

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK
ASSESSMENT

Premises:

Address:

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.....

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Undertaken by:

Date:

Review date:

FIRE RISK ASSESSMENT

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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

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GENERAL STATEMENT OF POLICY

Statement:

It is the policy of 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.

We 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'.

Signed:

Print Name:

Date:

Commentary:

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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:

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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)



7**IDENTIFY FIRE HAZARDS**

Sources of Ignition:

Sources of Fuel:

Work Processes:

Structural features that could promote the spread of fire:

Identify and specify the 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:

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MEANS OF ESCAPE – HORIZONTAL EVACUATION

Commentary:

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MEANS OF ESCAPE – VERTICAL EVACUATION

Commentary:

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FIRE SAFETY SIGNS & NOTICES

Commentary:

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FIRE WARNING SYSTEM

Commentary:

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EMERGENCY LIGHTING SYSTEM

Commentary:

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FIRE FIGHTING EQUIPMENT

Commentary:

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

Six Monthly

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:

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METHOD FOR CALLING THE FIRE SERVICE

Specify:

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EMERGENCY ACTION PLAN (EAP)

Commentary:

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TRAINING

Commentary:

<i>Deficiency/Rectification</i>	<i>Priority</i>	<i>Date to be Rectified</i>	<i>Date Rectified</i>
<p style="text-align: center;"><i>*Insert additional pages as required</i></p>			

<i>Significant Finding</i>	<i>Control Measure/Action</i>
<p style="text-align: center;"><i>*Insert additional pages as required</i></p>	

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ADDITIONAL HAZARDS

Specify:

Need to consult Fire Service

Yes / No

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY
FOR FIRE SAFETY

RESPONSIBLE PERSON
Name:
POSITION
Role:

FIRE RISK ASSESSMENT

PERSONS RESPONSIBLE FOR
CARRYING OUT AND REVIEW

RESPONSIBLE PERSON
Name:
POSITION
Role:

MAINTENANCE PROGRAMME

- MAINTENANCE OF FIRE SAFETY PROVISIONS
- FIRE ALARM
- EMERGENCY LIGHTING
- FIREFIGHTING EQUIPMENT
- ESCAPE ROUTES
- FIRE SAFETY SIGNS/NOTICES

RESPONSIBLE PERSON
Name:
POSITION
Role:

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR
PRODUCTION AND REVIEW

RESPONSIBLE PERSON
Name:
POSITION
Role:

STAFF TRAINING

PERSON RESPONSIBLE FOR:

- FIRE SAFETY TRAINING OF ALL STAFF
- IMPLEMENTING FIRE DRILLS

RESPONSIBLE PERSON
Name:
POSITION
Role:

(EXAMPLE)

EMERGENCY ACTION PLAN

ASSEMBLY POINT

REAR CAR PARK

ACTION ON DISCOVERY OF FIRE

- SOUNDS THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY