

Fire Risk Assessment

This template has been provided to assist the Responsible Person with the preparation of a Fire Risk Assessment and is not intended for commercial profit or gain. It may not be suitable for use in some large or complex premises.

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>			
Address of Premises			
Postcode			
Assessor:			
Date of Fire Risk Assessment			
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
Subsequent Review Dates			
Reviewed by		Date	
Reviewed by		Date	
Reviewed by		Date	

General Information

The Premises	
Number of floors in building: <i>(To include basements)</i>	
Approximate floor area: (m²) <i>(To include all floors of responsibility)</i>	
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	
Primary usage: (e.g. Hotel, Shop)	

Secondary usage: (e.g. Kitchen, Bar, Function Room, Offices)	
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Occupancy Profile						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400			0000 to 0400		
	0400 to 0800			0400 to 0800		
	0800 to 1200			0800 to 1200		
	1200 to 1600			1200 to 1600		
	1600 to 2000			1600 to 2000		
	2000 to 2400			2000 to 2400		
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None					
Description of Occupants	Mobility Issues		Average Mobility		Vulnerability Issues	

Occupants Especially At Risk From Fire	
Sleeping occupants (Details of numbers - public/staff)	
Disabled occupants (Personal Emergency Evacuation Plans in use when necessary)	
Occupants in remote areas (Lone working/isolated areas)	
Young person's (Individual Risk Assessment provided for those persons under 16 yrs)	
Others (Details of Elderly/Infirm/Mental Ability)	
Visitors	
Occupants whose first language is not English	

Identified Fire Hazards And Primary Control Measures

Note: On the following pages, where the answer is 'Yes', please describe in the Identified Hazards boxes below.

Where the answer is 'No', please complete the deficiencies boxes below.

Where the answer is 'N/A', please describe in the General Comments box provided.

Electrical Sources of Ignition

Measures taken to prevent fires of electrical origin.

Fixed installation periodically inspected and tested? (e.g. every 5 years)	YES / NO
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Portable appliance testing carried out on a risk assessed basis?	YES / NO
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Suitable policy in place regarding the use of personal electrical appliances?	YES / NO
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Suitable limitation and management of trailing leads and adaptors?	YES / NO
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:

Remedial Action Required:

Smoking

Measures taken to prevent fires as a result of smoking.

Smoking prohibited in the building? **YES / NO**

Smoking permitted in appropriate areas? **YES / NO**

Suitable arrangements for those who wish to smoke? **YES / NO**

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
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Deficiencies:

Remedial Action Required:

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Deliberate Ignition		
Basic security against arson by outsiders or other persons appears reasonable. <i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>		YES / NO
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?		YES / NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Portable Heaters		
Portable heaters are used within the premises.		YES / NO
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?		YES / NO
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		N/A / YES / NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Fixed Heating Installations

Fixed heating installations such as boilers are used within the premises.	YES / NO
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Are fixed heating installations subject to regular maintenance?	N/A / YES / NO
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Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	N/A / YES / NO
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations
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Deficiencies:	Remedial Action Required:
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General Comments:

Cooking

Measures taken to prevent fires as a result of cooking.

Filters cleaned or changed and ductwork cleaned regularly?	N/A / YES / NO
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Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	N/A / YES / NO
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Suitable Shut Down Procedures in place?	N/A / YES / NO
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations
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Deficiencies:	Remedial Action Required:
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General Comments:

Lightning

The building has a lightning protection system.	YES / NO
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Is the lightning protection system subject to a suitable maintenance regime?	N/A / YES / NO
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
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General Comments:

Dangerous Substances		
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>	N/A / YES / NO	
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A / YES / NO	
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	N/A / YES / NO	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Housekeeping

Standards of housekeeping.

