County Durham and Darlington
Fire and Rescue Service

FIRE SAFETY RISK ASSESSMENT V7

Premises Name:	
Person Completing this Assessment:	
Date of Assessment:	
Date of Next Review: (Recommended Annually)	

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1 Introduction

This document suggests information that might be contained in a fire safety risk assessment. When completed in accordance with all suggestions it may serve as a record as required by the Regulatory Reform (Fire Safety) Order 2005 and Management of Health and Safety at Work Regulations 1999. The Regulatory Reform (Fire Safety) Order 2005 places a requirement for all responsible persons to:-

- Appoint one or more competent persons, depending on the size and use of your premises, to carry out any of the preventive and protective measures required by the Order (you can nominate yourself for this purpose).
- Provide your employees with clear and relevant information on the risks to them identified by the fire safety risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
- Consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- Before you employ a child, provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.
- Inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.
- Co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find and how you will seek to reduce/control those risks which might affect the safety of their employees.
- Provide the employer of any person from an outside organisation who is working in your premises (e.g. an agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken.
- If you are not the employer but have any control of premises which contain more than one workplace, you are also responsible for ensuring that the requirements of the Order are complied with in those parts over which you have control.
- Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- Establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- Provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your premises, when they start working for you, and from time to time throughout the period they work for you.
- Ensure that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- Your employees must co-operate with you to ensure the premises is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

2 Fire Safety Risk Assessment

The fire safety risk assessment is a 5-step process: -

- Step 1 - Identify fire hazards
- Step 2 - Identify people at risk
- Step 3 - Evaluate, remove, reduce and protect from risk
- Step 4 - Record, plan, inform, instruct and train
- Step 5 - Review

Divide the premises into areas / rooms / floors as necessary and carry out a fire safety risk assessment for each part. Further information and copies of guidance documents can be found by using the link www.firesafetyguides.communities.gov.uk

Significant Findings

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

- *The fire hazards you have identified.*
- *The actions you have taken or will take to remove or reduce the chance of a fire occurring (preventive measures).*
- *Persons who may be at risk, particularly those especially at risk.*
- *The actions you have taken or will take to reduce the risk to people from the spread of fire and smoke (protective measures).*
- *The actions people need to take in case of fire including details of any persons nominated to carry out a particular function (your emergency plan); and*
- *The information, instruction and training you have identified that people need and how it will be given.*

Review and Revision

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

- *If you have any reason to suspect that your fire safety risk assessment is no longer valid or there has been a significant change in your premises that has affected your fire precautions.*
- *Changes to work processes or the way that you organise them or new equipment.*
- *Alterations to the building, including the internal layout.*
- *Substantial changes to furniture and fixings.*
- *The introduction, change of use or increase in the storage of hazardous substances.*
- *The failure of fire precautions, e.g. Fire-detection, sprinklers, or ventilation systems.*
- *Significant changes to displays or quantities of stock.*
- *A significant increase in the number of people present.*
- *The presence of people with some form of disability; and*
- *You should consider the potential risk of any significant change before it is introduced.*

INDEMNITY

This document has been produced as a tool to assist you in completing a fire safety risk assessment of your premises. It is used entirely at your own risk to identify what you consider are your significant findings, and also whether you consider the information therein to be suitable and sufficient. It is in no way exhaustive and County Durham and Darlington Fire and Rescue Service accepts no liability for any circumstances which may arise as a result of using this tool.

3 Premises Details

Specify the following particulars: -

- *Name and address of the occupier of the premises under assessment*
- *Name and address of the owner of the premises under assessment*
- *Is the building occupied by many people or business i.e. multi occupied and by how many?*
- *Please describe the use of the premises i.e. is it an office, shop, factory, residential care premises, village hall etc*
- *Identify who is the responsible person(s) for the premises (see below) and provide contact details*
- *Date of the fire safety risk assessment*
- *Date of the periodic review of the fire safety risk assessment*
- *Name and relevant details of the competent person carrying out the fire safety risk assessment i.e. the person that has sufficient training and experience or knowledge and other qualities to enable them to carry out this fire safety risk assessment*

Note:

Under the Order, anyone who has control in a building or anyone who has a degree of control over certain areas or systems may be designated a "responsible person". For example it will be the employer for those parts of premises they have any control over; the managing agent or owner for common parts of a premises suck as corridors and stairways; or common fire safety equipment such as fire warning systems or sprinklers. It will also be the occupier of premises that are not workplaces such as a chairperson in a parish hall.

