

Health and Safety Policy Annex H: Fire risk assessment guidance

Contents

Checklist 1: Reducing sources of ignition	2
Checklist 2: Reducing potential fuel sources	3
Checklist 3: Reducing sources of oxygen.....	3
Checklist 4: Detecting and warning about fire.....	4
Checklist 5: Safe means of escape	4
Emergency escape lighting.....	5
More information	5
Checklist 6: Means of putting out a fire.....	6
Checklist 7: Arrangements for maintenance and testing	6
Checklist 8: Standard maintenance	7
Checklist 9: Daily fire safety checks	8
Checklist 10: Weekly fire safety checks	8
Checklist 11: Fire procedures and training.....	9
Checklist 12: Emergency plan contents.....	9
Notes.....	10

Location zone (if applicable)	
Date	

Checklist 1: Reducing sources of ignition

Potential problem examples	Corrective action	Comments
Unnecessary sources of heat in the workplace	Remove, replace with safer alternative	
Machinery or equipment with risk of fire or explosion	Remove, replace with better design to minimise risk	
Naked flame or radiant heaters in use	Remove, replace with fixed convector heaters or central heating system	
Fuses and circuit breakers not suitable or have an incorrect rating	Electrician to advise on appropriate protection for the system	
Faulty or overloaded electrical or mechanical equipment	Portable appliance testing (PAT) system required, maintenance system required	
Ducts and flues not cleaned	Maintenance system needs review	
Maintenance workers and others carrying out 'hot' work, such as welding and flame-cutting	Permit to work system required	
Smoking on the premises	Safe smoking policy in designated areas, prohibiting it elsewhere	
Matches and lighters allowed in high-risk areas	Enforce prohibition	
Equipment not left in a safe condition after use	Identify relevant equipment, provide training to users and inspection at end of work	
Smouldering material	Check work areas before leaving	
Arson	Seek advice from police, fire authority, protection of stored materials; prompt and efficient waste disposal, ban on burning of rubbish	

Checklist 2: Reducing potential fuel sources

Potential problem examples	Corrective action	Comments
Presence of flammable materials and substances	Remove or reduce quantities to the minimum, replace with less flammable alternatives; review arrangements for use, handling storage, transport	
Storage of flammables	Ensure adequate separation distances; store in fire-resisting stores; minimum workroom quantities	
Flammable wall and ceiling linings	Remove, cover or treat to reduce rate of flame spread	
Furniture with damaged upholstery	Replace or repair where the foam lining is exposed	
Accumulated waste materials	Store flammable wastes and rubbish safely; improve housekeeping standards	
Arson and vandalism	Make storage areas secure	
Workplace materials	Improve fire resistance of the structure	

Checklist 3: Reducing sources of oxygen

Potential problem examples	Corrective action	Comments
Doors, openings and windows	Keep closed all those not required for ventilation, especially outside working hours	
Ventilation systems	Shut down non-essential systems	
Oxidising materials	Store away from heat sources and flammable materials	

Oxygen cylinders	Control their use and storage; make regular leakage checks; check that adequate ventilation is provided	
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Checklist 4: Detecting and warning about fire

Potential problem examples	Corrective action	Comments
Means of detection not quick enough to allow all occupants to escape	Review type of detection and equipment	
Means of giving warning cannot be heard throughout premises when initiated from a single point	Review means of giving Warning; regular maintenance	
Power supply for detection and warning system	Backup supply should be provided for electrical systems	
Knowledge of how the fire warning system works	Instruct employees how to operate it, respond to it, put instruction in writing	
Emergency plan	Fire detection and warning arrangements should be detailed in the emergency plan for the premises	

Checklist 5: Safe means of escape

Potential problem examples	Corrective action	Comments
Recently approved building, regulations, licence or fire certificate	Existing arrangements satisfactory unless changed since inspected	
Length of time taken for all occupants to escape to a place of safety following detection of a fire	Everyone should reach a place of relative safety within the time available for an escape, including their reaction time – carry out practice drill to confirm times	

Exits – not enough, not in the right place	75cm doorway is suitable for up to 40 people per minute, 1m doorway for up to 80 people per minute – assume largest exit doorway may not be available for use; remaining should be enough for expected evacuation use	
Escape routes not easily identifiable, free from obstruction, adequately illuminated	Review safety signs and markings; review escape routes for presence of prohibited items; doors open in the direction of travel; any securing device needs explanatory notice; review emergency lighting (see note at the end of this table on emergency escape lighting)	
Employees not trained in using the means of escape	Review safety training arrangements	
No instructions for employees about the means of escape	Review need for training and drill; consider preparing a diagram to show the routes of escape	
Arrangements not included in the emergency plan	Review the emergency plan	

Emergency escape lighting

Emergency escape lighting may be needed in areas without daylight or which are used at night. It should:

- indicate the escape route clearly
- provide illumination along escape routes
- ensure that fire alarm call points and firefighting equipment can be located

More information

Prohibited items on an escape route (protected routes, corridors and stairways) include:

- portable heaters
- heaters with naked flames or radiant bars
- cooking appliances

- upholstered furniture
- oil fuelled heaters or boilers
- coat racks
- vending machines
- gaming machines
- electrical equipment
- temporarily stored items or those in transit
- fixed heaters using a gas supply cylinder, with the cylinder within the escape route.

