

**TYNE AND WEAR FIRE AND RESCUE SERVICE FIRE
RISK ASSESSMENT FOR SMALL PREMISES**



Useful Contacts

Tyne & Wear Fire & Rescue Service HQ 0191 4441500
Newcastle and North Tyneside Fire Safety Dept 0191 444 1002/1004
Sunderland, Gateshead South Tyneside Fire Safety Dept 0191 444
1249/1264

Chief Fire Officer
Tyne and Wear Fire and Rescue
Service Headquarters
Nissan Way
Washington
Sunderland Tyne
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SR5 3QY

Useful Links

Tyne & Wear Fire & Rescue Service.....www.twfire.gov.uk
Protect Yourself & Your Home.....www.firekills.gov.uk

What is a Fire Risk Assessment?

A Fire Risk Assessment is an organized and methodical look at your premises, the activities which occur there and the likelihood of a fire starting and causing harm to those in and around the premises. It aims to:

- Identify the fire hazards
- Identify the people at risk
- Reduce the risk of those hazards causing harm to as low as reasonably practicable
- Determine what physical precautions and management arrangements are necessary to ensure the safety of persons in or around your premises

FIRE SAFETY RISK ASSESSMENT

1 Identify fire hazards

Identify:
Sources of ignition
Sources of fuel
Sources of oxygen

2 Identify people at risk

Identify:
People in and around the premises
People especially at risk

3 Evaluate, remove, reduce and protect from risk

Evaluate the risk of a fire occurring
Evaluate the risk to people from fire
Remove or reduce fire hazards
Remove or reduce the risks to people

- Detection and warning
- Fire-fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

4 Record, plan, inform, instruct and train

Record significant finding and action taken
Prepare an emergency plan
Inform and instruct relevant people; co-operate and co-ordinate with others
Provide training

5 Review

Keep assessment under review
Revise where necessary

Remember to keep to your fire risk assessment under review.

Introduction

The Regulatory Reform (Fire Safety) Order 2005 replaces previous fire safety legislation. Any fire certificate issued under The Fire Precautions Act 1971 ceases to have any effect from the introduction of the RR(FS)O, and the Fire Precautions (workplace) Regulations 1997(amended 1999), which represented a significant shift of emphasis of the law towards Risk Assessment, are also revoked by the new Order.

If you have previously conducted a Fire Risk Assessment under the Fire Precautions (workplace) Regulations, and this assessment has been regularly reviewed, then all you will need to do now is perform a further review, taking into account those issues not covered by previous legislation.

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 Tyne & Wear Fire & Rescue Service accepts no liability for any circumstances which may arise as a result of using this tool.

Further Assistance & Reference

A set of Guides are available to assist you in what you have to do to comply with fire safety law, help you to carry out a fire risk assessment and identify the general fire precautions you need to have in place. They are designed so that a responsible person, with limited formal training or experience, should be able to perform this task.

If you read the Guide and decide you are unable to apply the guidance then you should seek expert advice. More complex premises will need to be assessed by a person who has a comprehensive knowledge and training or experience in fire risk assessment.

It is strongly recommended that you refer to the relevant Guide before undertaking your Fire Risk Assessment – A comprehensive list of these documents can either be purchased in hard copy or downloaded free of charge from the www.gov.uk website and search for 'fire safety order guides' then selecting the guide for you premises type. It is strongly recommended you complete this risk assessment in conjunction with the relevant guide.

Which Guide do I need?

Making your premises safe from fire.

Do you have paying guests?

ISBN 9781409805311

Fire safety risk assessment: means of escape for disabled people.

ISBN 9781851128730

Fire safety risk assessment: offices and shops.

ISBN 9781851128150

Fire safety risk assessment: factories and warehouses.

ISBN 9781851128167

Fire safety risk assessment: transport premises and facilities.

ISBN 9781851128259

Fire safety risk assessment: small and medium places of assembly.

ISBN 9781851128204

Fire safety risk assessment: large places of assembly.

ISBN 9781851128211

Fire safety risk assessment: theatres, cinemas and similar premises.

ISBN 9781851128228

Fire safety risk assessment: educational premises.

ISBN 9781851128198

Fire safety risk assessment: residential care premises.

ISBN 9781851128181

Fire safety risk assessment: healthcare premises.

ISBN 9781851128242

Fire safety risk assessment: sleeping accommodation.

ISBN 9781851128174

Fire safety risk assessment: animal premises and stables.

ISBN 9781851128846

Fire safety risk assessment: open-air events and venues.

ISBN 9781851128235

Fire Risk Assessment		
Name and Address of Premises		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
Telephone.....	Name of Assessor.....	Date.....

