



## Fire Safety Risk Assessment (Small Premises)

### Introduction

#### Fire Safety Risk Assessment

This form is intended to assist small businesses in carrying out the fire safety risk safety assessment. It is suitable for use in simple premises, with a simple internal layout and small numbers of people present, e.g. small offices, shops or industrial units and where people can escape unaided. In buildings with complicated escape arrangements, large numbers of people or high fire safety risk processes a more comprehensive fire safety risk assessment may be necessary.

The enclosed information follows a simple 5 step guide to completing a suitable assessment. The fire safety risk assessment does not need to be complicated, it should be a common sense review to identify the hazards (what could start a fire and what could burn), followed by consideration of the possible effects of a fire on people using the building. The important thing is that the fire safety risk assessment is systematic to ensure that every part of the premises is assessed. Every room, space or area, especially those not often used, should be included.

If you identify any significant risks you should consider if they can be reduced: first by removing the hazards and secondly by providing fire protection measures (e.g. automatic fire detection). These points should be addressed within the '*What needs to be done to make each situation safe?*' section. If your premises are located within a larger building and if a fire in your business could affect your neighbours, you should share the findings of your fire safety risk assessment with your neighbours.

Your fire safety risk assessment must be kept up to date. It is important to update the assessment if anything is changed that might affect the risk (e.g. new ignition sources or use of flammable liquids etc.). If you identify that either the likelihood of a fire occurring or there is a risk to people you may want to consider seeking further assistance.

#### Emergency Plan

The findings of the fire safety risk assessment should be used to prepare an emergency plan. The plan should set out to include what to do in case of fire, identify the escape routes, where to assemble and how to contact the Fire and Rescue Service. The fire safety equipment and any equipment that provides a possible ignition source (e.g. cooking, electrical appliances, etc.) should be regularly maintained to reduce the chance of fire and the risk to people. Frequent checks should also be made to make sure that the storage of materials, especially flammable materials, does not increase the risk of fire or prevent the use of escape routes. It is important that all members of staff know how to prevent fires and

what to do if a fire does occur. To make sure that the emergency plan works regular fire drills should be carried out. For further guidance on the Regulatory Reform (Fire Safety) Order 2005 and for information and guidance on carrying out your fire safety risk assessment visit <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business> and follow the links in fire safety.

### **The 5 Step Guide to Fire Safety Risk Assessment**

1. Identify the fire risks
2. Identify people at risk
3. Evaluate, remove, reduce and protect from risk
4. Record, plan, inform, instruct and train
5. Review

## **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 Suffolk Fire and Rescue Service accepts no liability whatsoever for any circumstances which may arise as a result of using this tool.

## FIRE SAFETY RISK ASSESSMENT

### DETAILS

|                      |  |
|----------------------|--|
| Company Name:        |  |
| Premises Name:       |  |
| Address:             |  |
| Responsible Person:  |  |
| Position:            |  |
| Date of Assessment:  |  |
| Carried out by:      |  |
| Position:            |  |
| Use of the Premises: |  |

### OCCUPANCY

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

### SIZE

|   |  |
|---|--|
| Total Size of Premises (M <sup>2</sup> ): |  |
| Number of Storeys:                        |  |
| Number of Basements:                      |  |

## Step 1 - Identify Fire Hazards (Sources of Ignition)

| <i>Type</i>                              | <i>Location</i> | <i>Are existing control measures suitable?</i> |     |    |  |
|--|-----------------|--|-----|----|--|
| Naked Flames                             |                 |  | YES | NO |  |
| Portable Heaters and Heating Equipment   |                 |  | YES | NO |  |
| Electrical Equipment                     |                 |  | YES | NO |  |
| Cooking Equipment                        |                 |  | YES | NO |  |
| Work Process Risk(s)                     |                 |  | YES | NO |  |
| Arson                                    |                 |  | YES | NO |  |
| Smoking Materials                        |                 |  | YES | NO |  |
| Other Sources<br>(including Contractors) |                 |  | YES | NO |  |

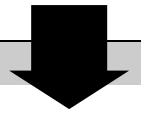


If you have answered NO to any question above complete the details below: -

| <i>What needs to be done to make each situation safe?</i> | <i>Action required by whom</i> | <i>Date due</i> | <i>Date complete</i> |
|---|--------------------------------|-----------------|----------------------|
| ✓   |                                |                 |                      |
| ✓   |                                |                 |                      |
| ✓   |                                |                 |                      |
| ✓   |                                |                 |                      |
| ✓   |                                |                 |                      |

## Step 1 – Identify Fire Hazards (Sources of Fuel and Oxygen)

| Type  | Location | Are existing control measures suitable? |     |    |  |
|---|----------|---|-----|----|--|
| Wood / Paper /Cardboard   |          |   | YES | NO |  |
| Plastics / Rubber / Foam  |          |   | YES | NO |  |
| Retail Stock  |          |   | YES | NO |  |
| Furniture and Fixings<br>(curtains, blinds etc)                         |          |   | YES | NO |  |
| Flammable Material<br>(gases / liquids / paints /<br>thinners / glues)  |          |   | YES | NO |  |
| Display Materials or<br>Decorations                                     |          |   | YES | NO |  |
| Waste Materials<br>(refuse, packaging)                                  |          |   | YES | NO |  |
| Building Structure  |          |   | YES | NO |  |
| Oxygen Supplies<br>(air conditioning units /<br>bottles / piped supply) |          |   | YES | NO |  |



