

<INSERT ORGANISATION NAME> FIRE RISK ASSESSMENT: REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Date of Visit:

Date of Report:

Compiled by:

Introduction

The following Fire Risk Assessment was completed on <insert date here> on behalf of <insert Company Name here> in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The Fire Risk Assessment is designed to evaluate the current protection measures in place, determine shortfalls and recommend remedial action as necessary. To this end the assessment is divided into three sections:

- Section 1: Assessment and recommendations
- Section 2: Action plan
- Section 3: Guidance

Risk Assessment is an ongoing process. The law requires the assessment to be reviewed specifically:

- Where there is reason to suspect the assessment is no longer valid.
- Where significant change has occurred.
- Periodically.

The assessment in whole or in part may become no longer valid should the activity within the business change significantly.

Significant change would include the introduction of new activities or equipment/processes within the building and increasing the number of persons in the premises should you rent out the remaining part of the first-floor office space.

We would recommend that a review should be undertaken at least annually unless other factors dictate sooner.

Background

The Regulatory Reform (Fire Safety) Order 2005 introduced a new approach towards fire safety: Risk Assessment. The radical overhaul of fire safety legislation saw over 60 sets of fire safety laws consolidated into a single piece of legislation.

The Government's aim was to introduce a new, simpler fire safety regime for England, Scotland and Wales under which Fire Authorities would validate fire safety measures taken by an employer, owner or occupier in high risk premises.

A new duty of care would be placed on the 'responsible person' – who might be an employer in the case of a workplace – requiring them to provide and maintain adequate fire precautions. The responsible person would be required to carry out an assessment of the fire risks in the premises and ensure that they meet satisfactory fire standards.

This Fire Risk Assessment document records:

- The fact that a Fire Risk Assessment has been completed for the premises.
- The methodology used in carrying out the Fire Risk Assessment.
- The significant findings of the Fire Risk Assessment.

The Fire Risk Assessment document should be retained, reviewed and where necessary revised by the person having control of the premises.

The Fire Safety Action Plan compliments the Fire Safety Risk Assessment. The Fire Safety Action Plan is designed to:

- Identify key action points established during the Fire Risk Assessment process.
- Provide information in support of recommended action points.
- Provide a basis for the company to plan and achieve action points.

The format of the Fire Safety Action Plan comprises five sections/headings:

- Item number
- Key action point
- Assessor comments
- Notes/comments/actions
- Target date.

Three of these headings are completed for you by the Assessor carrying out the Fire Risk Assessment exercise.

Key Action Point

A brief description of each action point is provided



Assessor Comments

Supporting text appears in this column.

Shaded columns are to be left blank. The company is expected to use the action plan as a working document adding your own notes and comments and determining target dates.



FIRE RISK ASSESSMENT

PRODUCED FOR:

<INSERT ORGANISATION NAME HERE>



DATE OF ISSUE:

DATE OF REVIEW:

STAGES OF THE FIRE RISK ASSESSMENT

1. Identify the Fire Hazards

Sources of ignition

Sources of fuel

Sources of oxygen

2. Identify People at Risk

People in and around the premises

People especially at risk

Visitors and contractors

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 the 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 findings 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

FIRE HAZARDS

Sources of Ignition	
	RISK: HIGH/MED/LOW
Portable electrical appliances	
Mains electrical system	
Smoking	
Gas boilers	
Cooking equipment in kitchens	
Hot surfaces, equipment in offices	
Lighting system	
Direct sunlight	
Arson	
Hot works, welding, burning	

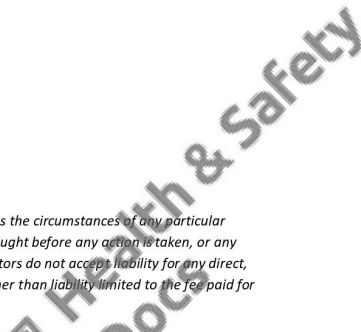
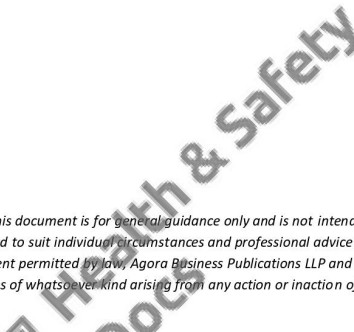
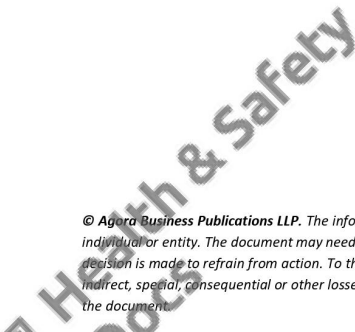
Sources of Fuel	
	RISK: HIGH/MED/LOW
Flammable liquids in workshops Petrol, diesel, paints, oils, lubricants, thinners and adhesives	
Packaging materials and boxes	
Furniture and wall coverings in offices and workshops, carpets and tiles	
External wooden cladding to building	
Waste products, paper and wood in yard areas	
Flammable gasses used during welding or cutting operation if undertaken by	

contractors	
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Persons at Risk	
	RISK: HIGH/MED/LOW
Office staff	
Site staff in the morning In rest room and yard areas as equipment is collected	
Visitors to the premises	
Tenants of first floor	
Emergency services staff	

Evaluation of Risk of Fire Occurring

Evaluation of Risk to People



Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
1.	Fire Protection – Active					
1a.	Smoke/heat/flame detection system					
	▶ Weekly in-house check?					
	▶ Inspected by competent person within last 12 months?					
1b.	Manual electric break glass alarm system					
	▶ Weekly in-house check?					
	▶ Tested by competent person within last 12 months?					
1c.	Drenchers					
	▶ Maintained by competent person					
1d.	Gas flooding					
	▶ Maintained by competent person?					
1e.	Sprinklers					
	▶ Maintained by competent person?					
1f.	Voice/manual alarm					

	▶ Could be heard by all occupants?					
1g. Isolated areas						
	▶ Detection system required?					
2. Fire Protection – Passive						
2a. Fire doors						
	▶ Self-closing?					
	▶ Close flush to recesses?					
2b. Fire walls						
	▶ Breached/damaged?					
2c. Fire stopping						
	▶ Correctly installed and intact?					
2d. Fire retardant materials						
	▶ Compliant with fire safety standards?					

