

FIRE RISK ASSESSMENT

PROTECTED BY SOLID STATE SECURITY LTD

Solid State Security are the UK's quickest to respond Fire & Security Specialist offering consultancy, design, installation and maintenance services provided by the UK's most elite consultants and engineers when you need them.

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FIRE RISK ASSESSMENT

SELF ASSESSMENT

From 1st October 2006 The Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person of any non-domestic premises to carry out a fire risk assessment, including measures to reduce or eliminate the risk of fire, and identify persons at risk. Where there are 5 or more employees, a record must be kept of significant findings.

This fire risk assessment form addresses most of the fire safety considerations within the official fire risk assessment guides related to the Regulatory Reform (Fire Safety) Order 2005. Please ensure prior to completing this self assessment you are aware of the requirements within the relevant fire risk assessment guides. They can be found at <https://www.gov.uk/workplace-fire-safety-your-responsibilities>.

This form is not conclusive and there might be fire safety risks not addressed in this form. You must assess all risks and record the results on a sheet attached to this form.

Risk Assessments must be completed at regular intervals or if the building is materially changed. Solid State Security Ltd offer a planned service every year to ensure nothing is missed.

Responsible Person	
Name of Premises or Company	
Address	
Post Code	
Telephone Number	
Name of Assessor(s)	
Signature of Assessor(s)	
Date of Assessment	

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Please consult the Regulatory Reform (Fire Safety) Order 2005 in England & Wales, the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 and relevant British Standards and fire risk assessment official guides for correct information. The guidance herein is not exhaustive and you should seek further advice from your own competent sources.

PREMISES INFORMATION

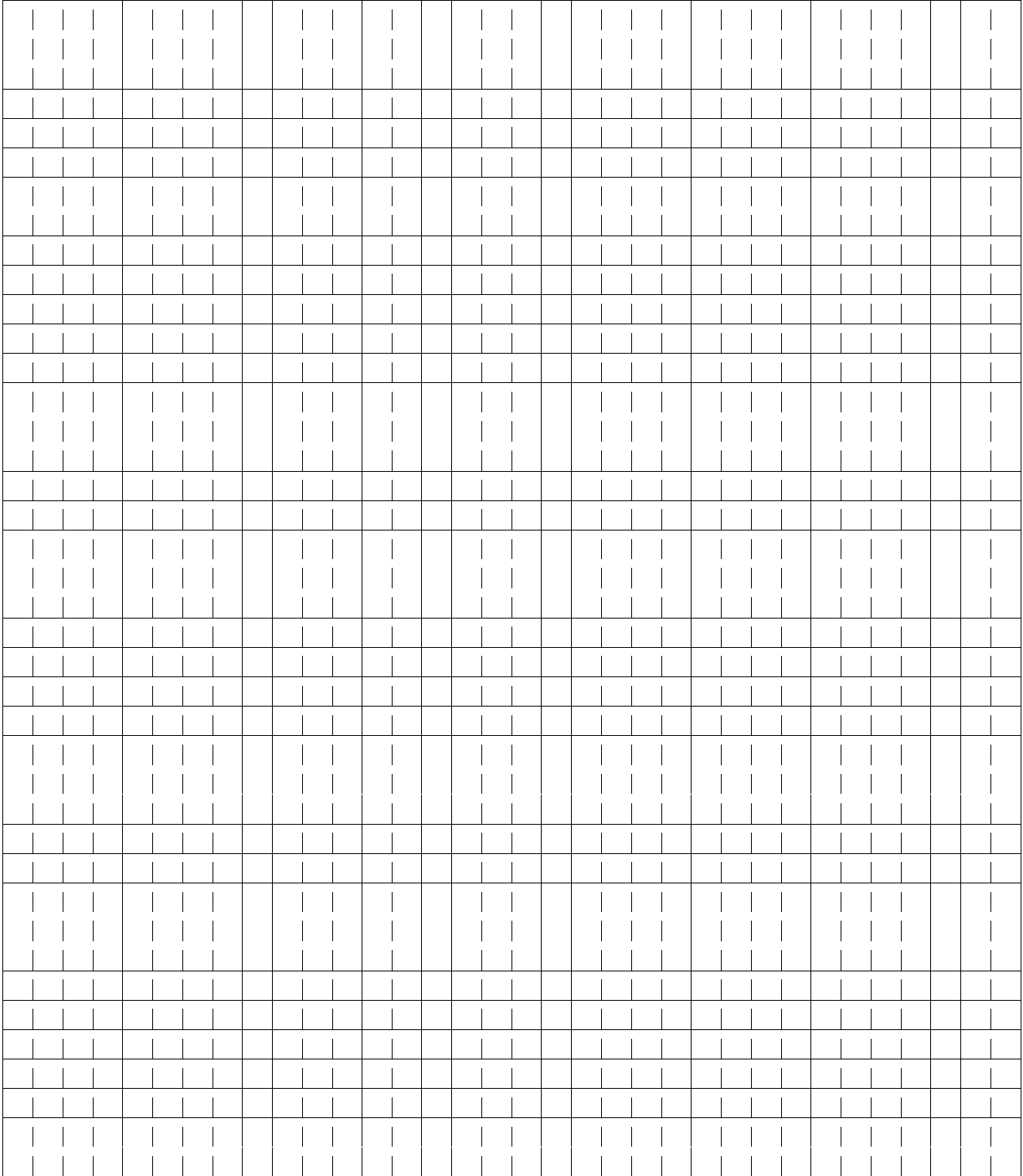
Property Use	
Number of Floors	
Approx Area in m ² of Building	
Age of Building	
Brief Details of Construction	The building comprises And is constructed in

