

# **FIRE RISK ASSESSMENT**

## **The Workplace Fire Precautions Legislation**

**The Fire Precautions (Workplace) Regulations 1997**  
**The Fire Precautions (Workplace)(Amendment) Regulations 1999**  
**The Management of Health and Safety at Work Regulations 1999**

**A proforma provided by Lincolnshire Fire and Rescue  
as an aid to small businesses in the Community**

## **INTRODUCTION**

This proforma is one of many alternative methods that may be used to assist in the completion of a fire risk assessment. It provides a series of questions that should, if answered fully and honestly and the necessary remedial action taken, assist you to comply with the relevant legislation.

It is recommended that the proforma is used in conjunction with the Home Office publication "Fire Safety - An Employer's Guide" published by HM Stationery Office Reference: ISBN 0-11-341229-0 (available to view in full at <http://www.archive.official-documents.co.uk/document/fire/index.htm>)

The proforma is written in terms that are intended to be simple to understand, but may take a considerable amount of time to gather all information required and complete fully. If you do not understand a particular element please seek advice from a competent person.

It may be that you have little or no knowledge of fire safety matters, it is recommended in such cases that you seek assistance from a person competent to give advice in fire safety matters.

## **GENERAL STATEMENT OF POLICY**

The proforma provides space for a general statement of Policy, this is not a requirement of the Workplace Fire Precautions Legislation but is required by other legislation. (Health and Safety at Work Act 1974 Section 2(3)). If you already have a statement of policy recorded elsewhere then this may be omitted.

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 a clear unequivocal 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 that might arise from work activities.

The company will provide and maintain safe and healthy 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**

Answer all questions in each section, making an entry in the appropriate column. Any question attracting a NO response will require recording as a 'significant finding' on the significant findings form.

## **SIGNIFICANT FINDINGS**

Where significant findings are recorded, it will be necessary to take some form of remedial action the proposed remedial action should be recorded on the significant findings form.

## **REVIEW OF THE SIGNIFICANT FINDINGS**

This form allows you to record the remedial action when completed.

## **PREMISES PLAN**

Whilst there is no legal requirement to provide a plan of the premises you are encouraged to do so. Drawing a plan of your premises will assist you to identify the fire precautions in place and make a determination as to whether they are adequate, it will also allow the assessor to identify whether any changes have been made since the last assessment.

The plan should show:

- Escape routes, number of exits, number of stairs, fire resisting walls and partitions, places of safety etc
- Fire safety signs and notices (ie pictographic fire exit signs, fire action notices etc)
- The location of fire warning devices (ie break-glass alarm points, sounders, rotary gongs)
- The location of emergency lights (to include hand held torches if provided)
- The location and type of firefighting equipment (ie water extinguishers, foam extinguishers etc)

Furthermore, in case of fire, such a plan will be invaluable to the attending fire crews and could as a result lead to reduced fire damage.

## **EMERGENCY ACTION PLAN**

The purpose of this plan is to graphically demonstrate your emergency procedures. This Plan may provide details of emergency shut off valves, high risk materials and processes, safe evacuation routes, assembly points or any other information relevant in an emergency situation. It may be satisfactory in the case of small and low risk premises to produce one plan for both purposes.

## **REVIEW OF THE FIRE RISK ASSESSMENT**

The completed fire risk assessment should be reviewed regularly and when there is reason to believe that the risk assessment is no longer valid.

## **BUILDING REGULATIONS AND OTHER ENFORCING AUTHORITIES**

If, following your risk assessment there is a need to carry out structural alterations to your premises or make changes that will affect the means of escape, you may need building regulation approval.

Should this be the case, enquiries should be made to the Local Authority Building Control Officer or an Approved Inspector prior to commencement of the work.

Other Enforcing Authorities may also require notification of changes to your premises eg for residential care homes or the Fire Authority for premises having a Fire Certificate etc.

## **FURTHER ADVICE**

If you intend to seek or are offered advice from a third party regarding the carrying out of a fire risk assessment, you should remember that even after obtaining and considering that advice, it is entirely your responsibility, based on your perception of any risks, whether or not to act on it.

## **WHERE TO KEEP YOUR FIRE RISK ASSESSMENT**

A copy of the fire risk assessment should be kept in the workplace and available for the permanent workforce and their official representatives, and for the employees of other employers who have access to the workplace.

