FIRE RISK ASSESSMENT UK

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.

Whilst every care has been taken to ensure the adequacy and suitability of this template, we accept no responsibility for any content added, edited, or deleted by the user. Use of this template will not automatically guarantee the completed risk assessment will be regarded as "suitable and sufficient".

General information

Premises details:

Responsible Person Name:

Address:

Phone number:

Use: (include information on what the premises are used for)

Fire safety guidance used for this assessment

Date of risk assessment:

Risk Assessor's details

The fire risk assessment should be carried out by someone with an appropriate level of knowledge and understanding of fire safety.

Name:

Email address:

Phone number:

Experience and qualifications:

Name of anyone consulted by the fire risk assessor:

Relevant fire safety legislation

The Regulatory Reform (Fire Safety) Order 2005

This legislation is enforced by:

[Include details of your local fire and rescue service e.g. Devon and Somerset Fire and Rescue Service.]

Occupancy Profile

• Time premises are in use: **[xx:xx to xx:xx]**

• Maximum number of staff on the premises at any one time:

• Total number of people who may be on the premises at any one time (e.g. staff and customers):

 Size

• Building footprint (metres by metres):

• Number of floors:

• Number of basements:

• Number of stairs:

People especially at risk

Identify and specify the location of people (staff/visitors/customers) at significant risk in case of fire. Outline why they are at risk, and what controls are (or need to be) in place.

Make sure you have considered the following:

• People who may be asleep on your premises

• People with a disability e.g. mobility, hearing, or eyesight

• People working in a remote part of the premises or when the premises are unoccupied (cleaners, night security, flexible working)

• People in other parts of the building if multi-occupancy

• Young persons

- Others (outside contractors)

Comments:

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Plan of premises drawing

Detail the means of escape and other fire safety measures such as the location of fire-resisting walls, fire doors and emergency lighting, location and type of firefighting equipment and fire detectors, etc.

Fire hazards and the action taken to remove them or reduce the risk

Source of ignition

(For example, electricals, smoking, arson, heating installations, fixed/portable heating, cooking, grinding equipment, and lightning).

Comments: Detail what steps you've taken to reduce the risk or remove the hazard

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Action needed:

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Source of fuel and storage of combustible materials

For example, general waste materials, furniture, and furnishings, storage of stock/packaging, decorations, storage/use of dangerous substances e.g. flammable liquids.

Comments: Detail what steps you've taken to reduce the risk or remove the hazard

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Action needed:

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Work processes that create an increased risk of fire impact on general fire precautions

For example, laundry rooms, cutting or welding equipment, dust/cooking extraction systems, oily rags, and processes that use hazardous substances.

Comments: Detail what steps you've taken to reduce the risk or remove the hazard

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Action needed:

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Structural features that could promote the spread of fire

For example, open staircases, insulated core panels, open roof voids, laundry chutes, service risers, and false ceilings.

Comments: Detail what steps you've taken to reduce the risk or remove the hazard

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Action needed:

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Hazards introduced by outside contractors and building works

For example hot works such as soldering, welding, flame cutting; introduction of temporary electrical equipment or heaters.

Comments: Detail what steps you've taken to reduce the risk or remove the hazard

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Action needed:

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Fire protection measures

Means of escape – horizontal evacuation

You should consider how people reach a total place of safety (e.g. not an enclosed yard).

- Are the escape routes and exits adequate for the number of people who may need to use them? (e.g. consider the number, width, and distribution).

- How far do people have to travel? Are there areas where people may have to walk past a fire to get out? (e.g. dead-end corridors, inner rooms).

- Can escape routes (including external routes) be used quickly and safely by anyone who may need to use them? (e.g. clear from obstructions, doors can be opened without the use of a key or a code).

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Action needed:

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Means of escape – vertical evacuation

You need to consider how people on upper floors (or basements) reach a total place of safety.

- Are there sufficient stairways for the number of people who may need to use them? How long will it take for people to reach a final exit?

- Has the stairway (including external) been adequately protected from fire?

- Is the escape route suitable for everyone who may need to use it?

- Are all stairways (including external) clear of obstruction, free from trips, slips, and falls, and in good repair?

