

Fire Risk Assessment

Date assessment carried out:

Who by:

Address of premises:

Review dates:

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AVON
FIRE & RESCUE

Introduction

The Regulatory Reform (Fire Safety) Order 2005 (RRO) replaces previous fire safety legislation and represents a significant shift of emphasis of the law towards risk assessment. Article 9 of the RRO requires the responsible person to make a suitable and sufficient assessment of the risks to which relevant persons are exposed.

If you have conducted a risk assessment prior to the RRO then you should carry out a further review taking into account those issues not covered by the previous legislation.

This document should be used in conjunction with the relevant fire risk assessment guide which can be found on the Commercial Fire Safety page of this website.

Review

The risk assessment should be reviewed on an annual basis. In addition you should continually assess how the control measures for each particular risk are working. You will need to review your assessment if you feel that:

1. Your fire risk assessment is no longer valid; or
2. That there has been a significant change in your premises/business affecting fire precautions

Indemnity

This document has been produced as a tool to assist you in completing a fire 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 Avon Fire & Rescue Service accepts no liability for any circumstances that may arise as a result of using this tool.

GENERAL FIRE PRECAUTIONS	GENERAL INFORMATION
<p>Write a general description of the premises and the use to which it is put. Include the following information in your assessment.</p> <p>THE ADDRESS Full postal address</p> <p>THE BUILDING Materials used Roof construction Lifts Number of floors Number of basements Total floor area in square metres Number of staircases Number and location of any lightning control devices</p> <p>THE OCCUPANCY Number of staff Approx number of occupants at any one time including visitors</p> <p>You may make reference to an attached plan.</p> <p>FIRE HISTORY Highlight any history of fires that have occurred in your premises in the last three years. Record how they were dealt with and what measures have been put in place to prevent similar recurrence.</p> <p>NB: The following page has been left blank for you to record the details described above.</p>	

GENERAL INFORMATION

GENERAL FIRE PRECAUTIONS		FIRE HAZARD Satisfactory/ unsatisfactory	FIRE RISK Control satisfactory /Unsatisfactory?				RISK AREAS WITHIN THE PREMISES	EXISTING CONTROLS Systems and procedures in place	ACTION NEEDED	ACCOUNTABILITY When and who by
			Yes	No	Don't know	N/A				
LIMITATION OF FIRE SPREAD	Look at these structural provisions. Indicate any standards they have been installed to meet. Detail the control measures or management systems you provide.									
Fire resisting compartmentation										
Surface linings										
The roof space										
Ducts through fire resisting partitions										
OCCUPANTS AT RISK	Consider all people who use the building but paying particular attention to people who may be especially at risk.									
Sleeping persons										
Disabled persons										
Lone workers										
Non English speaking persons										
Visitors										

EMERGENCY PLAN AND PROCEDURES		ACTION NEEDED	ACCOUNTABILITY When and who by
Outline your emergency plan and evacuation drills. State the person nominated to implement those drills.			

TRAINING AND INFORMATION		ACTION NEEDED	ACCOUNTABILITY When and who by
Identify what training is given and at what intervals.			
Indicate all fire safety information that is provided to the following groups:	Employees		
	Visitors		
	Temporary and contracted external contractors		
	Contractors risk assessments viewed		

COMPETENT PERSONS		ACTION NEEDED	ACCOUNTABILITY When and who by
Identify any person who is responsible for the day-to-day fire management of the premises and any levels of competency they may hold.			
Identify any person who is responsible (at area or regional level) to assist the local manager and any levels of competency that may hold in that area			
Identify where fire marshals or wardens are provided, levels of training received and specific roles			
Identify any other person (including anyone who provides training or advice) with their level of competency			

COMPETENT PERSONS	ACTION NEEDED	ACCOUNTABILITY When and who by
Outline the procedures you have in place for working with others who have responsibility for coordinating fire safety measures for the building		