Any other person who has some control over a part of a premises may be the responsible person in so far as that control extends. Although in many premises the responsible person will be obvious, there may be occasions when a number of people have some responsibility

Name of Employer:	
Building Name:	
Building / Unit No:	
Road:	
Estate / Locality:	
Town:	
Post Code:	
Telephone Number:	
Multi Occupied:	
If YES, state the Number of Occupiers:	
Name of Owner:	
Address of Owner:	
Estate / Locality:	
Town:	
Post Code:	
Telephone Number:	
Use of the Premises:	
Responsible Person:	
Role / Position:	
Telephone Number:	
Mobile Number:	
Fax Number:	
E-Mail Address:	
Date of this Assessment:	
Date of next Review:	
Person Completing this Assessment:	
Signature:	Date:
Details of Assessor:	

4 General Statement of Policy

A fire safety policy is a written statement of a company or responsible person’s intent to ensure the safety of their staff / employees, visitors, service users, members of the public and all relevant persons. A copy of the company policy can be attached if necessary. The purpose of the safety policy is to give clear commitment to comply with the relevant Regulations.

The organisation's fire safety policy should be set out in writing and may cover such things as:

- Who will hold the responsibility for fire safety?
- Who will be the responsible person for each of their premises (this will be the person who has overall control, usually the manager, but may be a part-time or shift manager)? In premises licensed for the sale of alcohol, this may be the license holder.
- The arrangement whereby those responsible for fire safety will, where necessary, nominate in writing specific people to carry out particular tasks if there is a fire; and
- Arrangements to monitor and check that individual persons responsible for fire safety are meeting the requirements of the fire safety law.

The competent person should sign and date the fire safety risk assessment.

4 GENERAL STATEMENT OF POLICY

5 Management Systems

Provide a statement specifying the planning, organisation, control, monitoring and review of the fire safety measures and fire safety provisions in the premises.

Planning Adequate planning might include:

- *How the responsible person proposes to complete the fire safety risk assessment and determine priorities in eliminating any hazards and reducing risks to persons.*
- *Adopting a systematic approach for completing risk assessments to decide on priorities and to set objectives to eliminate or reduce risks.*
- *Selecting appropriate risk control measures.*
- *Establishing performance standards and implementing preventative and protective measures.*

Organisation This should detail how the organization is structured. To include:

- *How health and safety information is communicated to all employees.*
- *What employees' involvement has been in complying with all aspects of the fire safety risk assessment?*
- *Who will decide on the preventative and protective measures and those involved in implementing them?*
- *Effective communication systems to employees and other employers or other responsible persons.*
- *Securing competence by having adequate information, instruction, and training.*

Control Identify the people (at all levels) who may have responsibility for carrying out the fire safety issues throughout the premises. Established control measures should:

- *Clarify health, safety, and fire safety responsibilities.*
- *Ensure those with responsibilities understand their roles and responsibilities.*
- *Set specific and measurable standards to judge performance.*
- *Ensure adequate supervision.*

Monitoring Identify how the responsible person 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:

- *Have a plan and make routine inspections to ensure measures are in place and are being maintained.*
- *Investigate all accidents to ensure lessons are learnt and procedures altered if necessary.*
- *Record your monitoring activities and processes.*

Review Identify a regular review procedure to include any identified deficiencies and a process by which they can be rectified. The review should:

- *Have mechanisms to ensure remedial work is carried out.*
- *Have a system to ensure remedial work not done is prioritised and completed.*
- *Review the management systems to ensure they remain effective.*

5 MANAGEMENT SYSTEMS

6 General Description of the Premises

Older buildings may comprise different construction materials from newer buildings and may be in a poorer state of repair. The materials from which your premises are constructed, the quality of building work and state of repair could contribute to the speed with which any fire may spread, and potentially affect the escape routes the occupants will need to use. A fire starting in a building constructed mainly from combustible material will spread faster than one where fire-resisting construction materials have been used.

If you wish to construct internal partitions or walls in your premises, perhaps to divide up a meeting room, you should ensure that any new partition or wall does not obstruct any escape routes or fire exits, extend travel distances or reduce the sound levels of the fire alarm system. Any walls that affect the means of escape should be constructed of appropriate material.

Depending on the findings of your fire risk assessment, it may be necessary to protect the escape routes against fire and smoke by upgrading the construction of the floors, ceiling and walls to be a fire-resisting standard. You should avoid having combustible wall and ceiling linings in your escape routes. You may need to seek advice from a competent person. Any structural alterations may require building regulation approval.

Give a basic description of the premises. Include the following details: -

- *Approximate age of premises*
- *The construction of the premise's walls, floors, ceiling and internal and external lining and cladding. i.e. Brick, timber, concrete, plastic, slate, etc*
- *Are you the sole supplier in the UK providing a high value, unique service, or products?*
- *Is the building / premises of exceptional heritage value?*
- *Is the building / premises of exceptional value to the community?*

Occupancy

- *Times in use e.g. 9am until 5pm*
- *Total number of persons employed in the premises at any one time during the week and at weekends*
- *Total number of persons who may be in the premises at any one-time including staff, visitors, contractors, the public etc during the week and at weekends*

Size

- *Approximate size of the premises in square metres (length and width)*
- *Number of storeys e.g. Ground + first + second floors = 3*
- *The number of basements, if applicable. If not applicable, please indicate with a zero*

6 GENERAL DESCRIPTION OF THE PREMISES

OCCUPANCY

Times in Use:				
Total Numbers of Staff:	Weekdays:		Weekends:	
Total of all Persons Present:	Weekdays:		Weekends:	

SIZE

Total Size (m^2):		
Number of Storeys:		
Number of Basements:		

7 Plan Drawing

To assist the assessor in completing an assessment, and staff in understanding the findings and evacuation procedures, it is recommended that a single line drawing of the premises / area / room / floor is prepared, which should be attached to the fire safety risk assessment.

