HUMBERSIDE FIRE AND RESCUE

SMALL TO MEDIUM PREMISES
Fire Risk Assessment
The Regulatory Reform (Fire Safety) Order 2005

Premises:

Address:

Telephone number:

Date of Fire Risk Assessment:

Person responsible for premises:

Deputy person responsible for premises:

Name of person carrying out the Fire Risk Assessment:

Review date of the Fire Risk Assessment:

General Statement of Policy

"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."

Management Systems

Provide a statement specifying the planning, organisation, control, monitoring and review of the fire risk assessment.

. Planning   -setting objectives, design of tasks

. Organisation -structure of organisation

. Control   -identify persons responsible for tasks

. Monitoring   -regular inspections to check and control standards

. Review   -review performance

Brief Description of Premises

Size, type, use, number of occupants

Fire Risk Assessment

What is a Fire Risk Assessment
A competent person is required to carry out a fire risk assessment of the place to ensure persons are not at risk of serious injury from the effects of fire. The competent person must identify hazards in their place, which could put people at an unacceptable risk, and then either remove the hazard or put in place some means of controlling the risk.

What features should the fire Risk Assessment include?
In most cases you will need to produce a drawing showing the main layout of the premises. The following should be identified.

Sources of fuel	☐
Sources of ignition	☐
Places where a fire could start	☐
Escape routes	☐
Fire resisting walls, windows and doors	☐
Places that need escape lighting	☐
Appropriate signs and notices	☐
Fire detection	☐
Fire alarm	☐
Fire fighting equipment	☐

What existing control measures are in place?
Your fire risk assessment should include measures, which have already been put in place. You may have received advice in the past. Factories, offices or shops may have been issued with a fire certificate. Licensed premises will have been registered with the local authority. However the person responsible must carry out their own fire risk assessment of the premises.

How do you carry out a fire & safety review?
Look around your premises and consider the risk to other persons who might visit or use the premises. Use the pro-forma below to assist you. It will also satisfy the requirement to record the results of your fire risk assessment. The assessment will need to be reviewed each time you make significant changes in the premises.

Identification of hazards

A hazard is something, which has the potential to cause a fire or assist the spread of fire. High hazards include naked flames and hot processes, including cooking. Portable electrical equipment can be a hazard especially if it is not regularly checked and maintained.

Look also for the following:
- Smokers and discarded smoking materials
- Portable heaters, especially LPG
- Storage too close to heat sources
- Obstruction of vents or cooling systems
- Flammable gases, liquids or aerosols
- Chemicals, plastics and foamed products including seating upholstery
- Accumulations of combustible waste

Make a list of the hazards within your place, which might cause a fire or the spread of fire.

Explain the measures, which are already in use to control the risk from hazards identified above. (You might refer to methods of use and storage and the existence of fire separation, which provides people with protection).

Identify any additional control measures you will need to put in place to deal with any of the hazards listed above.
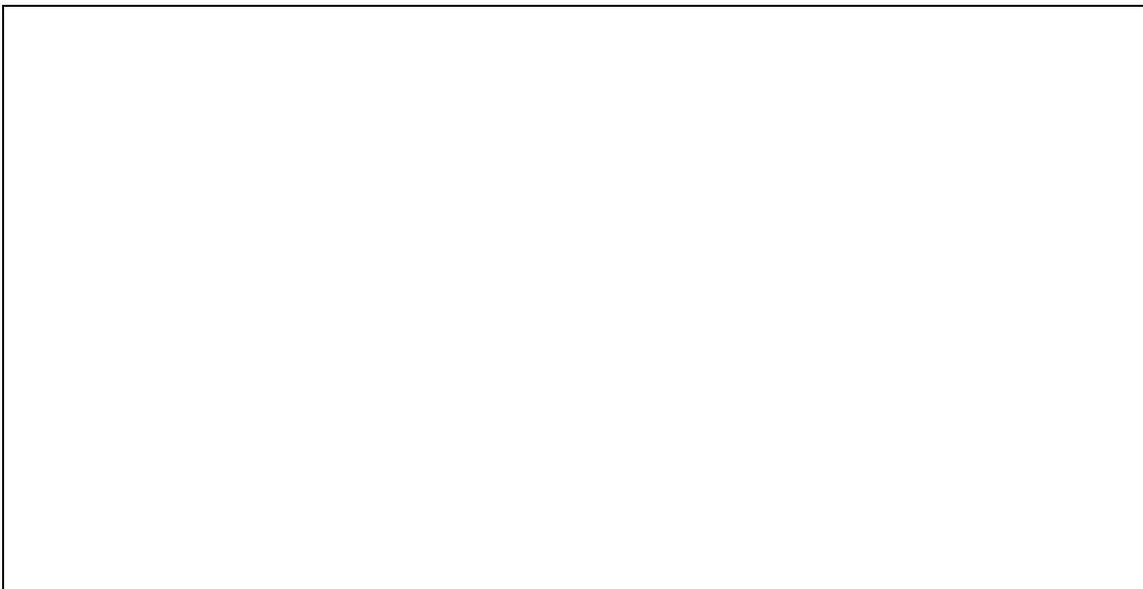
Identification of people at risk

People are at risk from a fire if the products of the fire (smoke and toxic gases) could affect them before they can leave the building. People are helped if they can be given an early warning of fire and if they can turn away from the fire and make their way safely out of the building.

