Isle of Wight Fire and Rescue Service

Fire Risk Assessment
Information / Guidance

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Introduction – Fire Risk Assessment (How to complete)

Section

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**

From the time these Regulations came into force the Fire Safety Order (article 8 & 9) states that :-

Duty to take general fire precautions

8. —(1) The responsible person must—
(a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and
(b) in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

Risk assessment
9. — (1) The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.

(2) Where a dangerous substance is or is liable to be present in or on the premises, the risk assessment must include consideration of the matters set out in Part 1 of Schedule 1.

(3) Any such assessment must be reviewed by the responsible person regularly so as to keep it up to date and particularly if—
(a) there is reason to suspect that it is no longer valid; or
(b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions, and where changes to an assessment are required as a result of any such review, the responsible person must make them.

(4) The responsible person must not employ a young person unless he has, in relation to risks to young persons, made or reviewed an assessment in accordance with paragraphs (1) and (5).

(5) In making or reviewing the assessment, the responsible person who employs or is to employ a young person must take particular account of the matters set out in Part 2 of Schedule 1.

(6) As soon as practicable after the assessment is made or reviewed, the responsible person must record the information prescribed by paragraph (7) where—
(a) he employs five or more employees;
(b) a licence under an enactment is in force in relation to the premises; or
(c) an alterations notice requiring this is in force in relation to the premises.

(7) The prescribed information is—
(a) the significant findings of the assessment, including the measures which have been or will be taken by the responsible person pursuant to this Order; and
(b) any group of persons identified by the assessment as being especially at risk.

(8) No new work activity involving a dangerous substance may commence unless —
(a) the risk assessment has been made; and
(b) the measures required by or under this Order have been implemented.

Further guidance can be found in a leaflet called**:**

"A short guide to making your premises safe from fire"

Advice and information
You can get guides, suitable for your type of premises, from good bookshops and by downloading them from the internet at :-
www.firesafetyguides.communities.gov.uk

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.

Significant Findings:

Upon completion of the fire risk assessment, the significant findings should be recorded The significant findings should include:
- a record of the protective and preventative measures already in place to control the risks;
- 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:-
- *Any significant change of work practices*
- *Any significant change in staff levels*
- *Any structural or material alteration to the premises*
- *Any near miss or fire*
- *Reviewed at least annually*

1   Premises Particulars

Specify the following particulars:-

- *Name and Address of Premises:*

- *Use of Premises:*

- *Owner/Employer/Person(s) in Control of the Workplace:*

- *Telephone Number:*

- *Date of Risk Assessment:*

- *Date of Review:*

- *Name & relevant details of the person carrying out the Fire Risk Assessment:*

2   Provide a general statement of policy

A safety policy is a written statement of an employer's intent to ensure the safety of their employees. The purpose of the safety policy is to give clear commitment to comply with the relevant Regulations.

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."

FIRE RISK ASSESSMENT

1 PREMISES PARTICULARS

Premises Name

Address

Tel no:

Use of Premises

Owner/Employer/Person in control of the workplace

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: **Print Name:**   **Date:**

3   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 Health and 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 carrying out the Management of Health and Safety issues throughout the workplace.*

• **Monitoring** – *Identify how the employer will measure the success of the Health and Safety policy. This should include regular checks of fire precautions, investigation of causes of incidents and the recording of other relevant information.*

• **Review** – *Identify a regular review procedure to include any identified deficiencies and a process by which they can be rectified.*

3 MANAGEMENT SYSTEMS

Commentary:

Commentary:

4   General description of the premises

Give a general description of the premises and the use to which it is put
Include the following details:

* *Construction detail of the premises (i.e. Brick/Timber/Concrete)*

* *Approximate age of premises*

* *Times in use*

* *Total number of persons employed in the premises at any one time*

* *Total number of persons who may resort to the premises at any one time*

* *Size of the premises (Length and Width and/or area)*

* *Number of floors and staircases*

5   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).

| **4** | **GENERAL DESCRIPTION OF PREMISES** |

Description:

Occupancy

Times the Premises are in use: *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)

6   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 :-

* *Escape routes,*
* *number of exits,*
* *number of stairs,*
* *fire resisting doors,*
* *fire resisting walls and partitions,*
* *places of safety etc.*
* *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 alarm points, sounders, rotary gongs)*
* *The location of emergency lights (to include hand held torches if provided)*
* *The location and type of fire fighting equipment (i.e. water extinguishers, foam extinguishers, etc.)*