The plan should show: -

- *Emergency escape routes and doors*
- *Number of exits*
- *Number of stairs*
- *Fire resisting doors and self-closing doors*
- *Fire resisting walls and partitions*
- *Places of safety and the assembly point*
- *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 points, sounders, smoke and heat detectors)*
- *The location of emergency lights (to include handheld torches if provided)*
- *The location and type of fire fighting equipment (i.e. water, foam, CO_2 extinguishers, etc.)*
- *The location of automatic fire fighting system, sprinklers, or smoke control systems*
- *The location of mains electric and mains gas supply shut off valves*

7 PLAN DRAWING

8 – 12 Identifying Fire Hazards

Identify any fire hazards within the area / room / floor under assessment.

Consider: -

8 Sources of Ignition

- *Smoking materials /matches, lighters etc*
- *Naked flames /hot work processes*
- *Fixed /portable heaters*
- *Boilers /engines /machinery*
- *Cooking facilities*
- *Lighting equipment*
- *Friction /sparks*
- *Arson*

9 Sources of Fuel

- *Flammable liquids /solvents /oils etc*
- *Chemicals*
- *Wood /paper /cardboard etc*
- *Plastics /rubber /foam*
- *Furniture and fixings*
- *Flammable gases*
- *Textiles*
- *Display materials*
- *Waste materials*

10 Sources of Oxygen

- *Natural or mechanical airflows*
- *Chemicals such as oxidising materials*
- *Oxygen supplies from bottles, machinery or equipment*

11 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 or below floors and in the roof).*

- *Additionally, consider the potential combustibility of any structural features.*

12 Work Processes

- *Can any fire safety risks identified be removed, replaced or reduced?*

Note:

If you have no control measures or the existing controls you have in place are insufficient, then you should go to Section 21 for removing and reducing hazards and complete Section 27 for the significant findings and action plan forms.

8	Identify Fire Hazards	- SOURCES OF IGNITION	
REF	**SOURCES OF IGNITION**	**EXISTING CONTROL MEASURES**	**ARE EXISTING CONTROL MEASURES SUFFICIENT?**

9	Identify Fire Hazards	- Sources of Fuel	
REF	**SOURCES OF FUEL**	**EXISTING CONTROL MEASURES**	**ARE EXISTING CONTROL MEASURES SUFFICIENT?**

10 Identify Fire Hazards - Sources of Oxygen

REF	SOURCES OF OXYGEN	EXISTING CONTROL MEASURES	ARE EXISTING CONTROL MEASURES SUFFICIENT?

11 Identify Fire Hazards - Structural Features

REF	STRUCTURAL FEATURES	EXISTING CONTROL MEASURES	ARE EXISTING CONTROL MEASURES SUFFICIENT?

12 Identify Fire Hazards - Work processes

REF	WORK PROCESSES	EXISTING CONTROL MEASURES	ARE EXISTING CONTROL MEASURES SUFFICIENT?

13 Additional Hazards

As part of the fire safety risk assessment the responsible person in control of a premises are requested to inform the Fire Authority of any additional hazards within the premises.

Emergency fire crews entering the site/building should be made aware of any hazards which may affect their safety, particularly those which areas, processes or chemicals may require special procedures for fire fighting.

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

Consider: -

Environmental risks

- *Biological hazards*
- *Chemical hazards*
- *Radiation*
- *Nuclear hazards*
- *Air pollutants*
- *Explosive hazards*
- *Water contamination*

Risks to fire fighters

- *Hazardous chemicals*
- *Basements*
- *Rooms / areas without windows or openings*
- *Underground structures*
- *Hazardous processes*
- *Highly flammable materials*
- *Explosives*
- *Sandwich panels*
- *Unstable structures*
- *Unprotected steel work or unprotected structural elements*
- *Luminous discharge tubes*
- *High voltage equipment*

Note:

If you have no control measures or the existing controls you have in place are insufficient, then you should go to Section 21 for removing and reducing hazards and complete Section 27 for the significant findings and action plan forms.

13 ADDITIONAL HAZARDS

REF	ADDITIONAL HAZARDS	EXISTING CONTROL MEASURES	ARE EXISTING CONTROL MEASURES SUFFICIENT?

