



Fire Risk Assessment Tool

<i>DATE OF ASSESSMENT</i>	<i>PLANNED REVIEW DATE</i>

Introduction

The Regulatory Reform (Fire Safety) Order 2005 (FSO) replaced previous fire safety legislation.

Where the FSO applies the responsible person is required to conduct a fire risk assessment; under certain circumstances this will need to be in a written format as required by Article 9 of the FSO.

The fire risk assessment will need to be reviewed on a regular basis or where a significant change occurs in your premises; further guidance on reviewing your fire risk assessment can be found on www.twfire.gov.uk/community-safety/business/firesafetyorder/

Indemnity

This document has been produced as a tool to assist you in completing a fire risk assessment of your premises. It is used entirely at your own risk to identify what you consider are your significant findings, and also whether you consider the information therein to be suitable and sufficient. It is in no way exhaustive, and Tyne & Wear Fire & Rescue Service accepts no liability for any circumstances which may arise as a result of using this tool.

Further Assistance & Reference

A set of Guides are available to assist you in what you have to do to comply with fire safety law, help you to carry out a fire risk assessment and identify the general fire precautions you need to have in place. They are designed so that a responsible person, with limited formal training or experience, should be able to perform this task. If you read the Guide and decide you are unable to apply the guidance then you should seek expert advice. These guides can be found on the www.gov.uk website www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business

More complex premises will probably need to be assessed by a person who has a comprehensive knowledge and training or experience in fire risk assessment.

It is strongly recommended that you refer to the relevant Guide before undertaking your fire risk assessment – A list of these guides follow on the next page.

Which Guide Do I Need?

Making your premises safe from fire.

**Do you have paying guests?
ISBN 9781409805311**

**Fire safety risk assessment: means of escape for disabled people.
ISBN 9781851128730**

**Fire safety risk assessment: offices and shops.
ISBN 9781851128150**

**Fire safety risk assessment: factories and warehouses.
ISBN 9781851128167**

**Fire safety risk assessment: transport premises and facilities.
ISBN 9781851128259**

**Fire safety risk assessment: small and medium places of assembly.
ISBN 9781851128204**

**Fire safety risk assessment: large places of assembly.
ISBN 9781851128211**

**Fire safety risk assessment: theatres, cinemas and similar premises.
ISBN 9781851128228**

**Fire safety risk assessment: educational premises.
ISBN 9781851128198**

**Fire safety risk assessment: residential care premises.
ISBN 9781851128181**

**Fire safety risk assessment: healthcare premises.
ISBN 9781851128242**

**Fire safety risk assessment: sleeping accommodation.
ISBN 9781851128174**

**Fire safety risk assessment: animal premises and stables.
ISBN 9781851128846**

**Fire safety risk assessment: open-air events and venues.
ISBN 9781851128235**

What is a Fire Risk Assessment?

- A fire risk assessment is an organized and methodical look at your premises, the activities which occur there and the likelihood of a fire starting and causing harm to those in and around the premises. Its aim is to:
 - Identify the fire hazards
 - Reduce the risk of those hazards causing harm to as low as reasonably practicable
 - Determine what physical precautions and management arrangements are necessary to ensure the safety of persons in or around your premises

How to Use This Tool

- √ Consult the list of guides to discover which one applies to your premises, and either purchase a hard copy or download one free of charge from the **Fire & Resilience** section of the **Department for Communities & Local Government** website www.communities.gov.uk It is strongly recommended you complete this risk assessment in conjunction with the relevant guide.
- √ Notes are provided to accompany each section of this booklet to assist you in providing as much information as possible. You should read each section to determine the details required and where appropriate, the notes will reference the relevant section of legislation applicable. This may include The Regulatory Reform (Fire Safety) Order 2005 (RRFSO), or Management of Health & Safety at Work regulations 1999 (MHSW). Complete as many of the boxes provided with as much information you consider is relevant to each particular section.
- √ Sections marked ***FSA*** (Fire Safety Audit) should be completed by you as normal, however they also identify reference points for Fire & Rescue Service inspection & enforcement officers.
- √ It should be reviewed at periods not in excess of 12 months, and in any case on the introduction of new risks or processes, or when a significant change occurs within or around the premises.