6 PLAN DRAWING
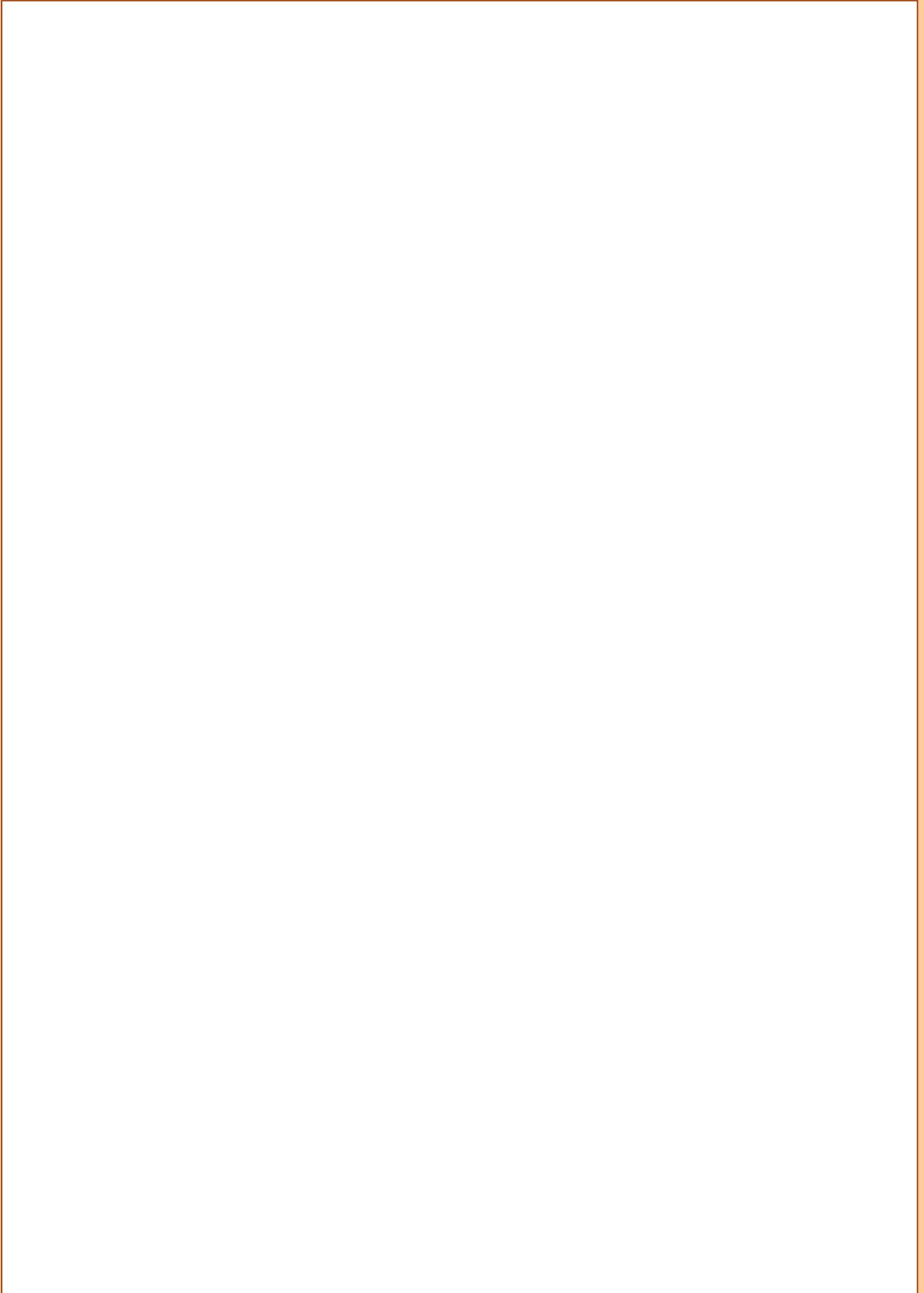
7 Identify Fire Hazards within the Area/Room/Floor

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

- ***Ignition sources***

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

- ***Fuel Sources***

  Flammable liquids /solvents /oils etc,
  Chemicals,
  Wood /paper /cardboard etc,
  Plastics /rubber /foam,
  Furniture and furnishings,
  Flammable gases
  Textiles,
  Display materials,
  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.