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
3. Fire Fighting Equipment						
3a. Fire extinguishers						
	▶ Suitable and sufficient?					
	▶ Areas of high risk?					
	▶ Appropriately labelled and					

	<ul style="list-style-type: none"> positioned? ▶ Accessible? ▶ Inspected/tested within last 12 months? 					
3b.	Hose reels					
	<ul style="list-style-type: none"> ▶ Inspected? 					
3c.	Fire blankets					
3d.	Site hydrants/risers					
	<ul style="list-style-type: none"> ▶ Vehicles blocking access? ▶ Maintained and inspected? 					
4.	Means of Escape					
4a.	Escape routes					
	<ul style="list-style-type: none"> ▶ Unobstructed? ▶ Well lit? ▶ Wide enough for usage? ▶ Fire exit signage (compliant with current standard)? ▶ Fire action notices completed and displayed? ▶ Emergency plan and evacuation procedure clearly displayed? 					
4b.	Emergency lighting					
	<ul style="list-style-type: none"> ▶ Monthly function test (in house)? ▶ Full discharge test by competent person within last 12 months? 					



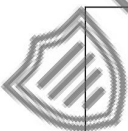
Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
4.	Means of Escape Cont...					
4d.	People on site					
	▶ Office/site staff?					
	▶ Lone/isolated workers?					
	▶ Cleaning staff/handyman?					
	▶ Vulnerable workers (disabled, visually impaired, etc)?					
	▶ Contractors					
	▶ Visitors					
	▶ Vulnerable visitors (disabled, children, etc)?					
4e.	Rescue/evacuation special arrangements					
	▶ Booking in/out system for staff, contractors and visitors?					
4f.	Emergency Services					
	▶ Adequate access?					
5.	Potential for Fire					
5a.	Processes involving heat/naked flames					
	▶ Safe working					

	<p>methods in place?</p> <ul style="list-style-type: none"> ▶ Contractors controlled by permits to work? 					
5b.	<p>Electrical</p> <ul style="list-style-type: none"> ▶ Portable appliances tested by competent person annually? ▶ In house portable appliance inspections? ▶ Mains tested by competent person every 5 years? 					
5c.	<p>Combustible materials/waste?</p> <ul style="list-style-type: none"> ▶ Limited accumulation of materials? ▶ Waste (internal/external) stored and disposed of correctly? ▶ Combustible cladding to internal or external walls or other surfaces? 					
5d.	<p>Lighting</p> <ul style="list-style-type: none"> ▶ Good condition? ▶ Clear of combustible materials? 					
5e.	<p>Static</p>					

Area of Review	Applicable?		Requires Action?		Assessment	Recommendations
	Yes	No	Yes	No		
5.	Potential for Fire Cont...					
5f.	Heaters					
	▶ Clear of combustible materials?					
	▶ PAT tested?					
5g.	Arson					
	▶ Adequate security measures?					
	▶ Waste bins stored securely / away from building?					
5h.	Smoking					
	▶ No smoking policy in place?					
	▶ Suitable units for dispensing smoking materials?					
5i.	Gas					
	▶ Inspected by competent person in the last 12 months?					
	▶ Clear of combustible materials?					
5j.	Lightning					

6.	Fire Loading				
6.1	Combustible materials				
6.2	Flammable liquids and gases				
	▶ Kept to a minimum?				
	▶ Adequately and securely stored?				
6.3	Finished goods				
6.4	Combustible construction				
7.	Training				
7.1	Emergency Arrangements				
	▶ Staff aware of action to take in the event of a fire starting?				
	▶ Staff aware of action to take in the event of the fire alarm sounding?				
	▶ Visitors/ contractors also aware of the above?				
	▶ Fire drills carried out within the last 12 months?				
	▶ Fire marshals/ wardens trained?				
Area of Review	Applicable?	Requires Action?	Assessment	Recommendations	

		Yes		No			
		Yes	No	Yes	No		
7.	Training Cont...						
7.2	Fire Awareness						
	▶ Staff received basic fire awareness training?						
7.3	Fire Fighting Equipment						
	▶ Fire marshals/ wardens trained in use of fire-fighting equipment?						
	▶ Sufficient office staff trained in use of fire-fighting equipment?						
8.	General						
8.1	Records						
	▶ Maintenance, testing and inspection records kept?						
	▶ Fire log kept up to date?						
	▶ Record of fire drills kept?						
	▶ Monthly office inspections (to include fire) kept?						
8.2	Shared Occupancy						



<p>▶ Any special risks from activities of other occupants/ neighbours?</p> <p>▶ Will other occupants/ neighbours be made aware of results of this risk assessment?</p>					

Item Number	Area of Review	Action Required	Notes/Comments/ Actions	Target Date

Item Number	Area of Review	Action Required	Notes/Comments/ Actions	Target Date

Note: Shaded areas to be completed by <insert Department Manager details here>