Fire Risk Assessment

Premises Description including fire safety measures provided (e.g. fire alarm, emergency light, suppression systems, escape routes and compartmentation etc.)

Are persons at work on the ground floor?	Yes/ No	Number of persons		Details
Are persons at work above or below the ground floor?	Yes/ No	Number of persons		Details
Are there explosive or highly flammable substances stored in or under the building?	Yes/ No	Details		

The assessment will demonstrate an acceptable level of fire safety provision if all the questions in the first column are answered 'No', or if the existing control measures are adequate. If existing control measures are inadequate then additional measures must be implemented and the risk re-assessed.

Stage 1 Fire Hazard Identification

Hazard	Yes/ No	Detail existing control measures	Are they adequate? Yes/ No	Detail further measures required
Are there highly flammable materials or explosives stored on premises?				
Are combustible materials (a substance that can be burned) kept on premises?				
Is combustible waste allowed to accumulate on premises?				
Are foam materials stored or used on the premises?				
Are the walls or ceiling linings within the premises combustible?				

Other Relevant Information (Please give as much information as possible)

Stage 2 Ignition Source Identification				
Hazard	Yes/ No	Detail existing control measures	Are they adequate? Yes/ No	Detail further measures required
Is smoking allowed on premises?				
Is it possible for a malicious fire to develop on premises at any time?				
Is there any cutting welding or any other processes involving hot surfaces?				
Are there any naked flames on the premises?				
Are portable heaters used on the premises?				
Are any combustible materials stored close to a heat source?				

PREVENTING PROTECTING RESPONDING

Hazard	Yes/ No	Detail existing control measures	Are they adequate? Yes/ No	Detail further measures required
Is the electrical installation and any electrical equipment safety tested?				
Are there any flammable liquids or materials in regular daily use?				

Other ignition sources or relevant information (Please give as much information as possible)

Stage 3 Risk to Persons on the Premises				
Hazard	Yes/ No	Detail existing control measures	Are they adequate? Yes/No	Detail further measures required
Are there any staff at work in a high risk area?				
Are there any persons at work or other relevant persons unlikely to react to the fire alarm?				
Are there likely to be persons other than staff on the premises?				
Can people evacuate the premises quickly?				
Other information (Please give as much information as possible)				

Stage 4 Fire Safety Provision				
Hazard	Yes/ No	Detail existing control measures	Are they adequate? Yes/ No	Detail further measures required
Is there only one exit route from anywhere in the premises?				
Are any routes not negotiable to mobility- impaired persons?				
Do all exit doors open in the direction of escape?				
Are all exit doors openable without a key?				
Is signage denoting escape routes suitable and sufficient?				
Is emergency lighting on escape routes suitable and sufficient?				

PREVENTING PROTECTING RESPONDING

Hazard	Yes/ No	Detail existing control measures	Are they adequate? Yes/ No	Detail further measures required
Is the general standard of housekeeping within the premises satisfactory?				
Are all routes required for escape purposes clear of obstructions and combustible storage?				

Other Relevant Information (Please give as much information as possible)

Stage 5 Fire Safety Systems				
Hazard	Yes/ No	Detail existing control measures	Are they adequate? Yes/ No	Detail further measures required
Could a fire develop undetected?				
Are premises vulnerable to an arson attack?				
Could any person on the premises be unaware of a detected fire?				
Could there be a delay in calling the fire service in the event of fire?				
Is existing firefighting equipment suitable and sufficient?				
Are your emergency procedures suitable and sufficient?				

Other relevant information (Please give as much information as possible)

Maintenance and Testing of Fire Safety Equipment

	Yes/ No		Yes/ No
Is the fire alarm system Tested weekly?		Is the fire alarm system serviced and maintained in accordance with BS 5839 Part 1/Part 6?	
Is the emergency lighting System tested monthly?		Is the emergency lighting system serviced and maintained In accordance with BS 5266 Part 1?	
Is the portable firefighting Equipment checked Monthly?		Is the portable firefighting equipment serviced and Maintained in accordance with BS 5306?	
Are there any fixed Firefighting installations?		Are all fixed firefighting installations serviced and maintained In accordance with relevant standards?	
<p>The results of all fire safety testing should be recorded in a suitable Fire Log Book an example of which can be downloaded free of charge from www.twfire.gov.uk/community-safety/business/logbook/</p>			

Instruction and Training for Employees

<p>Are all staff given fire safety instruction on a six-monthly basis? Three-monthly for staff on night duties</p>	<p>Yes/ No</p>
<p>These instructions should include:</p> <ul style="list-style-type: none"> • The action to take on discovering a fire • How to raise the alarm • What actions to take on hearing the fire alarm • Arrangements for calling the fire service • The evacuation procedure including location of escape routes, how to open escape doors • Location of assembly point and procedures to be adopted there • Type and location of firefighting equipment and how to use it 	
<p>Is an evacuation drill (where one of the exits is blocked by fire) conducted as often as necessary</p>	<p>Yes/ No</p>
<p>The results of all fire safety testing should be recorded in a suitable Fire Log Book</p>	

PREVENTING PROTECTING RESPONDING

Make a list of the fire safety deficiencies found from the fire risk assessment. Record the remedial works required. Prioritise them, and assign a date and name for whoever is responsible for rectifying the deficiencies. When the remedial works are completed amend the fire risk assessment to produce an up-to-date record of the fire safety provisions within the premises.