OCCUPIERS & VISITORS

What times are the premises in use?	
Are there any occupiers out of working hours?	
Occupancy <i>Maximum number of persons, in the most highly occupied compartment</i>	
Are people sleeping in the premises? If so how many	
Do any of the occupiers have mobility issues?	

BUILDING PLAN

Insert a plan of your building here or if you do not possess one, use this space to draw your floor plan. Mark on all fire precautions and fire equipment.



1. SOURCES OF FUEL

No.	Question	Yes	No
1.1	Are there any highly flammable substances in the premises. E.g. paints, thinners, flammable gases etc, flammable chemicals, plastics, rubber, foams - polystyrene / polythylene?		
	<i>Risk Mitigation and Control Measures</i> Remove or significantly reduce any highly flammable substances Keep minimum quantity in workroom Keep them in fire resisting stores Replace them with safer alternatives Ensure all containers are kept closed when not in use Separate them from heat sources by use of fire resisting construction Other (state here):		
1.2	Are flammable liquids or gases used or stored in areas without adequate ventilation?		
	<i>Risk Mitigation and Control Measures</i> Improve ventilation Other (state here):		
1.3	Are there quantities of combustible material stored, on display, or in use in the premises. E.g. paper, cardboard, packaging, fabrics, wood?		
	<i>Risk Mitigation and Control Measures</i> Reduce stocks of readily combustible materials to a minimum Separate such materials from heat sources or by fire resisting construction Replace stocks of combustible materials with non-combustibles		
1.4	Are quantities of combustible waste allowed to accumulate in the premises. E.g. paper, cardboard, wood shavings, dust?		
	<i>Risk Mitigation and Control Measures</i> Improve the arrangements for the disposal of waste and rubbish Give specific additional training to the staff responsible Improve the general housekeeping Ensure staff are aware of the standard of housekeeping required Other (state here):		
1.5	Does the premises contain foam filled furniture which is not combustion modified (see label) or is worn to the point that it exposes the foam interior?		
	<i>Risk Mitigation and Control Measures</i> Replace or repair Other (state here):		
1.6	Are areas of walls or ceilings covered with combustible linings? E.g. walls covered with carpet tiles, ceilings covered with polystyrene tiles. Do notice boards have large amounts of loose paper on them?		
	<i>Risk Mitigation and Control Measures</i>		

	Remove Reduce Cover Treat with fire resisting solution Replace large notice boards with small Other (state here):		
1.7	Are combustible seasonal or promotional decorations, artificial foliage or plants used to decorate the premises?		
	<i>Risk Mitigation and Control Measures</i> Remove Replace with non combustible plants Introduce real plants Treat with fire retardant spray/liquid Other (state here):		
1.8	Are there additional sources of oxygen stored or used, such as oxidising chemicals, oxygen cylinders or piped systems?		
	<i>Risk Mitigation and Control Measures</i> Move oxidising material away from any heat or flammable materials Control use and storage of oxygen and chemicals Remove sources of ignition Other (state here):		

If you have responded no to the questions above, complete the details below

What action needs taking?	Who is responsible?	By When?	Sign & Date when Completed

