**FIRE SAFE**

**SUGGESTED TEMPLATE**

**FOR RECORDING A**

**FIRE RISK ASSESSMENT**

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# Introduction

This document suggests information that should be contained in a fire risk assessment record. When completed in accordance with all suggestions it may serve as a record of a fire risk assessment as required by [The Regulatory Reform (Fire Safety) Order 2005](http://www.legislation.gov.uk/2005?title=FIRE%20SAFETY).

It is a requirement for all employers to:-

1. Carry out a fire risk assessment of the premises taking into consideration all employees and all other people who may be affected by a fire in the premises and to make adequate provision for any disabled people with special needs who use or may be present in the premises.
2. Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire. If five or more people are employed, or the premises is subject to a License it is a requirement that these significant findings are recorded; (however it is recommended that a written record is produced on all occasions to assist with the process of on-going reviews).
3. Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace.
4. Provide information, instruction and training to employees about the fire precautions in the workplace.

The recording of information within this document should be in a narrative format and not simply a Yes or No answer to a question.

## Fire Risk Assessment (How to complete)

Divide the premises into areas/rooms/floors as necessary and carry out a fire risk assessment for each part. During the assessment and evaluation of the findings you should bear in mind the following:

1. Much of the information for your risk assessment will come from the knowledge of employees, colleagues and others who have responsibility for parts of the building.
2. It is important to carry out your fire risk assessment in a practical and systemic way and that you allocate enough time to do a proper job.
3. If your premises are part of larger, multi-use premises then you will need to take account of the overall fire safety arrangements in the building.
4. Under health & safety law you are required to undertake a risk assessment in respect of any work processes in your workplace and to take or observe appropriate special, technical or organisational measures.
5. You may need to appoint one or more competent persons to carry out preventative and protective measures needed to comply with the Order.
6. Your fire risk assessment should demonstrate that, as far as reasonably possible, you have considered the needs of all relevant persons, including disabled persons.

## Significant Findings:

Upon completion of the fire risk assessment, the significant findings should be recorded .The significant findings should include:-

1. A record of the protective and preventative measures already in place to control the risks.
2. What further action, if any, needs to be taken to reduce risk sufficiently?

## Review and Revision

The assessment should be reviewed or revised following any of the following:-

1. Any significant change of work practices.
2. Any significant change in staff levels.
3. Any structural or material alteration to the premises.
4. Any near miss or fire.
5. Reviewed at least annually.

# Premises Particulars

Specify the following particulars:-

1. Name and Address of Premises.
2. Use of Premises.
3. Owner/Employer/Person(s) in Control of the Workplace.
4. Telephone Number.
5. Date of Risk Assessment.
6. Date of Review.
7. Name & relevant details of the person carrying out the Fire Risk Assessment.
8. Provide a general statement of policy.

A fire safety policy is a written statement of an employer’s intent to ensure the safety of their employees in the event of a fire. The purpose of the safety policy is to give clear commitment to comply with the Law.

**Example:**

“It is the policy of Employer/Company/etc. to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements.”

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| **FIRE RISK ASSESSMENT** | | | |
| **1** | **PREMISES PARTICULARS** | | |
| Premises Name: | | Use of Premises: | |
| Address: | | Owner/Employer/Person in control of the workplace: | |
| Telephone No: | |
| Date of Risk Assessment: | | Date of Review: | |
| Name & relevant details of the person who carried out the Fire Risk Assessment: | | | |
| **2** | **GENERAL STATEMENT OF POLICY** | | |
| Statement: | | | |
| Signed: | | | Date: |
| Print Name: | | | |

# 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 fire 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 the management of fire safety throughout the workplace.

## Monitoring

Identify how the employer will measure the success of the fire safety policy. This should include regular checks of fire precautions, investigation of causes of incidents and the recording of other relevant information.

## Review

Regularly review procedures especially any identified deficiencies and a process by which they can be rectified.

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| **3** | **MANAGEMENT SYSTEMS** |
| Commentary: | |

# General description of the premises

Give a general description of the premises and the use to which it is put

Include the following details:-

1. Construction detail of the premises (i.e. Brick/Timber/Concrete).
2. Approximate age of premises.
3. Times in use.
4. Total number of persons employed in the premises at any one time.
5. Total number of persons who may resort to the premises at any one time.
6. Size of the premises (Length and Width and/or area).
7. Number of floors and staircases.

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| **4** | **GENERAL DESCRIPTION OF PREMISES** |
| Commentary: | |

# Fire Safety Systems

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).