14 Identify People at Risk from Fire

As part of your fire risk assessment, you need to identify those at risk if there is a fire. To do this you need to identify where you have people working, either at permanent locations (such as workstations) or at occasional locations around the premises, and to consider who else may be at risk, such as worshippers, customers, other users of the facilities, including visiting performance companies, visiting contractors, etc., and where these people are likely to be found.

You must consider all the people who use the premises, but you should pay particular attention to people who may be especially at risk such as: -

- *Employees*
- *Visitors / customers*
- *Employers and employees form other businesses (if in a multi occupied building)*
- *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 or any others may be isolated*
- *Contractors*
- *Persons who may be asleep in your premises*
- *Other persons in the immediate vicinity of the premises*
- *People with language or learning difficulties*

In evaluating the risk to people with disabilities you may need to discuss their individual needs with them. In more complex buildings used extensively by the public you may need to seek professional advice.

Note:

If you have no control measures or the existing controls you have in place are insufficient, then you should go to Section 27 and complete the significant findings and action plan form.

14 IDENTIFY PEOPLE AT RISK FROM FIRE

REF	PEOPLE AT RISK AND WHY AT RISK	EXISTING CONTROL MEASURES	ARE EXISTING CONTROLS MEASURES SUFFICIENT?

15 Horizontal Escape

Consideration of the following factors should be recorded in a narrative format and not simply a Yes/No answer to a question. Consider: -

- *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?)*
- *Can all persons safely escape from the premises?*
- *Travel distances - how far to the nearest available emergency exit?*
- *Definition and number of emergency escape routes - easily identified and available always*
- *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?*
- *Sufficient number of escape stairways*
- *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?*
- *Provisions for people with physical or sensory impairments or special needs etc*

16 Vertical Escape

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)*
- *Are the doors, walls and partitions to the stairways fire resisting (i.e. could a fire spread to the staircase(s) before occupants have evacuated taking in to account the fire hazards present)?*
- *Do the exits from the stairways lead to place of safety (e.g. not to an enclosed yard)?*
- *Are all stairways kept free of storage and sources of ignition as well as obstructions?*

15 HORIZONTAL ESCAPE

REF	EXISTING CONTROL MEASURES	ARE EXISTING CONTROL MEASURES SUFFICIENT?

16 VERTICAL ESCAPE

REF	EXISTING CONTROL MEASURES	ARE EXISTING CONTROL MEASURES SUFFICIENT?

17 Fire Detection and Warning System

- *Is there a suitable fire warning and detection system to alert occupants in the event of a fire?*
- *What Category (type) of* fire detection and warning system is installed? Does it comply with BS5839 Part 1?
- *Can **all** occupants be alerted when the alarm is actuated? (Including those with hearing impairments)*
- *Is there a need for automatic fire detection i.e. sleeping risks, multi-occupied premises, varied working, inner room's situations, and mezzanine floors?*
- *Dangerous or hazardous work processes?*

18 Fire Fighting Equipment

- *Is there sufficient fire fighting equipment provided for the area/room/floor in accordance with BS5306?*
- *Is the fire fighting equipment appropriate for the risks?*
- *Is the fire fighting equipment simple to use?*
- *Is there a sprinkler system, smoke control system or pressurized smoke control system fitted?*
- *Has a competent person checked fire extinguishers within the last twelve months?*
- *Does it conform to the current British Standard or an equivalent European Test Standard?*
- *Is the fire fighting 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?*

19 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 should be provided with escape lighting.*
- *In large and/or complex premises an escape lighting system should be installed to the current BS5266?*
- *In some small premises a number of handheld torches strategically located may be sufficient?*
- *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 fire fighting equipment?*

20 Fire Safety Signs and Notices

- *Do all fire safety signs comply with BS 5499 i.e. the same type and locations with a suitable pictogram and not text only?*
- *Are there sufficient fire exit signs on the emergency escape routes?*
- *Are internal fire resisting doors indicated with "Fire Door-Keep Shut" notices?*
- *Are 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?*
- *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 fire-fighting equipment indicated?*

17 FIRE DETECTION AND WARNING SYSTEM

Ref	EXISTING CONTROL MEASURES	ARE THEY SUFFICIENT?

It is assessed that the fire detection and warning system complies with BS5839: Part 1	Yes		No	

18 FIRE FIGHTING EQUIPMENT

Ref	EXISTING CONTROL MEASURES	ARE THEY SUFFICIENT?			
It is assessed that all fire fighting equipment complies with BS5306		Yes		No	

19 EMERGENCY LIGHTING SYSTEM

Ref	EXISTING CONTROL MEASURES	ARE THEY SUFFICIENT?			
It is assessed that all emergency lighting complies with BS5266		Yes		No	

20 FIRE SAFETY SIGNS AND NOTICES

Ref	EXISTING CONTROL MEASURES	ARE THEY SUFFICIENT?

