



FIRE RISK ASSESSMENT PROFORMA

Satisfactory completion of this document should fulfil the requirements of current fire legislation (see appendix B for guidance on how to complete this form).

SECTION 1. GENERAL INFORMATION

Employer:

Responsible person:

Address of Property being assessed:

Person carrying out risk assessment:

Level of Competence
(see definition page 3)

Date of Fire Risk Assessment:

Date of Previous Fire Risk Assessment

Suggested Date for Review¹:

Relevant Legislation or COP

Signature

Date

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to act on the significant findings to ensure compliance with fire safety legislation.

¹ This risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

1.1 THE PREMISES

- 1.1.1 Number of floors:
- 1.1.1 Approximate floor area: m² per floor
- 1.1.1 Approximate floor area: m² gross
- 1.1.1 Approximate floor area: m² on ground floor
- 1.1.2 Brief details of construction:
- 1.1.3 Occupancy i.e. use of building:
- 1.1.4 Fire Appliance Access Maintained? Yes No

1.2 THE RELEVANT PERSONS

- 1.2.1 Approximate number of employees in the building at any one time:
- 1.2.2 Maximum number of other persons in the building at any one time:
- 1.2.3 Approximate maximum occupancy within the building at any one time:

1.3 RECORD OF PREVIOUS FIRE INCIDENTS AND FALSE ALARMS

1.4 OTHER RELEVANT INFORMATION

- 1.4.1 Is a Safety of Sports Certificate in force ? (as issued by the Borough Council) Yes No
- 1.4.2 Are the premises subject to an Alterations Notice? (issued by the fire authority) Yes No
- 1.4.3 Is a Licence or Registration in force? (eg Premises licence, Fireworks Registration) Yes No
- 1.4.4 Does this organisation employ 5 or more persons, in these or other premises, in total? Yes No

SECTION 2. THE PRESCRIBED INFORMATION

2.1 RELEVANT PERSONS ESPECIALLY AT RISK

(Has a procedure been implemented for items 2.1.1 – 2.1.4)

2.1.1 Sleeping occupants: Yes No N/A

2.1.2 People with Disabilities: Yes No N/A

2.1.3 Occupants in remote areas: (Lone Worker Policy) Yes No N/A

2.1.4 Any others: i.e. Young persons (See App A) Visitors etc. Yes No N/A

2.2 THE RESPONSIBLE PERSON MUST, WHERE NECESSARY, APPOINT COMPETENT PERSONS FOR (2.2.1 – 2.2.5):

(A person is to be regarded as competent, when he/she has received sufficient training or has the relevant experience and knowledge and any other qualities which will enable him/her to properly implement the procedures referred to). Refer to Sc 11 page 8.

2.2.1 Firefighting? Yes No

2.2.2 Serious and Imminent Danger Evacuation Procedures? Yes No

2.2.3 Assisting with Preventative and Protective Measures? Yes No

2.2.4 Fire Safety Training of Employees? Yes No

2.2.5 Assisting With Evacuation? Yes No
(Fire crews will want to know, on their arrival, whether or not all persons are accounted for?)

2.2.6 Where Competent Persons are not appointed for any of the above, then give reasons why and any action taken.

2.3 THIS PROFORMA SHOULD BE ACCOMPANIED BY A SUITABLE PLAN SHOWING THE LOCATION OF ANY SIGNIFICANT FINDINGS.

SECTION 3. THE SIGNIFICANT FINDINGS

3.1 Preventative and Protective Measures (see definition App B)

3.2 Has the Responsible person applied Preventative and Protective Measures as appropriate to all significant hazards? i.e. A significant hazard is something with the potential to give rise to a fire/explosion or to affect the safety of a person(s) from fire/explosion. Eg Arson Prevention

Yes No

3.3 Detail Hazards Below:

Eg Arson

Is access to the perimeter and building restricted?

Are ignition sources restricted?

Are Combustibles kept to a minimum?

Is waste storage kept secure and away from buildings?

Are persons especially at risk from arson identified?

Eg Ignition Sources:

- Smoking Policy in force
- Electrical Items maintained
- Cooking facilities controlled

Eg Housekeeping

- Storage
- Waste removal

Other Specific Hazards

Yes No

4. FIRE SAFETY ARRANGEMENTS

4.1 The Responsible Person (RP) must demonstrate effective planning, organisation, control, monitoring and review of the preventative and protective measures in Section 3 above.