EMERGENCY MEASURES IN RESPECT OF DANGEROUS SUBSTANCES	ACTION NEEDED	ACCOUNTABILITY When and who by
Outline the procedures you have in place to deal with incidents involving dangerous substances		

PRINCIPLES OF PREVENTION		FIRE HAZARD Satisfactory/ unsatisfactory	FIRE RISK Control satisfactory/ Unsatisfactory?				RISK AREAS WITHIN THE PREMISES	EXISTING CONTROLS Systems and procedures in place	ACTION NEEDED	ACCOUNTABILITY When and who by
			Yes	No	Don't know	N/ App				
Smoking and naked flames	Is smoking restricted to safe locations?									
	Identify any procedures or applications that involve naked flames									
	Is there good housekeeping in these areas?									
	Is there a no smoking policy?									
Arson	Building security									
	Proximity of waste of receptacles									
	Accumulation of waste materials									
	Awareness of anti- arson precautions									
Cooking Appliances	Used by authorised and competent persons									
	Is equipment clean?									
	Are thermostats and flame failure devices regularly tested and working?									

PRINCIPLES OF PREVENTION		FIRE HAZARD Satisfactory/ unsatisfactory	FIRE RISK Control satisfactory/ Unsatisfactory?				RISK AREAS WITHIN THE PREMISES	EXISTING CONTROLS Systems and procedures in place	ACTION NEEDED	ACCOUNTABILITY When and who by
			Yes	No	Don't know	N/ App				
Cooking Appliances	Are combustible materials kept away from ignition sources?									
	Is equipment used in correct locations?									
General Electrics	Is wiring in good condition?									
	Is there evidence of overloading including use of multi-block adapters?									
	Trailing leads									
	Are electrical intake areas clear of combustible materials?									
	To what standard was the electrical system installed?									
Portable Electrics	Is PAT testing up to date?									
	Is equipment used in correct locations?									
	Are equipment and cables visually in sound condition?									
	Arrangements for refuelling generators									

PRINCIPLES OF PREVENTION		FIRE HAZARD Satisfactory/ unsatisfactory	FIRE RISK Control satisfactory/ Unsatisfactory?				RISK AREAS WITHIN THE PREMISES	EXISTING CONTROLS Systems and procedures in place	ACTION NEEDED	ACCOUNTABILITY When and who by
			Yes	No	Don't know	N/ App				
Heating	Give a description of the system installed									
	Is it correctly ventilated?									
	Is it physically guarded?									
	Is the appliance clear of combustibles?									
	Are boiler rooms locked?									
	Is appliance or system properly installed and serviced to required standards?									
	Is appliance secured in position?									
	What are the arrangements for fuel storage?									
	What are the arrangements for changing gas cylinders?									
	What are the arrangements for refuelling portable heaters?									

PRINCIPLES OF PREVENTION		FIRE HAZARD Satisfactory/ unsatisfactory	FIRE RISK Control satisfactory/ Unsatisfactory?				RISK AREAS WITHIN THE PREMISES	EXISTING CONTROLS Systems and procedures in place	ACTION NEEDED	ACCOUNTABILITY When and who by
			Yes	No	Don't know	N/ App				
Other sources of ignition	Hot works									
	Identify potential ignition sources									
	Sources of fuel that would assist fire growth									
General house- keeping	Potential trip hazards									
	Storage									
Hazards introduced by external contractors	Identify any hazards in this area									
Dangerous substances	Identify any dangerous substances									

FIREFIGHTING AND DETECTION		FIRE HAZARD Satisfactory/ unsatisfactory	FIRE RISK Control satisfactory /Unsatisfactory?				RISK AREAS WITHIN THE PREMISES	EXISTING CONTROLS Systems and procedures in place	ACTION NEEDED	ACCOUNTABILITY When and who by
			Yes	No	Don't know	N/App				
Types of detection	Give a basic statement of system configuration									
External assistance	What procedures are in place to call the emergency services?									
Unwanted fire signals	Record these in order to identify trends									
Portable fire fighting equipment	Identify location of appliances									
	Are appliances suitable for the risk?									
	Who is authorised to use the equipment?									
	Have you taken steps to prevent misuse?									
	Do you have a testing regime in place?									