2. SOURCES OF IGNITION

No.	Question	Yes	No
2.1	Does the work activity involve hot work processes such as welding or flame cutting, hot surfaces, sparks? Are hazards introduced by outside contractors and building works?		
	<i>Risk Mitigation and Control Measures</i> Implement a hot work permit system Replace with a cold system Eliminate hot surfaces/sparks Minimise the amount of combustible materials on the work area Arrange so that hot metal and sparks are safely contained Ensure satisfactory control over works carried out by outside contractors Impose fire safety conditions on outside contractors Other (state here):		
2.2	Does the work activity involve processes such as incinerating or cooking?		
	<i>Risk Mitigation and Control Measures</i> Ensure food cooking is not left unattended Ensure that cookers, incinerators, etc. are used in accordance with manufacturer instructions Ensure that are cleaned regularly including surfaces, ducts or flues Ensure correct type of extinguisher if deep fat fryers are used Give additional specific training to staff responsible Other (state here):		
2.3	Are heating appliances portable or of a radiant or open flame type?		
	<i>Risk Mitigation and Control Measures</i> Replace equipment with fixed convector heaters Ensure that gas or oil burning equipment is used in accordance with manufacturers instructions Ensure that all heaters are adequately guarded Ensure all portable heaters are stable and void of flammable materials Other (state here):		
2.4	Is smoking permitted?		
	<i>Risk Mitigation and Control Measures</i> Enforce the prohibition of matches and lighters in high-risk Implement a smoking policy for a safe smoking area and prohibition elsewhere Ensure suitable arrangement for informing visitors Other (state here):		
2.5	Are there light fittings near combustible materials?		
	<i>Risk Mitigation and Control Measures</i> Remove combustible materials Replace tungsten/halogen bulbs with fluorescent tubes in areas where there is a possibility that combustible materials may be ignited Other (state here):		

2.6	Is electrical equipment and wiring: Faulty, damaged or not used in accordance with the manufacturers recommendations?		
	<i>Risk Mitigation and Control Measures</i> Portable appliance testing carried out Repair or replace the faulty or damaged equipment Suitable policy regarding the use of personal electrical appliances Ensure all fuses are the correct rating Fixed installations periodically inspected and tested Other (state here):		
2.7	Are inspection lamps or extension leads used?		
	<i>Risk Mitigation and Control Measures</i> Limit extension leads and adaptors Suitable guards are covering inspection lamps Ensure extension leads are fully uncoiled Ensure extension leads are not overloaded Ensure flexible power cables are kept as short as possible and safely routed Other (state here):		
2.8	Is Arson a potential problem?		
	<i>Risk Mitigation and Control Measures</i> Improve security measures e.g. lighting, cameras Train occupants about handling of arson Install anti-arson letterboxes Remove combustible storage/waste bins from perimeter of building Ensure combustible storage is contained with lid secure Ensure that occupants are aware of the alternative exits Other (state here):		
2.9	Is lighting a potential problem?		
	<i>Risk Mitigation and Control Measures</i> Incorporate measures in your emergency plan Extend fire detection to cover roof void Install lighting protection system Other (state here):		

If you have responded no to the questions above, complete the details below

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3. IDENTIFY PEOPLE AT RISK

No.	Question	Yes	No
3.1	Are there any groups of people at increased risk from fire i.e work in remote areas, lone working, sleeping?		
	<i>Risk Mitigation and Control Measures</i> Can they be relocated? Improve means of escape Improve the means for warning them about fire e.g. alarm and detection system Other (state here):		
3.2	Are people present who may be unable to react quickly to a fire due to safety critical work process?		
	<i>Risk Mitigation and Control Measures</i> Improve means of warning/ means of escape Introduce appropriate close down procedure Other (state here):		
3.3	In the event of a fire are there people present whose disabilities would put them at a disadvantage when required to evacuate in an emergency?		
	<i>Risk Mitigation and Control Measures</i> Provide additional specialist equipment Incorporate measures in your emergency plan Provide safe refuges If staff are required to assist in an evacuation ensure sufficient numbers and appropriate training Other (state here):		
3.4	Are visitors or members of the public likely to be unfamiliar with the escape routes?		
	<i>Risk Mitigation and Control Measures</i> Ensure escape procedure is explained to visitors Install maintained emergency exit signs Improve signage (fire action signs, escape route signs etc) Ensure employees are adequately trained to assist with evacuation Other (state here):		
3.5	Are builders, contractors or maintenance workers temporarily on site?		
	<i>Risk Mitigation and Control Measures</i> Ensure they are aware of fire safety arrangements and emergency plan Other (state here):		

