Fire Risk Assessment – Occupied Premises

Organisation:		Assessor:	
Head Office Address:		Premise Address:	
Contact Person:		Contact Person:	
Tel:	Fax:	Tel:	Fax:

Main use of building or type of business:

Fire Hazard Identification		Answer: Yes, No, N/a, Date, Quantity, Value, Unknown, etc Do not use: √ or × or leave blank. Answer all questions
1. Ignition Sources		
a) Electric Lighting Circuits to be tested every 4 years & a certificate issued.	**(i)** Does visible wiring & switches appear in good condition	
	(ii) Are lights clear of flammable materials	
	(iii) When were circuits last tested for electrical safety	
Note Observations		
b) Power Circuits Circuits to be tested every 4 years & a certificate issued. Care must be taken not to overload circuits by over use of adapters.	**(i)** Does visible wiring & switches appear in good condition	
	(ii) Do plugs & appliances appear in good condition	
	(iii) Are multi point adapters used	
	(iv) Are extension power cables used	
	(v) When were circuits last tested for electrical safety	
	(vi) When were plug in appliances last tested for electrical safety	
Note Observations		
c) Heating System	**(i)** Is there a gas fired boiler to hot water supply or radiators	

Boilers should be inspected annually by a competent person. Inspections verify the appliance is in safe working order & adequately ventilated.	**(ii)** Is there an oil fired boiler to hot water supply or radiators	
	(iii) Is there a solid fuel boiler to hot water supply or radiators	
	(iv) Are any circulating pumps well ventilated	
	(v) Are any fixed LPG heating units present	
	(vi) Are any portable LPG heating units present	
	(vii) Are any fixed electrical convector or radiant heaters present	
	(viii) Are any portable oil fired heating units present	
	(ix) Are any portable electric heating units present	
	(x) When was the boiler last tested for safety	
Note Observations		
d) Catering System	**(i)** Are gas rings, grille or oven available for use	
	(ii) Are electric rings, grille or oven available for use	
	(iii) Is an electric toaster or sandwich maker available for use	
	(iv) Is a microwave oven available for use	
	(v) Other (specify)	
Note Observations		
e) Employees	**(i)** What is the maximum number of employees on the premises at the same time	
	(ii) Do other companies or tenants share the same premises	
Note Observations		
f) Arson Risk Deliberate malicious fire. Have precautions been taken.	**(i)** Are potential employees vetted as far as is reasonable	
	(ii) Is the building secure from unauthorised entry	

Note Observations		
2. Combustible Materials		
a) Organic Materials Housekeeping!	**(i)** Are there large quantities of paper, card or cloth on the premises	
	(ii) Is storage of these materials satisfactory	
	(iii) Are waste materials stored satisfactorily	
	(iv) Are these waste materials disposed of regularly	
	(v) Are the premises generally clean & tidy	
Note Observations		
b) Flammable Liquids Empty containers still contain highly flammable vapours. Containers in use must be stored sealed & separate.	**(i)** Are flammable liquids used for any reason within the premises	
	(ii) If yes, are these liquids & empty containers stored satisfactorily	
Note Observations		
c) Flammable Gasses Full & empty cylinders must be stored separately. Has a safe LPG area been incorporated.	**(i)** Is bottles gas used for any reason within the premises	
	(ii) Are full gas bottles or cylinders stored satisfactorily	
	(iii) Are empty bottles or cylinders stored satisfactorily	
Note Observations		
d) Building Construction Ceiling voids are the empty spaces above false ceilings. Do they span more than one room. Where pipes & cables have been sent through fire stop walls, the surrounding hole must be sealed. Does air conditioning system have dampers in the ducting. Combustible linings will cause a fire to spread rapidly.	**(i)** Does the nature of construction appear to be a fire hazard	
	(ii) Is the use of combustible linings excessive	
	(iii) Are staircases made of non combustible material	
	(iv) Do ceiling voids communicate	
	(v) Are any service holes in fire break walls appropriately fire stopped	
	(vi) Are any service ducts appropriately fire stopped	

