
							Chance	Conseq.	Cat	
	1	the procedures shall take into account the possibility of fire/explosion due to human error		X		Not always foreseen	3	3	9	To be taken up while reviewwing SOP's
	2	measures are been taken to avoid the circumvention of safety systems to prevent fire/explosion by employees or third parties			X	no checks on "working with third parties"	2	4	8	designate a responsible person for implementation and follow-up
	3	In areas with an increased fire risk, Last Minute Risk Analisis (LMRA) are carried out before the start of the tasks		X		Use of LMRA	2	2	4	Inforce the use of LMRA

6 Presence of flammable substances										
Hazard identification			NA	Yes	No	Risk/scenario description	Risk category			Advice / measures
							Chance	Conseq.	Cat	
	1	is there a system to have the current amount of flammable substances within the company immediately available			X	only possible via ICT for the warehouses, non-existing for day storage	2	3	6	provide a system or assume maximum quantity for day storage
	2	in the rooms/compartments where flammable substances are used or stored, the necessary instructions in the event of fire/explosion and the CLP guidelines are provided (preferably at the entrance)			X	Only danger symbols CLP are affixed. No fire instructions or CLP guidelines applied	2	2	4	Instructions need to be posted.
	4	are gas cylinders properly stored and are the quantities in the workstations limited to daily use			X	Relocation project will improved storage and separation from staff	3	3	9	Relocation sheduled before 01-09-2024
	5	is sufficient ventilation provided in compartments with storage of flammable substances		X			1	1	1	
	6	is their a clear visual distinction between full and empty containers when stored	X			Only full containers are stored.	1	1	1	
	7	are the quantities of flammable substances used at the workstations limited to a maximum daily quota		X			1	3	3	
	8	Are all areas where the use of flammable substances is permitted clearly identified			x	only posters indicating the products used at the workstations are available	2	2	4	provide signage

7 Presence of flammables										
Hazard identification			NA	Yes	No	Risk/scenario description	Risk category			Advice / measures
							Chance	Conseq.	Cat	
1	Waste or rubbish is regularly collected and stored outside the workstations in designated containers			X			1	1	1	
2	measures are been taken to minimise the presence of flammables in each workstation or zone			X			1	1	1	
3	Is the smoking ban applied within the company and are the smoking areas or places equipped with means to prevent fire by smoldering smoking products			X		Proper smoking booth needs to be provide on logistics entrance. Smooking area on main entrance needs to be relocated by 01-09-2024	2	3	6	Both projects are ongoing
4	are the workstations or compartments where flammable substances or gases are in use or stored equipped with adequate ventilation			X			0	0	0	
5	are all flammable substances used, stored or exhibited within the company registered and checked for quantity				X		1	3	3	inventory system to be introduced
6	if an accumulation of combustible substances is possible, preventive measures have been taken to avoid this			X			0	0	0	
7	have measures been taken in the workstations or workshops to prevent walls, floors from having a flammable covering or covering that produce toxic fumes when heated			X			0	0	0	
8	large quantities of loose paper are regularly removed from information boards or displays			X			0	0	0	
9	when using flammable seasonal decorations, fake plants or promotional displays, the risk is evaluated and additional measures taken if necessary	X					0	0	0	
10	Oil-soiled cloths and other grease-contaminated cloths are collected in sealed metal containers			X			0	0	0	
11	are heaters, power lines, hot air ducts kept free of flammable substances			X			0	0	0	
12	are their activities with hot liquids or cooking processes and have the necessary measures been taken to control the fire risks	X					0	0	0	