Complete each box below identifying people at risk and their location.

Upper floors: Especially over 3 storeys (where they should have at least two separate ways to escape).

Single staircase: Could people be at risk from a fire below them, which prevents escape?

Long distance of travel or dead-end conditions: Details are given in the Relevant Guide – details at the rear of this document.

Inner rooms: Where people have to travel through outer rooms in order to escape – see Relevant Guide.

Basement areas: Where artificial lighting is required and escape requires a staircase to the ground floor.

Visitors: Who may be at higher risk because they are not familiar with the escape routes or because they are working in restricted spaces?

| **People with special needs:** |
| Who may require help to enable them to escape? |
| |

| **Young People :** |
| Who may be at risk due to inexperience, awareness of risks and immaturity? |
| |

| **High Risk Areas:** |
| Who may be at greater risk due to their environment or location? |
| |

Specific Control Measures

Record your findings for each of the following, including actions which will need to be taken to correct deficiencies.

Fire Alarm – detection
Is there a need to provide early detection? Does the existing system meet the need?

Fire Alarm – warning
Can everyone in the building hear the fire alarm? Is there a need for other means of giving warning e.g. visual signals?

Escape lighting
Are there any parts of the building where escape would be difficult if the normal lighting failed, e.g. internal corridors and staircases?

Escape routes
Are there enough routes to enable people to escape without being put at risk by the fire? Where there are alternatives are they separated so both will not be simultaneously affected by fire?

Fire Extinguishers – (1)
Are there enough of the appropriate types to enable a small fire to be tackled?

Fire Extinguishers – (2)
Is there a maintenance programme? Are employees given adequate training in the use of fire extinguishers?

Escape signs
Are there enough signs to enable persons to use all escape routes?

Staff training
Have all staff received some instruction in what to do in the event of fire? Is there a need to carry out an evacuation drill? Have the details been recorded?

Disabilities
Are there any special arrangements for the evacuation of persons with special needs?

Testing
Is the fire alarm and emergency lighting tested in accordance with the relevant standard? *(Records should be kept of all tests including history of faults and remedial actions).*

Arson
Have you considered your vulnerability to arson attack?

Security
Can people open all doors easily on escape routes? Are there measures in place to ensure people are not locked in the premises out of normal hours?

Safe Working Practices

Your day-to-day working practices could have a significant effect on the level of risk, which exists. Look at your working practices and comment on how they could affect the risks you have identified.

Staff training Are all staff made aware of any special measures which need to be considered relating to their work tasks?

Work permits Do any workers, including outside contractors, require a permit to work before commencing any tasks involving hot work or flammable materials?

Housekeeping Is the amount of flammable materials kept to a minimum? Is flammable waste placed in metal bins? Is flammable waste removed to a safe storage area regularly? Are stocks of flammable materials stored in places designated for the purpose?

Preventative maintenance Is all machinery and electrical equipment serviced and tested as per manufacturer's recommendations?

Other Control Measures Are other Health and Safety regulations adhered to eg: COSHH etc

Further Comments
If necessary add any further comments, which may be relevant:

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Fire Risk Assessment Review
A review of your fire risk assessment is required to be carried out periodically.
This may be when you make changes in the workplace, including taking on
additional staff.
The date of the review should be entered on the front cover

**Further guidance can be found in the HM Government Fire Safety Risk
Assessment Booklets.** This series of eleven booklets which relate to the different type
of premises use are available free online at
www.communities.gov.uk/fire/firesafety/firesafetylaw alternatively they can be purchased from
HMSO bookshops.

The guides in this series.

Title	Book Number
Offices and shops	ISBN- 13:978 1 85112815 0
Factories and Warehouses	ISBN- 13:978 1 85112816 7
Sleeping Accommodation	ISBN- 13:978 1 85112817 4
Residential care premises	ISBN- 13:978 1 85112818 1
Educational premises	ISBN- 13:978 1 85112819 8
Small and medium places of assembly	ISBN-13:978 1 85112820 4
Large places of assembly	ISBN-13:978 1 85112821 1
Theatres, cinemas & similar premises	ISBN-13:978 1 85112822 8
Open air events and venues	ISBN-13:978 1 85112823 5
Healthcare premises	ISBN-13:978 1 85112824 2
Transport premises and facilities	ISBN-13:978 1 85112825 9
Animal Premises and stables	ISBN-13:978 1 85112 884 6

If you are unsure as to the guide that most closely suits your individual premises assistance
will be given if you contact Humberside Fire and Rescue Service Fire Safety Technical
section.

