



ASSURED QUALITY AND SAFETY LTD

FIRE RISK ASSESSMENT

for

Client Name

Street

Town

County

Post Code

Premises visited:

For the attention of:

Person seen at site:

Date of visit:

Report ref no:

Report by:

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Premises location

Date of visit

General Information

The Building/Structure

Number of floors	
Approximate floor area	
Details of construction	
Occupancy	

The Occupants

Approximate maximum number	
Approximate maximum number of employees at one time	
Maximum number of members of the public	
Other person at risk (list):	
Occupants at special risk	
Sleeping occupants	
Disabled occupants	
Occupants in remote areas	

Fire Loss Experience

Relevant Fire Safety Legislation

The Regulatory Reform (Fire Safety) Order 2005

Fire (Scotland) Act 2005

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999 as amended

Consultant to delete as applicable

Relevant Fire Safety Guides

England & Wales

Offices and Shops (ISBN 978 1 85112 815 0)
Factories and Warehouses (ISBN 978 1 85112 816 7)
Sleeping Accommodation (ISBN 978 1 85112 817 4)
Residential Care Premises (ISBN 978 1 85112 818 1)
Educational Premises (ISBN 978 1 85112 819 8)
Small and Medium Places of Assembly (ISBN 978 1 85112 820 4)
Large Places of Assembly (ISBN 978 1 85112 821 1)
Theatres and Cinemas (ISBN 978 1 85112 822 8)
Healthcare premises (ISBN 978 1 85112 824 2)
Transport Premises and Facilities (ISBN 978 1 85112 825 9)
Open Air Events and Venues (ISBN 978 1 85112 823 5)
Animal Premises and Stables (ISBN 978 1 85112 884 6)
Supplementary Guide - Means of escape for disabled people (ISBN 978 1 85112 873 7)

Scotland

Education and Daycare for Children Premises Guide
Practical Fire Safety Guidance for Care Homes
Practical Fire Safety Guidance for Offices, Shops and Similar Premises
Practical Fire Safety Guidance for Factories and Storage Premises
Practical Fire Safety Guidance for Small Premises Providing Sleeping Accommodation
Practical Fire Safety Guidance for Medium and Large Premises Providing Sleeping Accommodation
Practical Fire Safety Guidance for Transport Premises

Consultant to delete as applicable

Overall Fire Risk Assessment

Following consideration of current fire safety standards and controls within the premises, the assessor is of the opinion that:

- The likelihood of fire occurring is **Low/Medium/High**
- The potential severity of harm is **Slight Harm/Moderate Harm/Extreme Harm**
- The current risk to life is **Trivial/Tolerable/Moderate/Substantial/Intolerable**.

		Potential severity of harm		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of fire occurring	Low	Trivial	Tolerable	Moderate
	Medium	Tolerable	Moderate	Substantial
	High	Moderate	Substantial	Intolerable

In the fire risk assessment the risk is estimated in accordance with the above table.

The following risk based control plan is based on one advocated by BS 8800 for general Health and Safety risk

Estimated Risk Level	Action and timescales
Trivial	No further action is required other than maintaining the control measures that are currently in place.
Tolerable	No major additional controls required. However there might be a need of improvements.
Moderate	It is essential that efforts be made to reduce the risk. The additional control measures that are recommended should be implemented within a defined time period.
Substantial	Urgent action should be taken to reduce the risk. The additional control measures, that are recommended, should be implemented as soon as possible or limitations should be imposed on the parts of the premises affected.
Intolerable	The premises or the part of the premises affected should not be occupied until the additional control measures that are recommended have been implemented.

Important Note

Although the Consultant has exercised all due diligence in the inspection of your premises and in the preparation of this report, there may be other matters that were not taking place at the time of the visit or that occur and our Consultant was not informed of those matters. You should, therefore, carefully consider this report in its entirety to satisfy yourself that the main fire hazards and risks associated with your business have been covered.

The purpose of this report is to provide an assessment of the risk to life from fire in these premises and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

This report does not address the risk to property or business continuity from fire.

Responsible Person

The person ultimately responsible for fire safety as defined by the Regulatory Reform (Fire Safety) Order 2005 is **(insert name and position here)**.

Suggested Review Date

It is suggested that this assessment be formally reviewed in **(Insert month and year)** unless significant changes occur that affect the validity of the assessment.