## **COMMON CAUSES OF FIRE**

Sources of ignition cannot be completely eliminated. Materials and substances that can be ignited should therefore be controlled whilst in storage and use.

The following list should help you identify potential hazards in the workplace.

- Wilful fire raising
- Electrical wiring, plugs and sockets that are in poor condition, overloaded or inadequately protected by fuses or other devices
- Electrical equipment left switched on when not in use (unless designed to be permanently connected)
- Careless disposal of cigarettes and other smoking materials
- Accumulation of rubbish or other easily ignited material
- Combustible material left too close to sources of heat
- Careless use of portable heaters
- Obstructing the ventilation of heaters, machinery or office equipment
- Inadequate housekeeping in work areas

## **COMMON CAUSES OF FIRE - Continued**

- Poorly maintained equipment
- Inadequate supervision of cooking activities
- Carelessness by contractors



<b>GENERAL DESCRIPTION OF THE PREMISES</b>	
<b>OCCUPANCY AND SIZE</b>	
<b>Times the Premises are in use:</b>	
<b>Total number employed to work within the premises at any one time:</b>	
<b>Total number of persons who may be on the premises at any one time:</b>	
<b>Size (metres x metres):</b>	
<b>Number of Floors:</b>	
<b>Number of Stairs:</b>	
<b>FIRE SAFETY SYSTEMS WITHIN THE PREMISES</b>	
<b>Fire Warning Systems</b> (ie Break-Glass Systems, Automatic Fire Detection Systems to British Standard 5839, Rotary Gongs)	
<b>Emergency Lighting</b> (ie Non-Maintained, Maintained, 1 hour/3 hour Duration British Standard 5266, Hand-Held Torches.)	
<b>Other</b> (ie Sprinklers to LPC Rules British Standard 5306: Part 2)	

## FIRE RISK ASSESSMENT

### 1 FIRE SAFETY – GENERAL

	N/A	YES	NO
(a) Is there a system for controlling the quantities, safe use and storage of combustible and/or flammable substances (materials, liquids and gases) on the premises?			
(b) Are the above systems and controls operating properly?			
(c) Is the workplace clean and tidy with combustible waste materials and rubbish placed in designated containers?			
(d) Is waste and rubbish collected regularly and placed in safe and secure receptacles outside the premises?			
(e) Are all designated 'smoking areas' clearly indicated?			
(f) Do 'smoking areas' have suitable facilities for the disposal of smoking materials which are emptied daily?			
(g) Are 'No Smoking' rules rigorously enforced?			
(h) Are employees working in high-risk areas (eg areas where hot processes or highly flammable combustible materials are used) aware of the risks and the safety procedures to adopt?			
(i) Is all upholstered furniture in good condition?			
(j) Prior to leaving the premises, are all areas and rooms inspected to check for fire risks and that electrical appliances have been switched off?			
(l) Have all staff received basic fire safety instruction?			
(m) Do staff understand the need to report any potential fire hazard?			
(n) Do staff understand the role of self-closing and other fire-resisting doors (ie the need to keep them closed and free of obstructions to ensure that they will control the spread of fire and smoke)?			
(o) Are self closing fire doors and other fire resisting doors held open only by approved devices and not wedged?			
(p) Are all fire-resisting and smoke-stop doors, especially those with 'hold open' devices, closed at night?			
(q) Are any permit-to-work systems in place?			
(r) If permit-to-work systems are in place are they operated correctly at all times?			

### 2 FIRE SAFETY – ELECTRICAL INSTALATIONS, APPLIANCES ETC

	N/A	YES	NO
(a) Is the entire electrical installation in good working order?			
(b) Have all electrical systems and equipment been tested in accordance with the Provisions of the Electricity at Work Regulations?			
(c) If the latest inspection shows work is necessary to make systems and equipment safe, has this been carried out?			
(d) Are records regarding regular testing of installation, equipment and portable appliances up to date?			

**2 FIRE SAFETY - ELECTRICAL INSTALATIONS, APPLIANCES ETC  
(Continued)**

		N/A	YES	NO
e)	Is flexible electrical cable used safely (eg use kept to a minimum and only in short lengths)?			
f)	Are the electrical circuits free of any evidence of overloading?			
g)	Is electrical equipment (eg light bulbs/fittings and any electrical heating appliances) kept well away from combustible materials?			
h)	Are staff aware that only trained personnel authorised by management can make repairs or alterations to electrical systems and equipment?			