If you have answered NO to any question above complete the details below: -

| What needs to be done to make each situation safe? | Action required by whom | Date due | Date complete |
|--|-------------------------|----------|---------------|
| ✓  |                         |          |               |
| ✓  |                         |          |               |
| ✓  |                         |          |               |
| ✓  |                         |          |               |

## Step 2 – Identifying People at Risk

| <i>Type</i>   | <i>Findings</i> |
|---|-----------------|
| <b>a) Sensory Risk:</b><br><br>People with visual and / or hearing impairment(s)  |                 |
| <b>b) Mobility Risk:</b><br><br>People with physical impairments  |                 |
| <b>c) Familiarity Risk:</b><br><br>People who may be new to the premises and not familiar to its layout, seasonal workers, contractors, visitors or customers |                 |
| <b>d) Numbers Risk:</b><br><br>Large numbers of people, small numbers of disabled people  |                 |
| <b>e) Lone Workers / People Working in Isolation / Others</b>   |                 |

**Additional Information:**

### Step 3 ~ Evaluate, Remove, Reduce and Protect From Risk

|  |     |    |
|--|-----|----|
| Are ignition sources controlled to reduce the chances of fire?                   | YES | NO |
| Are combustible materials kept away from ignition sources?                       | YES | NO |
| Are all windows and openings closed last thing at night?                         | YES | NO |
| Is your fire alarm system adequate for your premises?                            | YES | NO |
| Will everybody be warned if the fire alarm operates?                             | YES | NO |
| Can everyone escape without assistance?  | YES | NO |
| Is the means of escape adequate for the layout of the building?                  | YES | NO |
| Are all fire exits easily identified by correct signage?                         | YES | NO |
| Are escape routes free from obstruction and storage?                             | YES | NO |
| Are all doors on escape routes easily opened without a key?                      | YES | NO |
| Do all doors on escape routes open in the direction of escape?                   | YES | NO |
| Can everyone escape in a reasonable time?  | YES | NO |
| Are escape routes adequately lit if the regular lighting system fails?           | YES | NO |
| Is the lighting adequate to illuminate circulation routes?                       | YES | NO |
| Do you have fire fighting equipment?   | YES | NO |
| Is the fire fighting equipment adequate for the risks present?                   | YES | NO |
| Are housekeeping and general waste management adequate?                          | YES | NO |
| Are security arrangements sufficient to prevent unauthorised access?             | YES | NO |
| Are measures adequate to prevent the incidents of arson?                         | YES | NO |
| Are your premises free of any large open roof spaces or concealed ceiling voids? | YES | NO |
| Would a fire in your premises be contained wholly within it?                     | YES | NO |
| Can the fire service easily get to your premises?                                | YES | NO |



If you have answered NO to any question above complete the details below: -

| <i>What needs to be done to make each situation safe?</i> | <i>Action required by whom</i> | <i>Date due</i> | <i>Date complete</i> |
|---|--------------------------------|-----------------|----------------------|
| ✓   |                                |                 |                      |
| ✓   |                                |                 |                      |
| ✓   |                                |                 |                      |

|   |  |  |  |
|---|--|--|--|
| ✓ |  |  |  |
| ✓ |  |  |  |
| ✓ |  |  |  |
| ✓ |  |  |  |

## Step 4 ~ Record, Plan, Inform, Instruct and Train

***You must record your fire safety arrangements – this includes:***

Have you made an emergency plan?

YES

NO

Have you provided fire instruction and staff training?

YES

NO

Are there records of fire drills to test your training and emergency plan?

YES

NO

Are there records of maintenance on all fire safety measures?

YES

NO

Have you recorded the significant findings of this assessment on Page 9?

YES

NO

If you have answered NO to any question above complete the details below: -

| <i>What needs to be done to make each situation safe?</i> | <i>Action required by whom</i> | <i>Date due</i> | <i>Date complete</i> |
|---|--------------------------------|-----------------|----------------------|
| ✓   |                                |                 |                      |
| ✓   |                                |                 |                      |
| ✓   |                                |                 |                      |
| ✓   |                                |                 |                      |
| ✓   |                                |                 |                      |

## Step 5 ~ Review

***Your fire safety risk assessment must be kept up to date***

### Date of next review

It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) **OR** if you make changes to the layout of your premises, any changes to work processes, significantly increase the amount of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time opening etc.) or any failures in your fire safety precautions then you should review your fire safety risk assessment.

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# SIMPLE PREMISES FIRE SAFETY RISK ASSESSMENT

## LEVEL OF FIRE RISK

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 as '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'.

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.

**Normal:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls.

**High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

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.

The fire risk assessment should be reviewed regularly (recommended to be annually).

# FIRE SAFETY ACTION PLAN

|                    |   |
|--------------------|---|
| <b>Priority 1:</b> | Needs attention immediately               |
| <b>Priority 2:</b> | Needs attention within 1 month            |
| <b>Priority 3:</b> | Needs attention within the next 6 months  |
| <b>Priority 4:</b> | Needs attention within the next 12 months |

[illegible]

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