

Fire Risk Assessment

Completed on

By

This report is broken down into three sections

Section 1 – General information and your action points

Section 2 – The Review

Section 3 – The process and legal information

Your Fire Risk Assessment (FRA)

This FREE to use template has been designed to give you a greater knowledge of the requirements of carrying out a Fire Risk Assessment. The report template however is still only a tool for you to use, you will still require some level of knowledge and a good eye for detail to be able to assess the risks against the current regulations.

To give you an indication of time to complete a fire risk assessment, it will take approximately 1 - 2 hours to carry out a visual inspection of a small office and approximately 5 – 6 hours to correctly record your findings. Usually you will identify at least 20 actions that need to be completed on a small office size building.

The importance of a FRA is crucial to the business for many reasons. Failure to comply with the findings within this report may leave you open to prosecution from various agencies, personal litigation claims and insurances being made invalid. Presently prosecutions through the courts are running in some cases up to hundreds of thousands of £pounds, imprisonment and civil claims in their £millions. These cases have been brought against responsible persons **whether or not** there has been a fire or if anyone has been injured.

Every year countless lives are lost or people injured, buildings damaged, businesses close or business disrupted by fire or false alarms. These costs in some cases are never estimated but in most cases the cost of complying with legislation is more cost effective than the costs of a prosecution, bad publicity, loss of customers or the cost of a real fire.

You will be required to employ 'competent' persons to carry out work in your building, it is your responsibility to ensure all tradesmen both internally and those brought in from the outside of the company are 'competent'. We would always recommend you request evidence of this competency in the form of certificates, and or any CPD training. In the case of alarms, emergency lights and extinguishers, third party accreditation schemes such as BAFE, UKAS or any other accreditation scheme where third part accreditation/compliance is regularly monitored. Failure to employ competent persons, may lead to prosecution so it is vital that all work is managed.

We cannot stress the importance of completing the assessment correctly, failure to identify all the relevant risks with suitable and sufficient knowledge may leave both the business owner and person completing the assessment open to prosecution including imprisonment in the worst cases.

The management of a Fire Policy and strategy is equally as important as the safety systems themselves. There is little point having the best fire system in the world, if staff are not trained, regularly updated, risks are not managed and emergencies planned for. This report is a snapshot on the day of the assessment, regular reviews should occur, or if any material changes occur with the building, the volume of staff, changes in escape routes, changes in work practices, then the risk assessment should be reviewed.

Section 1 - Fire Risk Assessment

This is the Fire Risk Assessment for		(Name)
The Responsible Person is		(Name)
Day-to-day responsibility for ensuring this policy is put into practice is delegated to		(Name)
Address of Premises	(Name & Address)	
Previous FRA's completed by and Date	Date if applicable	
Does the company have a fire log book correctly filled out by the company and all servicing/maintenance companies?	If not one will be required, contact us for more details	
Overall risk rating of the business		
Signed: (Employer)		Date:
Subject to review, monitoring and revision by:	(name of person or company)	Every: 12 months

Findings - Action Points

Immediate - these actions should be completed immediately where possible , **Short Term** – these actions should be completed within the next month where possible

Medium Term – these actions should be completed in the next 3 months, **Long Term** – these items should be completed in the next 6 months

Action Point	Who might be harmed?	Actions to be completed	Priority	Action by whom?	Action by when?	Completed date and sign
1	(example) Lone workers	Additional consideration should be given to lone workers, including additional documented procedures in what to do in the event of a fire. Their area they are working, should be risk assessed to ensure they could be notified of a fire at all times and their safe escape could be made. - Article 9j	Short	David	12 th September	(when completed)
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Section 2 – The Review

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their Fire Risk Assessment. You have a duty to implement the suggested changes detailed below within a 'reasonable' time period for the safety and security of staff and buildings. **(RRO Article 9)**

Main Use of Building Basement Ground Floor First Floor Second Floor	Advise on the type of building and what is detailed on each floor and any particular noted hazard
Hours occupied	
Number of staff at any time	
Number of visitors or guests or an average day/week	
Persons at risk - Article 9g, 9j Disabled Lone Workers and their locations Young Persons Sleeping Others	

General	Comments
Building	Regulatory Reform (Fire Safety) Order 2005 - Article 17
Constructed from	
Age of building	
Is the building constructed from sandwich panels	
Floor Levels	
Outbuildings	
Is the building in a good state of repair	
Can the structure be fully assessed to ensure it is compliant with current fire regulations	
Are there any lift shafts in the building and are they fitted with fire retardant materials	
Is the building occupied by other tenants – if so on what floors	
Are higher risk areas of ancillary accommodation sufficiently separated from the remainder of the building by fire resisting construction?	
Is the building a tall building or in the open and does it require lightning protection	

Smoking	Compliant	None Compliant	TBC	N/A
Is there a company policy on smoking?				
Are these locations suitable and being correctly managed?				
Comments				
Action Point				

Electrical	Compliant	None Compliant	TBC	N/A
Are all electrical installations checked as per current BS 7671: 2008 standards 5 years for fixed wire?				
Are all electrical items PAT tested?				
Extension leads rolled out?				
Comments				
Action Point				

Gas/Oil	Compliant	None Compliant	TBC	N/A
Are gas appliances and installations being correctly checked as per current regulations?				
Are gas appliances in a good state of repair?				
Comments				
Action Point				

Portable Heating	Compliant	None Compliant	TBC	N/A
Are portable heaters used in the premises, if so are they low risk?				✓
No portable heaters to be plugged into extension leads				✓
Comments				
Action Point				

Arson	Compliant	None Compliant	TBC	N/A
Are any measures considered and being adopted to reduce arson?				
Are any other security measures in place? Security fencing, lights, gates, security controlled entrance etc				
Are there any other examples of arson being committed in the surrounding areas?				
Is waste/rubbish being effectively stored away from the buildings?				
Comments				
Action Point				

General Housekeeping	Compliant	None Compliant	TBC	N/A
Is the building being generally kept in a clean and tidy condition?				
Are combustible materials being kept clear from sources of ignition?				
Waste packaging reduced				
Internal bins being emptied				
Clear Desk policies				
Comments				
Action Point				

Hazardous Materials	Compliant	None Compliant	TBC	N/A
Are hazardous materials being kept on site and stored in a secure location, fire resisting cabinet?				
Have data sheets been prepared and locations recorded on a plan				
Are these available for the fire brigade in an emergency				
Are Highly flammable liquids and LPG located in a safe place eg not under building, on roofs, inside buildings, high above ground level, above tunnels, culverts or on top of each other				
Is there sufficient ventilation of flammable items				
Comments				
Action Point				

Fire Exits	Compliant	None Compliant	TBC	N/A
Are there sufficient fire exits for the size of the building and the users of the building?				
Internal doors having a minimum of 750mm clearance including furniture				
All final doors unlocked and clear of obstruction at all times				
Final exit doors locked only with one fastening, no keys or codes to be used.				
Do they open in the direction of travel				
Comments				
Action Point				

Fire Doors	Compliant	None Compliant	TBC	N/A
Are the fire doors kept to a good standard?				
Have no more than a 3 mm gap?				
Do they have intumescent strips and cold smoke ingress?				
If open do they have appropriate mechanical self closing mechanisms?				
Doors to cupboards, service ducts and vertical shafts should be marked as 'fire door keep locked' on any escape route, and are they locked?				
Comments				
Action Point				

Safe exiting	Compliant	None Compliant	TBC	N/A
Can all rooms be exited safely in the event of a fire?				
Could all people turn their backs on a fire and walk to an alternative exit?				
Will at least one route from any part of the building remain available?				
Do the protected stairways offer sufficient and suitable protection to ensure the safe escape of all occupants?				
Are exit routes and doors free from obstructions and trip hazards?				
Can escape be made from a protected area within 2.5 mins?				
Do escape route corridors have at least 900mm gap for wheelchair users, 750mm for able bodied?				
Comments				
Action Point				

<u>External Stairways</u>	Compliant	None Compliant	TBC	N/A
Is the external stairways provision sufficient and does it afford suitable protection to the occupants to ensure their safe escape?				
Any door or window within 1.8m of escape route should be fire resisting, windows fixed shut and have wire in and doors self closing?				
Comments				
Action Point				

<u>Restricting the spread of fire</u>	Compliant	None Compliant	TBC	N/A
Are wall surface linings of good standard and condition?				
Is there adequate fire compartmentation?				
Comments				
Action Point				

<u>Emergency Lighting</u>	Compliant	None Compliant	TBC	N/A
Are emergency lights fitted and are they sufficient for the building?				
Is there sufficient coverage on the main escape routes?				
Are emergency lights being regularly serviced if fitted?				
Comments				
Action Point				

<u>Fire Detection</u>	Compliant	None Compliant	TBC	N/A
Is an adequate electrical fire alarm fitted?				
Is this fire alarm being regularly serviced?				
Is there a remote fire alarm monitoring service in place?				
Are fire detectors fitted and are they adequate for the premises?				
Are detectors installed covering escape routes, staff rooms and offices?				
Is there a fire zone chart available?				
Are call points in good condition?				
Comments				
Action Point				

<u>Fire Fighting</u>	Compliant	None Compliant	TBC	N/A
Is there sufficient firefighting equipment available for the risks on site?				
Is the correct type of equipment being used?				
Have they been serviced to BS5306 part 3 standards in the last 12 months?				
Comments				
Action Point				

<u>Signage</u>	Compliant	None Compliant	TBC	N/A
Have all the following signs been installed No smoking				
Fire Extinguisher ID signs?				
Call Point Signs?				
Call Point Location signs?				
Fire Exit route signs?				
Fire Exit Signs?				
Low level lighting in high risk buildings or building with more than 2 levels				
Comments				
Action Point				

<u>Management</u>	Compliant	None Compliant	TBC	N/A
Is a suitable fire safety management policy in place for securing the effective management of fire safety at the premises?				
Is there an evacuation policy in place?				
Are staff aware of these and regularly updated?				
Have fire wardens been appointed to assist with safe evacuation of the building?				
Do fire wardens carry out weekly checks of the building, exit routes, emergency lighting etc?				
Comments				
Action Point				

<u>Fire Training and Drills</u>	Compliant	None Compliant	TBC	N/A
Are all new staff trained on Basic Fire Awareness training when they join the company?				
Are all staff trained yearly Basic Fire Awareness?				
Have fire wardens been specifically trained?				
Are records available of all staff training?				
Comments				
Action Point				

Photographic Information in relation to Fire Risk Assessment

Action Point No:		Action Point No:		Action Point No:	

Action Point No:		Action Point No:		Action Point No:	

Photographic Information in relation to Fire Risk Assessment

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Photographic Information in relation to Fire Risk Assessment

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Photographic Information in relation to Fire Risk Assessment

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Schedule of Responsibilities

Routine tests/inspections	<p>Daily – escape route checks ensuring they are clear and fire exit doors open fully</p> <p>Weekly – Fire Alarm test</p> <p>Monthly – Extinguishers, emergency lights, fire doors, safety signs</p> <ul style="list-style-type: none"> All inspection/tests should be recorded in your fire log book
Means of escape	Kept clear at all times including build up of materials on corridors, deliveries and trip hazards. All fire doors should be kept closed and not held open unless with a mechanical device, all door wedges or other items holding doors should be removed immediately.
	All doors should be able to be opened with one simple movement, no keys. All security doors should have a fail safe system of automatically opening if the alarm goes off, or a power failure. This includes both internal doors and final exit doors such as sliding and rotating doors
Escape lighting	All escape routes now must have emergency lights fitted and natural light cannot be relied up. These lights should clearly illuminate the escape route and escape doors both internally and externally. These lights should ideally be serviced annually to BS5266 standards.
Fire Alarm	If fitted, should be serviced every 6 months to BS5839 standards, documentation from service provider should confirm this.
Fire Extinguishers	All workplaces require fire fighting equipment, which must be free from obstruction at all times and in easily locatable positions and identified by location signs. They should be serviced annually to comply with BS5306 standards and labels on extinguishers and certificates from servicing company should confirm this.
Training	All employees and contractors should be trained in premises fire safety and precautions and regularly retrained, BS9999 states all staff should receive annual refresher training. Records of training should be recorded in the fire log book.
	The company must appoint employees to assist them in the roles (Fire Wardens/Marshalls) This must be a suitable volume to cover holidays, sickness, lunch breaks etc. These staff should receive regular refresher training BS9999 states these staff should receive annual refresher training. Records of training should be recorded in the fire log book.
Signage	Various signs are required in the workplace, the escape route must be clearly signed indicating the route to the closest fire exit

	no matter where you are in a building. Other signs include fire extinguisher location signs, fire call point signs, no smoking signs and fire door keep clear signs.
Physical or Sensory impaired individuals	Procedures must be in place to ensure these individuals can safely access and egress from the building. This includes visitors, temporary staff, permanent staff and those who may be temporarily impaired due to accidents and sickness. A PEEP would be required in most cases.
Policies/Plans	A fire Policy and evacuation policy should be documented. This should be regularly updated and communicated to staff. The findings of the Fire Risk Assessment should also be communicated to staff.

Section 3 - Fire Risk Assessment

Introduction

A Fire Risk Assessment (FRA) should be completed in line with current legislation in particular the Regulatory Reform (Fire Safety) Order 2005 (RRO). Within the RRO responsibilities have been passed to a 'Responsible person' within the organisation to undertake certain key responsibilities.