	(vii) Do adjacent properties appear to form a fire hazard	
Note Observations		

Persons at Risk - Identification

3. Staff Locations

a) Main Work Area Is it known where all employees will be. Have all work areas been kept safe & have staff in all areas been made aware of exits & how to contact the Fire Brigade etc.	**(i)** What is the maximum number of employees working in one location	
	(ii) Is this area reasonably free of obstructions	
	(iii) How many employees work above the ground floor	
	(iv) How many employees work below the ground floor	
	(v) How many employees work in other areas	
	(vi) Are any employees lone workers. If yes, specify in which area	
	(vii) Do any of these areas allow public access. If yes, specify	
	(viii) Are means of escape for all areas satisfactory	
	(ix) Do all staff have reasonable access to a telephone	
Note Observations		

4. Staff Activities

a) Activity with Fire Potential Discarded cigarettes are a major cause of accidental fire. Some activities themselves may present a fire risk. It should be ensured all safety measures are observed & precautions taken.	**(i)** Specify	
	(ii) Is smoking allowed in work & storage areas	
	(iii) Is a safe smoking area provided	
	(iv) If a safe smoking area is not provided, what is the normal practise. Specify	
	(v) Is this practice potentially hazardous	

Note Observations		
b) Location of Personnel Usually a form of signing in book or clocking in system.	**(i)** Is there a system in place for logging employees in & out of the building	
	(ii) Is there a system in place for logging visitors & contractors in & out of the building	
	(iii) Are visitors & contractors instructed how to react in case of fire	
Note Observations		
c) Employee Training All employers have a legal obligation to provide fire safety awareness training to its employees. Regular fire drills must be held & logged. Induction training should include familiarisation with the fire alarm system & the action to take should fire occur. It should not be assumed that employees will understand or even read the fire safety signs which have been provided.	**(i)** Do staff know when to operate the fire alarm	
	(ii) Do staff know the location of fire alarm points	
	(iii) Do staff know how to activate the fire alarm	
	(iv) Do staff know what the fire alarm sounds like	
	(v) Do staff know how to react if the fire alarm sounds	
	(vi) How often are fire drills held	
	(vii) When was the last fire drill held	
	(viii) Are fire drills recorded in a log book	
	(ix) Do staff understand the meanings of fire safety signs	
	(x) Do staff know the locations of fire exits	
	(xi) Do staff know how to open the fire exit doors	
	(xii) Do staff know how to recognise the fire extinguishers	
	(xiii) Do staff know the locations of the fire extinguishers	
	(xiv) Do staff know how to operate the fire extinguishers	
	(xv) Have staff ever operated a fire extinguisher	
	(xvi) Have staff undergone any fire safety training	
	(xvii) Are pictorial fire procedure notices readily visible	

Note Observations		
Identification of Escape & Fire Systems		
5. Means of Escape		
a) Fire Exit Signs Must show a symbol of a running person & in some cases, a directional arrow. Dependant upon natural lighting levels, may be illuminated or luminescent. May be linked to emergency lighting system.	**(i)** Are they located in appropriate positions	
	(ii) Are sufficient signs provided	
	(iii) Are signs illuminated if required	
	(iv) Are all signs pictorial	
Note Observations		
b) Fire Exit Routes An alternative means of escape from a building which may not be obvious or in daily use. Must remain unobstructed at all times inside & outside. Routes must be clearly identified by pictorial signs. Final exit doors must be fitted with an approved release system such as a push bar. Intermediate doors must have a smoke seal installed in the door or frame rebate & may also be fitted with a self closing device. Doors must open in the direction of travel. Revolving or sliding doors are not acceptable. Some intermediate doors may be held open by magnetic catches linked to the fire alarm system. These automatic doors close upon activation if the fire alarm system.	**(i)** Are they wide enough for wheel chairs if required	
	(ii) Are they obstructed on the inside	
	(iii) Are they obstructed on the outside	
	(iv) Are doors fitted with approved release systems	
	(v) Do release & locking systems function properly	
	(vi) Are intermediate fire doors fitted with self closers	
	(vii) Do these self closers function properly	
	(viii) Are smoke seals fitted where appropriate	
	(ix) Are “Fire Door Keep Shut” signs fitted	
	(x) Are fire doors being propped open	
	(xi) Are automatic fire doors which are normally kept open by magnetic catches, clear of obstruction	
	(xii) Do these automatic fire doors release properly when the fire alarm is activated	
	(**xiii)** Are “Keep Clear” signs fitted to automatic fire doors	
	(xiv) Do all fire doors open in the direction of travel	
	(xv) Do fire exits lead to a place of safety	