8 Electrical installations, appliances, etc...										
Hazard identification			NA	Yes	No	Risk/scenario description	Risk category			Advice / measures
							Chance	Conseq.	Cat	
	1	when leaving the premises, all workstations are systematically inspected for fire risks from electrical appliances that have not been switched off	X			24/24 and 7/7 production	0	0	0	
	2	are electrical installations or drives kept free of dirt, grease or waste		X			2	3	6	
	3	damaged installations/appliances are immediately taken out of service, shut down or removed for repair		X		LOTOTO	2	2	4	
	4	are the electrical installations well maintained without traces of damage or damage by chemical substances		X		Periodic checks sheduled for 2024-07	2	3	6	
	5	measures have been taken to ensure that electrical appliances are switched off during periods of prolonged absence		X		LOTOTO for out-of-service installations. No instruction or checks on electrical appliances that employees bring themselves (usually in offices)	2	2	4	sensitization of employees to switch off electrical appliances in their absence
	6	the 5 annual mandatory inspections on the electrical installations (AREI) have been carried out and and peridic checks are carried out internally		X		Periodic checks sheduled for 2024-07	2	3	6	
	7	Are all vital power lines in the company documented and checked for fire safety in accordance with the CODEX on welfare, book III, title III		X			2	2	4	
	8	are the personal electrical appliances present in the company registred and checked for fire safety			X	With expemption of phones for leadership, no personal aplinces should be used.	2	2	4	
	9	do the existing power strips meet the IP protection for the environment in which they are used			X		3	3	9	To be checked.
	10	The use of cable reels, extension cables and power strips is kept to a minimum and cable reels are fully unrolled		X		no control of the use of power strips or the like in the offices	2	2	4	provide procedure and instruction, for example with "application form for the use of personal device"
	11	have measures been taken to avoid overloading electrical circuits due to excessive consumption		X			2	2	4	
	12	When necessary, is there a protection against lightning strikes and is it periodically checked			X		3	3	9	

9 Infrastructuur										
Hazard identification			NA	Yes	No	Risk/scenario description	Risk category			Advice / measures
							Chance	Conseq.	Cat	
	1	where necessary fire transits are provided and are correctly installed and in good condition		X		elements with fire transits still need to be further investigated for the validity of the closure	0	0	0	
	2	are all utility valves (electricity, gas, water, etc.) clearly signalled and accessible to the public emergency services		X			0	0	0	
	3	are there sufficient compartmentalized escape routes in all buildings and are they free of flammable substances and/or obstacles			X	escape routes not compartmentalized and often blocked by obstacles	1	3	3	sensitization of employees and forklift operators
	4	are there suficient adapted extinguishing agents in the kitchens and cooking places (fire blankets, water foam extinguishers)	X				0	0	0	
	5	are there smoke and heat dissipation facilities (RWA), and are they operational and are the operating instructions clearly and legibly	X				0	0	0	
	6	in places where false or raised ceilings are present, measures have been taken to guarantee fire compartmentntation		X		VESDA systems have been installed, but need to be checke	3	3	9	Intervention with Alertis sheduled in 2024-07

10 Evacuation routes

Hazard identification			NA	Yes	No	Risk/scenario description	Risk category			Advice / measures
							Chance	Conseq.	Cat	
1	are there enough escape routes or, where appropriate, compartments to allow all persons present to be safely evacuated			X		Plans available but to be updated	3	3	9	
2	is there a system to check weekly that the escape routes are free of flammable substances or obstacles			X		Part of the SWAT Tours	2	2	4	
3	all escape route and emergency exits lead directly to a safe place or compartment to a safe place			X			2	2	4	
4	is there a recent and updated evacuation plan in accordance with the royal decree 'Brand' available at the entrance of each building and per level			X			2	2	4	
5	are all emergency exits equipped with a "panic lock" and can be opened from the inside in the event of a power failure with an emergency button and without the use of keys			X			2	2	4	
6	all corridors, passages and stairs on the escape routes are free of obstructions and not used for storage (even temporarily) of any kind				X	sometimes not accessible due to stacking material	2	3	6	To be taken up via toolbox on fire safety
7	do all doors on the escape route open in the direction of the escape route and are they recognizable as such			X			2	2	4	
8	Are all escape routes sufficiently illuminated during normal working hours and are they equipped with safety lighting in the event of power failure				X		3	3	9	To be checked
9	Is the existing safety lighting sufficiently and periodically tested and checked in accordance with the current legislation				X	check if testing safety lighting is foreseen in procedure or instruction	3	3	9	when necessary provide procedure or instruction with logging
10	Have necessary measures been taken to assist people with disabilities or reduced mobility in the event of evacuation and to evacuate them safely	X				Currently not applicable.	1	2	2	
11	Are the assembly points in a safe place, free from the buildings and outside the approach routes of the emergency services and are alternative provided if this place is not available			X		no alternative place, but is normally a safe place and not hindrance to the emergency services	0	0	0	
12	in addition to partial evacuations, there is at least one complete evacuation of the company every year	X				Only full evacuation foreseen	0	0	0	