7   IDENTIFY FIRE HAZARDS

Sources of Ignition:

Sources of Fuel:

Work Processes:

Structural features that could promote the spread of fire:

8   People who would be at Risk from Fire

Consider:

- *Employees*

- *Visitors / Customers*

- *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/others are isolated*

- *Contractors*

- *Persons who may be asleep in your premises*

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:

9   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: -

- *How fire hazards are controlled within the area/room/floor*
- *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?)*
- *In the event of a fire can all persons safely evacuate the premises after taking into account the fire risks in the area?*
- *Travel distances) How far to the nearest exit?*
- *Definition and number of escape routes Easily identified and available at all times?*
- *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?*
- *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?*
- *Sufficient number of stairways*
- *Provisions for people with disabilities Deaf, Blind, Mobility issues or special needs etc*

10   Means of Escape – Vertical Evacuation

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)*
- *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)?*
- *Do the exits from the stairways lead to place of safety (e.g. not to an enclosed yard)*

9	MEANS OF ESCAPE – HORIZONTAL EVACUATION

Commentary:

10	MEANS OF ESCAPE – VERTICAL EVACUATION

Commentary:

11   Fire Safety Signs and Notices

• *Do all fire safety signs comply with the current standard (pictogram – symbols)?*
• *Are there sufficient fire exit signs on the escape routes?*
• *Are internal fire resisting doors indicated with "Fire Door-Keep Shut" notices?*
• *Are internal 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? (outside face)*
• *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?*

12   Fire Warning Systems

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

13   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 (internal spaces) should be provided with escape lighting.*
• *If the premises are large and/or complex an escape lighting system should be installed to the current British Standard.*
• *Where the premises are small a number of hand held torches strategically located may be sufficient?*
• *When operated 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?*

14   Fire Fighting Equipment

• *Is there sufficient fire fighting equipment provided for the area/room/floor?*
• *Is the fire fighting equipment appropriate for the risks?*
• *Is the fire fighting equipment simple to use?*
• *Has a competent person checked fire extinguishers within the last twelve months?*
• *Does it conform to a 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?*

| 11 | **FIRE SAFETY SIGNS & NOTICES** |

Commentary:

| 12 | **FIRE WARNING SYSTEM** |

Commentary:

| 13 | **EMERGENCY LIGHTING SYSTEM** |

Commentary:

| 14 | **FIRE FIGHTING EQUIPMENT** |

Commentary:

15 Maintenance

The means of escape and other fire safety provisions must be maintained, at suitable intervals, by a competent person (as defined in the relevant British standard) 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 opposite 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.
	6 Monthly/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.

15	MANAGEMENT - MAINTENANCE

Is there a maintenance programme for the fire safety provisions in the premises   Yes   /   No

Commentary:

Are regular checks of fire resisting doors, walls & partions carried out   Yes   /   No

Commentary:

Are regular checks of escape routes & 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: **Weekly**

6 monthly /
Annually

Is there a maintenance regime for the emergency lighting system   Yes   /   No

Commentary: **Weekly**

Monthly

Annually

Is there maintenance of the fire fighting equipment (By competent person?)   Yes   /   No

 Commentary: **Weekly**

Annually

Are records kept & their location identified   Yes   /   No

Commentary:

16 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)

17 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:-

• *all foreseeable events*
• *the action employees should take if they discover a fire*
• *how people will be warned*
• *how the evacuation is carried out (action on hearing fire warning)*
• *to include the evacuation of visitors and people with disabilities*
• *assembly points*
• *procedures for checking the premises have been evacuated*
• *identify escape routes*
• *fire fighting equipment*
• *duties and identities of persons with specific responsibilities in the event of a fire*
• *where appropriate the isolating of machinery and processes*
• *how the fire service are called and by who*
• *liaison with fire service on arrival*

Attach the EAP to the risk assessment

18 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:-
▪ *who receives training,*
▪ *what training is given,*
▪ *how often it is given,*
▪ *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.

| 16 | METHOD FOR CALLING THE FIRE SERVICE |

Specify:

| 17 | EMERGENCY ACTION PLAN (EAP) |

Commentary:

| 18 | TRAINING |

Commentary:

19 Rectification of Fire Safety deficiencies

- Make a list of the fire safety deficiencies found from the fire risk assessment.

- Prioritise and rectify the deficiencies.

- Once fully rectified, amend the fire risk assessment sheets and fire safety records.

- Review the fire risk assessment as appropriate.

| 19 | FIRE SAFETY DEFICIENCIES TO BE RECTIFIED |

Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified
Insert additional pages as required			

20 Significant Findings

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

The significant findings should include:

- a record of the protective and preventative measures currently in place to control the risks.

- what further action, if any, needs to be taken to reduce risk sufficiently.

20	**SIGNIFICANT FINDINGS**

Significant Finding	*Control Measure/Action*
Significant Finding	*Control Measure/Action*

Insert additional pages as required

21 Additional Hazards

Although not forming part of the risk assessment persons in control of a workplace are requested to inform the Fire Authority 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 Authority in order that an appropriate operational plan can be undertaken.

21	ADDITIONAL HAZARDS

Specify:

Need to consult Fire Service   *Yes   /   No*