Useful Contacts

Tyne & Wear Fire & Rescue Service HQ	0191 4441500
Newcastle and North Tyneside office	0191 4441002
	0191 4441004
Sunderland, Gateshead and South Tyneside office	0191 4441249
	0191 4441264

**Chief Fire Officer
Tyne and Wear Fire and
Rescue Service Headquarters
Nissan Way
Washington
Sunderland
Tyne and Wear
SR5 3QY**

Useful Links

Tyne & Wear Fire & Rescue Service - www.twfire.gov.uk
Fire Precautions Log Book - www.twfire.gov.uk/community-safety/business/logbook/
Government Website - www.gov.uk

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Particulars

Provide the following particulars:-

- Name And Address Of Premises
- Use Of Premises
- Responsible person(s) in Control Of The Premises (or the relevant part)
- Position/Role
- Telephone Number
- Date of Fire Risk Assessment (FRA)
- Date of Review – It is recommended that the FRA is reviewed annually
- Name and relevant details of the person who carried out the FRA
- Name & relevant details of any competent person(s) appointed to assist with fire safety measures

The responsible person shall make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order

(RRFSO:Article 9)

Responsible person in relation to a workplace is the employer if it is, to any extent, under his control. In relation to any other premises not falling within this category, it is the person who has control of the premises (as occupier or otherwise) in connection of the carrying on by him of a trade, business or other undertaking (for profit or not); or The owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking

(RRFSO:Article 3)

To be suitable and sufficient, a Fire Risk Assessment (FRA) must identify any hazards and significant risks, also who may be harmed and how

(MHSW Regs ACOP)

Consider:

- FRA undertaken, completed & available for consultation
- FRA suitable & sufficient, covering all significant risks that could apply to those who may be affected by fire, including all means of access to, and egress from, the premises
- Evidence confirming the FRA reviewed on a regular basis

Provide A General Statement Of Policy

A safety policy is a written statement of an employer's intent to ensure the safety of their employees. The purpose of the safety policy is to give a clear and unequivocal commitment to comply with the relevant Regulations. It can be recorded elsewhere, or within this fire risk assessment

(H&SAWA 1974 S.2(3) & MHSW Regs. ACOP p10 para 23)

Example:-

“It is the policy of (employer/company/etc.) to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose, will give a high level of commitment to health and safety and will comply with all statutory requirements.”

Name And Address Of Premises	
-------------------------------------	--

Use Of Premises	
------------------------	--

Responsible Person In Control Of The Premises (or relevant part)	
Position/Role	

Telephone Number	
-------------------------	--

Date Of FRA	
--------------------	--

Date Of Review	
-----------------------	--

Name And Relevant Details Of The Person Who Carried Out The FRA	
--	--

Name And Relevant Details Of Any Competent Persons Appointed To Assist With Fire Safety Measures	
---	--

General Statement Of Policy

Signed: _____

Print Name: _____ **Date:** _____

Fire Safety Management

The responsible person must make...appropriate arrangements...for the effective planning, organisation, control, monitoring & review of preventative & protective measures

(RRFSO:Article 11)

- **Planning** *Employers should set up an effective health & safety management system which is proportionate to the hazards and risks. This includes priorities and objectives for eliminating hazards and reducing risks, deadlines for implementing preventive and protective measures as part of the fire risk assessment process*

- **Organisation** *Structure of organisation, including persons responsible for risk assessment, those deciding on preventive and protective measures, and ensuring effective communication between management and employees. Securing of competence by the provision of information, training and instruction and their relative evaluation processes*

- **Control** *Identity of persons responsible for tasks, ensure they understand their allocated responsibilities, setting of standards to judge performance and adequate supervision arrangements*

- **Monitoring** *Employers should measure what they are doing to implement their health & safety policy and monitor effectiveness of preventive and protective measures and the investigation and rectification of any subsequent failures, remedial action and the recording of such actions.*

- **Review** *The review process should:*
 - *Include mechanisms to ensure remedial work has been done*
 - *Include mechanisms to ensure remedial work not done is prioritised and completed*
 - *Review the management system to ensure it remains effective i.e. fire risk assessment is reviewed when it becomes necessary*

Management System

Within your organization, is there?

Responsible management attitude to fire safety

Clear company policy

An adequate emergency plan

Responsibilities clearly defined

Effective systems of communication in place to inform employees and other responsible persons in multi-occupied premises

Fire marshals & Wardens appointed where appropriate

FSA

General Description Of The Premises

Give a general description of the premises and the use to which it is put.

Include the following details:

- Hours of occupation
- Total number of persons employed in the premises at any one time
- Total number of persons who may resort to the premises at any one time
- Size of the premises
- Number of floors and staircases

Fire Safety Warning Systems Within the premises

Give details of any fire safety systems in the premises such as fire warning systems, escape lighting, sprinklers, etc.

(i.e. Fire alarm break-glass system to British Standard 5839, escape lighting to British Standard 5266).