Combustible materials appear to be separated from ignition sources?	YES / NO
Appropriate storage of hazardous materials?	N/A / YES / NO
Escape routes kept clear of any combustibles? (Storage /furniture)	YES / NO
Appropriate measures for the safe storage and disposal of waste?	YES / NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
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General Comments:

Hazards Introduced By Contractors And Building Works		
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?		YES / NO
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details:		YES / NO
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details:		N/A / YES / NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:
General Comments:		

Other Significant Fire Hazards That Warrant Consideration

<p>Are there any other fire hazards that warrant consideration within the premises?</p> <p><i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i></p>	<p>YES / NO</p>
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Identified Hazards

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

<p>Deficiencies:</p>	<p>Remedial Action Required:</p>
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Arrangements for Evacuation

Evacuation Strategy	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p>State which strategy (ies) have been adopted.</p>	
<p>Single Stage Evacuation</p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	<p>YES / NO</p>

Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape	
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	YES / NO
Adequate design of escape routes?	YES / NO
Reasonable distances of travel when:	
Where there is escape in a single direction? State the distance of maximum travel.	YES / NO
Where there are alternative means of escape? State the distance of maximum travel.	YES / NO
Suitable protection of escape routes? (Fire resisting construction)	YES / NO
Adequate provision of exits? State the capacity of each exit.	YES / NO
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?	YES / NO
Escape routes unobstructed?	YES / NO
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.	YES / NO
Does the evacuation plan fit with the floor space factors?	YES / NO
Identify dead end corridors. Are the appropriately covered?	YES / NO

Identify inner rooms. Are the appropriately covered?		YES / NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Measures To Limit Fire Spread And Development		
It is considered that there is:		
Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.		YES / NO
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)		YES / NO
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?		N/A / YES / NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Emergency Escape Lighting		
It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?		YES / NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Fire Safety Signs And Notices		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996		YES / NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Means Of Giving Warning in Case of Fire		
Reasonable manually operated fire warning system provided?	YES / NO	
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc)		
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc)	N/A / YES / NO	
Throughout Premises	YES / NO	
Part of Premises only	YES / NO	
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES / NO	
Remote transmission of alarm signals to a monitoring station or other?	YES / NO	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Manual Fire Extinguishing Appliances		
Reasonable provision of portable fire extinguishers?		YES / NO
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES / NO
Is suitable wall signage provided relevant to extinguisher?		YES / NO
Are hose reels provided?		YES / NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Management of Fire Safety

Procedures and Arrangements		
Fire safety is managed by:		
Deputy or assistant:		
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	YES / NO	
State name and responsible element of fire safety		
.....		
.....		
.....		
Is there a suitable record of the fire safety arrangements?	YES / NO	
Appropriate fire procedures in place?	YES / NO	
Are procedures in the event of a fire appropriate and properly documented?	YES / NO	
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES / NO	
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	YES / NO	
Is there a plan of the building available indicating basic layout and any areas of significant risk?	YES / NO	
Are there suitable arrangements for ensuring that the premises have been evacuated?	YES / NO	
Is there a suitable fire assembly point(s)?	YES / NO	
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	YES / NO	
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	YES / NO	
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	YES / NO	
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	YES / NO	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Training And Drills		
Fire safety training is managed by:		
Deputy or assistant:		
Are all staff given adequate fire safety instruction and training on induction?	YES / NO	
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	YES / NO	
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?	YES / NO	
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):		
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?	YES / NO	
Are fire drills carried out at appropriate intervals and a record of such drills maintained?	YES / NO	
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	YES / NO	
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	YES / NO	
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	N/A / YES / NO	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Testing And Maintenance	
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Testing and Maintenance is managed by:	
Deputy or assistant :	
Adequate maintenance of workplace?	YES / NO
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	YES / NO
Monthly and annual testing routines for emergency escape lighting?	N/A / YES / NO
Annual maintenance of fire extinguishing appliances?	YES / NO
Periodic inspection of external escape staircases and gangways?	N/A / YES / NO
Six monthly inspection and annual testing of rising mains?	N/A / YES / NO
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A / YES / NO
Weekly testing and periodic inspection of sprinkler installations?	N/A / YES / NO
Routine checks of final exit doors and/or security fastenings?	YES / NO
Annual inspection and testing of lightning protection system?	N/A / YES / NO
Other relevant inspections or tests:	

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Recording		
Appropriate records held for:		
Fire drills?	YES / NO	
Fire training?	YES / NO	
Fire alarm tests?	N/A / YES / NO	
Emergency escape lighting tests?	N/A / YES / NO	
Maintenance and testing of other fire precaution systems?	N/A / YES / NO	
Location of Records: (Available for inspection by Fire Authority if required) Give Details:		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Priority	Meaning
High	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low	Low priority to be actioned within 6 months-1year <i>Items of non urgent priority or for future consideration</i>

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

Significant Findings – Remedy Action Plan					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1					
2					
3					