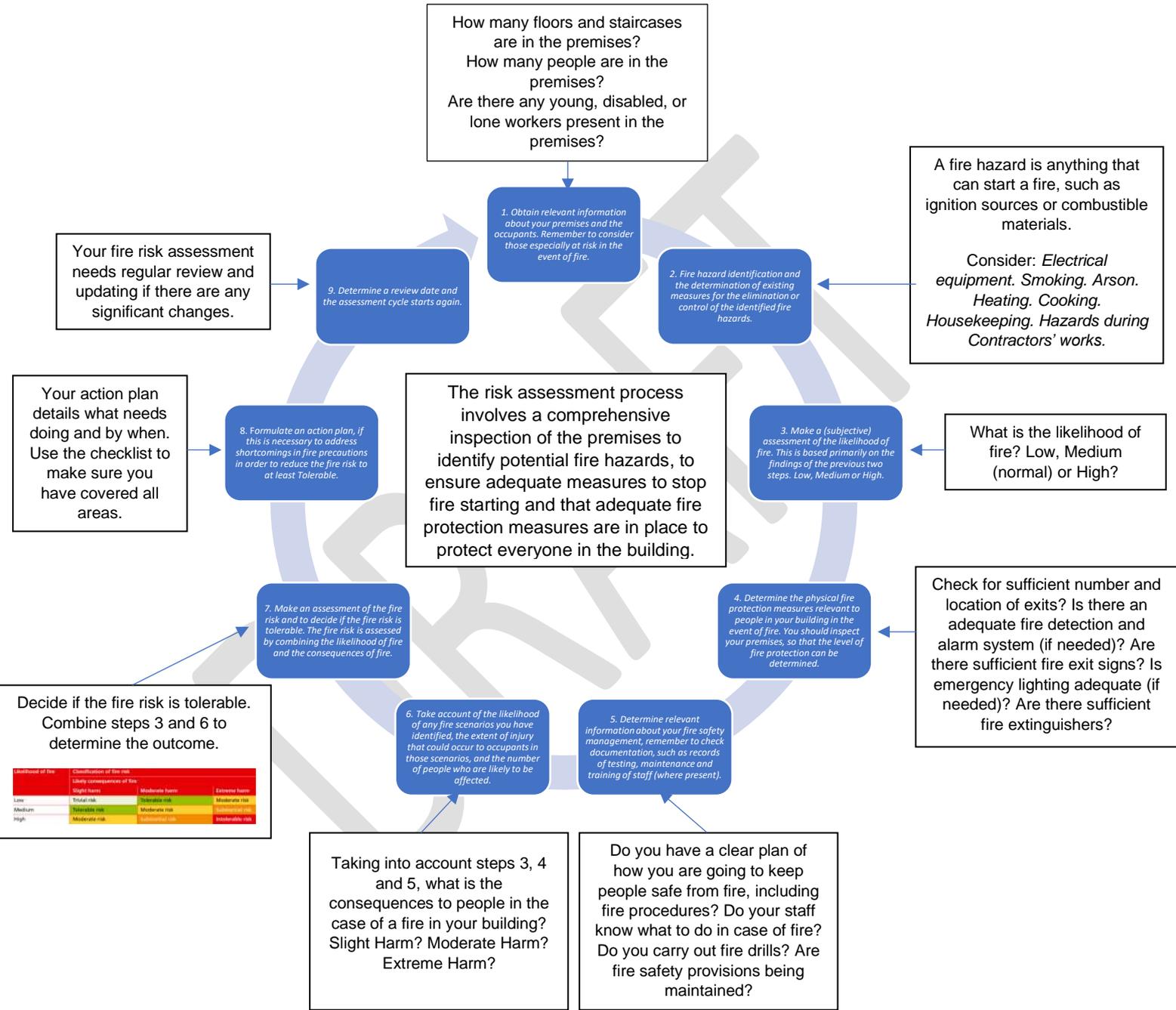


FIRE SAFETY RISK ASSESSMENT

Follow the 9 key steps below and fill in the checklist overleaf.