It is assessed that all fire safety signs comply with BS5499	Yes		No	

21 Evaluate, Remove, Reduce and Protect

Having identified the fire hazards in Step 1, you now need to remove those hazards if reasonably practicable to do so. If you cannot remove the hazards, you need to take reasonable steps to reduce them if you can. This is an essential part of fire risk assessment and as a priority this must take place before any other actions. Ensure that any actions you take to remove or reduce fire hazards or risk are not substituted by other hazards or risks. For example, if you replace a flammable substance with a toxic or corrosive one, you must consider whether this might cause harm to people in other ways.

Evaluate the Risk of a Fire Occurring

The chances of a fire starting will be low if your premise has few ignition sources and combustible materials are kept away from them. In general, fires start in one of three ways. Firstly accidentally, such as when smoking materials are not properly extinguished or when lighting displays are knocked over; secondly by act or omission, such as when electrical office equipment is not properly maintained, or when waste packaging is allowed to accumulate near to a heat source; and thirdly deliberately, such as an arson attack involving setting fire to external rubbish bins placed too close to the building.

Look critically at your premises and try to identify any accidents waiting to happen and any acts or omissions which might allow a fire to start. You should also look for any situation that may present an opportunity for an arsonist

Evaluate the Risk to People

Previously you will have identified the chances of a fire occurring. It is unlikely that you will have concluded that there is no chance of a fire starting anywhere in your premises so you now need to evaluate the actual risk to those people should a fire start and spread from the various locations that you have identified.

While determining the possible incidents, you should also consider the likelihood of any incident; but be aware that some very unlikely incidents can put many people at risk. To evaluate the risk to people in your premises, you will need to understand the way fire can spread. Fire is spread by convection; conduction; and radiation. It is essential that the means of escape and other fire precautions are adequate to ensure that everyone can make their escape to a place of total safety before the fire and its effects can trap them in the building.

Remove or Reduce the Hazards

Having identified the fire hazards and risk to people, you now need to remove those hazards if reasonably practicable to do so. If you cannot remove the hazards, you need to take reasonable steps to reduce them if you can. This is an essential part of fire risk assessment and as a priority this must take place before any other actions. Ensure that any actions you take to remove or reduce fire hazards or risk are not substituted by other hazards or risks.

Remove or Reduce the Risks to People

Having evaluated and addressed the risk of fire occurring and the risk to people (preventative measures) it is unlikely that you will be able to conclude that no risk remains of fire starting and presenting a risk to people in your premises. You now need to reduce any remaining fire risk to people to as low as reasonably practicable, by ensuring that adequate fire precautions are in place to warn people in the event of a fire and allow them to safely escape.

The level of fire protection you need to provide will depend on the level of risk that remains in the premises after you have removed or reduced the hazards and risks.

21 EVALUATE, REMOVE, REDUCE AND PROTECT

Evaluate the risk of fire occurring	
Evaluate the risk to people from a fire starting in the premises	
Action taken to remove and reduce the hazards that may cause a fire	
Action taken to remove and reduce the risks to people from a fire	

22 Maintenance

The emergency escape routes, 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 emergency escape routes, fire resisting doors and partitions, fire escape signs and notices, fire detection and warning system, escape lighting if provided and fire fighting equipment.

Specify who will carry out the maintenance in the management system and where it will be recorded i.e. in the Fire Logbook.

An example of a maintenance schedule can be found in guidance from HM Government at www.firesafetyguides.communities.gov.uk

A suitable and sufficient system of maintenance should be adopted for all preventative and protective measures. The following items should be addressed in the maintenance schedule for the premises.

Daily checks

Ensure that any security devices on fire exits do not impede escape, ensure that doors on escape routes swing freely and close fully and check exits and escape routes to ensure they are clear from obstructions and combustible materials and in a good state of repair. Check the fire alarm panel to ensure the system is active and fully operational. Where practicable, visually check that emergency lighting units are in good repair and apparently working. Check that all safety signs and notices are legible. Establish a routine for closing all compartmentation corridor fire doors at night within a pre-determined programme.

Weekly tests and checks

Test fire detection and warning systems and manually operated warning devices weekly following the manufacturer's or installer's instructions. Check that fire extinguishers and hose reels are correctly located and in apparent working order.

Monthly tests and checks

Test all emergency lighting systems to make sure they have enough charge and illumination according to the manufacturer's or supplier's instructions. This should be at an appropriate time when, following the test, they will not be immediately required. Check that all fire doors in good working order and closing correctly and that the frames and seals are intact.

Six-monthly tests and checks

A competent person should test and maintain the emergency lighting and fire detection and warning system.

Annual tests and checks

All fire fighting equipment, fire alarms and other installed systems should be tested and maintained by a competent person.