Safety Assistance

The responsible person must...appoint...competent persons to assist him in undertaking preventive and protective measures

(RRFSO:Article 18)

Are there adequate number of competent persons and arrangements in place to assist the responsible person in undertaking the preventive and protective measures?

Consider

- *Sufficient number of competent persons appointed*
- *Sufficient training given to competent persons*

- *Co-operation between appointed persons*
- *Information given to non-employees*
- *Information to other employees*
- *Co-operation between responsible persons*

General Description Of The Premises

Occupancy & Size

Times The Premises Are In Use:

--

Total Number Of Persons Employed To Work Within The Premises At Any One Time:

--

Total Number Of Persons Who May Resort To The Premises At Any One Time:

--

Size (Metres X Metres):

--

No. Of Floors:

--

No. Of Stairs:

--

Detail The Existing Fire Safety Systems Within The Premises

Fire Warning System (i.e. break-glass system, automatic fire detection system, to British Standard 5839; rotary gongs)

Escape Lighting (i.e. non-maintained, maintained, 1 hour/3 hour duration, British Standard 5266; hand held torches)

Other: (i.e. Sprinklers to LPC Rules, British Standard 5306 : Part 2)

Safety Assistance

Commentary:

FSA

Fire Risk Assessment

5 Steps to Fire Risk Assessment:

- *There should be an effective statement of hazards and risks which then leads management to take the relevant steps..*
- *The risk assessment should identify how the risks arise*
- *The risk assessment should identify the hazards present in any working environment*
- *The risk assessment should identify the risks arising from, or in connection with work*
- *The risk assessment should ensure that the significant risks and hazards are addressed*

(MHSW Regs. ACOP)

Step 1: Identify the hazards

- *Sources of ignition*
- *Sources of fuel*
- *Sources of oxygen*

Step 2: Identify who might be harmed and how

- *Identify people who might be harmed by the hazard, including*
- *Anyone who may reasonably expected to be on or around the premises*
- *Do not forget lone workers, persons with disabilities, parents with children, remote staff, elderly*
- *The risk assessment should identify how the risks impact on those affected*

Step 3: Evaluate your findings, remove, reduce and protect from risks

- *Consider preventive & protective measures*
- *Evaluate the hazards and risks to appropriate persons and remove/reduce where possible*
- *Detection & warning, firefighting equipment, means of escape routes, emergency lighting, signs and notices, maintenance & testing regimes*

Step 4: Record significant findings, plan, instruct & inform, train

- *Significant findings include: hazards & risks identified, along with measures taken to reduce or eliminate the risks; any actions persons are to take in case of fire; necessary information, training & instruction needed, and how it will be delivered*
- *Prepare an emergency plan*
- *Co-operate & co-ordinate with other responsible persons, where appropriate*
- *Formally record the findings if 5 or more persons are employed, or if a license is in force under any enactment, or if an Alterations Notice has been served*

Step 5 : Regularly Review

- *Where significant changes occur such as new risks to persons or new hazardous processes*
- *Where it is no longer valid*
- *Following near-miss incidents*
- *At least annually*

Plan

A suggested method to record the preventive and protective measures is to provide or draw a single line plan of the premises which should be appended to this document.

The plan should show :-

- Escape routes (number of exits, number of stairs, fire resisting doors, fire resisting walls and partitions, places of safety, etc)
- Location of smoke and heat detectors
- Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices, etc.)
- The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs)
- The location of emergency lights (to include hand held torches if provided)
- The location and type of fire fighting equipment (i.e. water extinguishers, foam extinguishers, etc.)

Append a plan of each floor of your premises to the following page. Using the plan key overleaf, identify the safety measures in place as detailed above.

(Note: If a Fire Certificate was previously in force for your premises, the Certificate plan may be suitable in satisfying this criteria)

Principles Of Prevention To Be Applied












Where the responsible person implements any preventive and protective measures he must do so on the basis of the principles specified in Part 3 of schedule 1

(RRFSO:Article 10)

Part 3 Schedule 1

- Avoiding risks
- Evaluating the risks which cannot be avoided
- Combating the risks source
- Adapting to technical progress
- Replacing the dangerous by non-dangerous or less dangerous
- Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees
- Avoiding risks
- Evaluating the risks which cannot be avoided
- Combating the risks source

The Plan Should Incorporate The Symbols Listed Below, Where Relevant, To Identify The Fire Safety Measures Within The Premises

IP	Indicator Panel		Emergency lighting		Extinguisher
E	Exit Sign		Sounder	W	Water (Extinguisher)
HR	Hose reel		Fire Alarm Call Point	DP	Dry Powder (Extinguisher)
PB	'Push Bar' device		Smoke Detector	CO ²	Carbon Dioxide (Extinguisher)
VP	Vision Panel		Heat Detector		
N1	General Fire Notice		30 mins. fire resisting door	→	Sliding door
N3	'Fire Door -Keep Locked Shut' Notice		1 hr. fire resisting door	SC	Self-closing device
N4	Slide to open notice		30 mins. fire resisting wall		
N5	'Fire Exit-Keep Clear' Notice		1 hr. fire resisting wall		
N6	'Fire Door- Keep Shut' Notice		Directional exit sign		

Plan

Identify Fire Hazards

Consider the fire hazards within the premises:-

- Ignition sources (e.g. naked flames, sparks, portable heaters, smoking materials)
- Fuel sources (e.g. large quantities of paper, combustible fabrics, plastics, paints, thinners, chemicals, flammable gases)
- Oxygen or oxidising sources
- Work processes
- Structural features that promote the spread of fire (e.g. open staircases, openings in walls and floors, large voids above ceilings and below floors)

Can any identified fire risks be eliminated, reduced or replaced?

Identify And Specify The Location Of People At Risk In Case Of Fire Indicating Any Characteristics Relevant To Evacuation

Consider:-

- Persons who may not readily and rapidly evacuate
- Employees, visitors, and other persons whose mobility, hearing or eyesight is impaired
- Other persons in the premises if the premises are multi-occupied
- Varied working practices (i.e. areas of your premises occupied when others are not)
- Areas where persons may be isolated or working alone
- Visitors
- Persons who may be asleep in the premises
- Elderly, parents with children, persons in state of undress

Means Of Escape

Specify Any Fire Hazards Within The Premises:-

Ignition Sources

Sources Of Fuel

Work Processes

Structural Features

Other

Can You Describe Any Potential Fire(S) In Terms Of Size And Location, Indicating The Likely Growth And Spread In Terms Of Time.

Identify And Specify The Location Of People At Risk In Case Of Fire Indicating Any Characteristics Relevant To Evacuation

FSA

Elimination Or Reduction Of Risks From Dangerous Substances

Where a dangerous substance is present...the responsible person must ensure that risk... related to the presence of the substance is either eliminated or reduced so far as is reasonable practicable

(RRFSO:Article 12)

Consider:-

- Adequate control measures
- Control of ignition sources
- Mitigate detrimental effects
- Safe handling, storage & transportation
- Elimination reduction controls
- Suitable signage & safety information
- Particular account in risk assessment in respect of young persons

Procedures For Serious And Imminent Danger And For Danger Areas

The responsible person must establish and where necessary give effect to...procedures...to be followed in the event of serious and imminent danger to relevant persons, nominate...competent persons to implement procedures, inform and instruct relevant persons concerned

(RRFSO:Article 15)

Consider:-

- Appropriate procedures in place
- Safety drills
- Sufficient number of competent persons to manage evacuation
- Prevention procedures to restrict exposure of relevant persons to risk, unless trained
- Information and signage

Additional Emergency Measures In Respect Of Dangerous Substances

The responsible person, subject to the risk assessment, must ensure that: information on emergency arrangements is available, suitable warning and other communication systems are established, escape facilities are provided and maintained information to relevant accident and emergency services is provided and displayed on premises. In the event of an incident occurring, take immediate steps and permit only essential persons into the affected area, provided with the appropriate PPE, specialised equipment and plant.

(RRFSO:Article 16)

Consider:-

- Information on emergency arrangements is available
- Suitable warning and other communication systems are established to support response, remedial action and rescue operations
- Information provided to accident and emergency services and displayed at the premises
- Plans in place to allow immediate steps to be taken in the event of an incident occurring
- Personal protective equipment, clothing, specialised equipment and plant available for use in case of an incident occurring

Elimination Or Reduction Of Risks From Dangerous Substances

Commentary:

FSA

Procedures For Serious And Imminent Danger And For Danger Areas

Commentary:

FSA

Additional Emergency Measures In Respect Of Dangerous Substances

Commentary:

FSA

Is Effective Means Of Escape Provided And Maintained?

Emergency Routes & Exits

Where necessary to safeguard the safety of relevant persons in case of fire the responsible person must ensure that routes to emergency exits ... and exits...are kept clear at all times and where required, to be adequately illuminated by emergency lighting.

(RRFSO:Article 14)

Consider:-

- Emergency routes and exits
- Safe and quick evacuation
- Number and distribution of emergency routes and exits, for relative persons
- Direction of door openings
- Correct use of revolving doors
- Suitable door fastenings
- Signage
- Emergency lighting

Assess The Adequacy Of The Means Of Escape, Fire Safety Signage, Fire Warning System, Emergency Lighting, And Fire-Fighting Equipment

Means Of Escape - Horizontal Evacuation

Consider:-

- Adequacy of control measures for any fire hazards
- The need to control and monitor the number of occupants
- The number and behaviour characteristics of occupants
- The likely growth and spread of fire – time based
- The time available for escape
- In the event of a fire can all persons safely evacuate after taking into account the fire risks?
- Travel distances
- Definition and number of escape routes
- Number and widths of exits
- Inner rooms situations
- Corridors
- Dead-end conditions
- Door openings and door fastenings
- Do all escape routes lead to a place of safety (i.e. not to an enclosed yard)?
- Housekeeping
- Sufficient number of stairways
- Provisions for people with disabilities

WORSE CASE SCENARIO

POTENTIAL FIRE GROWTH (*Hazards*) and OCCUPANT CHARACTERISTICS

In the space provided opposite, describe and assess the worse case scenario of a typical fire in your premises, considering available means of escape, horizontal and vertical evacuation, fire safety signage, fire warning system, emergency lighting and fire-fighting equipment. Provide conclusions as to the adequacy/inadequacy of the systems giving reasons to substantiate the conclusions reached.

Means Of Escape - Vertical Evacuation

Consider:-

- Are there sufficient stairways to get all occupants out of the premises even if one stairway is inaccessible due to fire?
- Are the stairways wide enough to get all occupants out of the premises?
- Do the doors, walls and partitions to the stairways need to be fire resisting (i.e. could a fire spread to the staircase(s) before occupants have evacuated taking into account the fire hazards present)?
- Door openings and door fastenings
- Do the exits from the stairways lead to a place of safety (i.e. not to an enclosed yard)?
- Housekeeping
- Fire safety signs, fire warning system, emergency lighting, and fire fighting equipment to be considered using the same criteria for horizontal evacuation

WORSE CASE SCENARIO FIRE IN YOUR PREMISES

Commentary:

Fire Safety Signs And Notices

- Are there sufficient fire exit signs on the escape routes?
- Are internal fire resisting doors indicated with “**Fire Door-Keep Shut**” notices?
- Are internal fire resisting doors to cupboards indicated with ‘Fire door - Keep Locked Shut’ signs
- Where necessary have fire exit doors got “**Fire Exit-Keep Clear**” notices?
- Are there general fire action notices displayed stating what to do in a fire situation?
- Is fire fighting equipment indicated?
- Are there signs indicating how to use door opening mechanisms i.e. “Push Bar To Open”?

Effective Fire Warning & Detection System & Fire-fighting arrangements

Where necessary...the responsible person must ensure that the premises are equipped with appropriate fire detection equipment, alarms, and fire-fighting equipment

(RRFSO:Article 13)

Consider

- Appropriate system for the risk – e.g. sleeping risk, multi-occupied premises, varied working
- Audibility levels – can all occupants be alerted by the alarm?
- Appropriate levels of detection
- Management of unwanted fire alarm signals
- Commissioning / Installation certificates available – e.g. current British Standard
- Appropriate levels and standard of fire-fighting equipment (FFE) for risks
- FFE hung on brackets, suitably positioned on escape routes and near exits
- FFE maintained by competent person within last 12 months
- Suitable signage for FFE provided
- Nominated persons sufficiently trained in FFE available to them
- Contacts with emergency services regards fire-fighting, rescue work, first-aid and emergency medical care

Fire Safety Signs & Notices

Commentary:

FSA

Fire Warning & Detection System & Fire-fighting Arrangements

Commentary:

Record here the address & contact details of the company responsible for maintaining and testing the fire warning system in accordance with the relevant British Standard:

Emergency Lighting

- If the premises are in use during the hours of darkness emergency lighting should be provided
- Areas of the premises with no natural or borrowed light should be provided with emergency lighting
- If the premises are large and/or complex an emergency lighting system should be installed to the current British Standard.
- Where the premises are small a number of hand held re-chargeable torches strategically located may be sufficient
- When operated is there sufficient illumination for occupants to see the escape routes clearly?
- When operated is there sufficient illumination for occupants to see the external escape routes clearly?
- Does the system operate on sub-circuit failure?
- Is there sufficient illumination at changes of level?
- Is there sufficient illumination at changes in direction?
- Is there sufficient illumination to show fire alarm call points and fire-fighting equipment?

