

FIRE RISK ASSESSMENT GUIDANCE

LOCATION: ZONE (if applicable):	DATE:
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*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 a incorrect rating	Electrician to advise on appropriate protection for the system	
Faulty or overloaded electrical or mechanical equipment	PAT testing system required, Maintenance system required	
Ducts and flues not cleaned	Maintenance system needs review	
Maintenance workers and others carrying out "hot" work eg 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	

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 work-room 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	

REDUCING SOURCES OF OXYGEN

POTENTIAL PROBLEM EXAMPLES	CORRECTIVE ACTION	COMMENTS
Doors, opening 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	

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	Back-up 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	

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**	
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	

Further 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

** 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 fire-fighting equipment can be located

Checklist 6

MEANS OF PUTTING OUT A FIRE

POTENTIAL PROBLEM EXAMPLES	CORRECTIVE ACTION	COMMENTS
Potential problem	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	Their position needs indicating	
Those likely to use extinguishers have not been trained to do so	Provide adequate instruction and training	
Use of fire fighting equipment not covered in emergency plan	Revise emergency plan	
A sprinkler system is installed but it does not cover all unprotected areas	Review the need for other fire –fighting equipment or extend sprinkler system	

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 fire fighting equipment not regularly checked		
Other means of escape equipment not regularly checked		
Employees testing or maintaining equipment not trained to do so	Arrange for necessary training, or out-source tasks	

Checklist 8

Note: 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 fire-fighting 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

FIRE SAFETY CHECKS**Are the following checks made daily?**

1	Control panel shows system operating normally	Yes	No	N/A
2	Emergency lighting systems that include signs are lit	Yes	No	N/A
3	All defects in the above have been recorded and dealt with	Yes	No	N/A
4	All escape routes are clear, free from obstruction free from slipping and tripping hazards and available for use when the premises are occupied	Yes	No	N/A
5	All door fastenings along escape routes operate freely	Yes	No	N/A
6	All self-closing devices and automatic door closers work correctly	Yes	No	N/A
7	Each door on the escape route closes correctly, including any fitted flexible edge seals	Yes	No	N/A
8	All exit and directional signs are correctly positioned, unobstructed and can be seen clearly at all times	Yes	No	N/A
9	All fire extinguishers are in position and undamaged	Yes	No	N/A
10	All fire extinguishers are at the correct pressure and within date of inspection/test.	Yes	No	N/A

Checklist 10

Are the following checks made weekly?

1	Manually-operated fire alarms are tested to ensure they can be heard throughout the workplace	Yes	No	N/A
2	Electrical detection and warning systems are tested weekly for function and audibility	Yes	No	N/A
3	Domestic-type smoke alarms are tested weekly	Yes	No	N/A
4	Portable fire extinguishers are inspected weekly: Checking the safety clip and indicator devices Checking for external corrosion, dents or other damage	Yes	No	N/A
5	Hose reels are checked for any damage or obstruction	Yes	No	N/A

Checklist 11

FIRE PROCEDURES AND TRAINING

1	There is an emergency plan for the premises	Yes	No	N/A
2	The emergency plan takes account of all reasonably foreseeable circumstances	Yes	No	N/A
3	Employees are familiar with the emergency plan, and have been trained in its use	Yes	No	N/A
4	Drills are held regularly to demonstrate the use of the emergency plan	Yes	No	N/A
5	The emergency plan is made available to all who need to be aware of it	Yes	No	N/A
6	The procedures to be followed are clearly shown throughout the premises	Yes	No	N/A
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	Yes	No	N/A

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.

1	What employees must do if they discover a fire	Yes	No	N/A
2	How people will be warned if there is a fire	Yes	No	N/A
3	How the evacuation should be carried out	Yes	No	N/A
4	Where people should assemble after leaving the premises	Yes	No	N/A
5	How the premises will be checked to ensure they have been vacated	Yes	No	N/A
6	Identification of key escape routes and how to access them	Yes	No	N/A
7	Details of the fire-fighting equipment supplied	Yes	No	N/A
8	Names and duties of employees appointed specific responsibilities in case of fire	Yes	No	N/A
9	Arrangements for the safe evacuation of people identified as especially at risk, including the disabled and all visitors	Yes	No	N/A
10	Any processes, machines or power suppliers that must be shut down	Yes	No	N/A
11	Specific arrangements for any high fire risk areas	Yes	No	N/A
12	The means of calling the emergency services and who is responsible for doing so	Yes	No	N/A
13	Procedures for liaison with the emergency services on arrival and notifying them of any special risks such as flammable material stores	Yes	No	N/A
14	What training employees need and the arrangements for providing it	Yes	No	N/A

Notes