Summary of Actions Required

Main Significant Findings

The following are the most important areas that were identified by the Consultant as requiring attention.

TOPIC	
Person Responsible: _____ IMMEDIATE PRIORITY	

TOPIC	
Person Responsible: _____ HIGH PRIORITY	

These matters must be given your highest priority.

Summary of Other Actions Required

The following is a list of other significant findings that were identified by your Consultant; they are prioritised to allow you to effectively direct your resources.

TOPIC
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ LOW PRIORITY
Person Responsible: _____ LOW PRIORITY

TOPIC
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ LOW PRIORITY
Person Responsible: _____ LOW PRIORITY

TOPIC
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ LOW PRIORITY
Person Responsible: _____ LOW PRIORITY

TOPIC
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ LOW PRIORITY
Person Responsible: _____ LOW PRIORITY

TOPIC
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ LOW PRIORITY
Person Responsible: _____ LOW PRIORITY

TOPIC
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ MEDIUM PRIORITY
Person Responsible: _____ LOW PRIORITY
Person Responsible: _____ LOW PRIORITY

The person with overall responsibility should nominate members of the Management Team to take ownership of each of the above action points.

Premises location

Date of visit

Fire Risk Assessment

The following is your Fire Risk Assessment.

The assessment must be reviewed/updated if circumstances change, new information becomes available that makes it no longer valid or when the recommended additional control measures are implemented.

Where your control measures were found to be adequate you must monitor and maintain those measures to ensure conditions do not deteriorate.

In any event it should be formally reviewed annually.

Sources of Ignition					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Smoking ban enforced.					
Smoking area in a safe position.					
Naked flames are adequately controlled.					
Hot processes/work is properly controlled.					
Hot surfaces are not liable to result in fire.					
Friction is not likely to cause ignition.					
Hot work permits in place.					
Procedures for control of contractors are in place.					
Cooking equipment is suitable and satisfactory.					
Internal combustion engines are satisfactory.					
Gas/oil/solid fuels boilers are satisfactory.					
Portable heaters located are in safe positions and are maintained adequately.					
All the machinery is satisfactory.					
Metal impact is not likely to cause ignition.					
Installed electrical equipment is maintained.					
Portable electrical equipment is maintained.					
Static electricity earthing in place.					
Ventilation equipment free from obstruction.					

Sources of Ignition - continued					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Steps to reduce Arson are in place.					
Lightning conductors are satisfactory.					

Notes

Sources of Fuel and Oxygen					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Flammable liquid-based products are adequately controlled.					
Flammable gases are adequately controlled.					
Flammable/explosive dust is adequately controlled.					
Paper and card adequately controlled.					
Plastics, rubber and foam plastics adequately controlled.					
Timber/wood adequately controlled.					
Furniture, fittings and fixtures are fire retardant where required.					
Textiles are adequately controlled.					
Packaging materials are adequately controlled.					
Waste materials are adequately controlled.					
Housekeeping standards are satisfactory.					
Combustible materials are segregated from sources of ignition.					
Natural airflow does not pose an increased risk.					
Mechanical air conditioning/handling system contains features to reduce risk.					
Oxidising chemicals/oxygen cylinders/distribution systems are adequately controlled.					

Sources of Fuel and Oxygen - continued					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Pyrotechnics containing oxidising materials are adequately controlled.					

Notes

Structural Feature that Will Allow Fire to Spread					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Building alterations have been approved by Building Control.					
Structural features that will allow the rapid spread of fire have appropriate controls.					
Structural features that will allow the rapid spread of Smoke have appropriate controls.					
Escape routes that are likely to be affected in the early stages of a fire have been protected.					
Raised storage areas (mezzanine floors) conform to current standards.					
Fire stopping between compartments is satisfactory.					

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Means of Escape					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
All occupants can easily escape from a fire.					
There are no unacceptable 'Dead End' situations.					
Where there is only one escape route or a 'Dead End', a place of safety or a choice of routes can be reached in less than one minute.					
People in high risk areas can reach a place of comparative safety in one minute.					
All people can get to a place of safety in 2-3 minutes.					
Where there are inner rooms, precautions are in place to give the occupants early warning of fire.					
There are no inner rooms that can be exited only through one or more outer rooms.					
In rooms where escape is in two directions the angle between the exit routes is greater than 45°.					
All escape routes lead to a place of safety.					
Escape routes are free from combustible materials.					
Escape routes are unobstructed.					
Where necessary escape corridors and staircases are structurally protected.					
Escape routes are wide enough.					