As detailed under the RRO Article 3, The 'Responsible person' could be several individuals in a building however in general terms the person is either/or:

- **The Business owner**
- **The Director with delegated authority**
- **The MD**
- **The Chief Executive**
- **The property Owner/Landlord**
- **Those in charge of a building**

Complications arise when there are several 'Responsible person' with a building such as the landlord and subsequent tenants and in the case of contractors working on site, the responsible person for the contractor. These responsibilities extend to the premises and the staff alike even if the individuals are you employed by you directly. These responsibilities extend to the following duties

- Carry out a suitable Fire Risk assessment completed by a competent person. (Competency is judged by expert knowledge, qualifications and experience)
- Means of fighting fire
- Means of detecting fire and advising staff through alarms
- Development of a Fire Policy
- Development of Evacuation Procedures
- Maintaining Evacuation routes, lights and signs
- Training and Instruction on basic fire awareness and hazards within the workplace and communication of the processes and procedures.
- Provide sufficiently trained staff to assist the Responsible Person with these evacuation procedures (Fire Wardens)
- Employ one or more competent people to assist the 'Responsible person' with their duties
- Maintaining all equipment.

- Carrying out a FRA review on a regular basis or when risks within a building change.

This report should specifically refer to the duties required from the customer, however action points maybe advised to liaise with other 'Responsible persons' within a premise.

Competent Persons

The role of a competent person/s cannot be underestimated. A competent person is not a member of staff with limited experience or knowledge. Competency is judged by expert knowledge, experience and qualifications and in some cases takes many years to amass.

- A competent person is required to assist the 'Responsible person' with carrying out the FRA, assisting in writing a Fire Policy, evacuation plan and assisting with training of staff and fire wardens.
- Competent persons are also required to service fire protection equipment such as Fire Alarms, emergency lights and Extinguishers and fire blankets.
- Competent persons may also be required to assist the 'Responsible person' with fire evacuation drills on their request.

The Report

This assessment follows a stringent Risk Assessment of the premises detailed on page 1 of the FRA. The risk assessment is designed to:

- **To Identify** all factors which may cause harm to people, property and/or the environment during or as a result of a fire.
- **To consider** the likelihood of that harm actually happening and the possible consequences that could come from it
- **To enable** the responsible person to plan, implement and monitor the preventative and protective measures to ensure risks are as low as reasonably practicable at all times.

The report is structured in the following way:

1. An introduction of the building including its use
2. The report is then broken down identifying risks around the building, and making necessary comments on them, recording down any significant findings.

3. The last section of the report refers to Actions that you recommend need to be undertaken by the responsible person to remedy these significant findings, to ensure they are compliant with current legislation. Each action point will have a specific prioritisation and timescale and have a specific section to sign when this action is completed.

Prioritisation of Actions

Each action will be given a prioritisation to ensure the Responsible person has some sort of schedule to work to. Our classifications are immediate, short, medium and long term and are detailed below:

1. **Immediate** - these actions should be completed immediately where possible, risks that present a clear and present risk of fire and injury to persons, or are so quick to implement they need no thought.
2. **Short Term** – these actions should be completed within the next month where possible, there are risks that present a risk of fire and injury to persons.
3. **Medium Term** – these actions should be completed in the next 3 months as they are less serious than short term risks, however still require work to be completed in a timely fashion to reduce the risks to property and injury to persons.
4. **Long Term** – these actions should be completed in the next 6 months and are of a less serious nature but still represent risks that need further action.

Review Of Fire Safety Risks

Legislation changes on a regular basis and so does the use and internal risks within a premises, therefore it is essential that FRA's are reviewed on a regular basis, we will always recommend an FRA is reviewed no longer than 12 months. This is also a requirement as specified under article 9 of the Regulatory Reform (Fire Safety) Order 2005. However, in certain situations this review period may change to a reduced time period.

Examples of this include:

- Change of use of a building
- Change of building materials used in construction
- Building of new or extension works to an existing premises
- Bringing in new materials/equipment onto the premises especially hazardous or flammable materials
- Changing the flow of a building
- Sharing of a premises

The Responsible person must ensure risks are managed on an ongoing basis and not left to the next review period. If you have any doubts about changing risks or are planning changes to a building we would suggest you inform us at the earliest possible opportunity.

- This report does not detail information in relation to the construction of the building and how it will perform in a fire, it identifies general day to day risks in the business. If this is required it is recommended a full structural survey is completed.
- This report covers injury to individuals and does not consider the impact to the building

The Hierarchy of legislation

The Hierarchy of the regulations in relation to fire and fire protection are detailed high level as follows:

