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| Fire Risk Assessment | | | | | | | | | | | | PETA R - TCS - Full Colour | | |
| PREMISES PARTICULARS | | | | | | | | | | | | | | |
| Name |  | | | | | | | | Telephone number | | | |  | |
| Address of premises | | | |  | | | | | Date of risk assessment | | | | |  |
| Use of premises | |  | | | | | | | Undertaken by | |  | | | |
| Person in control of the site | | | | |  | | | | Date of Review | |  | | | |
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| MANAGEMENT SYSTEMS | | | | | | | | | | | | | | |
| Provide a statement specifying the planning, organisation, control, monitoring and review of the fire risk assessment.  Planning – How the employer proposes to complete the Fire Risk Assessment and determine priorities in eliminating any hazards and reducing risks to persons.  Organisation – How the organisation is structured. To include how Health and Safety information is communicated to all employees, and what their involvement has been in complying with all aspects of the Fire Risk Assessment    Control- Identify the people (at all levels) who may have responsibility for carrying out the Management of Health and Safety issues throughout the workplace.  Monitoring – Identify how the employer will measure the success of the Health and Safety policy. This should include regular checks of fire precautions, investigation of causes of incidents and the recording of other relevant information.  Review – Identify a regular review procedure to include any identified deficiencies and a process by which they can be rectified. | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | |
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| GENERAL DESCRIPTION OF PREMISES | | | | | | | | | | | | | | |
| Give a general description of the premises and the use to which it is put. Include the following details: | | | | | | | | | | | | | | |
| * Construction detail of the premises (i.e. brick/timber/concrete) * Approximate age of premises * Times in use * Total number of persons employed in the premises at any one time | | | | | | | * Total number of persons who may resort to the premises at any one time * Size of the premises (length and width and/or area) * Number of floors and staircases | | | | | | | |
| Comments | | | | | | | | | | | | | | |
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| Occupancy | | | | | | |  | | | | | | | |
| Times the premises are in use       to | | | | | | | | | | | | | | |
| The total number of persons employed within the premises at any one time | | | | | | | | | |  | | | | |
| The total number of persons who may resort to the premises at any one time | | | | | | | | | |  | | | | |
| Size | | | | | | |  | | | | | | | |
| Building footprint  metres x  metres | | | | | | |  | | | | | | | |
| Number of floors | | |  | | | Number of stairs |  | | | | | | | |
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| FIRE SAFETY SYSTEMS WITHIN THE PREMISES | | | | | | | | | | | | | | |
| Give details of any fire safety systems in the premises such as fire warning systems, escape lighting, sprinklers, etc. | | | | | | | | | | | | | | |
| (e.g. Fire alarm break- glass system to British Standard 5839, escape lighting to British Standard 5266). If none are to be provided briefly state the reasoning for that decision (e.g. Small open workshop, only three people at any one time, clear visibility, word of mouth sufficient to raise the alarm) | | | | | | | | | | | | | | |
| Fire warning systems (ie automatic fire detection, break glass system to B5839, other) | | | | | | | | | | | | | | |
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| Emergency lighting (ie maintained/non-maintained, 1hr/3hr duration to BS5266) | | | | | | | | | | | | | | |
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| Other (ie sprinkler system to LPC rules BS 5306) | | | | | | | | | | | | | | |
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| PLAN DRAWING | | | | | | | | | | | | | | |
| To assist the assessor in completing an assessment, and employees in understanding the findings and evacuation procedures/plans it is recommended that a single line drawing of the premises/area/room/floor is prepared, which should be attached to the risk assessment.  The plan should show :-   * Escape routes * Number of exits * Number of stairs * Fire resisting doors * Fire resisting walls and partitions * Places of safety etc * Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices etc * The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs) * The location of emergency lights (to include hand held torches if provided) * The location and type of firefighting equipment (i.e. water extinguishers, foam extinguishers, etc.) | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | |
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| IDENTIFY FIRE HAZARDS | | | | | | | |  | | | | | | |
| Consider any fire hazards within the area/room/floor: | | | | | | | | | | | | | | |
| Ignition sources   * Smoking materials / matches, lighters etc. * Naked flames / hot work processes * Fixed / portable heaters * Boilers / engines / machinery * Cooking * Lighting equipment * Friction / sparks * Arson | | | | | | | | Fuel sources   * Flammable liquids / solvents / oils etc * Chemicals * Wood / paper / cardboard etc * Plastics / rubber /foam * Furniture and furnishings * Flammable gases * Textiles * Display materials * Waste materials | | | | | | |
| Work processes   * Can any fire risks identified be removed, replaced or reduced? | | | | | | | | Structural features   * Consider any structural features that could promote the spread of fire (e.g. open staircases, openings in walls and floors, large voids above ceilings and below floors). Additionally consider the potential combustibility of any structural features. | | | | | | |

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| Sources of ignition | | | | | | | | | | | | | | | | | | | |
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| Sources of fuel | | | | | | | | | | | | | | | | | | | |
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| Work processes | | | | | | | | | | | | | | | | | | | |
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| Structural features that could promote the spread of fire | | | | | | | | | | | | | | | | | | | |
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| IDENTIFY PEOPLE AT RISK | | | | | | | | | | | | | | | | | | | |
| Consider:   * Employees * Visitors / Customers * Employees, visitors, and other persons whose mobility, hearing or eyesight is impaired * Other persons in the premises if the premises are multi-occupied * Varied working practices (i.e. areas of your premises occupied when others are not) * Areas where employees/others are isolated * Contractors * Persons who may be asleep in your premises | | | | | | | | | | | | | | | | | | | |
| Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk and what controls are or need to be in place | | | | | | | | | | | | | | | | | | | |
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| EVALUATE, REMOVE OR REDUCE AND PROTECT FROM THE RISK | | | | | | | | | | | | | | | | | | | |
| * Evaluate the risk of a fire starting * Evaluate the risk to people from a fire * Remove fire hazards (where possible ) * Reduce fire hazards (where possible ) * Remove or reduce the risks to people from a fire * Protect people by providing fire precautions | | | | | | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | |
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| MEANS OF ESCAPE – HORIZONTAL EVACUATION | | | | | | | | | | | | | | | | | | | |
| Consideration of the following factors should be recorded in a narrative format and not simply a yes/no answer to a question.  Consider: -   * How fire hazards are controlled within the area/room/floor * The need to control and monitor the number of occupants * The number of occupants in the area/room/floor and their familiarity with the premises * The likely spread of fire * The time it would probably take to escape (2-3 minutes?) * In the event of a fire can all persons safely evacuate the premises after taking into account the fire risks in the area? * Travel distances. How far to the nearest exit? * Definition and number of escape routes. Easily identified and available at all times? * Number and widths of exits Sufficient to evacuate all occupants quickly and easily? * Inner rooms situations. Is there exit only available through another room? * Corridors. Do they need to be protected by fire resisting walls and doors? * Dead-end conditions Is there only one way out? * Door openings and door fastenings Can door(s) be opened easily without the use of a key? * Do all escape routes lead to a place of safety (e.g. not to an enclosed yard)? * Housekeeping. Is there storage of combustibles or obstructions in escape routes? * Sufficient number of stairways * Provisions for people with disabilities. Deaf, Blind, Mobility issues or special needs etc | | | | | | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | |
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| MEANS OF ESCAPE – VERTICAL EVACUATION | | | | | | | | | | | | | | | | | | | |
| Consider: -   * Are there sufficient stairways to get all occupants out of the premises even if one stairway is inaccessible due to fire? * Are the stairways wide enough to get all occupants out of the premises (including disabled persons) ? * Do the doors, walls and partitions to the stairways need to be fire resisting (i.e could a fire spread to the staircase(s) before occupants have evacuated taking into account the fire hazards present?) * Do the exits from the stairways lead to place of safety (e.g. not to an enclosed yard)? | | | | | | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | |
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| FIRE SAFETY SIGNS AND NOTICES | | | | | | | | | | | | | | | | | | | |
| * Do all fire safety signs comply with the current standard (pictogram – symbols)? * Are there sufficient fire exit signs on the escape routes? * Are internal fire resisting doors indicated with “Fire Door-Keep Shut” notices? * Are internal fire resisting doors to cupboards indicated with “Fire Door – Keep Locked Shut” signs? * Where necessary are fire exit doors marked with “Fire Exit-Keep Clear” notices? (outside face) * Are there signs indicating how to use door opening mechanisms e.g. “Push Bar to Open”? * Are general fire action notices displayed stating what to do in a fire situation? * Is firefighting equipment indicated? | | | | | | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | |
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| FIRE WARNING SYSTEMS | | | | | | | | | | | | | | | | | | | |
| * Is there a suitable fire warning system to alert occupants in the event of a fire? * If the premises are large and/or complex an electric fire alarm should be installed to the current British Standard. * Can all occupants be alerted when the alarm when it is sounded (including persons with hearing difficulties) ? * Is there a need for automatic fire detection i.e. sleeping risks, multi-occupied premises, varied working, inner rooms situations, mezzanine floors? | | | | | | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | |
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| EMERGENCY LIGHTING SYSTEM | | | | | | | | | | | | | | | | | | | |
| * If the premises are in use during the hours of darkness (consider winter months) escape lighting should be provided. (However, adjacent street lighting through external glazing, may be considered) * Areas of the premises with no natural light (internal spaces) should be provided with escape lighting. If the premises are large and/or complex an escape lighting system should be installed to the current British Standard. * Where the premises are small a number of hand held torches strategically located may be sufficient? * When operated is there sufficient illumination for occupants to see the external escape routes clearly? * Does the system operate on sub-circuit failure? * Is there sufficient illumination at changes in level and changes in direction? * Is there sufficient illumination to show fire exit doors and their operation? * Is there sufficient illumination to show fire alarm call points and firefighting equipment? | | | | | | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | |
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| FIREFIGHTING EQUIPMENT | | | | | | | | | | | | | | | | | | | |
| * Is there sufficient firefighting equipment provided for the area/room/floor? * Is the firefighting equipment appropriate for the risks? * Is the firefighting equipment simple to use? * Has a competent person checked fire extinguishers within the last twelve months? * Does it conform to a standard? * Is the firefighting equipment located on the escape routes and near to exit doors? * Is it securely hung on wall brackets or suitable floor plates, unobstructed and easily accessible? | | | | | | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | |
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| MAINTENANCE | | | | | | | | | | | | | | | | | | | |
| The means of escape and other fire safety provisions must be maintained, at suitable intervals, by a competent person and the maintenance recorded.  Produce a maintenance schedule that covers the means of escape, signs and notices, fire warning system, escape lighting if provided and firefighting equipment.  Specify who will carry out the maintenance and where it will be recorded. *(*Fire Log Book*)*  Use the table below to check that all the fire safety provisions have been covered in the maintenance schedule. Attach the maintenance record to the risk assessment. | | | | | | | | | | | | | | | | | | | |
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| Recommended maintenance schedule | | | | | | | | | | | | | | | | | | | |
| Equipment | | | Period | | | | | Action | | | | | | | | | | | |
| Fire detection and fire warning systems including self-contained smoke alarms and manually operated devices. | | | Weekly | | | | | Check all systems for state of repair and operation. Repair or replace defective units Test operation of systems, self contained alarms and manually operated devices. | | | | | | | | | | | |
| Annually | | | | | Full check and test of system by competent service engineer. Clean self-contained smoke alarms and change batteries. | | | | | | | | | | | |
| Emergency lighting equipment  including self-contained units  and torches. | | | Weekly | | | | | Operate torches and replace  batteries as required. Repair or replace any defective unit. | | | | | | | | | | | |
| Monthly | | | | | Check all systems, units and  torches for state of repair and  apparent working order. | | | | | | | | | | | |
| Annually | | | | | Full check and test of systems  and units by competent service engineer. Replace batteries in torches. | | | | | | | | | | | |
| Firefighting equipment including hose reels. | | | Weekly | | | | | Check all extinguishers including hose reels for correct installation and apparent working order. | | | | | | | | | | | |
| Annually | | | | | Full check and test by competent service engineer. | | | | | | | | | | | |
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| MANAGEMENT - MAINTENANCE | | | | | | | | | | | | | | | | | | | |
| Is there a maintenance programme for the fire safety provisions in the premises? | | | | | | | | | | | Yes | | |  | | No | | |  |
|  | | | | | | | | | | | | | | | | | | | |
| Are regular checks of the fire resisting doors, walls and partitions carried out? | | | | | | | | | | | Yes | | |  | | No | | |  |
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| Are regular checks of escape routes and exit doors carried out? | | | | | | | | | | | Yes | | |  | | No | | |  |
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| Are regular checks of fire safety signs carried out? | | | | | | | | | | | Yes | | |  | | No | | |  |
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| Is there a maintenance regime for the fire warning system? | | | | | | | | | | | Yes | | |  | | No | | |  |
| Weekly | |  | | Monthly |  | | | |  | | | | | |  | | | | |
| Is there a maintenance regime for the emergency lighting system? | | | | | | | | | | | Yes | | |  | | No | | |  |
| Weekly | |  | | Monthly |  | | | | Annually | | | | | |  | | | | |
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| Is there maintenance of the firefighting equipment (by competent person)? | | | | | | | | | | | Yes | | |  | | No | | |  |
| Annully | |  | |  |  | | | |  | | | | | |  | | | | |
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| Are records kept and their location identified? | | | | | | | | | | | Yes | |  | | | No | |  | |
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| METHOD OF CALLING THE FIRE SERVICE | | | | | | | | | | | | | | | | | | | |
| Establish and record the method by which the fire service would be called in the event of a fire (i.e. automatic/person). | | | | | | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | |
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| EMERGENCY ACTION (EAP) | | | | | | | | | | | | | | | | | | | |
| Produce an emergency action plan, which details procedures in the event of a fire in the workplace.  The EAP should cover:-   * all foreseeable events * the action employees should take if they discover a fire * how people will be warned * how the evacuation is carried out (action on hearing fire warning) * to include the evacuation of visitors and people with disabilities * assembly points * procedures for checking the premises have been evacuated * identify escape routes * firefighting equipment * duties and identities of persons with specific responsibilities in the event of a fire * where appropriate the isolating of machinery and processes * how the fire service are called and by who * liaison with fire service on arrival   Attach the EAP to the risk assessment | | | | | | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | |
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| TRAINING | | | | | | | | | | | | | | | | | | | |
| All employees should receive fire safety training including a full explanation of the EAP. This should be carried out on induction and other regular periods, (usually once or twice a year).  The training programme should also include the following:-   * who receives training, * what training is given, * how often it is given, * where it is recorded. (to include staff acknowledgement of training given)   Attach the training programme to the risk assessment.  Fire drills   * Regular fire drills should be carried out to both support the training given and to test the procedures work appropriately. | | | | | | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | |
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| RECTIFICATION OF FIRE SAFETY DEFICIENCES | | | | | | | | | | | | | | | | | | | |
| * Make a list of the fire safety deficiencies found from the fire risk assessment. * Prioritise and rectify the deficiencies. * Once fully rectified, amend the fire risk assessment sheets and fire safety records. * Review the fire risk assessment as appropriate. | | | | | | | | | | | | | | | | | | | |
| Deficiency/rectification | | | | Priority | Date to be rectified | | | | | | | Date rectified | | | | | | | |
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| SIGNIFICANT FINDINGS | | | | | | | | | | | | | | | | | | | |
| From the outcomes of the risk assessment record the significant findings.  The significant findings should include:   * a record of the protective and preventative measures currently in place to control the risks. * what further action, if any, needs to be taken to reduce risk sufficiently (as identified in Fire Safety Deficiencies Section) | | | | | | | | | | | | | | | | | | | |
| Significant Finding | | | | | Control Measure/Action | | | | | | | | | | | | IMS Ref | | |
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| ADDITIONAL HAZARDS | | | | | | | | | | | | | | | | | | | |
| Although not forming part of the risk assessment persons in control of a workplace are requested to inform the Fire Authority of any additional hazards within the workplace.  Emergency crews entering the site/building should be made aware of any hazards which may affect their safety, particularly those which may require special procedures for firefighting.  Specify any such hazard and inform the Fire Authority in order that an appropriate operational plan can be undertaken. | | | | | | | | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | |
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| Need to consult fire service | | | | | | Yes |  | | | No | |  | | | | | | | |
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