**3 FIRE SAFETY - HEATING AND COOKING APPLIANCES ETC**

		N/A	YES	NO
(a)	Are all heating appliances safe (eg securely fixed in position, suitably guarded and with an adequate clear space free from storage of any kind)?			
(b)	Is the entire heating installation in good order?			
(c)	Are all cooking appliances safe (eg securely fixed in position, properly maintained and used only for their original intended purpose)?			
(d)	Are arrangements for liquid/gaseous fuel supplies for heating and cooking equipment adequate (eg easily accessible with well marked shut-off valves)?			
(e)	Are appropriately qualified/registered engineers used to carry out all installation and maintenance of liquid/gaseous fuel supply equipment?			
(f)	Are staff aware that only trained personnel authorised by management can make repairs or alterations to liquid/gaseous fuel-fired equipment and fuel supply systems?			

**4 BUILDINGS, PLANT AND MACHINERY**

		N/A	YES	NO
(a)	Are all fire/smoke barriers in good condition (eg with any openings for pipes, ducts etc properly protected by provision of fire-resisting materials or fire dampers)?			
(b)	Are fire dampers tested regularly for correct operation and results recorded?			
(c)	Are there proper systems and procedures in place to control work on new buildings and/or alterations, repairs and decorations of premises, such that no fire hazards are introduced?			
(d)	Are legal or other requirements for testing, maintenance and record keeping complied with for such equipment such as lifts, hoists, escalators, air handling systems, heating boilers, pressure vessels etc?			

5 **MEANS OF ESCAPE**

	N/A	YES	NO
(a) Are fire exits sufficient (eg a sufficient number of adequate width) to enable the number of people likely to be present in all areas to evacuate safely?			
(b) Do all final exits lead to a place of safety, such as a street, passageway, walkway or open space? (not an enclosed yard)			
(c) Are all final exits sited so that persons can disperse safely from the vicinity of the building and the effects of fire?			
(d) Are all fire exits readily available?			
(e) Are all final exits and intermediate doors easily operable from the inside without the use of a key?			
(f) Are all corridors, gangways and stairways forming part of an escape route free from obstruction and not used for storage?			
(g) Are floor and stairway surfaces in good condition and free from tripping and slipping hazards (including any external stairs and pathways)?			
(h) Are fire-resisting and smoke-stop doors in good condition, with fully operating self-closing devices allowing the doors to close fully onto their rebates and overcome the pressure of the latching device? (which should extend at least 10mm into the catch plate)			
(i) Do all doors on escape routes open in the direction of escape?			
(j) Are all escape routes clearly and properly marked with 'fire exit' signage and where necessary are internal doors, not forming part of an escape route suitably marked?			
(k) Are all escape routes provided with adequate lighting at all times when the premises are in use?			
(l) Is adequate emergency lighting provided and is it fully serviceable?			
(m) Have appropriate provisions been made for the safety of persons with disabilities eg assistance, refuges etc?			

6 **FIRE ACTION PLAN AND EMERGENCY EVACUATION**

	N/A	YES	NO
(a) Are there clearly defined written fire action and evacuation procedures, including provision for a roll call?			
(b) Are all employees fully aware of these procedures and their own particular duties and responsibilities in the event of an evacuation?			
(c) Are suitable 'Fire Action' notices prominently displayed around the premises (also on the room side of all hotel and similar bedroom doors)?			
(d) Have appropriate staff been instructed to summon the Fire Service and where necessary other emergency services?			
(e) Are sufficient fire wardens available to provide for all working hours (including lunch and tea breaks) taking into account holidays and sickness?			

**6 FIRE ACTION PLAN AND EMERGENCY EVACUATION (Continued)**

	N/A	YES	NO
(f) Have appropriate arrangements been made for ensuring safe evacuation of those who are not normally on the premises (eg visitors and contractors)?			
(g) Are the fire evacuation assembly areas in safe locations, clear of the building, in an open space, away from fire service vehicular access and parking?			
(h) Are there alternative evacuation areas available in the event that the nominated ones are not available?			
(i) Are emergency evacuation drills carried out at least once per year?			