Provision Of Information To Employees

The responsible person must provide his employees with comprehensible and relevant information

(RRFSO:Article 19)

Consider

- Risks to them identified from the Fire Risk Assessment
- Preventive and protective measures
- Appropriate procedures to be taken in the event of an emergency
- Nominate sufficient number of competent persons to secure evacuation
- Inform other responsible persons
- Young persons control
- Provide information on dangerous substances

Provision Of Information To Employers And The Self-Employed From Outside Undertakings

The responsible person must ensure that comprehensible and relevant information is provided to employees from outside undertakings and ensure such employees are provided with appropriate instructions regarding any risks to them

(RRFSO:Article 20)

Consider

- Comprehensible and relevant information provided to employers from outside undertakings with regard to risks and preventive and protective measures
- Employees from outside undertakings provided with appropriate instructions and comprehensible and relevant information regarding risks to that person

Emergency Lighting

Commentary:

Record here the address & contact details of the company responsible for maintaining and testing the emergency lighting system in accordance with the relevant British Standard:

Provision Of Information To Employees

Commentary:

FSA

Provision Of Information To Employers And The Self-Employed From Outside Undertakings

Commentary:

FSA

Co-Operation And Co-Ordination

Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or permanent basis) each such person must...co-operate...take all reasonable steps to co-ordinate necessary measures, and provide information

(RRFSO:Article 22)

Consider

- Co-operation to enable compliance with requirements and prohibitions imposed by, or under this Order
- Reasonable steps to enable compliance with requirements and prohibitions imposed by, or under this Order
- Reasonable steps taken to inform other responsible persons with regard to risks
- In case of explosive atmospheres, the person with overall responsibility for the premises has taken steps to co-ordinate the implementation of all necessary measures to protect relevant persons

General Duties Of Employees At Work

Every employee must, while at work, take reasonable care for the safety of himself and others, co-operate with their employer, inform their employer or any other employee with specific responsibility for the safety of his fellow employees, of any hazard

(RRFSO:Article 23)

Consider -

- Reasonable care being taken by employees to prevent harm to others who may be affected by their acts or omissions whilst at work
- Employees co-operate with their employer to enable compliance with any duty or requirement
- Is there a system whereby hazards identified by the employee are reported to the employer or other employee with specific responsibility for safety?

Co-operation and Co-ordination

Commentary:

FSA

General Duties Of Employees At Work

Commentary:

FSA

Fire Safety Deficiencies To Be Rectified, By Whom, Priority And Completion Date

Make a list of the fire safety deficiencies found from the fire risk assessment.

Record the remedial works required. Prioritise them, and assign a date and name for whoever is responsible for rectifying the deficiencies.

When remedial works are completed amend the fire risk assessment to produce an up-to-date record of the fire safety provisions within the premises.

Fire Safety Deficiencies To Be Rectified, By Whom, Priority And Completion Date

Date	Deficiency/Rectification	Person responsible to action	Priority (L,M,H)	Date completed

Management

Maintenance

Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and facilities, equipment and devices provided...are subject to a suitable system of maintenance...in an efficient state, in efficient order and in good repair

(RRFSO:Article17)

The means of escape and other fire safety provisions must be maintained, at suitable intervals, by a competent person and the maintenance recorded.

A Fire Precautions Log Book should be provided and kept up to date, to record all fire safety testing, maintenance, training and instruction and made available for inspection upon request. You can use your own format, however there is a Tyne & Wear Fire & Rescue Service Log Book available to download, free of charge at: www.twfire.gov.uk/community-safety/business/logbook/

Produce a maintenance schedule that covers the means of escape, signs and notices, fire warning system, emergency lighting if provided and fire fighting equipment.

Specify who will carry out the maintenance and where it will be recorded.

Use the table opposite to check that all the fire safety provisions have been covered in the maintenance schedule.

Append the maintenance schedule & any relevant certification to this document.

Consider:

- Fire systems & equipment subject to suitable systems of maintenance
- Regular testing by competent persons
- Portable electrical equipment subject to PAT testing
- Adequate records being maintained

Maintenance Of Measures Provided For Protection Of Fire-Fighters

Where necessary in order to safeguard the safety of fire-fighters in the event of fire, the responsible person must ensure...facilities, equipment and devices provided...use by or protection of fire-fighters...suitable system of maintenance and are maintained...working order and in good repair

(RRFSO:Article 38)

Consider:

- Are fire-fighting shafts fully protected?
- Are dry/wet riser inlets in good condition, accessible & secure?
- Are measures in place to ensure co-operation between occupiers for the maintenance of facilities?

Fire-Fighters Switches For Luminous Tube Signs, etc

(RRFSO:Article 37)

Consider:

- Are luminous discharge tubes fitted in the premises?
- Are cut off switches provided?
- Above switches sited, coloured and marked in accordance with current IEE Regs?

- Has notice of the above been provided to the Fire Authority?