Means of Escape - continued					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Where required, all doors open in the direction of escape.					
All doors to and along escape routes are easy to open without the use of a key.					
Where necessary signs indicating the method of operating door fastenings are displayed.					
Where necessary escape routes are signed with suitable safety signs.					
All self-closing fire resistant doors are functioning correctly and are identified by safety signs.					
All fire resisting doors that must be kept locked when not in use were locked and have a suitable safety sign.					
Routine checks are made of all the final exit doors and/or security fastenings.					
The lighting on escape routes is sufficient.					
Where necessary emergency lighting is provided.					
The emergency lighting provided is adequate.					
Emergency lighting is visually inspected on a daily basis.					
Emergency lighting is tested and maintained at suitable intervals.					
All escape routes are adequately signed.					

Means of Escape - continued					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Sufficient 'Fire Action' signs are displayed.					
Adequate escape procedures are in place for occupants with special needs.					
Where necessary, refuges are provided for persons with mobility impairments.					

Notes

Fire Alarms and Detection					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Suitable arrangements are in place for detecting a fire.					
There are suitable arrangements for giving warning in the event of a fire?					
A suitable fire alarm system is installed.					
The detection will give sufficient warning for people to escape.					
Automatic fire detection is in place to protect people who sleep on the premises.					
Automatic fire detection is installed in areas where a fire may develop unnoticed.					
Where needed automatic fire detection is installed to protect escape routes.					
Automatic fire detection is in place for high hazard areas.					
Where necessary automatic detection is routed to a central alarm collector station.					
The automatic detection system is linked to the mechanical ventilation/air conditioning system.					
Electronic door locks are linked to the automatic detection system.					
The fire warning signal is audible or visual throughout the premises.					
The control and indicating equipment is checked daily to ensure there are no fault conditions.					

Fire Alarms and Detection - continued					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Weekly tests of fire alarms are carried out and recorded.					
The system is tested and maintained by a competent person.					
Records are kept of all tests, maintenance and false alarms.					
Suitable procedures are in place to alert persons with aural/visual disabilities of a fire alarm.					

Notes

Fire Fighting Equipment					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
Suitable first aid fire-fighting equipment provided.					
Fire-fighting equipment is correctly sited and is visible or clearly signed.					
Sufficient employees are trained and competent in the use of fire-fighting equipment.					
The sprinkler system is tested in line with insurer's requirements?					
Sprinkler heads free from obstruction.					
All other types of fixed fire suppression systems are appropriate for the risk and correctly maintained.					
All fire-fighting equipment properly maintained.					

Notes

Management of Fire Safety					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
There is a comprehensive fire emergency plan that is reviewed regularly.					

The fire emergency plan includes the following elements

Arrangements have been made to liaise with the emergency services if a fire occurs.					
The person(s) delegated to liaise with the fire brigade is able to inform them that the premises have been fully evacuated or the number of persons and the likely location of those that have not been accounted for.					
Information is available to the person(s) nominated to liaise with the Fire Brigade on special fire or rescue risks and the hazards that the emergency services are likely to face.					
There are proper arrangements for calling the Fire Brigade.					
Contingency plans have been made and are practiced to minimise the effect should fire threaten hazardous/dangerous substances plant or processes.					
Contingency plans have been made evacuating personnel with mobility problems or other disabilities.					

Management of Fire Safety - continued					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
The contingency plans for protecting cash or other valuable goods do not prejudice the safety of personnel.					
Competent person(s) are available to assist in implementation of fire safety legislation.					
Formal procedures are in place to control changes to the premises that will affect fire safety or the introduction of new or additional fire hazards into the workplace.					
Staff are aware of the action to take in the event of fire.					
All staff receive induction training in fire prevention and fire safety procedures.					
Staff are trained in fire evacuation.					
Staff are nominated to assist with evacuation.					
Staff with special responsibilities (e.g. fire wardens) are given additional training.					
Personnel are nominated to respond to fire.					
Training, including refresher training, is carried out in the fire routine and the fire emergency plan					
Fire evacuation drills are carried out at appropriate intervals.					