Checklist 6: Means of putting out a fire

Potential problem examples	Corrective action	Comments
Extinguishers (including hose reels) not big enough or wrong type	Review provision of extinguishers	
Not enough extinguishers	Increase number of extinguishers	
Extinguishers not accessible, not close to the fire	Relocate or increase numbers of extinguishers	
Locations of extinguishers are not obvious	Indicate position of extinguishers	
Those likely to use extinguishers have not been trained to do so	Provide adequate instruction and training	
Use of firefighting equipment not covered in emergency plan	Revise emergency plan	
A sprinkler system is installed but does not cover all unprotected areas	Review the need for other firefighting equipment or extend sprinkler system	

Checklist 7: Arrangements for maintenance and testing

Potential problem examples	Corrective action	Comments
All fire doors not regularly checked	Give instructions to employees to make checks and make or arrange for tests as required	
All firefighting equipment not regularly checked	Give instructions to employees to make checks and make or arrange for tests as required	

Other means of escape not regularly checked	Give instructions to employees to make checks and make or arrange for tests as required	
Employees testing or maintaining equipment not trained to do so	Arrange for necessary training or outsource tasks	

Checklist 8: Standard maintenance

Standard maintenance of fire precautions is as follows.

Equipment	Period	Action required	Comments
Fire detection and warning systems, including smoke alarms and manual devices	Weekly	Check for operation and state of repair, test operation, repair or replace items as necessary	
	Annually	Full check and test by competent service engineer; change batteries in alarms and detectors	
All types of emergency lighting equipment	Weekly	Operate torches, check batteries, repair or replace items as necessary	
	Monthly	Check all systems for state of repair and apparent working order	
All types of firefighting equipment including hose reels	Weekly	Check all items for correct installation and apparent working order	
	Annually	Full check and test by competent service engineer	

Checklist 9: Daily fire safety checks

Are the following checks made daily?

Number	Check	Yes	No	Not applicable
1	Control panel shows system operating normally			
2	Emergency lighting systems that include signs are lit			
3	All defects in the above have been recorded and dealt with			
4	All escape routes are clear, free from obstruction, free from slipping and tripping hazards and available for use when the premises are occupied			
5	All door fastenings along escape routes operate freely			
6	All self-closing devices and automatic door closers work correctly			
7	Each door on the escape route closes correctly, including any fitted flexible edge seals			
8	All exit and directional signs are correctly positioned, unobstructed and can be seen clearly at all times			
9	All fire extinguishers are in position and undamaged			
10	All fire extinguishers are at the correct pressure and within date of Inspection or test			

Checklist 10: Weekly fire safety checks

Are the following checks made weekly?

Number	Check	Yes	No	Not applicable
1	Manually-operated fire alarms are tested to ensure they can be heard throughout the workplace			
2	Electrical detection and warning systems are tested weekly for function and audibility			

3	Domestic-type smoke alarms are tested weekly			
4	Portable fire extinguishers are inspected weekly: <ul style="list-style-type: none"> • checking the safety clip and indicator devices • checking for external corrosion, dents or other damage 			
5	Hose reels are checked for any damage or obstruction			

Checklist 11: Fire procedures and training

Number	Check	Yes	No	Not applicable
1	There is an emergency plan for the premises			
2	The emergency plan takes account of all reasonably foreseeable circumstances			
3	Employees are familiar with the emergency plan and have been trained in its use			
4	Drills are held regularly to demonstrate the use of the emergency plan			
5	The emergency plan is made available to all who need to be aware of it			
6	The procedures to be followed are clearly shown throughout the premises			
7	The emergency plan takes account of all those likely to be present in the premises and those who may be affected by a fire emergency in the premises, including the disabled			

Checklist 12: Emergency plan contents

Note: All these items should be covered in the premises emergency plan. The plan should be reviewed immediately if a 'No' answer is recorded here.

Number	Check	Yes	No	Not applicable
1	What employees must do if they discover a fire			

2	How people will be warned if there is a fire			
3	How the evacuation should be carried out			
4	Where people should assemble after leaving the premises			
5	How the premises will be checked to ensure they have been vacated			
6	Identification of key escape routes and how to access them			
7	Details of the firefighting equipment supplied			
8	Names and duties of employees appointed specific responsibilities in case of fire			
9	Arrangements for the safe evacuation of people identified as especially at risk, including the disabled and all visitors			
10	Any processes, machines or power suppliers that must be shut down			
11	Specific arrangements for any high fire risk areas			
12	The means of calling the emergency services and who is responsible for doing so			
13	Procedures for liaison with the emergency services on arrival and notifying them of any special risks such as flammable material stores			
14	What training employees need and the arrangements for providing it			

Notes

Write any additional notes in this box.