Maintenance	✓/x
Is there a maintenance programme for the maintenance of the fire safety provisions in the premises?	

Maintenance For Fire Resisting Doors Walls And Partitions		
Commentary:	Regular checks?	
Maintenance Of Escape Routes, Exit Doors		
Commentary:	Regular checks?	
Maintenance of fire safety signs		
Commentary:	Regular checks?	
Maintenance Of Fire Warning System		
Commentary: (Certification available? ✓/x.....)	Weekly	
	Annually	
Maintenance Of Emergency Lighting		
Commentary: (Certification available? ✓/x.....)	Weekly	
	Monthly	
	Annually	
Maintenance Of Fire Fighting Equipment		
Commentary: (Certification available? ✓/x.....)	Monthly	
	Annually	
By Competent Person?		
Commentary:		
Records	Recorded?	
Commentary i.e. location of records:		
FSA		

Portable Electrical Equipment Subject To PAT Testing
Commentary:

Maintenance Of Measures Provided For Protection Of Fire-Fighters
Commentary:
FSA

Fire-Fighters Switches For Luminous Tube Signs, Etc

Commentary:

FSA

Method Of Calling The Fire Service

Establish and record the method by which the fire service would be called in the event of a fire.

Emergency Action Plan (EAP)

Produce an emergency action plan which details procedures in the event of a fire in the workplace.

The EAP should cover:-

- all foreseeable events
- the action of employees in the event of a fire
- how people will be warned
- how the evacuation is carried out - to include the evacuation of visitors and people with disabilities
- assembly points
- procedures for checking the premises have been evacuated
- identify escape routes
- fire fighting equipment
- duties and identities of persons with specific responsibilities in the event of a fire
- where appropriate the isolating of machinery and processes
- how the fire service are called and by who
- liaison with fire service on arrival

General fire action notices should be displayed throughout

Append the EAP to this document.

Training

The responsible person must ensure that his employees are provided with adequate safety training

(RRFSO:Article 21)

All employees should receive fire safety training which should be recorded and individually signed off.

Consider:

- Induction, upon transfer or new/changed risk training
- New, or change to existing, equipment training
- Introduction of new technology
- New systems of work
- Emergency procedures
- Safe practices
- Fire-fighting equipment
- Safe handling of dangerous substances
- Training delivered by competent person
- Evidence of training maintained & available

Produce a training programme which specifies who receives training, what training is given, how often it is given and where it is recorded. In general, Night staff require fire instruction on at least 3 occasions per year, whilst day staff require at least 2 sessions per year.

Append the training programme to this document.

Method For Calling The Fire Service	√/x
Method for calling the Fire Service?	
Specify:	

Emergency Action Plan (EAP)
Commentary:
<p style="text-align: right;">*FSA*</p>

Training

Commentary:

FSA

Significant Hazards

Employers, and persons in control of a workplace other than the employer, should inform the Fire Authority of any significant hazards within the workplace that may require special procedures for rescue work and fire-fighting.

Specify any such hazard and inform the Fire Authority using Appendix 1

Alterations Notices

Where an alterations notice has been served in respect of premises, the responsible person must, before making any of the specific changes which may result in a significant increase in risk, notify the enforcing authority of the proposed changes

(RRFSO: Article 29)

Where an alterations notice is in force has the enforcing authority been informed prior to them being implemented?

Fire Risk Assessment Conclusion

Provide an overall conclusion to the Fire Risk Assessment in respect of eliminating the hazards and associated risks, who may be affected, control measures introduced and subsequent reviews on the introduction of new risks/processes/persons, etc.

You should be able to provide an opinion as to the relative risk level of the premises in terms of high, medium or low risk.

Significant Hazards	
Does the Fire Authority need to be informed of any significant hazard within the workplace that may require special procedures for rescue work and fire-fighting?	√/x
Specify:	

Alterations Notices
Commentary:
FSA

Fire Risk Assessment Conclusion

Rectify

Record any deficiencies discovered within the management of the fire safety strategy, emergency action plan, training or methodology of the Fire Risk Assessment and record timescales for rectification and by whom, in the space provided

Management Deficiencies To Be Rectified		
Deficiency/Rectification	Date to be rectified & by whom	Date completed

Fire Hazard Notification

From:

Date:

Contact:

Telephone Number:

To: Chief Fire Officer
Tyne and Wear Fire and Rescue Service Headquarters
Nissan Way
Washington
Sunderland
Tyne and Wear
SR5 3QY

Dear Sir,

Re: **Fire Risk Assessment**
Regulatory Reform (Fire Safety) Order 2005
Notification Of Significant Fire Hazard Within The Premises Detailed

Premises:

The following was considered to be a significant fire hazard within the premises. Therefore special procedures may be necessary for rescue work and fire-fighting.

