

Fire Risk Assessment

Self Assessment

Important information about this risk assessment. This fire risk assessment form is to be filled in by the responsible person within your business or organisation. This template is to be used for self assessment, and must not be used by professional risk assessors. This assessment form must be used in conjunction with the Fire Safety Risk Assessment: 5-step checklist available via GOV.UK.

Responsible Person

Company Name

Address

Post Code

Phone Number

Name of Assessor(s)

Signature of Assessor(s)

Date of Assessment

Date of review with
Responsible Person

Building

Primary usage (e.g Cafe,
Office etc)

Number of floors

Number of floors below
ground

Approx area in m² of
footprint of building

Approx area in m² of
building footprint

Brief details of
construction (e.g date of
build, materials etc)

Occupancy

Sleeping occupants
(number of employees/
public)

Disabled occupants
(Personal Emergency
Evacuation Plans where
necessary)

Young persons

Occupants in remote
areas

Visitors

Building Plan

Fire Hazards and Control Measures

2.1 Electrical Sources of Ignition

Measures taken to prevent fires of electrical origin

Are fixed installations periodically inspected and tested?

Yes

No

Are portable appliances tested on a risk assessed basis?

Yes

No

Is there a robust policy in place regarding the use of electrical appliances?

Yes

No

Is there suitable limitation and management of trailing leads and adaptors?

Yes

No

Hazards Identified

Action Required

Fire Hazards and Control Measures

2.2 Smoking

Measures taken to prevent fires caused as a result of smoking

Is smoking permitted in appropriate areas?

Yes

No

Are suitable policies in place for people who smoke?

Yes

No

Hazards Identified

Action Required

Fire Hazards and Control Measures

2.3 Portable and Fixed Heaters

Measures taken to prevent fires caused by portable and fixed heaters

Are portable heaters used within the premises?

Yes

No

Is the use of hazardous types of heaters avoided? (e.g. LPG appliances, oil etc.)

Yes

No

Are suitable measures taken to minimise the risk of fixed and portable heaters igniting combustible materials?

Yes

No

Are portable and fixed heaters subject to regular maintenance?

Yes

No

Hazards Identified

Action Required

Fire Hazards and Control Measures

2.4 Arson

Measures taken to prevent fires caused by an individual or individuals.

Are there existing security measures in place to deter and prevent arson?

Yes

No

Are combustible materials stored close to the premises, accessible by outsiders?

Yes

No

Hazards Identified

Action Required

Fire Hazards and Control Measures

2.5 Cooking

Measures taken to prevent fires as a result of cooking.

Is there a robust cleaning and maintenance plan in place for equipment, filters and ductwork?

Yes

No

Are the appropriate extinguishers easily accessible and maintained correctly?

Yes

No

Are there suitable Shut Down procedures in place?

Yes

No

Hazards Identified

Action Required

Fire Hazards and Control Measures

2.6 Lightning

The building has an effective lightning protection system.

Does the lightning protection system undergo a regular maintenance schedule?

Yes

No

Hazards Identified

Action Required

Fire Hazards and Control Measures

2.7 Dangerous Substances

Measures taken to prevent fires as a result of dangerous substances

Are dangerous substances ever stored within the premises?
For example, large quantities of alcohol and flammable liquids.

 Yes No

Has a risk assessment been carried out as required by the '*Dangerous Substances and Explosive Atmospheres Regulations 2002*'?

 Yes No

Are dangerous substances stored in suitable containers in areas away from potential ignition sources?

 Yes No

Hazards Identified

Action Required

Fire Hazards and Control Measures

2.8 Housekeeping

Maintaining good standards of housekeeping

Are combustible materials separated from sources of ignition?

Yes

No

Are hazardous materials stored appropriately?

Yes

No

Are escape routes kept clear of combustible items?

Yes

No

Are the appropriate measures in place for the safe storage and disposal of waste?

Yes

No

Hazards Identified

Action Required

Fire Hazards and Control Measures

2.9 Contractors and Building Works

Fire hazards caused by the use of contractors and building works

Are Fire Safety conditions imposed on external contractors?

Yes

No

Is there satisfactory control over works carried out on the premises? For example, hot works.

Yes

No

Are suitable precautions taken during works carried out by in-house maintenance personnel?

Yes

No

Hazards Identified

Action Required

Fire Hazards and Control Measures

2.10 Other Fire Hazards

Are there any further fire hazards that should be taken into consideration within the premises? For example, fire hazards caused by any process, heat, spark, friction generating process.

Hazards Identified

Action Required

Evaluate and Act

3.1 Evacuation

It is considered that the premises has reasonable means of escape in the event of a fire?

Yes

No

Single Stage Evacuation

It is reasonably expected that all relevant persons on the premises **can and will** evacuate immediately to a place of total safety.

Yes

No

Progressive Horizontal Evacuation

Have procedures been put in place to move people away from danger to safety through fire-protected areas on the same floor?

Yes

No

Delayed Evacuation

Relevant persons are dependent on staff to assist with their escape. However, it is not desirable or practical to evacuate persons. Such persons may remain within their rooms whilst the fire is dealt with, and the danger has passed.

Yes

No

Hazards Identified

Action Required

Secondary Control Measures

4.1 Means of escape

The premises provide a reasonable means of escape in case of fire

Yes

No

Adequately designed escape routes?

Yes

No

Reasonable distance of travel when:

Where there is a single-direction escape route?

Yes

No

Where there are alternative means of escape?