Fire Risk Assessment – Check List

In order to confirm that you have addressed all of the relevant aspects of the fire risk assessment, use the following checklist.

5 or more employed to work, licensed premises – record significant findings	

Risk Assessment Considerations			
Criteria	**Yes**	**No**	**N/A**
Stairs			
Corridors			
Rooms			
Inner rooms			
Unoccupied areas			
General lighting			
Emergency lighting – (current test records available?)			
Means of giving warning of fire – (current test records available?)			
Smoke/heat detection – (current test records available?)			
Fire extinguishers – (current test records available?)			
Fixed fire fighting equipment – (current test records available?)			
Signs and notices			
Electrical appliances			
Heating appliances			
Heat sources			
Interior furnishings			
Structural integrity of compartments			

Combustible waste			
Combustible substances			
Flammable substances			
Smoking			
Contractors			
Visitors			
Members of the public			
Disabled			
Sleeping			
Hot work			
Arson – deliberate or suspicious ignition			

Employee Training			
Criteria	**Yes**	**No**	**N/A**
Fire risk assessment findings			
Duties and responsibilities of employees			
Induction – new employees			
Induction – contractors			
Refresher – periodic updates			
Training should be relevant to workplace activity			

Employee Training – Content			
Criteria	**Yes**	**No**	**N/A**
Action to be taken on discovering a fire			
How to raise the fire alarm			
Action to be taken on hearing the fire alarm			
Arrangements for calling fire & rescue service			
Evacuation procedures to a place of ultimate safety			
Location and use of fire extinguishers			
Escape routes			
Fastenings on final exit doors			
Fire doors closed tightly and fully onto rebates			
Stopping processes and isolating power supplies			
Lifts not to be used for means of escape purposes			
Housekeeping			

Employee Training – High Risk Areas			
Criteria	**Yes**	**No**	**N/A**
Safe operation of plant and equipment			
Emergency procedures for plant and processes			
Safe storage and use of flammable materials			

Single Line Drawing Identifying Main Features			
Criteria	**Yes**	**No**	**N/A**
Layout of the place			
Escape routes			
Doorways			
Walls			
Partitions			
Corridors			
Stairways			
Fire resisting structure			
Self closing fire doors			
Means for fighting fire			
Fire alarm call points			
Emergency lighting			
Automatic fire-fighting systems			
Sprinkler control valve			
Mains electrical switch			
Water shut off valve			
Gas shut off valve			
Oil shut off valve			
LPG shut off valve			
Fire action notices			

Fire Emergency Plan

The development of a relevant and realistic Fire Emergency Plan will help people in the place to know what to do if there is a fire and ensure that the place is quickly and safety evacuated. The plan should contain a statement of the main hazards and risks associated with the particular place and give details of any relevant action required by the management during and following a fire.

Criteria	Yes	No	N/A
Action to be taken in the event of a fire			
Raising the fire alarm			
Evacuation procedure			
Assembly points			
Roll call arrangements			
Identification of escape routes			
Access to escape routes and to a place of ultimate safety			
Fire fighting equipment			
Identity of persons with specific responsibilities			
Duties of persons with specific responsibilities			
Arrangements made for contractors			
Arrangements made for members of the public and visitors			
Arrangements made for disabled			
Isolation of machines, processes and power supplies			
Special arrangements for high fire risk areas			
Person responsible for calling fire and rescue service			
Procedures for liaison with fire and rescue service			
Arrangements for notification of special risks			
Training needs of employees			
Arrangements in place for meeting training needs			
Arrangements following a fire			

Final Completion Checklist

Have the significant findings been identified?	
Have those who are at risk from the hazards been identified?	
Have the existing control measures been identified?	
Have inadequately controlled risks been identified?	
Is any remedial action needed?	
Have all further action(s) required been specified?	
Has it been determined who will carry out the further action?	
Has a fire emergency plan been formulated?	
Has a review date been entered?	

Note: If there are any significant changes made within the place, you will need to review your fire risk assessment

FIRE RISK ASSESSMENT – SIGNIFICANT FINDINGS

SIGNIFICANT FINDING	CONTROL MEASURES	ACTION REQUIRED

FIRE RISK ASSESSMENT – DEFICIENCIES / WORK REQUIRED

LOCATION	*DEFICIENCY*	*ACTION REQUIRED*	*TARGET DATE*	*COMPLETION DATE*