Signed: _____

Print Name: _____

Glossary

Key words	Meaning and/or significance
Competent Person	<i>This could be an employee or an outside contractor (i.e. fire extinguisher engineer). Competence is demonstrated through sufficient training and experience or knowledge. A competent person must be appointed to carry out fire fighting duties (where appropriate), contact the emergency services, and assist in evacuations. This person could typically be a "fire warden".</i>
Emergency Lighting	<i>Escape routes must be provided with emergency lighting where borrowed light cannot be depended on to highlight escape routes.</i>
Employee	<i>A broad term which can include sub contractors, self-employed and casual workers. The responsible person must consult employees on fire safety matters and provide them with information. An employee must not act in a way that endangers himself or others and must co-operate with the employer.</i>
Enforcement	<i>Failing to comply with the relevant articles of the Order may result in a fine or up to two years imprisonment.</i>
Enforcing Authority	<i>Usually the local Fire & Rescue Service, however the HSE, MOD and Local Authority are also responsible for specialised establishments under their control.</i>
Fire Detection and Alarm	<i>Appropriate Fire Detection and Alarm Systems shall be provided, where appropriate.</i>
Fire Doors	<i>Measures must be taken to reduce the risk of spread of fire. Fire resisting walls and doors must be kept in good order and the doors equipped with intumescent strips and cold smoke seals, where appropriate, and fitted with self closing devices</i>
Fire Extinguishers	<i>Appropriate fire fighting equipment must be provided, suitably located and mounted at a convenient height (usually 1.2m) or in a fire point housing.</i>
Fire Risk Assessment	<i>This is the central emphasis of the Order and must be formally recorded if the responsible person employs 5 or more people, if the premises are licensed or if an Alterations Notice is in force. The Fire Risk Assessment must record significant findings and any action required as a result of those findings. It must be reviewed regularly and when any significant changes to the building, risks or work activity occur.</i>
Inspector	<i>Usually the local Fire Officer. He may enter a premises (but not by force) to inspect, ask about the extent of the premises and the identity of the responsible person, inspect or copy fire safety records, and take samples of certain materials.</i>

Means of Escape	<i>Must be provided and kept clear at all times. The evacuation route must be clearly marked with appropriate signs.</i>
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Policy	<i>There must be a policy in place which aims to minimise the risk of fire, reduce the spread of any fire, provide means of escape, and take preventative action.</i>
Procedures	<i>Procedures for dealing with a fire must be set up and recorded. They must identify circumstances that trigger the emergency procedure and give details of the evacuation drill. In addition measures must be identified to ensure that means of escape routes are clear, that fire extinguishers are provided and maintained, that persons are given appropriate instruction and training, and that visitors are controlled and informed.</i>
Records	<i>Records must be kept of the fire risk assessment, fire safety policy, procedures, training, drills, and installation and maintenance of alarms, emergency lighting and extinguishers.</i>
Relevant Person	<i>Anyone who may be on or in the vicinity of the premises or affected by an incident arising in or around the premises</i>
Responsible Person	<p><i>The person who owns or controls the business or premises, or in part. (Where two or more such persons share responsibility ie Landlord / Tenant, they are obliged to co-operate.) This person is responsible for the safety of employees and other relevant persons by properly managing the following:</i></p> <ul style="list-style-type: none"> <i>Fire Risk Assessment</i> <i>Fire Safety Policy</i> <i>Fire Procedures (such as evacuation)</i> <i>Staff Training</i> <i>Fire Drills</i> <i>Means of Escape</i> <i>Signs and Notices</i> <i>Emergency Lighting</i> <i>Fire Alarm</i> <i>Fire Extinguishers</i> <i>Fire Doors and Compartments</i> <p><i>These terms are amplified below.</i></p> <p><i>The responsible person must appoint one or more competent person(s) to assist in the delivery of the above.</i></p> <p><i>Failure to carry out these responsibilities may result in enforcement by the enforcing authority through the actions of an Inspector. Conviction of failing to comply may lead to a penalty consisting of a fine or up to two years imprisonment.</i></p>
Signs and Notices	<i>Appropriate signage must be deployed to mark evacuation routes, fire fighting equipment and fire doors, and include graphic 'running man' symbols, where appropriate. Notices must be displayed reinforcing instructions to employees and anyone reasonably expected to be in or around the premises (Fire Action notice).</i>
Staff Training	<i>All Employees must be given adequate Fire Safety training (during normal working hours) when they commence employment and receive refresher training as appropriate, or when circumstances change which affect fire safety.</i>