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Action needed:

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Measures to limit fire spread and development – fire-resisting structures

Fire-resisting walls, floors, and fire doors (compartments) can help stop a fire from spreading as quickly through a building, giving people more time to escape.

Identify the compartment (room) boundaries and the standard of fire resistance required. This could include areas like: separation of basements, protection of stairways or corridors, separation of high-risk areas, etc.

Are there any areas that would allow a fire to spread?

These are some areas you may need to address:

• Ductwork and services that pass through compartment walls should be fire-stopped.

• Door openings should be fitted with fire doors that meet current standards.

• Walls should be the full height of a room beyond any false ceiling.

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Action needed:

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Measures to limit flame spread across walls and ceilings

Consider wall coverings, decorations, etc. which could promote rapid fire spread. This may also include materials used in suspended ceilings and lighting diffusers.

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Action needed:

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Emergency lighting system

Premises that are used during the hours of darkness will need some form of emergency escape lighting to light up the escape routes both inside and out. You should also consider rooms that don't have a supply of natural light e.g. windows and rely on mains lighting during the day.

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Action needed:

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Fire safety signs and notices

Consider how people will find their way to safety by highlighting the escape routes and fire exits with signs.

• Are there signs to indicate how to use a door opening mechanism? e.g. 'Push bar to open'.

• Where necessary, are fire doors and fire exit doors clearly marked?

• Is there a fire action notice telling people what to do in the event of a fire?

Comments:

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Action needed:

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Fire warning system

Consider how a fire will be detected and how everyone on the premises will be alerted (in a small open plan premises shouting 'FIRE!' may be adequate).

- Is the system suitable for the size and use of the premises and risks present? Will it alert people to a fire and enable them to reach a total place of safety while the escape routes are still clear and free from smoke?

- If an electrical fire alarm system has been installed - what is the category?

- Was it installed by a competent person and in accordance with the relevant standard? (e.g. BS5839)

- Are there any areas where a fire could start and develop undetected?

- Does the fire alarm system activate any other fire safety provisions? (e.g. release devices for doors)

- Has a fire alarm zone plan been placed next to the alarm panel?

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Action needed:
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Firefighting equipment

Is there a sufficient amount and is it appropriate for the risks? Is it easily accessible and suitably located?

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Action needed:
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Other fire safety systems

These could include: a life safety sprinkler system, automatic fire kitchen suppression systems, or automatic opening vents.

Comments: Include details on the type of system, what it is designed for, who installed it, and to what standard e.g. BS EN 12845.

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Action needed:

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Management – procedures and arrangements

Fire safety is managed by:

The following competent person(s) are appointed to assist:

Include any external contractors such as fire alarm engineers etc.

Fire safety policy arrangements recorded

Does the policy detail who has overall responsibility for fire safety?

It should include:

• Those nominated to carry out specific tasks.

• The arrangements for managing fire safety e.g. procedures to monitor and review the fire safety measures put in place etc.

Comments:

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Action needed:

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Procedures in the event of a fire

- Are the evacuation procedures suitable for everyone who may be on the premises, including people who may need assistance?

- Does it provide clear instruction on what to do if a fire is discovered, on hearing the alarm, and the action visitors should take?

- Has a Personal Emergency Evacuation Plan (PEEPs) been considered for people with a disability?

- Has a post-incident plan been created?

Comments:
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Action needed:
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Method for calling the fire service

Are these automatic or do you need a person to call the fire service? If you're relying on mobile phones you should think about the strength of the phone signal in the local area. You should also think about what people should do if it is a false alarm.

Comments:
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Action needed:
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Facilities and information for the fire and rescue service

You should detail everything that will help the fire service in the event of a fire. These could include the facilities you have available on-site and having information readily available.

Facilities

- Vehicle access.

- Water supplies.

- Access to dry/wet riser inlet.

Information to have ready for the fire service

- Premises plans.

- Details on the location and type of hazardous materials.

- Is everyone accounted for?

- Location of shutoff switches (gas, electric, water, etc.).

- Smoke extraction systems, and suppression systems (including gas discharge systems).

- Salvage plans.

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Action needed:
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Arrangements for routine testing and inspections of fire precautions

This could include weekly fire alarm testing and routine inspection of fire doors etc.

