

Fire Risk Assessment

Premises	
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Address	
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Area	
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Post Code	
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Tel no.	
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Use of Premises

Date of Review	Date of Risk Assessment	Date

Completed By	
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Description

Num of Employees	Normal Occupancy	Max Allowed

Building Length	Building Breadth	Area
		0.00 M ²

Floors	Storeys Below	Stair Well

	Open	Close
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Sources of Ignition		YES / NO / NA	%	Comments
Smoking, smokers materials, cigarette ends, matches etc.	No smoking policy being enforced.			
	Smoking only allowed in designated areas outside the building.			
	Metal ashtrays or containers provided within smoking area			
	Smoking waste disposed of sensibly and not with general waste.			
	Notices posted of smoking arrangements and prohibitions			
Total			0	
Naked flames	No naked flames on day to day basis.			
	Permit to Work and Hot Work Permits to control additional risks			
	Permit to work system thoroughly supervised			
Total			0	
Electrical, gas or oil fired heaters. Fixed internal combustion engines (generators etc)	No such equipment on site.			
	Subject to maintenance by qualified persons.			
	Inspected in accordance with legislation.			
	Ducts, exhausts and flues kept clean.			
	All fuses or circuit breakers of the correct rating and suitable for purpose.			
	No flammable material near hot surfaces, flues or exhaust systems.			
	Fuel supply lines/pipes periodically inspected for damage or leaks.			
	Fuel lines marked to identify their contents.			
	Bund around storage tanks.			
Total			0	
Portable heaters	No portable heaters on site.			
	Electric heaters subject to PAT.			
	Portable heaters turned off after use.			
	Suitable gas cylinder storage.			
Total			0	

Sources of Ignition		YES / NO / NA	%	Comments
Machinery and equipment	None on site			
	Subject to routine maintenance by competent person.			
	Inspected as required by legislation.			
Total			0	
Ventilation equipment	None on site.			
	Subject to routine maintenance by competent person.			
	Switches off when fire alarm sounds.			
Total			0	
Friction, i.e. worn bearings, slipping belts etc.	No equipment on site likely to give rise to friction.			
	All faulty equipment stopped and isolated subject to repair or replacement			
	All equipment subject to regular inspection and maintenance			
Total			0	
Hot processes such as welding and grinding	No such process as part of the work activity.			
	Carried out in a controlled area, i.e. welding bay.			
	Subject to Permit to Work and Hot Work Permit.			
	Permit system thoroughly supervised			
Total			0	
Hot surfaces	No hot surfaces present.			
	Protection of hot surfaces preventing contact with flammable materials.			
	Warning signs posted			
	Regular cleaning of hot surfaces			
Total			0	
Metal impacts i.e. tools striking metal	No such processes on site.			
	Housekeeping regime in immediate working area			
	Housekeeping regime adequately supervised			
Total			0	

Sources of Ignition		YES / NO / NA	%	Comments
Cooking	No cooking on site.			
	Cooking only allowed in specific and suitable areas.			
	Ducts and ventilation equipment kept clean.			
	Ducts and ventilation equipment serviced and maintained.			
Total			0	
Electrical supplies and equipment. Faulty/misused electrical equipment. Lighting equipment	All electrical installations apparently installed by competent persons.			
	Fixed electrical installations and equipment subject to routine testing and inspection by a competent person.			
	All portable equipment subject to PAT regime.			
	All fuses, circuit breakers etc. of correct rating and suitable for purpose.			
	All fixed electrical equipment subject to maintenance regime by competent person.			
	All fixed electrical equipment inspected in accordance with legislation.			
	All faulty electricity switched off and isolated while awaiting repair or replacement.			
Total			0	
Static electricity	No apparent risks from static discharge.			
	Adequate earth bonding to discharge static electricity safely.			
Total			0	
Lighting equipment	Lighting so arranged that heat from the bulbs cannot give rise to a fire.			
Total			0	
Arson	Substantial security measures in place to guard against unauthorised entry.			
	Restricted access to unmanned areas.			
	Restricted access to site.			
Total			0	

Flammable chemicals		YES / NO / NA	%	Comments
Flammable liquids & solvents such as petrol, white spirit, mentholated spirits & paraffin. Flammable liquid based products such as paints, varnish, thinners & adhesives.	No highly flammable or flammable substances on site.			
	All such substances subject to COSHH regime with suitable storage facilities provided.			
	Only minimal quantities held.			
	Alternative and less flammable substances used where possible.			
	Correct storage of flammable substances.			
Total			0	

