REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

This template has been provided to assist the Responsible Person with the preparation of a Fire Risk Assessment and is not intended for commercial profit or gain. It may not be suitable for use in some large or complex premises.

Whilst every care has been taken to ensure the adequacy and suitability of this template, Gloucestershire Fire & Rescue Service accepts no responsibility for any content added, edited or deleted by the user. Use of this template will not automatically guarantee the completed risk assessment will be regarded as "suitable and sufficient".

For further assistance, please refer to the Gloucestershire Fire & Rescue Service Fire Risk Assessment Template Guidance.

Responsible Person *(Employer or other person having control of the relevant premises)*	
Address of Premises	
Postcode	
Assessor:	
Date of Fire Risk Assessment	
(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)	
Subsequent Review Dates	

Reviewed by		**Date**	
Reviewed by		**Date**	
Reviewed by		**Date**	

GENERAL INFORMATION

THE PREMISES

Number of floors in building: *(To include basements)*	
Approximate floor area: (m²) (To include all floors of responsibility)	
Brief details of construction: *(Date of construction, brick, timber, purpose built or converted)*	
Primary usage: *(eg Hotel, Shop)*	
Secondary usage: *(eg Kitchen, Bar, Function Room, Offices)*	

OCCUPANCY PROFILE

Maximum number of persons in the premises at any one time.	Day		Night			
Description of Occupants	Mobility Issues		Average Mobility		Vulnerability Issues	

OCCUPANTS ESPECIALLY AT RISK FROM FIRE

Sleeping occupants *(Details of numbers - public/staff)*	
Disabled occupants *(Personal Emergency Evacuation Plans in use when necessary)*	
Occupants in remote areas *(Lone working/isolated areas)*	
Young person's *(Individual Risk Assessment provided for those persons under 16 yrs)*	
Others *(Details of Elderly/Infirm/Mental Ability)*	

IDENTIFIED FIRE HAZARDS
AND PRIMARY CONTROL MEASURES

ELECTRICAL SOURCES OF IGNITION

Measures taken to prevent fires of electrical origin.

Fixed installation periodically inspected and tested? (Every 5 years)	**YES / NO**
Portable appliance testing carried out on a risk assessed basis?	**YES / NO**
Suitable policy in place regarding the use of personal electrical appliances?	**YES / NO**
Suitable limitation and management of trailing leads and adaptors?	**YES / NO**
Electrical equipment has adequate ventilation?	**YES / NO**

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

SMOKING

Measures taken to prevent fires as a result of smoking.

Smoking prohibited in the building?	**YES / NO**
Smoking permitted in appropriate areas?	**YES / NO**
Suitable arrangements for those who wish to smoke?	**YES / NO**

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

ARSON/DELIBERATE IGNITION

Basic security against arson by outsiders or other persons appears reasonable. *If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.*	**YES / NO**
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?	**YES / NO**

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

PORTABLE HEATERS

Portable heaters are used within the premises.	**YES / NO**
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?	**YES / NO**
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	**N/A / YES / NO**

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

FIXED HEATING INSTALLATIONS

Fixed heating installations such as boilers are used within the premises.	**YES / NO**
Are fixed heating installations subject to regular maintenance?	**N/A / YES / NO**
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	**N/A / YES / NO**

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

COOKING

Measures taken to prevent fires as a result of cooking.

Filters cleaned or changed and ductwork cleaned regularly?	**N/A / YES / NO**
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	**N/A / YES / NO**
Suitable Shut Down Procedures in place?	**N/A / YES / NO**

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

LIGHTNING

The building has a lightning protection system.	**YES / NO**
Is the lightning protection system subject to a suitable maintenance regime?	**N/A / YES / NO**

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

DANGEROUS SUBSTANCES

Dangerous substances are, or could be used or stored, within the premises? ***(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)***	**N/A / YES / NO**
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	**N/A / YES / NO**
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	**N/A / YES / NO**

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

HOUSEKEEPING

Standards of housekeeping.

Combustible materials appear to be separated from ignition sources?	**YES / NO**
Appropriate storage of hazardous materials?	**N/A / YES / NO**
Escape routes kept clear of any combustibles? (Storage /furniture)	**YES / NO**
Appropriate measures for the safe storage and disposal of waste?	**YES / NO**

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS

Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?	**YES / NO**
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details:	**YES / NO**
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details:	**N/A / YES / NO**

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

Are there any other fire hazards that warrant consideration within the premises? Ignition sources may include: - • Naked flames, e.g. matches, smokers' materials, candles, tealights. • Hot processes; heat producing, spark, friction generating, chemical and other processes, which have the capacity to ignite, e.g. welding, soldering, ironing. • Lighting hazards, e.g. bulbs too close to combustible materials. *This list is not exhaustive.*	**YES / NO**

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

ARRANGEMENTS FOR EVACUATION

EVACUATION STRATEGY

Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.

State which strategy(ies) have been adopted.

SINGLE STAGE EVACUATION It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.	**YES / NO**
PROGRESSIVE HORIZONTAL EVACUATION Relevant persons are dependant on staff to assist with their escape. Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety. **NOTE - Progressive Horizontal Evacuation is subject to the following** Protected areas should be designed to provide: • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. The number and size of the protected areas depends on a number of factors: • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases;	**YES / NO**

DELAYED EVACUATION

YES / NO

Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.

NOTE - Delayed Evacuation is subject to the following

Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).

A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.

If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.

Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.