If you have responded no to the questions above, complete the details below

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4. MEANS OF ESCAPE FROM FIRE

No.	Question	Yes	No
4.1	In the event of fire can everyone safely escape from the premises?		
	<i>Risk Mitigation and Control Measures</i> Implement routine checks Provide training for safe evacuation Ensure existing exit routes and exits are available and unobstructed Improve fire alarm/ detection system Provide additional routes and exits Secure reasonable arrangements for disabled occupants Other (state here):		
4.2	In the event of a fire can everyone turn their back on the fire and evacuate to a place of safety?		
	<i>Risk Mitigation and Control Measures</i> Provide and maintain protected routes Provide additional escape routes Provide compensating features for example smoke detection, engineer solution Other (state here):		
4.3	Do doors on escape routes, where necessary, open in the direction of travel?		
	<i>Risk Mitigation and Control Measures</i> Reduce number of people using exit to less than 60 people Re-hang in direction of travel Other (state here):		
4.4	Are door fastenings on exit routes and final exits easily operable?		
	<i>Risk Mitigation and Control Measures</i> Provide training on operating techniques Replace with a more suitable fastening Provide notices giving information on how to operate exit doors Other (state here):		
4.5	Is there a need for additional fire doors?		
	<i>Risk Mitigation and Control Measures</i> Install fire doors (specify the rating and where?) Fit surface mounted fire door seals (specify intumescent or intumescent/smoke) Other (state here):		
4.6	Are any fire doors a poor fit or requiring fitment or attention to a self closing mechanism?		
	<i>Risk Mitigation and Control Measures</i> Ensure doors fir correctly Fit self closers Implement routine check on door operation and maintain as required Other (state here):		
4.7	Are any of the fire door intumescent or intumescent/smoke seals missing or damaged?		
	<i>Risk Mitigation and Control Measures</i> Replace fire door seals		

	Fit surface mounted fire door seals (specify intumescent or intumescent/smoke) Other (state here):		
4.8	Are any of the fire doors wedged or propped open?		
	<i>Risk Mitigation and Control Measures</i> Explain fire doors and the need to allow them to close to occupants Remove any wedges etc Install fire door retainers to hold door open legally Other (state here):		
4.9	Are all exit routes and exits adequately signed?		
	<i>Risk Mitigation and Control Measures</i> Install sufficient signs to enable people to find their way out Ensure signs are unobstructed and clearly visible from an appropriate distance Other (state here):		
4.10	Are all exit routes and exits adequately illuminated?		
	<i>Risk Mitigation and Control Measures</i> Improve existing emergency lighting Install emergency lighting Other (state here):		
4.11	If the building is compartmentalised, are the walls and ceilings of sufficient fire resistance?		
	<i>Risk Mitigation and Control Measures</i> Carry out detailed survey Strengthen fire resistance Other (state here):		
4.12	If the building is compartmentalised, are there openings that could allow the spread of fire between compartments?		
	<i>Risk Mitigation and Control Measures</i> Seal openings Install passive fire protection		
4.13	Are there structural features that could promote the spread of fire and therefore affect escape routes. eg open plan floors?		
	<i>Risk Mitigation and Control Measures</i> Compartmentalise Create additional escape routes		

If you have responded no to the questions above, complete the details below

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5. FIRE FIGHTING AND FIRE DETECTION

No.	Question	Yes	No
5.1	Are there sufficient extinguishers and hose reels of the appropriate type for the risk and are they located correctly?		
	<i>Risk Mitigation and Control Measures</i> Provide suitable additional fire fighting equipment including specialist equipment for special hazards Make visible and unobstructed Provide additional signage Locate on stands or brackets Other (state here):		
5.2	Are inspection labels on fire fighting equipment in date? Where self-maintained portable fire extinguishers are installed, is there an inspection record?		
	<i>Risk Mitigation and Control Measures</i> Carry out service/ inspection of fire fighting equipment Other (state here):		
5.3	Have sufficient people been trained in the use of fire fighting equipment?		
	<i>Risk Mitigation and Control Measures</i> Implement training programme Other (state here):		
5.4	In the event of fire are these suitable arrangements for giving warning, including where necessary automatic fire detection?		
	<i>Risk Mitigation and Control Measures</i> Install a more effective fire alarm system and or detection system Other (state here):		
5.5	Does the automatic fire detection system comply with industry guidelines for this type of building/occupancy? (Specify current arrangements in the compliance field at the end of section 5)		
	<i>Risk Mitigation and Control Measures</i> Install a more effective fire alarm system and or detection system Other (state here):		
5.6	Is the signage for the fire fighting equipment and fire alarm satisfactory?		
	<i>Risk Mitigation and Control Measures</i> Improve signage Other (state here):		
5.7	Are all appropriate persons trained on how to operate the fire warning system and the action they should take upon hearing it?		
	<i>Risk Mitigation and Control Measures</i> Provide clear instructions Implement training programme		

	Other (state here):
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If you have responded no to the questions above, complete the details below

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6. Procedures and Training

No.	Question	Yes	No
6.1	Are sufficient person (s) available to assist in implementation of fire safety measures?		
6.2	Are appropriate fire procedures in place, recorded and available for relevant persons to read?		
6.3	Are people nominated to respond to fire and assist with evacuation?		
6.4	Is there appropriate liaison with the fire precautions undertaken?		
6.5	Are routine in-house inspections of fire precautions undertaken?		
6.6	Are new employees, tenants or building users given fire safety instruction on induction or taking over use of the premises?		
6.7	Are all staff given periodic refresher training at suitable intervals?		
6.8	Are building occupants aware of specific actions if there is a fire?		
6.9	Are staff with special responsibilities for example Fire Marshals/ Wardens/ Stewards given additional training?		
6.10	Have the employers of contractors working at the premises for example cleaners being informed of significant findings and fire procedures?		
6.11	Are persons under eighteen employed, if so has an assessment been made of risks special to them and have their parents been informed of significant findings and fire procedures?		
6.12	Are fire drills carried out at appropriate intervals?		

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7. MAINTENANCE AND TESTING

No.	Question	Yes	No
7.1	Are these premises adequately maintained?		
	<i>Risk Mitigation and Control Measures</i> Correct any deficiencies and implement maintenance programme Other (state here):		
7.2	Are door fastenings on all exit doors adequately maintained?		
	<i>Risk Mitigation and Control Measures</i> Correct any deficiencies and implement maintenance programme Other (state here):		
7.3	Do all self closing devices and hold open devices work correctly?		
	<i>Risk Mitigation and Control Measures</i> Correct any deficiencies and implement maintenance programme Other (state here):		
7.4	Has the emergency lighting system been tested and serviced (monthly, six-monthly, annually) and according to manufacturers instructions?		
	<i>Risk Mitigation and Control Measures</i> Correct any deficiencies and implement maintenance Other (state here):		
7.5	Has the fire alarm/ detection system been regularly tested and serviced (weekly, annually) and according to manufacturers instructions?		
	<i>Risk Mitigation and Control Measures</i> Correct any deficiencies and implement maintenance programme Other (state here):		
7.6	Have all fire extinguishers and hose reels been regularly inspected and serviced (monthly, annually) in accordance to manufacturers instructions?		
	<i>Risk Mitigation and Control Measures</i> Correct any deficiencies and implement maintenance programme Other (state here):		
7.7	Has the sprinklers and fixed fire fighting systems been regularly tested and serviced (weekly, quarterly, six-monthly, annually) and according to manufacturers instructions?		
	<i>Risk Mitigation and Control Measures</i> Correct any deficiencies and implement maintenance programme Other (state here):		

If you have responded no to the questions above, complete the details below

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8. FIRE SAFETY RECORDS

No.	Question	Yes	No
8.1	Have fire safety arrangements been recorded in a way that can be easily interpreted?		
8.2	Are there details of any significant findings from the fire risk assessment and any actions taken?		
8.3	Are there records of testing and checking of escape routes, including final exit locking mechanisms such as panic devices, emergency exit devices and any electromagnetic devices?		
8.4	Are there records of testing and maintenance of emergency lighting?		
8.5	Are there records of testing and maintenance of fire alarm/ detection systems?		
8.6	Are there records of false fire alarms?		
8.7	Are there records of testing and maintenance of fire extinguishers, hose reels and sprinkler systems etc?		
8.8	Are there records of relevant training of employees including evacuation drills?		
8.9	Are there records of emergency plans and actions for the relevant people to take in the event of fire?		

If you have responded no to the questions above, complete the details below

What action needs taking?	Who is responsible?	By When?	Sign & Date when Completed