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| Occupancy  Times the Premises are in use: from: 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: |
| **5** | **FIRE SAFETY SYSTEMS WITHIN THE PREMISES** | |
| Fire Warning System: (i.e. Automatic fire detection, break-glass system to BS 5839, other). | | |
| Emergency Lighting: (i.e. Maintained/non-maintained, 1hr/3hr duration to BS 5266). | | |
| Other: (i.e. Sprinkler system to LPC rules BS 5306). | | |

# 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:-

1. Escape routes.
2. Number of exits.
3. Number of stairs.
4. Fire resisting doors.
5. Fire resisting walls and partitions.
6. Places of safety etc.
7. Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices etc.).
8. The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs).
9. The location of emergency lights (to include hand held torches if provided).
10. The location and type of fire fighting equipment (i.e. water extinguishers, foam extinguishers etc.).

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| **6** | **PLAN DRAWING** |
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# Identify Fire Hazards within the Area/Room/Floor

Consider any fire hazards within the area/room/floor.

## Ignition Sources

1. Smoking materials /matches, lighters etc.
2. Naked flames /hot work processes.
3. Fixed /portable heaters.
4. Boilers /engines /machinery.
5. Cooking.
6. Lighting equipment
7. Friction /sparks.
8. Arson.

## Fuel Sources

1. Flammable liquids /solvents /oils etc.
2. Chemicals.
3. Wood /paper /cardboard etc.
4. Plastics /rubber /foam.
5. Furniture and furnishings.
6. Flammable gases
7. Textiles.
8. Display materials.
9. 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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| **7** | **IDENTIFY FIRE HAZARDS** |
| Sources of Ignition: | |
| Sources of Fuel: | |
| Work Processes: | |
| Structural features that could promote the spread of fire: | |

# People who would be at Risk from Fire

Consider:-

1. Employees.
2. Visitors / Customers.
3. Employees, visitors, and other persons whose mobility, hearing or eyesight is impaired.
4. Other persons in the premises if the premises are multi-occupied.
5. Varied working practices (i.e. areas of your premises occupied when others are not).
6. Areas where employees/others work alone.
7. Contractors.
8. Persons who may be asleep in your premises.

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| **8** | **IDENTIFY PEOPLE AT RISK** |
| Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk, and what control’s are or need to be in place: | |

# 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: -

1. How fire hazards are controlled within the area/room/floor.
2. The need to control and monitor the number of occupants.
3. The number of occupants in the area/room/floor and their familiarity with the premises.
4. The likely spread of fire.
5. The time it would probably take to escape - 2-3 minutes?
6. In the event of a fire can all persons safely evacuate the premises after taking into account the fire risks in the area?
7. Travel distances - How far to the nearest exit?
8. Definition and number of escape routes? Easily identified and available at all times?
9. Number and widths of exits? Sufficient to evacuate all occupants quickly and easily?
10. Inner rooms situations? Is there exit only available through another room?
11. Corridors - Do they need to be protected by fire resisting walls and doors?
12. Dead-end conditions - Is there only one way out?
13. Door openings and door fastenings - Can door(s) be opened easily without the use of a key?
14. Do all escape routes lead to a place of safety (e.g. not to an enclosed yard)?
15. Housekeeping - Is there storage of combustibles or obstructions in escape routes?
16. Sufficient number of stairways?
17. Provisions for people with disabilities - Deaf, Blind, Mobility issues or special needs etc.

## Vertical Evacuation

Consider:-

1. Are there sufficient stairways to get all occupants out of the premises even if one stairway is inaccessible due to fire?
2. Are the stairways wide enough to get all occupants out of the premises (including disabled persons)?
3. 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 in to account the fire hazards present)?
4. Do the exits from the stairways lead to place of safety (e.g. not to an enclosed yard)?

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| **9** | **MEANS OF ESCAPE – HORIZONTAL EVACUATION** |
| Commentary: | |
| **10** | **MEANS OF ESCAPE – VERTICAL EVACUATION** |
| Commentary: | |

# Fire Safety Signs

1. Do all fire safety signs comply with the current standard (pictogram – symbols)?
2. Are there sufficient fire exit signs on the escape routes?
3. Are internal fire resisting doors indicated with “Fire Door - Keep Shut” notices?
4. Are internal fire resisting doors to cupboards indicated with “Fire Door - Keep Locked Shut” signs?
5. Where necessary are fire exit doors marked with “Fire Exit - Keep Clear” (outside face) notices?
6. Are there signs indicating how to use door opening mechanisms e.g. “Push Bar to Open”?
7. Are general fire action notices displayed stating what to do in a fire situation?
8. Is fire-fighting equipment indicated?

# Fire Warning Systems

1. Is there a suitable fire warning system to alert occupants in the event of a fire?
2. If the premises are large and/or complex an electric fire alarm should be installed to the current British Standard.
3. Can all occupants be alerted when the alarm is sounded (including persons with hearing difficulties)?
4. Is there a need for automatic fire detection i.e. sleeping risks, multi-occupied premises, varied working, inner rooms situations, and mezzanine floors?