Yes

No

Are escape routes suitable protected?

Yes

No

Adequate number of exits?

Yes

No

Fire exits are easy to open and without the use of a key?

Yes

No

Escape routes are clear of obstructions?

Yes

No

Hazards Identified

Action Required

Secondary Control Measures

4.2 Measures to limit the spread and development of fire

It is considered that there is:

A reasonable standard of compartmentation?

Yes

No

Limitation of lining that may provide fire spread?

Yes

No

Are fire dampers provided in ducts or vents required to protect critical means of escape?

Yes

No

Hazards Identified

Action Required

Secondary Control Measures

4.3 Emergency Escape Lighting

Is there a reasonable emergency escape lighting standard to ensure the safe use of escape routes complying with BS5266?

Yes

No

Hazards Identified

Action Required

4.4 Fire Safety Signs and Notices

Is there a reasonable standard of fire safety signage?

Yes

No

Hazards Identified

Action Required

Secondary Control Measures

4.5 Means of Giving Warning in Case of Fire

Are there manually operated fire systems in place?

Yes

No

Are there Automatic Fire Detection systems in place?

Yes

No

Are these systems throughout the premises?

Yes

No

Is the automatic fire detection system appropriate for the fire risk and occupancy?

Yes

No

Are alarm signals remotely monitored?

Yes

No

Hazards Identified

Action Required

Secondary Control Measures

4.6 Manual Fire Extinguishing Appliances

Are there an adequate number of fire extinguishers?

Yes

No

Are all fire extinguishing appliances readily accessible and unobstructed?

Yes

No

Does the safety wall signage reflect the extinguishers positioned by it?

Yes

No

Are fire hose reels installed?

Yes

No

Hazards Identified

Action Required

Secondary Control Measures

4.7 Automatic Fire Extinguishing Systems

Note the type of fire extinguishing system and location:

Hazards Identified

Action Required

Secondary Control Measures

4.7 Other Fixed Systems and Equipment

List the types of fixed system and location (e.g Dry Risers, Smoke Ventilation etc.)

Hazards Identified

Action Required

Secondary Control Measures

4.7 Firefighter Switch - High Voltage Luminous Tube etc

Are there suitable provisions of fire fighter switches for high voltage luminous tube signs? List their locations:

 Yes No

Hazards Identified

Action Required

Emergency Action Plan

Notes:

Assembly point(s):

Action on discovery of fire:

Action on hearing alarm:

Visitors:

Management of Fire Safety

4.7 Procedures and Arrangements

Fire Safety is managed by:

Deputy or assistant(s):

Is there a record of the fire safety arrangements?

Are appropriate fire procedures in place?

Are procedures in the event of fire appropriate and adequately documented?

Are there suitable arrangements for contacting Fire and Rescue?

Are arrangements suitable to meet the Fire and Rescue Service on arrival and provide relevant information, including related hazards to firefighters?

Is a plan of the building available indicating the basic layout and any areas of significant risk?

Are there suitable arrangements to ensure that the premises have been evacuated?

Is there a suitable fire assembly point(s) identified?

Are there adequate procedures for evacuation of any disabled people who are likely to be present?

Are persons nominated and trained to assist with evacuation where required, including evacuation of disabled people?

Are routine in-house inspections of fire precautions undertaken? e.g health and safety inspections

Management of Fire Safety

4.7 Training and Drills

Fire Safety Training is managed by:

Deputy or assistant(s):

Are staff given adequate fire safety instruction and training on induction?

Are staff given adequate periodic refresher training at suitable intervals? If yes, at what intervals?

Are staff with special responsibilities (e.g) fire wardens and staff who assist with disable people) given appropriate additional training? Give details

Does training for staff provide information, instruction or training on the following:

Fire risks in the premises

The general fire precautions in the building

Action in the event of a fire

Action on hearing the fire alarm

Method of operation of manual alarm systems or call points

Location and use of fire extinguishers

Means for summoning the fire and rescue service

Identity of persons nominated to assist with the evacuation

Management of Fire Safety

4.7 Testing and Maintenance

Testing and Maintenance is managed by:

Deputy or assistant:

Is there adequate maintenance of the workplace?

Is there weekly testing and periodic servicing of fire detection and alarm system to include, where provided, ancillary equipment? (e.g. door hold open devices, door locks etc.)

Is there a plan of monthly and annual testing routines for emergency escape lighting where provided?

Is there a plan of annual maintenance of fire extinguishing appliances?

Is there a plan of periodic inspection of external escape staircases and gangways?

Is there a system of six-monthly inspection and annual testing of rising mains?

Is there a system for weekly and monthly testing, six monthly inspection and annual testing of fire lifts?

Is there a system for weekly testing and periodic inspection of sprinkler installations?

Is there a system for routine check of final exit doors and/or security fastenings?

Is there a system for annual inspection and testing of the lightning protection system?

List any other relevant inspections or tests:

Management of Fire Safety

4.7 Recording

Are there appropriate records for:

Fire drills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire training	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire alarm tests	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Emergency escape lighting tests	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Maintenance and testing of other fire precaution systems	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Location of records (to be available for inspection by a Fire Officer)

Action Plan

High	High priority to be actioned within 24-hours to 8-weeks. Includes breaches of legal requirements which could cause injury and require immediate short-term action. Also should include matters that can be resolved at a 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 to 1-year. Items of non-urgent priority or for future consideration.

Action Plan

Action	Priority	Target Completion Date	Actioned By	Date Completed