Fire Safety Deficiencies to be rectified, by Whom, Priority and Completion Date

Date	Deficiency/Rectification	Person responsible to action	Priority (L,M,H)	Date completed

PREVENTING PROTECTING RESPONDING

Date	Deficiency/Rectification	Person responsible to action	Priority (L,M,H)	Date completed

Having completed your fire risk assessment make sure all staff are aware of it and that it is available for their perusal at any reasonable time.

It should also be available for inspection by any fire safety officer or a representative of any other statutory body.

The process of risk assessment is dynamic. It should be reviewed whenever there are any alterations or changes to the premises or to practices or processes carried out therein. In any case, a review of the assessment should be carried out annually. Further guidance on reviewing your fire risk assessment can be found on www.twfire.gov.uk/community-safety/business/firesafetyorder/

Date of next risk assessment/ review /...../.....

Schedule of Responsibilities

The fire precautions listed below and the recommendations in this document are required to be maintained by the responsible person at all times when the premises are occupied, and are deemed to include relevant persons (i.e. any person lawfully on the premises and any person in the immediate vicinity), members of staff, contractors and cleaning staff employed to work on the premises.

<p>Means of Escape</p>	<p>Should be kept clear and available at all times when the premises are occupied, and be kept free from all obstructions and combustible material - a substance (solid or liquid) that can be burned.</p> <p>They should be properly maintained and all fire doors leading onto escape routes should be kept shut when not in use. Emergency exit doors should generally open in the direction of escape.</p>
<p>Locks and fastenings</p>	<p>Doors required for escape purposes should be fitted with simple fastenings. The operation of these should not require the use of a key or the need to manipulate more than one mechanism.</p>
<p>Fire Alarm System</p>	<p>The method of raising the alarm must be known to all staff and capable of alerting all persons within the premises of a fire irrespective of their location. Where an electronic fire alarm system is fitted, this should be in working order and tested and maintained in accordance with the relevant code of practice.</p>
<p>Electronic security devices</p>	<p>All doors fitted with such mechanisms should be operable in the event of a power failure. The device should also release when the fire alarm system is actuated. These doors should also be provided with a (green) break-glass release point on the side from which escape is required.</p>

<p>Portable fire-fighting equipment</p>	<p>The premises should be provided with appropriate fire-fighting equipment which should be kept available for use at all times and maintained in accordance with the relevant code of practice. It should be kept ideally in a prominent, unobstructed location.</p>
<p>Signs and Notices</p>	<p>Signs must be used where necessary to help persons identify escape routes and locate items of fire-fighting equipment. These signs should comply with the Health and Safety (Safety Signs and Signals) Regulations 1996, and incorporate a graphic symbol.</p>
<p>Emergency Lighting</p>	<p>(Where fitted) Should be in working order and maintained in accordance with the relevant code of practice.</p>
<p>Fire Safety Training</p>	<p>All employees and contractors employed to work in the premises should be trained in the emergency procedures, and up to date records of training kept. Employers/ responsible persons should nominate employees to assist in implementing the fire safety measures where necessary (and offer the relevant training).</p>
<p>Persons with mobility or sensory impairment</p>	<p>Procedures in respect of persons with mobility or sensory impairment should be included in the emergency procedures, and special arrangements made as appropriate.</p>
<p>Fire Hazards</p>	<p>The use of flammable materials should be kept to a level that is as low as reasonably practicable. Any flammable materials should be sensibly stored so as not to be exposed to the risk of ignition.</p>

<p>Fire Precautions Records & Emergency Action Plan</p>	<p>All records in respect of maintenance and testing of fire safety equipment and the emergency action plan should be kept up to date and available for inspection by any authorised person. The emergency action plan should be in a written format and include:</p> <ul style="list-style-type: none">• Action on discovering a fire,• What to do if the fire alarm sounds,• Calling the fire service,• Evacuation of the premises- including arrangements for those particularly at risk,• Power and process isolation,• Location of assembly points,• Liaison with emergency services,• Use of emergency escape routes,• Location and use of fire-fighting equipment,• Responsibilities and duties in case of fire,• Any training necessary to establish the above.
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