11 Fire detection and alarming

Hazard identification			NA	Yes	No	Risk/scenario description	Risk category			Advice / measures
							Chance	Conseq.	Cat	
1	is there a fire alarm system and is it periodically checked and tested			X		no tests provided in procedure	1	4	4	procedure and instruction to provide
2	Does the fire alarm system have a protected power supply that's keeps the system operational in the event of power failure			X			0	0	0	
3	is the central of the fire alarm system in an easily and quickly accessible place, for both the internal and external firefighting service			X		2 centrals	0	0	0	
4	is everyone able to reach a fire alarm button within a walking distance of to 30 meters				X	To be checked with new extensions	2	4	8	
5	There are fire alarm buttons on every level and at every exit and are they visible and easily accessible			X			0	0	0	
6	The auditory (visual) alarm is periodically tested and is it clearly audible (visible)				X	no tests provided	1	3	3	check audibility and provide tests in procedure or instructions

12 Fire fighting equipment


Hazard identification			NA	Yes	No	Risk/scenario description	Risk category			Advice / measures
							Chance	Conseq.	Cat	
1	Are there enough extinguishers available and does their effect correspond to the nature of the risk at that location			X			2	1	2	
2	all extinguishers are periodically inspected by an authorized person and this is registered			X		Somatie FIE	2	1	2	
3	Is there an internal periodic visual inspection of all extinguishers and is it registered	X					2	1	2	
4	Are the extinguishers located in an accessible place, firmly suspended on the wall, easily accessible and operational			X			2	1	2	
5	Are the fire hose reels easily accessible and not in use for other purposes	x					0	0	0	
6	are the sprinkler systems in good condition, is there enough pressure on the pipe and are they periodically checked	x				Site not completely covered by sprinklering.	0	0	0	Several sprinkler projects ongoing.
7	is the water supply for the sprinklers fully filled and is there sufficient pressure on the system	x				Cfr. Landlord Alinso	0	0	0	
8	The automatic extinguishing systems are fully filled, controlled and operational	x				Cfr. Landlord Alinso	0	0	0	
9	Are the facilities for collecting extinguishing water operational and periodically checked				X	there is no provision for the collection of extinguishing water, only provide for the storage of hazardous substances	0	0	0	investigate the possibility of using sewerage as extinguishing water collection by means of sewer valves or diverting extinguishing water to loading dock or with other systems
10	are all extinguishers clearly visible even when the pictograms are missing			X			1	3	3	check and provide pictograms

13 Designations and pictograms

Hazard identification			NA	Yes	No	Risk/scenario description	Risk category			Advice / measures
							Chance	Conseq.	Cat	
1	are the pictograms for indicating extinguishers, escape route and emergency exits in good condition and clearly visible wherever fitted			X		Still insufficient, almost no regulatory pictograms for extinguishers or insufficient in size	1	3	3	check and provide regulatory pictograms
2	are there instructions for the operation of automatic extinguishers or evacuation aids and are they clearly legible for everyone	X				there are no automatic extinguishing systems or evacuation aids in the company	0	0	0	
3	the necessary indications are present for all escape routes and emergency exits and are placed in such a way that at least one indication is always visible from the escape route				x	Still insufficient	2	2	4	to check and provide if necessary
4	are all emergency exits provided with the necessary instructions to open them correctly				X		1	2	2	check attendance instructions or adjust the emergency exit

14 Fire brigade: Access and communication

Hazard identification			NA	Yes	No	Risk/scenario description	Risk category			Advice / measures
							Chance	Conseq.	Cat	
1	are all access roads and buildings easily accessible to the fire brigade taking into account the size of their vehicles			X			0	0	0	
2	are there marked places/paths for the emergency services to guarantee the accessibility of high-risk zones				X	no marked places or paths provided for the emergency services. Procedure provides guidance by the internal fire service, but they don't have respiratory protection in case of heavy smoke development	1	3	3	provide signage or provide the internal fire service with respiratory protection and protective clothing
4	is the intervention file for the emergency services available at the entrance or reception of the company during normal working hours			X		To be updated	4	2	8	To be updated
5	is the intervention file for the fire brigade available at the entrance or reception of the company, even if no one is present on the plant				X		3	4	12	To be developed

 All scores of **8 and more** are taken up in the HSE-action plan for action & periodic review