

# Hereford and Worcester Fire & Rescue Service

## FIRE RISK ASSESSMENT

### SECTION 1. GENERAL INFORMATION

Address of Property:

Employer (Where applicable):

Owner of Property:

Owners Address:

Responsible person:

Person carrying out risk assessment:

Date of Fire Risk Assessment:

Assessors Signature:

Review Date:

This Document Should Be Accompanied By A Suitable Plan Showing The Location Of Any Significant Findings.

This report primarily provides an assessment of the risk to life from a fire on these premises and should assist in compliance with The Regulatory Reform (Fire Safety) Order 2005. Note is also made of the risk regarding the spread of fire within the premises and where necessary external fire spread. This assessment should be filled in having due regard for the guidance notes attached.

This report should be reviewed by a competent person by the date indicated or:-

If there is reason to suspect it is no longer valid or

There have been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures or organisation of the work undergo significant changes, extensions or conversions.

***N.B. This form should be filled in by a 'competent person' (see definition on pg.2), it should not be assumed that the use of this form will constitute a suitable and sufficient assessment as required by The Fire Safety Order, unless the assessor has a full appreciation of any issues the questions raise and the actions that may be required.***



## 1.1 THE PREMISES

1.1.1 Number of floors:

1.1.2 Approximate floor area: . m<sup>2</sup> per floor

1.1.3 Approximate floor area: m<sup>2</sup> gross

1.1.4 Approximate floor area: m<sup>2</sup> on ground floor

1.1.5 Brief details of construction:

1.1.6 Occupancy i.e. use of building

1.1.7 Fire Appliance Access Maintained?	Yes/No
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## 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

DATE	OCCURRENCE	ACTIONS TAKEN

## 1.4 OTHER RELEVANT INFORMATION

- 1.4.1 Is a Safety of Sports Certificate in force? (as issued by the Borough Council) 

Yes	No
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- 1.4.2 Are the premises subject to any Enforcement Notices? (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
-----	----
- 1.4.5 Are the premises in a multi-occupied building? 

Yes	No
-----	----
- 1.4.6 Are there any residential properties in the building? (Include brief details below) 

Yes	No
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Any Other Relevant Information.

## SECTION 2. THE PRESCRIBED INFORMATION ( 1 )

### 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:	<table border="1"><tr><td>Yes</td><td>No</td><td>N/A</td></tr></table>	Yes	No	N/A
Yes	No	N/A			
2.1.2	People with Disabilities:	<table border="1"><tr><td>Yes</td><td>No</td><td>N/A</td></tr></table>	Yes	No	N/A
Yes	No	N/A			
2.1.3	Occupants in remote areas: (Lone Worker Policy)	<table border="1"><tr><td>Yes</td><td>No</td><td>N/A</td></tr></table>	Yes	No	N/A
Yes	No	N/A			
2.1.4	Any others: i.e. Young persons (See Appendix A) Visitors etc.	<table border="1"><tr><td>Yes</td><td>No</td><td>N/A</td></tr></table>	Yes	No	N/A
Yes	No	N/A			

2.2 The Responsible Person Must, Where Necessary, Appoint Competent Persons For (2.2.1 – 2.2.5), (List on page 2)

2.2.1	Fire Fighting?	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No			
2.2.2	Serious and Imminent Danger Evacuation Procedures?	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No			
2.2.3	Assisting with Preventive and Protective Measures?	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No			
2.2.4	Fire Safety Training of Employees?	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No			
2.2.5	Assisting With Evacuation? (Fire crews will want to know, on their arrival, whether or not all persons are accounted for?)	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No			

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

This Document Should Be Accompanied By A Suitable Plan Showing The Location Of Any Significant Findings.



#### 4. DANGEROUS SUBSTANCES (as defined in Appendix C)

N / A	Go to Section 6
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- |     |                                                                                       |                              |                             |
|-----|---------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 4.1 | Has the risk from Dangerous Substances been reduced to as low as reasonably possible? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4.2 | Have suitable control measures been introduced (including signage)?                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4.3 | Have measures been taken to mitigate the effects of a fire?                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4.4 | Suitable training in safe handling, storage, use and disposal?                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4.5 | Suitable fire fighting equipment provided?                                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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

**5. ADDITIONAL EMERGENCY MEASURES IN RESPECT OF DANGEROUS SUBSTANCES (See Appendix D)**

N/A	Go to Section 6
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5.1 Is there provision of suitable information and signage? 

Yes	No
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5.2 Are there suitable evacuation procedures in place? 

Yes	No
-----	----

5.3 Are there mitigation arrangements for fires, spills, etc. bund walls, sprinklers, dry sand? 

Yes	No
-----	----

5.4 Is there information available for emergency services? 

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

## 6. FIRE FIGHTING AND DETECTION

- 6.1 Is the fire warning provision appropriate to the size and use of the premises?  
*Details* (ie Bs 5839 Type L2 system) 

Yes	No
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- 6.2 Are audibility levels appropriate to size and use of premises?  
(eg Premises licence-alarm linked to music, visual strobes for hard of hearing)  
*Details*

Yes	No
-----	----
- 6.3 Is there a method of contacting the Emergency Services?  
*Details*

Yes	No
-----	----
- 6.4 Is the fire fighting equipment appropriate to size and use of premises?  
ie 1 extinguisher per 200 m<sup>2</sup> and/or a minimum of 2 per floor 

Yes	No
-----	----
- Are special extinguishers provided for special risks (i.e. Dry Powder, CO<sup>2</sup>)? 