4.2 More specifically:

Electrical/gas items serviced (filters etc)?

Yes No

Portable Appliance Testing?

Yes No

Good Housekeeping, waste control/removal system, no storage in exit routes?

Yes No

Use of extension leads or multi adaptors restricted?

Yes No

Correct signage of Hazards?

Yes No

Correct fire procedures and signage displayed (refuge areas)?

Yes No

Use of portable heating restricted?

Yes No

Provision of information for attending fire crews (key holder)?

Yes No

Smoking policy in force?

Yes No

Lone worker policy in force? (See 2.1.3)

Yes No

Foam filled furniture complies with latest regs?

Yes No

Restricted use of pyrotechnics (Licensed premises)?

Yes No

Account taken of young persons? (See 2.1.4)

Yes No

Monitoring and Review of the above?

Yes No

Deputy RP appointed to cover for sickness/leave?

Yes No

4.3 Detail below the Significant Findings for this section, where NO has been applied to any subsection then give reasons why and action taken.

5. DANGEROUS SUBSTANCES (as defined in APP C)

N/A

5.1 Has the risk from Dangerous Substances been reduced to as low as reasonably possible?

Yes No

5.2 Have suitable control measures been introduced (including signage)?

Yes No

5.3 Have measures been taken to mitigate the effects of a fire?

Yes No

5.4 Suitable training in safe handling, storage, use and disposal?

Yes No

5.5 Detail below the Significant Findings for this section, where NO has been applied to any subsection then give reasons why and action taken.

- 6. ADDITIONAL EMERGENCY MEASURES IN RESPECT OF DANGEROUS SUBSTANCES (See App D)** N/A
- 6.1 Is there provision of suitable information and signage? Yes No
- 6.2 Are there suitable evacuation procedures in place? Yes No
- 6.3 Are there mitigation arrangements for fires, spills, etc. bund walls, sprinklers, dry sand? Yes No
- 6.4 Is there information available for emergency services? Yes No
- 6.5 Detail below the Significant Findings for this section, where NO has been applied to any subsection then give reasons why and action taken.

7. FIRE FIGHTING AND DETECTION

- 7.1 Is the fire warning provision appropriate to the size and use of the premises? Yes No
- 7.2 Are audibility levels appropriate to size and use of premises? (eg Premises licence-alarm linked to music) Yes No
- 7.3 Is there a method of contacting the Emergency Services? Yes No
- 7.4 Is the firefighting equipment appropriate to size and use of premises? ie 1 extinguisher per 200 m² and/or a minimum of 2 per floor Yes
- 7.5 Is firefighting equipment accessible and sited correctly? Yes No
- 7.6 Where necessary are competent persons nominated and trained to use firefighting equipment? Yes No
- 7.7 Is there a competent person available to reset the fire alarm? Yes No
- 7.8 Records of previous false alarms? Yes No
- 7.9 Detail below the Significant Findings for this section where NO has been applied to any subsection then give reasons why and action taken.

8. EMERGENCY ROUTES AND EXITS

- 8.1 Are the number, distribution and size of routes and exits, which lead to a place of safety, including disabled refuge areas satisfactory? Yes No
- 8.2 Final exits doors should be free from fastenings (eg No Keys)? Yes No
- 8.3 Are exit routes and staircases kept clear? Yes No
- 8.4 Is there correct signage of exit routes and staircases? Yes No
- 8.5 Do travel distances comply with the relevant guides? (ie 18m dead end travel 45m two way travel) Yes No
- 8.6 Are exits available at all material times? (eg cleaners, security staff working out of hours) Yes No
- 8.7 Are exit routes and exits which require illumination fitted with emergency lighting in case of power failure? Yes No

Detail below the Significant Findings for this section, where NO has been applied to any subsection then give reasons why and action taken.

9. PROCEDURES FOR SERIOUS AND IMMINENT DANGER AND DANGER AREAS ie from fire or explosion

N/A

- 9.1 Is access to areas of Imminent Danger restricted? Yes No
- 9.2 Are there appropriate evacuation procedures in place for pre and post incidents? Yes No
- 9.3 Detail below the Significant Findings for this section, where NO has been applied to any subsection then give reasons why and action taken.