- Have a sufficient number of people been nominated to do routine testing and inspections?

- Have they been provided with sufficient training to do this?

- Do staff know how to report defects?

Comments:
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Action needed:
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Nominated trained persons

Think about the number of people nominated to have a fire safety role. You should consider:

• How many people are trained

• What times the premises is occupied

• What happens when people are on annual leave?

Comments:

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Action needed:

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Assist with evacuation

Comments:

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Action needed:

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Premises emergency action plan

You should include what to do when discovering a fire when hearing the alarm, details for assembly points, duties and identity of staff with specific responsibilities, and any other specific procedures.

Comments:

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Management – training

Employee induction fire safety

Consider the information provided and the arrangements in place for new staff (including temporary and agency staff).

Comments:

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Action needed:

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Regular fire safety training for employees

Consider the information provided and the arrangements in place. Is the extent and frequency of training adequate? Have part-time and shift workers been considered?

Comments:

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Action needed:

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Additional training for special responsibilities

Consider the information provided and the arrangements in place. Is the extent and frequency of training adequate? Are the number of nominated staff sufficient to cover annual leave, shift patterns, etc.?

Comments:

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Action needed:

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Fire drills

Consider the frequency and when they are carried out. Does the drill enable adequate evaluation of the fire safety provisions, emergency plan, and the training given? I.e. what went well, what didn't work

Comments:
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Action needed:
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Sharing information with employees of outside organisations

Consider how and what information is provided e.g. emergency action plan, procedures for fighting a fire, and the identity of nominated persons, etc.

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Action needed:
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Records of training and drills

Comments:
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Action needed:
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Management – maintenance and testing

Is there a maintenance programme for the fire protection measures on the premises by appropriate competent person(s)?

Yes (   )   **No (   )**

 Comments:

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Action needed:

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Are regular checks of fire-resisting doors, walls, and partitions carried out?

Yes (   )   **No (   )**

Frequency:

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_____
_____

Observations:

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Action needed:

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Are regular checks of escape routes (including external) and exit doors carried out?

Yes (   )   **No (   )**

Frequency:

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Observations:

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Action needed:

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Are regular checks of fire safety signs carried out?

Yes ( )   **No ( )**

Frequency:

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Observations:

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Action needed:

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Is there a service and test regime for the fire warning system?

Yes ( )   **No ( )**

Frequency:

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Observations:

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Action needed:

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Is there a service and test regime for the emergency lighting system?

Yes ( )   **No ( )**

Frequency:

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Observations:

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Action needed:

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Is there an inspection and maintenance regime for the fire-fighting equipment?

Yes ( )   **No ( )**

Frequency:

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Observations:

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Action needed:

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Is there an inspection and maintenance regime for other fire safety systems?

For example: life safety sprinkler systems, kitchen suppression systems, and automatic opening vents?

Yes ( )   **No ( )**

Frequency:

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Observations:

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Action needed:

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Are records kept and the location of fire protection measures/equipment identified?

Yes ( )   **No ( )**

Action needed:

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Fire risk assessment

Taking into account the fire prevention measures observed at the time of this risk assessment, it is the opinion of the Fire Risk Assessor that the hazard from fire (likelihood of fire) at these premises is:

Low ( )   **Medium   ( )**   **High ( )**

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is the opinion of the Fire Risk Assessor that the severity for life safety in the event of fire would be:

Slight harm ( )   **Moderate harm ( )**   **Extreme harm ( )**

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial ( )   **Tolerable ( )**   **Moderate ( )**   **Substantial ( )**

Intolerable ( )

Risk level action and timescale

- **Trivial** - no action is required and no detailed records need be kept.

- **Tolerable** - no major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited costs.

- **Moderate** - it is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.

- **Substantial** - considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.

- **Intolerable** - premises (or relevant area) should not be occupied until the risk is reduced.

<u>**Note**</u>: Although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and any actions identified in this report should be addressed by implementing all recommendations contained in the following action plan.

The fire risk assessment should be reviewed regularly. We recommend it at least annually.

<u>Action plan</u>

To remedy the areas identified above, the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial (   )   **Tolerable (   )**

Action needed	Priority	Date to be Rectified	Date Rectified	Action taken by