Management of Fire Safety - continued					
Hazard/Control Measure	Satisfactory		Observations	Referred to notes below	Referred to Summary of Action Required
	Yes ✓	No ✓			
There is an established assembly point that is located in a safe position.					
In-house inspections of fire precautions are carried out.					

Notes

Appendix 'A' - Explanation Of Terms Used In The Report

Hazard

Something with the potential to cause harm.

Risk

The likelihood of potential harm from that hazard being realised. The extent of the harm will depend on:

The likelihood of harm occurring.

The potential severity of the harm, i.e. of any resultant injury or adverse health affect.

The number of people that might be exposed.

Residual Risk

This is the risk that remains when the current control measures are taken into account. As you implement the additional controls that are recommended in the report, the level of risk will be reduced.

Reasonably Practicable

Reasonably Practicable is a term widely used in health and safety law and is a balance of risk versus the cost of control measures.

The greater the risk, the greater the need to commit resources, be they financial, human or procedural to eliminate, reduce or control the risk.

In law, the burden of proof is placed on the employer to demonstrate that reasonably practicable precautions were taken. In practical terms, you will normally have fulfilled your duty if you adopt current best practice.

However, if you consider that the cost of eliminating or reducing a serious risk is too expensive, it is vital that you carry out investigations to establish the true cost and make a cost benefit analysis. Evidence that you have done this may be required at a later date and therefore, your information that you used to make your decision should be kept on file and reviewed periodically to take account of technical and industry best practice developments.

Priorities for Action

To assist you in allocating resources, the recommendations in this report have been assigned priorities as follows:

Immediate Priority

A dangerous condition liable to cause an imminent risk of a fatal or major injury.

These matters should be resolved or work initiated within 24 hours

High Priority

Contravention of statutory requirements which could lead to fire resulting in fatal or major injury, and the issuing of a Prohibition Notice or legal proceedings being instituted by the Enforcing Authority.

These matters should be resolved or work initiated within seven days

Medium Priority

Contravention of statutory requirements which could lead to fire or injury or the issuing of an Enforcement Notice. These matters require a planned programme of action to eliminate or control the risk identified.

It is suggested these matters be resolved or work initiated within 3 months

Low Priority

Matters not in line with best practice and/or established Company procedures. Enforcement action is not likely, although accident or property damage possible. The recommendations made are desired improvements, precautions or techniques consistent with good fire and health and safety control and practice.

These matters should be resolved or work initiated within a planned timescale

Appendix 'B' - Advisory Enclosures

Routine Frequency	Record
Daily	
Emergency lights (check for faults) (BS 5266 Pt 1)	None or log book if fault
Escape routes clear	None or log book if fault
Fire resisting doors shut	None or log book if fault
Fire safety signs and fire extinguishers in position	None or log book if fault
Before vacating premises remove plugs from sockets and check security of premises	None or log book if fault
Weekly	
Fire extinguishers and hose reels checked (visual check)	Log book
Fire alarm test from call point	Log Book
Monthly	
Emergency lighting test including auto start generator (simulated mains failure) (BS 5266 Pt 1)	Log book
Six monthly	
Day staff training and drills	Log book
Fire Alarm Maintenance	Log book
Emergency lighting (BS 5266 Pt 1)	Log book/Test Certificate
Annually	
Fire extinguishers (BS 5306 Pt 3)	Label
Emergency lighting over three years old (BS 5266 Pt 1)	Logbook / Test Certificate
Every 3 Years	
Emergency lighting (with subsequent annual tests) (BS 5266 Pt 1)	Log book / Test Certificate
External escape stairs/balconies/walkways (Structural check)	Engineers report
Every 5 Years	
Fire extinguishers (discharge test-most types (BS 5306 Pt 3))	Label
Ten yearly (20 years if tested annually)	
Fire extinguishers (discharge test-carbon dioxide only (BS 5306 Pt3))	Label
It is recommended that one person or organisation be nominated to be responsible for the maintenance of the fire precautions within the premises and the completion of all the records so as to ensure that the necessary entries are made into the log book.	

Premises location

Date of visit

Appendix 'C' - Photographs