10. MAINTENANCE OF PREMISES AND FACILITIES

(a log book is available on our website)

- 10.1 Where equipment and facilities are provided, are they maintained to a suitable standard? Yes No
- 10.2 Are maintenance records kept for:
- | | | |
|--|------------------------------|-----------------------------|
| Fire Alarm? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Emergency Lighting? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Firefighting Equipment? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Fire Resisting Doors, Walls and Ceilings intact? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Fire Resisting Doors not being wedged open? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Fire Resisting Self Closing Doors working correctly? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Sprinklers? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Smoke Vents? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| External Exit Routes? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
- 10.3 Detail below the Significant Findings for this section, where NO has been applied to any subsection then give reasons why and action taken.

11. SAFETY ASSISTANCE (fire marshals/wardens)

- 11.1 Has the Responsible Person appointed one or more Competent Persons (having regard to the size of the premises, the risks to which the relevant persons are exposed and the distribution of those risks) to assist in undertaking the measures outlined in (Pg 3) Sc 2.2.3 + 2.2.5 (also to cover for sickness and leave)? Yes No
- 11.2 Are these persons given sufficient time and means to carry out their duties? Yes No
- 11.3 Has their competence been confirmed? Yes No
- 11.4 Detail below the Significant Findings for this section, where NO has been applied to any subsection then give reasons why and action taken.

12. PROVISION OF INFORMATION TO RELEVANT PERSONS

- 12.1 Has information been provided to all relevant persons relating to the risks to them identified from risk assessment including details of dangerous substances? Yes No
- 12.2 Has information been provided to all relevant persons relating to the preventative and protective measures taken? Yes No
- 12.3 Has information been provided to all relevant persons re evacuation procedures? Yes No
- 12.4 Has information been provided to all relevant persons relating to the identity of the person/s nominated in Sc 11 above re evacuation procedures? Yes No
- 12.5 Where a young person is to be employed, then relevant information from the risk assessment should be provided to a parent/guardian of that young person before employment? Yes No
- 12.6 Detail below the Significant Findings for this section, where NO has been applied to any subsection then give reasons why and action taken.

13. CAPABILITIES AND TRAINING

- 13.1 Are employees being effectively trained by competent persons? Yes No
- 13.2 On induction, periodically and fire drills? Yes No
- 13.3 On the introduction of new systems of work or new technology? Yes No
- 13.4 Is the training suitable and sufficient? Yes No
- 13.5 Detail below the Significant Findings for this section, where NO has been applied to any subsection then give reasons why and action taken.

14. CO-OPERATION AND CO-ORDINATION

- 14.1 Does adequate co-operation and co-ordination and sharing of information exist between responsible persons sharing premises? (multi-occupied premises only) N/A Yes No
- 14.2 Detail below the Significant Findings for this section, where NO has been applied to any subsection then give reasons why and action taken.

15. FIREFIGHTERS SWITCHES FOR LUMINOUS DISCHARGE TUBES (NEON SIGNS ETC.)

- 15.1 Are firefighters switches fitted to luminous discharge tubes where applicable? N/A Yes No
- 15.2 Detail below the Significant Findings for this section, where NO has been applied to any subsection then give reasons why and action taken.

16. MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS

- 16.1 Are dry/wet rising mains, foam inlets being maintained? N/A Yes No
- 16.2 Are fire fighting shafts being maintained? N/A Yes No
- 16.3 Are private hydrants being maintained? N/A Yes No
- 16.4 Detail below the Significant Findings for this section, where NO has been applied to any subsection then give reasons why and action taken.

SUMMARY OF SIGNIFICANT FINDINGS

Your significant findings should include the following points:-

1. Hazards
2. Persons at risk
3. Preventative measures
4. Interim measures
5. Relevant instruction and training

MATTERS TO BE TAKEN INTO PARTICULAR ACCOUNT IN RISK ASSESSMENT IN RESPECT OF CHILDREN/YOUNG PERSONS

(Where a child is to be employed, then relevant information from the risk assessment should be provided to the parent of the child before they are employed. "Parent of child" includes a person who has parental responsibility for the child, within the meaning of Section 3 of the Children's Act 1989(a).)

The matters are:-

the inexperience, lack of awareness of risks and immaturity of young persons;

the fitting-out and layout of premises;

the nature, degree and duration of exposure to physical and chemical agents;

the form, range, and use of work equipment and the way in which it is handled;

the organisation of processes and activities;

the extent of the safety training provided or to be provided to young persons; and

risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC(a) on the protection of

young people at work.

5 STEPS TO RISK ASSESSMENT

Carrying out a risk assessment

The important things you need to decide is whether hazards are significant and whether you have covered them by satisfactory precautions so that the risk is acceptably low.