Note Observations		
c) Emergency Lighting These units will provide lighting along a fire escape route should the electricity fail for any reason. Usually battery powered but may be backed up by a generator in larger installations.	**(i)** Is emergency lighting fitted	
	(ii) Do luminaires appear in good condition	
	(iii) How is emergency lighting powered	
	(iv) Is emergency lighting regularly tested by an approved company	
	(v) When was emergency lighting last tested	
	(vi) Are these tests recorded in a logbook	
	(vii) If emergency lighting is controlled by others, is there a procedure for reporting defects	
Note Observations		
6. Fire Systems		
a) Fire Alarm The fire alarm is an early warning device which must be maintained in perfect working order. Smoke & heat detectors are often linked with the system. Connections to the Fire Brigade through central station monitoring has the advantage that once the alarm is activated, delay in calling the emergency services is avoided.	**(i)** Is the system fitted with standard electronic break glass points	
	(ii) Other. Specify	
	(iii) Are smoke detectors present	
	(iv) Do they appear in good condition	
	(v) Are heat detectors present	
	(vi) Do they appear in good condition	
	(vii) Does the system have central station monitoring & signalling	
	(viii) Is the fire alarm system tested regularly by an approved company	
	(ix) When was the fire alarm system last tested	
	(x) Are tests recorded in a logbook	
	(xi) If the system is controlled by others, is there a procedure for reporting defects	
Note Observations		

b) Fire Extinguishers Must be installed in all buildings where people are employed or public access is allowed. Usually located adjacent fire exits or on exit routes. A combination of different types is common in buildings presenting more than one type of fire risk.	**(i)** Are sufficient portable fire extinguishers available for use	
	(ii) Are they suitable for the risks present	
	(iii) Are pictorial identification signs visible	
	(iv) Are they serviced regularly by a **BAFE** registered company	
	(v) When were they last serviced	
	(vi) Are service visits recorded in a logbook	
Note Observations		
c) Fire Hose Reels Usually installed in common areas of a building. May be manual of automatic.	**(i)** Are fire hose reels installed in the building or the part of the building which you occupy	
	(ii) Are pictorial operation notices provided adjacent each reel	
	(iii) Are they serviced regularly by a **BAFE** registered company	
	(iv) When were they last serviced	
	(v) Are service visits recorded in a logbook	
Note Observations		
d) Wet/Dry Risers For use by the Fire Brigade in employing rapid transfer of water in a multi storey building. If the premises are part of a larger centre, the system may be linked & controlled elsewhere.	**(i)** Are wet or dry risers installed in the building	
	(ii) Are they serviced regularly by an **LPCB** registered company	
	(iii) When were they last serviced	
	(iv) Are service visits recorded in a logbook	
Note Observations		
e) Sprinkler System If the premises are part of a larger centre, the system may be linked & controlled elsewhere. This can be determined by speaking with the centre management.	**(i)** Is a sprinkler system installed in the building	
	(ii) Is it serviced regularly by an **LPCB** registered company	
	(iii) When was it last serviced	
	(iv) Are service visits recorded in a logbook	

Note Observations		
f) Fixed Extinguishing System For the protection of special risks (principally major items of flammable liquids or electrical plant & equipment). There are a number of different systems most of which are designed to be operated automatically.	**(i)** Is a fixed system of any nature installed in the building	
	(ii) Is it serviced regularly by an **LPCB** registered company	
	(iii) When was it last serviced	
	(iv) Are service visits recorded in a logbook	
Note Observations		

7. Fire Wardens		
Fire wardens are the persons nominated by an organisation as having a defined area of responsibility. Duties include fire prevention & special duties should fire occur. Fire wardens must be trained in order to carry out these duties & must also have a deputy in case of absence.	**(i)** Have fire wardens been trained & appointed	
	(ii) Have deputy fire wardens been trained & appointed	
	(iii) Are fire wardens fully aware of their duties	
	(iv) Do other members of staff know who the fire wardens are	
Note Observations		

The purpose of this fire risk assessment is to ensure that so far is reasonably practical, the organisation is meeting its obligations under the Regulatory Reform (Fire Safety) Order 2005. I confirm I have carried out his risk assessment in accordance with the requirements of these & associated regulations. Where appropriate, my advice & suggestions for improvements have been noted.