Yes	No
-----	----
- 6.5 Is fire fighting equipment accessible and sited correctly? 

Yes	No
-----	----
- 6.6 Where necessary are competent persons nominated and trained to use  
fire fighting equipment? 

Yes	No
-----	----
- 6.7 Is there a competent person available to test the fire alarm? 

Yes	No
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- 6.8 Are Records of any false alarms kept? 

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

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## 7. EMERGENCY ROUTES AND EXITS

- 7.1 Are the number, distribution and size of routes and exits, which lead to a place of safety, including disabled refuge areas satisfactory? 

Yes	No
-----	----
- 7.2 Final exits doors should be free from fastenings (eg No Keys)? 

Yes	No
-----	----
- 7.3 Are exit routes and staircases kept clear? 

Yes	No
-----	----
- 7.4 Is there correct signage of exit routes and staircases? 

Yes	No
-----	----
- 7.5 Do travel distances comply with the relevant guides? (e.g.18m dead end travel 45m two way travel) 

Yes	No
-----	----
- 7.6 Are exits available at all material times? (eg cleaners, security staff working out of hours) 

Yes	No
-----	----
- 7.7 Are exit routes and exits which require illumination fitted with emergency lighting in case of power failure? 

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

**8. PROCEDURES FOR SERIOUS AND IMMINENT DANGER AND DANGER AREAS  
( ie from fire or explosion)**

8.1 Is access to areas of Imminent Danger restricted? 

Yes	No
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8.2 Have all persons with access to these areas received adequate safety training? 

Yes	No
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8.3 Are there appropriate evacuation procedures in place for pre and post incidents? 

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

## 9. MAINTENANCE OF PREMISES, FACILITIES AND TRAINING

(a log book is available on our website)

9.1	Where equipment and facilities are provided, are they maintained to a suitable standard?	Yes	No
9.2	Are maintenance records kept for:		
	a. Fire Alarm?	Yes	No
	Detectors? (if applicable)	Yes	No
	b. Emergency Lighting?	Yes	No
	c. Fire fighting Equipment?	Yes	No
	d. Fire Resisting Doors, Walls and Ceilings intact? (Appropriate fire stopping)	Yes	No
	e. Self Closing Devices on Fire Doors working correctly?	Yes	No
	f. External Exit Routes?	Yes	No
	g. Sprinklers?	Yes	No
	h. Smoke Vents?	Yes	No
	i. Dry/Wet Risers	Yes	No
	j. Private Hydrants	Yes	No
	k. Fire instruction & Evacuation Drills	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.

## 10. SAFETY ASSISTANCE (fire marshals/wardens)

10.1 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 Sec 2.2. (also to cover for sickness and leave)?

Yes	No
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10.2 Are these persons given sufficient time and means to carry out their duties?

Yes	No
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10.3 Has their competence been confirmed?

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

## 11. PROVISION OF INFORMATION TO RELEVANT PERSONS

11.1	Has information been provided to all relevant persons relating to the preventative and protective measures taken?		
		Yes	No
11.2	Has information been provided to all relevant persons regarding the evacuation procedures?		
		Yes	No
11.3	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
11.4	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
11.5	Has information been provided to employees regarding any dangerous substances that may be in or on the premises?		
		Yes	No
11.6	Has relevant information been provided to the employers of any persons provided by an outside agency?		
		Yes	No
11.7	Regarding multi-occupied premises, has relevant information been provided to other responsible persons?		
		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.

**12. CAPABILITIES AND TRAINING**  
**(See Appendix E)**

12.1 Are employees being effectively trained by competent persons?	Yes	No
12.2 On induction, periodically and fire drills?	Yes	No
12.3 On the introduction of new systems of work or new technology?	Yes	No
12.4 Is the training suitable and sufficient?	Yes	No
12.5 Is there general co-operation between the employees and the employer regarding fire safety issues?	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.

### 13. CO-OPERATION AND CO-ORDINATION

13.1 Regarding multi-occupied premises has there been co-operation and co-ordination between the responsible persons regarding the implementation of fire safety measures and relevant information on any risks to relevant persons in these premises been provided, and

N/A	Yes	No
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Is there a likelihood of an explosive atmosphere occurring in any of the relevant premises? (Detail below)

N/A	Yes	No
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Detail below the Significant Findings for this section, "NO" has been applied to any subsection then give reasons why and action taken.

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

14.1 Are fire fighters switches fitted to luminous discharge tubes where applicable?

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

**15. MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS**

15.1 Are dry/wet rising mains, foam inlets being maintained?

N/A	Yes	No
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15.2 Are fire fighting shafts being maintained?

N/A	Yes	No
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15.3 Are private hydrants being maintained?

N/A	Yes	No
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15.4 Is the access for fire fighting appliances adequate?

	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.