STEP 1: Identify the fire hazards in the workplace:- sources of ignition

sources of fuel

explosive atmospheres/substances

STEP 2: Decide who (e.g. employees, visitors) might be in danger in the event of a fire in the workplace or while trying to escape from it, and note their location.

STEP 3: Evaluate the risks and apply the **preventative and protective measures** as detailed below

The principles are:-

1. avoiding risks;
2. evaluating the risks which cannot be avoided;
3. combating the risks at source;
4. adapting to technical progress;
5. replacing the dangerous by the none dangerous or less dangerous;
6. developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
7. giving collective protective measures priority over individual protective measures; and
8. giving appropriate instructions to employees.

STEP 4: Record your findings and details of the action you took as a result :-

Prepare an emergency plan

Inform, instruct and train employees in fire precautions.

STEP 5: Keep the assessment under review and revise it when necessary.

If you share premises with other people you should liaise with them and inform them of any risks which may affect them. Where five or more persons work in the workplace, even if they are not working at the same time, a record must be kept of the findings of the risk assessment. This record should be available for inspection when required.

If, following your risk assessment there is a need to carry out structural alterations to your premises or to make such changes that will effect means of escape, you may need building regulations approval, should this be the case, enquiries should be made to the Local Authority or an Approved Inspector prior to the commencement of work.

**MATTERS TO BE CONSIDERED IN RISK ASSESSMENT IN RESPECT OF
DANGEROUS SUBSTANCES**

(A Dangerous Substance is a substance or preparation which is explosive, oxidising or flammable)

The matters to be considered are:-

the hazardous properties of the substance;

information on safety as provided by the supplier, including the relevant safety data sheet(s);

the circumstances of the work including:-

the special, technical and organisational measures and the substances used and their possible interactions;

the amount of the substance involved;

where the work will involve more than one dangerous substance, the risk presented by such substances in combinations; and

the arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances;

activities, such as maintenance, where there is the potential for a high level of risk;

the effect of measures which have been or will be taken pursuant to this Order;

the likelihood that an explosive atmosphere will occur and its persistence;

the likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective;

the scale of the anticipated effects;

any places which are, or can be connected via openings to, places in which explosive atmospheres may occur, and such additional safety information as the responsible person may need in order to complete the assessment.

MEASURES TO BE TAKEN IN RESPECT OF DANGEROUS SUBSTANCES

In applying measures to control risks the responsible person must, in order of priority:-

- reduce the quantity of dangerous substances to a minimum;
- avoid or minimise the release of a dangerous substance;
- control the release of a dangerous substance at source;
- prevent the formation of an explosive atmosphere, including the application of appropriate ventilation;
- ensure that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained, removed to a safe place, or otherwise rendered safe, as appropriate;
- avoid:-
 - ignition sources including electrostatic discharges; and
 - such other adverse conditions as could result in harmful physical effects from a dangerous substance; and
 - segregate incompatible dangerous substances.

The responsible person must ensure that mitigation measures include:-

- reducing to a minimum the number of persons exposed;
- measures to avoid the propagation of fires or explosions;
- providing explosion pressure relief arrangements;
- providing explosion suppression equipment;
- providing plant which is constructed so as to withstand the pressure likely to be produced by an explosion; and
- providing suitable personal protective equipment.

The responsible person must:-

ensure that the premises are designed, constructed and maintained so as to reduce risk;

ensure that suitable special technical and organisational measures are designed, constructed, assembled, installed, provided and used so as to reduce risk;

ensure that special , technical and organisational measures are maintained in an efficient state, in efficient working order and in good repair;

ensure that equipment and protective systems meet the following requirements:-

where power failure can give rise to the spread of additional risk, equipment and protective systems must be able to be maintained in a safe state of operation independently of the rest of the plant in the event of power failure;

means for manual override must be possible, operated by employees competent to do so, for shutting down equipment and protective systems incorporated within automatic processes which deviate from the intended operating conditions, provided that the provision or use of such means does not compromise safety;

on operation of emergency shutdown , accumulated energy must be dissipated as quickly and as safely as possible or isolated so that it no longer constitutes a hazard; and

necessary measures must be taken to prevent confusion between connecting devices;

where the work is carried out in hazardous places or involves hazardous activities, ensure that appropriate systems of work are applied including:-

the issuing of written instructions for the carrying out of work; and

a system of permits to work, with such permits being issued by a person with responsibility for this function prior to the commencement of the work concerned.