22 MAINTENANCE

Is there a system of testing and maintenance for the fire detection and warning system? Commentary:	YES	NO
Is there a system of testing and maintenance for the portable fire fighting equipment? Commentary:	YES	NO
Is there a system of testing and maintenance for the emergency lighting system? Commentary:	YES	NO
Is there a system of testing and maintenance for the fire exit signage? Commentary:	YES	NO
Is there a system of testing and maintenance for the fire escape route(s)? Commentary:	YES	NO
Are regular checks made that all fire exit doors are easily openable? Commentary:	YES	NO
Are regular checks made of the external escape routes and areas? Commentary:	YES	NO
Is there a system of testing and maintenance for sprinklers, smoke control systems etc? Commentary:	YES	NO
Is there a system of portable appliance testing and electrical installation every 5 years? Commentary:	YES	NO
Are all maintenance records kept in the fire safety logbook? Commentary:	YES	NO

23 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. automatically such as by an alarm receiving centre or by a nominated person via a landline.

24 Emergency Plan

Produce an emergency plan, which details procedures in the event of a fire in the premises.

The Emergency Plan should cover: -

- *How people will be warned if there is a fire.*
- *What staff should do if they discover a fire.*
- *How the evacuation of the premises should be carried out.*
- *Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated.*
- *Identification of key escape routes, how people can gain access to them and escape from them to a place of total safety.*
- *Arrangements for fighting the fire.*
- *The duties and identity of staff who have specific responsibilities if there is a fire.*
- *Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, lone workers and young persons.*
- *Any machines/appliances/processes/power supplies that need to be stopped or isolated if there is a fire.*
- *Specific arrangements, if necessary, for high-fire-risk areas.*
- *Contingency plans for when life safety systems such as evacuation lifts, fire-detection and warning systems, sprinklers or smoke control systems are out of order.*
- *How the fire and rescue service and any other necessary services will be called and who will be responsible for doing this.*
- *Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. The location of*
- *Highly flammable materials.*
- *What training employees need and the arrangements for ensuring that this training is given.*
- *Phased evacuation plans (where some areas are evacuated while others are alerted but not evacuated until later); and*
- *Plans to deal with people once they have left the premises.*

Attach the Emergency Plan to the fire safety risk assessment if appropriate.

23 METHOD OF CALLING THE FIRE SERVICE

24 EMERGENCY PLAN

25 Training and Fire Drills

All staff should receive fire safety training including a full explanation of the Emergency Action Plan. This should be carried out on induction and other regular periods, (usually once or twice a year). The training programme should also include *who receives training, what topics in the training are covered, how often it is given and where it is recorded. (To include staff acknowledgement of training given)*

You must provide adequate fire safety training for your staff and should be based on the particular features of your premises and should: -

- *Take account of the findings of the fire safety risk assessment.*
- *Explain your emergency procedures.*
- *Take account of the work activity and explain the duties and responsibilities of staff.*
- *Take place during normal working hours and be repeated periodically where appropriate.*
- *Be easily understandable by your staff and other people who may be present; and*
- *Be tested by fire drills.*

In small premises this may be no more than showing new staff the fire exits and giving basic training on what to do if there is a fire. In larger premises with a high staff turnover and many shift patterns, the organization of fire safety training will need to be planned. Your staff training should include the following: -

- *What to do on discovering a fire.*
- *How to raise the alarm and what happens then.*
- *What to do upon hearing the fire alarm.*
- *The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits.*
- *The arrangements for calling the fire and rescue service.*
- *The evacuation procedures for everyone in your office or shop to reach an assembly point at a place of total safety.*
- *The location and, when appropriate, the use of firefighting equipment.*
- *The location of escape routes, especially those not in regular use.*
- *How to open all emergency exit doors.*
- *The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.*
- *Where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire.*
- *The reason for not using lifts (except those specifically installed or nominated, following a suitable fire safety risk assessment, for the evacuation of people with a disability),*
- *The safe use of and risks from storing or working with highly flammable and explosive substances; and*
- *The importance of general fire safety, which includes good housekeeping.*

All the staff identified in your emergency plan that have a supervisory role if there is a fire (e.g. heads of department, fire marshals or wardens, fire parties or fire teams etc), should be given details of your fire safety risk assessment and receive additional training. As a guide, staff in their first month of employment should receive two instruction periods, staff on Night Duties should receive fire training every three monthly; and staff on Day Duties should receive fire training every six months. All staff training should be recorded. Training should be repeated as often as necessary and should take place during working hours. Whatever training you decide is necessary to support your fire safety strategy and emergency plan, it should be verifiable. The fire authority will want to examine records as evidence that adequate training has been given.