EMERGENCY ROUTES AND EXITS		FIRE HAZARD Satisfactory/ unsatisfactory	FIRE RISK Control satisfactory /Unsatisfactory?				RISK AREAS WITHIN THE PREMISES	EXISTING CONTROLS Systems and procedures in place	ACTION NEEDED	ACCOUNTABILITY When and by whom
			Yes	No	Don't know	N/App				
Size, number and distribution of exit routes	Are there sufficient exit routes with the capacity for the maximum number of people likely to be present?									
	Are there sufficient number of staircases?									
	Are you displaying the correct signage?									
	Do all escape routes lead to a place of ultimate safety?									
Stair sizes and protection	Are all staircases protected from the ingress of smoke and fire?									
	Is the capacity of staircases adequate for people to escape?									
Dead end corridors	Are they covered by automatic detection or fire resisting construction and fire doors?									
Emergency lighting	Are all escape routes covered by acceptable emergency lighting?									
	Do you have a testing regime?									
Occupancy	Identify figures and floor space factors									
Adjoining premises link	How does it work in line with evacuation procedures?									

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			Yes	No	Don't know	N/App				
Management	Are means of escape useable and available?									
	Are routes covered in staff training?									
	Are routes kept clear and hazard free?									
	Are routes adequately lit?									
Compartments and fire resisting partitions	Are all exits and staircases protected from ingress of smoke and fire?									
	Is escape route protected for a minimum of 30 minutes?									
	Is the integrity of fire resisting compartments maintained?									
	Are fire doors in good condition, functioning correctly and not wedged open?									
	Do you have a testing regime for approved hold open devices on fire doors?									
Travel Distances	Do travel distances to a final exit meet the guidelines?									

LUMINOUS DISCHARGE TUBES		FIRE HAZARD Satisfactory/ unsatisfactory	FIRE RISK Control satisfactory /Unsatisfactory?				RISK AREAS WITHIN THE PREMISES	EXISTING CONTROLS Systems and procedures in place	ACTION NEEDED	ACCOUNTABILITY When and who by
			Yes	No	Don't know	N/App				
Are luminous discharge tubes fitted in your premises?	Are cut off switches provided?									
	Where are the switches sited?									
	Do switches conform to IEE regulations?									
	Has the fire authority been informed?									

MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS	FIRE HAZARD Satisfactory/ unsatisfactory	FIRE RISK Control satisfactory /Unsatisfactory?				RISK AREAS WITHIN THE PREMISES	EXISTING CONTROLS Systems and procedures in place	ACTION NEEDED	ACCOUNTABILITY When and who by
		Yes	No	Don't know	N/App				
Wet/Dry risers	Identify location								
	Do you have a testing regime?								
	Is correct signage in place?								
Suppression systems	Give a brief description of the system								
	Identify location								
	Do you have a testing regime?								
	Is correct signage in place?								
Firefighting shafts	Identify location								
	Do you have a testing regime?								
	Is correct signage in place?								

MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS		FIRE HAZARD Satisfactory/ unsatisfactory	FIRE RISK Control satisfactory /Unsatisfactory?				RISK AREAS WITHIN THE PREMISES	EXISTING CONTROLS Systems and procedures in place	ACTION NEEDED	ACCOUNTABILITY When and who by
			Yes	No	Don't know	N/App				
Automatic opening vents	Give a brief description of the system									
	Identify location									
	Do you have a testing regime?									
	Is correct signage in place?									
Firefighters' lifts	Give a brief description of the system									
	Identify location									
	Do you have a testing regime?									
	Is correct signage in place?									