# Emergency Lighting System

1. 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).
2. Areas of the premises with no natural light (internal spaces) should be provided with escape lighting.
3. If the premises are large and/or complex an escape lighting system should be installed to the current British Standard.
4. Where the premises are small, a number of hand held torches strategically located may be sufficient.
5. When operated is there sufficient illumination for occupants to see the external escape routes clearly?
6. Does the system operate on sub-circuit failure?
7. Is there sufficient illumination at changes in level and changes in direction?]
8. Is there sufficient illumination to show fire exit doors and their operation?
9. Is there sufficient illumination to show fire alarm call points and fire fighting equipment?

# Fire Fighting Equipment

1. Is there sufficient fire fighting equipment provided for the area/room/floor?
2. Is the fire fighting equipment appropriate for the risks?
3. Is the fire fighting equipment simple to use?
4. Has a competent person checked fire extinguishers within the last twelve months?
5. Does it conform to a standard?
6. Is the fire fighting equipment located on the escape routes and near to exit doors?
7. Is it securely hung on wall brackets or suitable floor plates, unobstructed and easily accessible?

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| **11** | **FIRE SAFETY SIGNS & NOTICES** |
| Commentary: | |
| **12** | **FIRE WARNING SYSTEM** |
| Commentary: | |
| **13** | **EMERGENCY LIGHTING SYSTEM** |
| Commentary: | |
| **14** | **FIRE FIGHTING EQUIPMENT** |
| Commentary: | |

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 fire fighting 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.

# 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. |
| Fire-fighting 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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| **15** | **MANAGEMENT - MAINTENACE** |
| Is there a maintenance programme for the fire safety provisions in the premises? Yes / No  Commentary: | |
| Are regular checks of fire resisting doors, walls and partitions carried out? Yes / No  Commentary: | |
| Are regular checks of escape routes and exit doors carried out? Yes / No  Commentary: | |
| Are regular checks of fire safety signs carried out? Yes / No  Commentary: | |
| Is there a maintenance regime for the fire warning system? Yes / No  Commentary: | |
| Is there a maintenance regime for the emergency lighting system? Yes / No  Commentary: | |
| Is there maintenance of the fire fighting equipment (by competent persons?) Yes / No  Commentary: | |
| Are records kept and their location identified? Yes / No  Commentary: | |

# 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).

# Emergency Action Plan (EAP)

Produce an emergency action plan, which details procedures in the event of a fire in the workplace. The EAP should cover:-

1. All foreseeable events.
2. The action employees should take if they discover a fire.
3. How people will be warned.
4. How the evacuation is carried out (action on hearing fire warning).
5. To include the evacuation of visitors and people with disabilities.
6. Assembly points.
7. Procedures for checking the premises have been evacuated.
8. Identify escape routes.
9. Fire fighting equipment.
10. Duties and identities of persons with specific responsibilities in the event of a fire.
11. Where appropriate, the isolating of machinery and processes.
12. How the fire service are called and by who.
13. Liaison with fire service on arrival.

Attach the EAP to the fire risk assessment.

# 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:-

1. Who receives training?
2. What training is given?
3. How often it is given?
4. 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.

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| **16** | **METHOD FOR CALLING THE FIRE SERVICE** |
| Specify: | |
| **17** | **EMERGENCY ACTION PLAN (EAP)** |
| Commentary: | |
| **18** | **TRAINING** |
| Commentary: | |

# Rectification of Fire Safety deficiencies

1. Make a list of the fire safety deficiencies found from the fire risk assessment.
2. Prioritise and rectify the deficiencies.
3. Once fully rectified, amend the fire risk assessment sheets and fire safety records.
4. Review the fire risk assessment as appropriate.

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| --- | --- | --- | --- | --- |
| **19** | **FIRE SAFETY DEFICIENCIES TO BE RECTIFIED** | | | |
| Deficiency/Rectification | | Priority | Date to be  Rectified | Date  Rectified |
| \*Insert additional pages as required. | |  |  |  |

# Significant Findings

From the outcomes of the fire risk assessment record the significant findings.

The significant findings should include:-

1. A record of the protective and preventative measures currently in place to control the risks.
2. What further action, if any, needs to be taken to reduce risk sufficiently (as identified in Section 19 Fire Safety deficiencies).

|  |  |  |
| --- | --- | --- |
| **20** | **SIGNIFICANT FINDINGS** | |
| Significant Finding | | Control Measure/Action |
| \*Insert additional pages as required. | |  |

# Additional Hazards

Although not forming part of the risk assessment, persons in control of a workplace are requested to inform the Fire and Rescue Service 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 fire fighting.

Specify any such hazard and inform the Fire and Rescue Service in order that an appropriate operational plan can be undertaken.

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| --- | --- |
| **21** | **ADDITIONAL HAZARDS** |
| Specify: | |