Fire Wardens

Staff expected to undertake the role of fire wardens would require more comprehensive training. Their role may include: -

- *Helping those on the premises to leave.*
- *Checking the premises to ensure everyone has left.*
- *Using fire fighting equipment if safe to do so.*
- *Liaising with the fire and rescue service on arrival.*
- *Shutting down vital or dangerous equipment; and*
- *Performing a supervisory/managing role in any fire situation.*

Training for this role may include: -

- *Detailed knowledge of the fire safety strategy of the premises.*
- *Awareness of human behaviour in fires.*
- *How to encourage others to use the most appropriate escape route.*
- *How to search safely and recognise areas that are unsafe to enter.*
- *The difficulties that some people, particularly if disabled, may have in escaping and any special evacuation arrangements that have been pre-planned; and*
- *Additional training in the use of fire fighting equipment.*

Once an emergency plan has been developed and training given, you will need to evaluate its effectiveness. The best way to do this is to perform a fire drill. This should be carried out at least annually or as determined by your fire safety risk assessment.

Who Should Take Part?

Within each building the evacuation should be for all occupants except those who may need to ensure the security of the premises, or people who, on a risk-assessed basis, are required to remain with particular equipment or processes that cannot be closed down. Premises that consist of several buildings on the same site should be dealt with one building at a time over an appropriate period unless the emergency procedure dictates otherwise. Where appropriate, you may find it helpful to include members of the public in your fire drill – ensuring that all necessary health and safety issues are addressed before you do so.

Carrying Out the Drill

For premises that have more than one escape route, the escape plan should be designed to evacuate all people on the assumption that one exit or stairway is unavailable because of the fire. This could be simulated by a designated person being located at a suitable point on an exit route. Applying this scenario to different escape routes at each fire drill will encourage individuals to use alternative escape routes which they may not normally use. When carrying out the drill you might find it helpful to: -

- *Circulate details concerning the drill and inform all staff of their duty to participate.*
- *Have 'surprise drills' as the health and safety risks introduced may outweigh the benefits.*
- *Ensure that equipment can be safely left.*
- *Nominate observers.*
- *Inform the alarm receiving centre of the drill and if the fire and rescue service is normally called directly from your premises, ensure that this does not happen.*
- *Inform visitors and members of the public if they are present; and*
- *Ask a member of staff at random to set off the alarm by operating the nearest fire alarm call point using the test key at the appropriate call point / break glass point.*

The Roll Call/Checking the Premises Have Been Evacuated

Where possible, you should ensure that a roll call is carried out as soon as possible at the designated assembly point(s), and/or receive reports from wardens designated to 'sweep' the premises. You should note any people who are unaccounted for. In a real evacuation this information will need to be passed to the fire and rescue service on arrival. Check that people have assembled at the evacuation point.

Once the roll call is complete or all reports have been received, allow people to return to the building. If the fire-warning system is monitored inform the alarm receiving centre that the drill has now been completed and record the outcomes of the drill.

Monitoring and Debrief

Throughout the drill the responsible person and nominated observers should pay particular attention to:-

- *Communication difficulties with regard to the roll call and establishing that everyone is accounted for.*
- *The use of the nearest available escape routes as opposed to common circulation routes.*
- *Difficulties with the opening of final exit*
- *Difficulties experienced by people with disabilities.*
- *The roles of specified people, e.g. Fire wardens.*
- *Inappropriate actions, e.g. Stopping to collect personal items, attempting to use lifts etc.*
- *And that windows and doors not being closed as people leave.*

On-the-spot debriefs are useful to discuss the fire drill, encouraging feedback from everybody. Later, reports from fire wardens and observations from people should be collated and reviewed. Any conclusions and remedial actions should be recorded and implemented.

25 TRAINING AND FIRE DRILLS

REF	EXISTING CONTROL MEASURES	ARE EXISTING CONTROL MEASURES SUFFICIENT?

26 Level of Fire Risk

Taking into account the fire prevention measures observed at the time of this fire safety risk assessment, make a decision on the hazard from fire (likelihood of fire) at these premises.

In premises where there is a likelihood of a fire starting and spreading quickly, or a fire could start and grow undetected, and affecting the escape routes before people can use them, then the level of risk should normally be regarded at ‘higher’. Such premises might include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g. heat producing machinery and processes; premises where significant numbers of the people are present and might move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread.

In premises where there is a low occupancy level and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire starting; few if any highly combustible or flammable materials or other fuels for a fire; fire is unlikely to spread quickly; and will be quickly detected so that all people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as ‘lower’.

In most cases however, the risk will usually be ‘normal’.

26 LEVEL OF FIRE RISK

FIRE SAFETY RISK ASSESSMENT

Taking into account both the active and passive fire prevention measures and general fire precautions observed at the time of this fire safety risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low ☐ **Normal** ☐ **High** ☐

In this context, a definition of the above terms is as follows: -

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition. There is very little chance of a fire occurring, few if any flammable materials or other sources of fuel. There will be a low occupancy level and all occupants are able bodied and capable of using the means of escape without assistance. Fire cannot spread quickly as there are adequate levels of fire resting construction and compartmentation. A fire will be detected quickly so people will know that a fire has occurred at an early stage and can make their escape.