Signature of Assessor	Print Name
Position	Date of Assessment

Guidance Notes

When approaching the task there simple rules that should be borne in mind:

1. There is no single correct way in which the assessment should be made.

2. The methodology to be adopted should be a practical, structured and above all, a common-sense one.

3. While the legal responsibility for carrying out the assessment rests with the employer, in complex workplaces he is at liberty to seek the help of his own experts or, if necessary, the help of outside consultants.

Because, in larger workplaces, different areas may represent quite different levels of risk, it will, in such cases, be more appropriate to undertake individual risk assessments for each of these areas rather than just one risk assessment for the whole of the workplace.

For the purpose of fire risk assessment by Fire Queen Limited on behalf of our clients, the Risk Factor Matrix Method is used.

The Risk Factor Matrix Method

This method attempts to put the fire risk assessment onto a semi-quantitative basis. However it cannot be stressed to strongly that the numbers involved are purely relative, & that they therefor have no absolute significance whatsoever.

While all risks are made up of two elements: the probability that an event will occur & the harmful or unwanted consequences of that occurrence, the relative contributions that these two elements make to the risk may vary considerably.

For the purposes of this method, we define the probability that a fire event will occur as the *fire risk*, & the harm that would result from that event as the *fire hazard*.

Quantifying the fire risk and the fire hazard

This is easily done. First we classify the fire hazards by describing them as being between negligible & very severe, & by assigning a numerical value, H, to each description.

Similarly, we may classify the fire risks by describing them as being between unlikely to very likely, & by assigning a numerical value, R, to each of these descriptions. A typical classification table is shown below.

Fire Hazard		Fire Risk	
Description	Value (H)	Description	Value (R)
Negligible	1	Unlikely	1
Slight	2	Possible	2
Moderate	3	Quite Possible	3
Severe	4	Likely	4
Very Severe	5	Very likely	5

In using this method to perform a fire risk assessment, one decides the values of both H & R that best fit the circumstances that obtain in the area being assessed. It is important to realise that in using this method we assign values to H & R for the area as a whole.

A formula for the risk factor.

Remembering that the two elements of risk are the fire hazard & the fire risk, it would be reasonable to define something that we shall call the risk factor, F, by the simple formula:

$$F = H \times R$$

If we apply the risk factor formula to all possible combinations of fire hazard values & fire risk values we obtain a set of 25 numbers – the risk factors – which could then be displayed as a two-dimensional grid we cal the *Risk Factor Matrix*. An example is shown below.

Fire Risk Value	Fire Hazard Value: 5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

High
Normal
Low

The various levels of severity of the fire hazard, negligible, slight etc, could, more specifically, be quantified in terms of the degree of harm to people, the duration of business interruption, the amount of financial loss or the extent of property damage.

The final task in this method is to decide the ranges of the risk factors that will correspond to the three categories of risk. On the assumption that the majority of workplaces would be of normal risk, with very few of low risk, & perhaps slightly more of high risk, one could, for this 5 x 5 matrix, arbitrarily assign low risk factor values of 1-2, normal risk to values of 3-15 & high risk to values of 16-25.

The Benefits of Fire Risk Assessment

A carefully carried out risk assessment will produce three distinct benefits for the owner or occupier of a workplace. First, he will have complied with the statutory requirement to make an assessment of the risk to people in the event of fire. Secondly, & more importantly, his workplace will, by virtue of the hazard reduction part of the exercise, have been made a much safer place in which to work. Thirdly, a realistic assessment of the risk from fire must means that there are financial resources devoted to necessary fire safety measures; in short, it will lead to a more cost effective use of the fire safety manager's budget.