DRAFT – Not Government Policy

1. Everyone is potentially at risk from fire. Think about night staff or people unfamiliar with the premises, such as visitors or customers. Children, the elderly or disabled people are especially vulnerable. Who could be at risk? Who could be especially at risk?
2. Have you found anything that could start a fire? Have you found any materials that could help a fire to develop (and are not strictly required)? How could a fire start? Think about heaters, lighting, electrical equipment and hot works. Have you considered smoking and the use of matches? Is security against intruders sufficient to minimise the likelihood of arson?
3. What do you think is the likelihood of a fire starting? **Low** – Unusually low likelihood of fire as a result of negligible potential sources of ignition. **Medium** – Normal fire hazards (e.g. potential ignition sources) for the type of occupancy being assessed, with suitable controls in place. **High** – Lack of adequate controls applied to one or more significant fire hazards, which result in a significant increase in the chances of a fire occurring.
4. Do you have enough escape routes? Is a fire alarm needed? Are signs such as fire exit signs needed? Is emergency lighting required? Are fire extinguishers needed and where should they be located?
5. Have you planned what everyone will do if there is a fire? Do all your staff know the plan? Have staff had training and completed a fire drill? Have you included temporary staff? Are you maintaining everything that is provided or required to keep people safe from fire?
6. You need to make a subjective assessment of the likely consequences to occupants of your premises in a fire. This needs to take into account your findings from step 3, the extent of injury that could occur and the numbers. Take into account steps 4 and 5. **Slight Harm** – Outbreak of fire unlikely to result in serious injury or death of any occupant. **Moderate Harm** – Outbreak of fire could foreseeably result in injury of one or more occupants but is unlikely to result in multiple fatalities. **Extreme Harm** – Significant potential for serious injury or death of one or more occupants.
7. Apply steps 3 and 6 to the chart below to decide on an outcome.

Likelihood of fire	Classification of fire risk		
	Likely consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

8. Formulate your action plan to reduce the outcome to 'Tolerable' risk. The action plan is an inventory of actions, normally prioritised and time constrained to devise, maintain or improve controls. Remember, where appropriate, this can be eliminating or controlling hazards (e.g. better separation of combustible materials from ignition sources).
9. Keep your assessment under regular review. Remember to update it as risks or hazards change. If you make any significant changes you should review your risk assessment.

ELECTRICAL INSTALLATIONS AND EQUIPMENT

Are fixed installations periodically inspected and tested (e.g. every 5 years)? Yes No

Are portable electrical equipment and appliances periodically inspected and tested? N/A Yes No

Is the use of trailing leads and adaptors avoided where possible? N/A Yes No

SMOKING

Are adequate measures in place to stop people from smoking on the premises? Yes No

Are 'No smoking' signs provided? Yes No

Are suitable arrangements in place for those who wish to smoke outside the premises? N/A Yes No

ARSON

Are the premises adequately secured to prevent unauthorised access? Yes No

Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms? N/A Yes No

HEATING SYSTEMS AND PORTABLE HEATERS

Are fixed heating systems subject to periodic maintenance? N/A Yes No

Are portable heaters subject to periodic inspection and used safely? N/A Yes No

COOKING

Are adequate measures taken to prevent fires from cooking? N/A Yes No

Are filters and ductwork subject to regular cleaning? N/A Yes No

HOUSEKEEPING

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste? Yes No

Are combustible materials kept separate from ignition and heat sources? Yes No

CONTRACTORS

Are suitable fire safety controls placed on contractors who undertake works on the premises? Yes No

DANGEROUS SUBSTANCES

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances? N/A Yes No

OTHER SIGNIFICANT FIRE HAZARDS

Are there any other significant fire hazards in the premises? Yes No

MEANS OF ESCAPE

Are all escape routes kept clear of obstructions to enable people to escape safely? Yes No

Are all fire exits easily and immediately openable? Yes No

Are distances of travel to fire exits considered reasonable? Yes No

Are suitable precautions in place for all inner rooms? N/A Yes No

Where necessary, is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors? N/A Yes No

Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises? N/A Yes No

MEANS OF GIVING WARNING IN CASE OF FIRE

Is there a suitable electrical fire alarm system? N/A Yes No

Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate? N/A Yes No

MANUAL FIRE EXTINGUISHERS

Is there a reasonable provision of fire extinguishers? N/A Yes No

EMERGENCY ESCAPE LIGHTING

Is there a reasonable standard of emergency escape lighting to illuminate escape routes and areas without natural lighting? N/A Yes No

FIRE SAFETY SIGNS AND NOTICES

Is there a reasonable standard of fire exit signage and fire safety signs? N/A Yes No

Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations? Yes No

MANAGEMENT OF FIRE SAFETY

Has someone been appointed to manage fire safety? Yes No

Are procedures in the event of fire appropriate and properly documented? Yes No

Are all employees given regular instruction and training on the action to take in the event of a fire? Yes No

Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles? N/A Yes No

Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable? Yes No

Are monthly and annual testing routines in place for the emergency escape lighting? N/A Yes No

Are weekly testing and periodic maintenance and servicing routines in place for the fire alarm system and any automatic detectors? N/A Yes No

Are fire extinguishers subject to annual maintenance? N/A Yes No

Are records of testing and maintenance maintained? Yes No

If the answer to any of the above question is yes, please list each hazard and any control measures to reduce the risk of fire, in the box below. If the answer to any question is no, make sure you write out a plan of proposed actions.