Flamable Solids in the workplace		YES / NO / NA	%	Comments
Waste materials.	All waste removed daily.			
	Good housekeeping policy.			
	Cleaning contracted out and independently audited on behalf of Company.			
Total			0	
Wood	No significant quantities stored.			
	Quantities stored in specific areas with low fire risks.			
Total			0	
Paper & cardboard	No significant quantities stored.			
	Quantities stored in specific areas with low fire risks.			
Total			0	
Plastic, rubber & foam such as polystyrene & polyurethane.	No significant quantities stored.			
	Quantities stored in specific areas with low fire risks.			
Total			0	
Textiles.	No significant quantities stored.			
	Quantities stored in specific areas with low fire risks.			
Total			0	

Flammable Gases		YES / NO / NA	%	Comments
Flammable gases.	No such substances used as part of the work process.			
	All gas cylinders stored in accordance with Regulations.			
	No cylinders left in areas other than the designated storage or use area.			
Total			0	

Buildings, fixtures & fittings		YES / NO / NA	%	Comments
Board walls and ceilings including hardboard, blockboard, chipboard etc.	Walls and ceilings apparently constructed of fire retardant material.			
Total			0	
Furniture including fixtures & fittings, decorations & artificial flowers & shrubs.	Furniture apparently constructed of fire retardant material.			
	Furniture well maintained.			
	Purchases of furniture to suitable quality & specifications.			
	All artificial flowers and shrubs fire proofed periodically.			
	All decorations fire proof & removed after the event.			
Total			0	
Synthetic wall & ceiling coverage such as polystyrene tiles.	All synthetic wall and ceiling covering is fire retardant and maintained in good order.			
Total			0	

Oxygen in the air		YES / NO / NA	%	Comments
Natural airflow.	Strict regime of fire doors etc. remaining closed and where necessary locked.			
	All doors, windows and other openings kept closed when not required for ventilation and after hours.			
	The integrity of all riser cupboards and passageways regularly inspected.			
Total			0	
Air conditioning & air handling.	No air conditioning or air handling on site.			
	All air conditioning and air handling switched off on activation of the fire alarm.			
	Air conditioning equipment subject to routine maintenance			
Total			0	

Oxygen chemically produced		YES / NO / NA	%	Comments
Oxidising agents and materials.	No oxidising agents or materials on site.			
	Oxidising materials subject to COSHH regime, used and stored appropriately.			
	Oxidising agents clearly identified on their containers.			
Total			0	
Oxygen supplies.	No oxygen supplies on site.			
	Strict control on the use and storage of oxygen cylinders.			
	Oxygen cylinders stored externally			
Total			0	

Maintenance & testing		YES / NO / NA	%	Comments
Fire Doors, Escape Routes, Lighting, & Signs.	Fire doors meet legislative requirements and are subject to inspection & maintenance regimes.			
	Escape routes clearly identified using signage in accordance with legislation, leading to safe place & are regularly inspected to ensure that they are kept clear.			
	Emergency lighting subject to inspection, testing & maintenance regimes.			
	Clear fire evacuation instructions posted for employees, visitors and contractors.			
Total			0	
Fire Alarm & Detection System.	Fire alarm system installed and audible throughout the building.			
	Automatic detectors installed where required.			
	System maintained by competent person.			
	Weekly testing of fire alarm.			
	Full inspection of alarm system carried out at least annually.			
	Clear operating instructions posted for employees, visitors and contractors.			
Total			0	

Means of escape		YES / NO / NA	%	Comments
Means of escape.	All occupants able to escape to a place of safety within a reasonable time.			
	Enough exits provided, in the right place and clearly signed.			
	Types and sizes of exits suitable and sufficient for the number of people likely to need to use them (e.g. wide enough for wheel chair users).			
	Alternative routes available should one be affected by fire.			
	All escape routes clearly identifiable, free from obstruction and adequately illuminated.			
	Staff are trained in using means of escape.			
Total			0	