Written copies of Evacuation Procedures are located as follows:

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

PROVISION OF ELEMENTS OF FIRE SAFETY AS SECONDARY CONTROL MEASURES

MEANS OF ESCAPE	
It is considered that the premises are provided with reasonable means of escape in case of fire.	YES / NO
Adequate design of escape routes?	YES / NO
Reasonable distances of travel when:	
Where there is escape in a single direction?	YES / NO
Where there are alternative means of escape?	YES / NO
Suitable protection of escape routes? (Fire resisting construction)	YES / NO
Adequate provision of exits?	YES / NO
Exits easily and immediately open-able where necessary?	YES / NO
Escape routes unobstructed?	YES / NO
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people?	YES / NO

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

It is considered that there is:	
Compartmentation of a reasonable standard. (Fire resisting)	**YES / NO**
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)	**YES / NO**
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	**N/A / YES / NO**

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

EMERGENCY ESCAPE LIGHTING

It is considered that there is a reasonable standard of normal, artificial and/or emergency escape lighting to ensure safe use of escape routes?	**YES / NO**

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

FIRE SAFETY SIGNS AND NOTICES

It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage.	**YES / NO**

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

MEANS OF GIVING WARNING IN CASE OF FIRE

Reasonable manually operated fire warning system provided?	YES / NO
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc)	
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1Grade L1/L2 etc)	N/A / YES / NO
Throughout Premises	YES / NO
Part of Premises only	YES / NO
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES / NO
Remote transmission of alarm signals to a monitoring station or other?	YES / NO

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

MANUAL FIRE EXTINGUISHING APPLIANCES

Reasonable provision of portable fire extinguishers?	YES / NO
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)	YES / NO
Is suitable wall signage provided relevant to extinguisher?	YES / NO
Are hose reels provided?	YES / NO

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)	YES / NO

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT

Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)	YES / NO

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

FIREFIGHTER SWITCH – HIGH VOLTAGE LUMINOUS TUBE SIGNS ETC

Suitable provision of fire fighters switche(s) for high voltage luminous tube signs, etc (to include location)?	N/A / YES / NO

Identified Hazards	Existing Control Measures	Additional Control Measures Required

Deficiencies and Comments:

MANAGEMENT OF FIRE SAFETY

PROCEDURES AND ARRANGEMENTS	
Fire safety is managed by:	
Deputy or assistant:	

Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? State name and responsible element of fire safety	**YES / NO**
Is there a suitable record of the fire safety arrangements?	**YES / NO**
Appropriate fire procedures in place?	**YES / NO**
Are procedures in the event of a fire appropriate and properly documented?	**YES / NO**
Are there suitable arrangements for summoning the Fire and Rescue Service?	**YES / NO**
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	**YES / NO**
Is there a plan of the building available indicating basic layout and any areas of significant risk?.	**YES / NO**
Are there suitable arrangements for ensuring that the premises have been evacuated?	**YES / NO**
Is there a suitable fire assembly point(s)?	**YES / NO**
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	**YES / NO**
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	**YES / NO**
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	**YES / NO**
Routine in-house inspections of fire precautions (eg in the course of health and safety inspections)?	**YES / NO**
Deficiencies and Comments:	

TRAINING AND DRILLS

Fire safety training is managed by:	
Deputy or assistant:	

Are all staff given adequate fire safety instruction and training on induction?	**YES / NO**
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	**YES / NO**
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training? Give details:	**YES / NO**
Does all training for staff provide information, instruction or training on the following:	
Fire risks in the premises?	**YES / NO**
The general fire precautions in the building?	**YES / NO**
Action in the event of a fire?	**YES / NO**
Action on hearing the fire alarm signal?	**YES / NO**
Method of operation of manual call points?	**YES / NO**
Location and use of fire extinguishers?	**YES / NO**
Means for summoning the fire and rescue service?	**YES / NO**
Identity of persons nominated to assist with evacuation?	**YES / NO**
Identity of persons nominated to use fire extinguishing appliances?	**YES / NO**
Are fire drills carried out at appropriate intervals and a record of such drills maintained? Give details:	**YES / NO**
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc) Give details:	**YES / NO**

When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)? Give details:	**YES / NO**
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	**N/A / YES / NO**
Deficiencies and Comments:	

TESTING AND MAINTENANCE

Testing and Maintenance is managed by:	
Deputy or assistant :	

Adequate maintenance of workplace?	**YES / NO**
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	**YES / NO**
Monthly and annual testing routines for emergency escape lighting?	**N/A / YES / NO**
Annual maintenance of fire extinguishing appliances?	**YES / NO**
Periodic inspection of external escape staircases and gangways?	**N/A / YES / NO**
Six monthly inspection and annual testing of rising mains?	**N/A / YES / NO**
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	**N/A / YES / NO**
Weekly testing and periodic inspection of sprinkler installations?	**N/A / YES / NO**
Routine checks of final exit doors and/or security fastenings?	**YES / NO**
Annual inspection and testing of lightning protection system?	**N/A / YES / NO**
Other relevant inspections or tests: Give details:	
Deficiencies and Comments:	

RECORDING	
Appropriate records held for:	
Fire drills?	**YES / NO**
Fire training?	**YES / NO**
Fire alarm tests?	**N/A / YES / NO**
Emergency escape lighting tests?	**N/A / YES / NO**
Maintenance and testing of other fire precaution systems?	**N/A / YES / NO**
Location of Records: (Available for inspection by Fire Authority if required) Give Details:	
Deficiencies and Comments:	

PRIORITY	MEANING
High	Immediate priority to be actioned within 24 hours to 8 weeks *Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost*
Medium	Medium priority to be actioned within 2-6 months *Breaches in legislation that may require medium/long term action to resolve*
Low	Low priority to be actioned within 6 months-1year *Items of non urgent priority or for future consideration*

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN

No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1					
2					
3					