**7 FIRE DETECTION AND ALARM SYSTEMS**

	NA	YES	NO
(a) Can a fire alarm be raised without placing anyone in danger?			
(b) Is the fire alarm system in full working order?			
(c) Are there fire alarm call points located near to every exit from each floor and from each building?			
(d) Are all alarm call points unobstructed and clearly visible?			
(e) Are the audible signals from the fire alarm operated weekly and clearly audible throughout the building?			
(f) Have adequate arrangements been made to warn occupants in the parts of the building(s) not under your control, but at risk in case of fire?			

**8 FIREFIGHTING EQUIPMENT**

	NA	YES	NO
(a) Is there adequate provision of portable fire extinguishers suitable for the risks present in the areas that they are located?			
(b) Are ALL portable fire extinguishers and fire blankets suitably located, on securely fixed brackets and available for immediate use? (not obstructed, hidden etc)			
(c) Are the locations of ALL portable fire extinguishers and fire blankets clearly identifiable?			

**9 SIGNS AND NOTICES**

	NA	YES	NO
(a) Are appropriate signs and notices of the type 'Fire Door Keep Closed' provided on the visible sides of all fire-resisting and smoke-stop doors?			
(b) Do all signs and notices conform to the Health and Safety (Safety Signs and Signals) Regulations?			
(c) Are all fire exit doors fitted with panic latches, push pads, Redlam bolts or other approved securing devices suitably marked with operating instructions?			

**10 FIRE SERVICE FACILITIES AND LIAISON**

	NA	YES	NO
(a) Is there adequate access to the site and all buildings to enable Fire Service vehicles to get close enough for firefighting and rescue purposes?			
(b) Are all fire hydrants in the vicinity clearly indicated and accessible?			
(c) Is the Fire Service familiar with the premises?			

**11 ARSON**

	NA	YES	NO
(a) Are waste materials stored well away from any buildings?			
(b) Has the premises been free from attacks by fire setters or vandals?			
(c) Have adequate security measures been taken to prevent unauthorised entry to the premises and the site?			
(d) Have appropriate measures been taken to reduce the risk of arson?			

**12 TEST AND MAINTENANCE RECORDS**

	NA	YES	NO
(a) Are the required regular tests and maintenance carried out on: (i) Fire detection and alarm systems (ii) Emergency lighting systems (iii) Fire extinguishers and hose reels (iv) Automatic sprinkler systems (v) Other fixed suppression systems installed (vi) Smoke and smoke/heat control systems (vii) Automatic closing doors, shutters etc (viii) Emergency generators (ix) Evacuation and firefighting lifts (x) Fire Escape door hardware			
(b) Are appropriate records kept of all such tests and maintenance?			
(c) Are appropriate records kept of fire evacuation drills?			
(d) Are appropriate records kept of staff fire training?			

**13 THE WORKPLACE FIRE PRECAUTIONS LEGISLATION**

	N/A	YES	NO
(a) Are copies of the Fire Risk Assessment and the Emergency Action Plan available on the premises?			
(b) Are there procedures in place to ensure that the risk assessment is reviewed periodically (sooner if alterations are made to premises, processes etc)?			
(c) Where the workplace is shared by more than one employer, are you liaising in respect of fire precautions with other employers?			
(d) Are arrangements in place to ensure that other employer's personnel working on the premises are provided with adequate information on the fire risks within the premises?			

14 **FIRE PRECAUTIONS ACT 1971 (If your premises require a Fire Certificate)**

	N/A	YES	NO
(a) Where a Fire Certificate is in force, are the conditions of the Fire Certificate being complied with?			
(b) Is the Fire Certificate kept on the premises in a safe place?			
(c) Where changes have been made to the building or its fire precautions since the certificate was issued or last amended, have the Fire Authority been advised?			

If all answers to the questions above are either 'YES' or 'NA', your fire safety procedures are likely to be **adequate**. Sign and date the form in the spaces below.

If one or more answers to the questions above are 'NO', your current fire safety procedures may be **inadequate**. Sign and date the form in the spaces provided below and record all deficiencies and proposed remedial action on the form entitled 'Significant Findings'.

Carry out any remedial action and enter details on the form entitled 'Review of Significant Findings'.

**Signature:** .....

**Date:** .....





**PREMISES PLAN**

**EMERGENCY ACTION PLAN**