Fire procedure and training		YES / NO / NA	%	Comments
Fire Procedure & Emergency Plan.	Fire Procedure in place.			
	Emergency Plan takes into account all foreseeable circumstances.			
	Emergency plan made available to all those who need to be aware of it.			
	Procedures to be followed clearly indicated throughout the workplace.			
	Consideration given to all people likely to be present in the workplace & others who share the building.			
Total			0	
Training in Fire Procedure & Emergency Plan	Employees familiar with plan, trained in its use and involved in testing it.			
Total			0	

Means of fire fighting		YES / NO / NA	%	Comments
Fire fighting equipment Fire extinguishers, Hose reels, Fire blankets	Equipment suitable for the risk and have been inspected and serviced by a competent person within the last 12 months.			
	Employees have received instructions in the use of the equipment and their personal limitations.			
	Adequate fire fighting equipment throughout the workplace.			
	Correct type of fire fighting equipment located close to hazards where users can gain access to them without exposing themselves to the risk.			
	Clear instructions posted on the equipment.			
	All portable fire fighting equipment kept clear and available for use.			
Total			0	
Sprinkler systems.	Sprinkler system subject to weekly test regime.			
	No storage within 1 metre of sprinkler heads.			
Total			0	
Chemical full flood system.	System inspected and serviced by a competent person within the last 12 months.			
	Persons in full flood areas fully aware of the operations and safety requirements of full flood systems.			
Total			0	

Persons with disabilities & those with special needs		YES / NO / NA	%	Comments
Persons with disabilities and those with special needs	Plans & provisions take into account disabled persons & others with special needs.			
Total			0	
Physical Disabilities.	Wheelchair access provided where required.			
	Safe havens provided for wheelchair users to await specialist help.			
	Persons given special responsibility to look after the safety of wheelchair users.			
Total			0	
Persons with Learning Disabilities.	Persons given special responsibility to look after the safety of persons with learning disabilities.			
Total			0	
Persons with Hearing Disabilities and Noisy Environments.	Visual warning devices for persons with hearing disabilities may be required or where the environment or use of PPE makes hearing the audible warnings difficult.			
Total			0	
Persons with Visual Impairments.	Special provisions made for those who may be blind or partially sighted.			
Total			0	

Safety checks at the end of the day		YES / NO / NA	%	Comments
End of day safety checks.	All windows and doors are closed, including doors held open by automatic release units.			
	Electrical equipment not in use is switched off, and where appropriate, unplugged.			
	Smokers materials are not left smouldering and ash trays are left in a safe location.			
	All naked flames are extinguished or left in a safe condition.			
	All flammable rubbish and waste is removed to a safe place.			
	All highly flammable materials are stored in a safe location.			
	The workplace and storage areas are secured against unauthorised entry.			
Total			0	

Training		YES / NO / NA	%	Comments
Induction: Prior to commencing work, new employees are given information about:	The location and use of the escape routes from where they may be on site.			
	The location, operation and meaning of the fire warning system where they may be on site			
	The location, operation and limitations of any fire fighting equipment that may be on site			
	Consideration is given to treating contractors as new employees			
Total			0	
General fire training: Training package periodically used for employees covering:	Fire procedures.			
	Location and use of fire fighting equipment.			
	The action to take on discovering a fire.			
	How to raise the fire alarm.			
	Fire prevention including housekeeping.			
	The arrangements in place for calling the fire brigade.			
	How to isolate a machine or process in the event of a fire.			
	The importance of fire check doors.			
Total			0	

Record keeping		YES / NO / NA	%	Comments
Records retained covering the maintenance and testing of fire fighting equipment.	Owner/Occupiers responsibility			
	Records kept covering the maintenance and testing of Fire extinguishers,			
	Records kept covering the maintenance and testing of Hose reels,			
	Records kept covering the maintenance and testing of Sprinkler systems,			
	Records kept covering the maintenance and testing of Full flood systems.			
Total			0	
Records retained covering the maintenance and testing of fire prevention equipment.	Owner/Occupiers responsibility			
	Records kept covering the maintenance and testing of Fire alarm weekly test.			
	Records kept covering the maintenance and testing of Fire alarm annual service.			
	Records kept covering the maintenance and testing of Fire check doors.			
	Records kept covering the maintenance and testing of Riser doors.			
	Records kept covering the maintenance and testing of Steel shutter doors.			
	Records kept covering the maintenance and testing of Smoke extraction systems.			
Total			0	
Records retained covering training.	Induction Training.			
	General staff fire fighting training.			
	Fire Marshal's training.			
	Evacuations.			
Total			0	

Conclusions / Recommendations