Normal: In most cases the fire risk will be considered as normal fire hazard (e.g. sources of ignition and fuel present, adequate fire detection system, emergency lighting, fire resisting construction, some compartmentation and fire safety management systems.

High: Lack of adequate controls applied to one or more significant fire hazards, resulting in a significant increase in the likelihood of fire. The likelihood of a fire starting and spreading quickly, or a fire could start and grow without being detected quickly and a warning given, and this will affect the escape routes before people are able to use them. The premises might have large quantities of flammable materials used or stored in the premises. There are ready sources of ignition present. There may be less able-bodied people present who may move slowly or are unable to move or escape without assistance. The premises may be constructed with hidden voids or flues through which a fire could quickly spread, there is a lack of fire resting construction and compartmentation.

Note that, although the purpose of the above is to place the risk fire in context, the approach to fire safety risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this fire safety risk assessment should be addressed by implementing all the recommendations contained in the following action plan.

27 Significant Findings and Action Plan

If you or your organisation employ five or more people, your premises are licensed, or an alterations notice requiring you to do so is in force from the Fire Authority, you must record the significant findings of your fire safety risk assessment and the actions you have taken to remove or reduce the hazard and protect relevant persons.

Significant findings should include details of:

- *The fire hazards you have identified*
- *The actions you have taken or will take to remove or reduce the chance of a fire occurring (preventive measures)*
- *Persons who may be at risk, particularly those at greatest risk*
- *The actions you have taken or will take to reduce the risk to people from the spread of fire and smoke (protective measures)*
- *The actions people need to take in case of fire including details of any persons nominated to carry out a particular function (your emergency plan)*
- *The information, instruction and training you have identified that people need and how it will be given*

The aim of an action plan is to focus attention on where a risk is identified, what preventive and protective measures are necessary to either reduce the risk to an acceptable level or eliminate the risk.

An action plan may be either:

- *compiled by the responsible person supporting their fire safety risk assessment setting out the programme of work to achieve compliance; or*
- *issued by the Fire Authority in support of any informal enforcement measures*

The action plan should detail the measures to be carried out in order of priority and a reasonable time scale for completion of each of the measures detailed.

- *Make a list of the fire safety deficiencies found from the fire safety risk assessment*
- *Prioritise and rectify the deficiencies. A suggested methodology is:*

I	=	Needs attention immediately
H	=	Needs attention within 1 month
M	=	Needs attention within the next 6 months
L	=	Needs attention within the next 12 months

- *Once fully rectified, amend the fire safety risk assessment sheets and fire safety records*
- *Review the fire safety risk assessment on a regular basis (recommended to be annually)*

27 SIGNIFICANT FINDINGS AND ACTION PLAN

Date: _____

Ref	Hazard Description	Additional Controls Needed to Reduce or Remove the Hazard?	RISK RATING				What Action is Required and By Whom?	Date To Be Completed? (Sign & Date on Completion)
			I	H	M	L		

Priority

I = Needs attention immediately
H = Needs attention within 1 month
M = Needs attention within the next 6 months
L = Needs attention within the next 12 months

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Ref	Hazard Description	Additional Controls Needed to Reduce or Remove the Hazard?	RISK RATING				What Action is Required and By Whom?	Date To Be Completed? (Sign & Date on Completion)
			I	H	M	L		

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Ref	Hazard Description	Additional Controls Needed to Reduce or Remove the Hazard?	RISK RATING				What Action is Required and By Whom?	Date To Be Completed? (Sign & Date on Completion)
			I	H	M	L		

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28 Review

You should constantly monitor what you are doing to implement the fire risk assessment to assess how effectively the risk is being controlled.

If you have any reason to suspect that your fire risk assessment is no longer valid or there has been a significant change in your premises that has affected your fire precautions, you will need to review your assessment and if necessary revise it.

Reasons for review could include:

- changes to work processes or the way that you organise them, including the introduction of new equipment.
- alterations to the building, including the internal layout.
- substantial changes to furniture and fixings.
- the introduction change of use or increase in the storage of hazardous substances.
- the failure of fire precautions, e.g. fire-detection systems and alarm systems, life safety sprinklers or ventilation systems.
- significant changes to displays or quantities of stock.
- a significant increase in the number of people present; and
- the presence of people with some form of disability.

You should consider the potential risk of any significant change before it is introduced. It is usually more effective to minimise a risk by, for example, ensuring adequate, appropriate storage space for an item before introducing it to your premises.

Do not amend your assessment for every trivial change, but if a change introduces new hazards you should consider them and, if significant, do whatever you need to do to keep the risks under control. In any case you should keep your assessment under review to make sure that the precautions are still working effectively. You may want to re-examine the fire prevention and protection measures at the same time as your health and safety assessment.

If a fire or ‘near miss’ occurs, this could indicate that your existing assessment may be inadequate, and you should carry out a re-assessment. It is good practice to identify the cause of any incident and