### 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:-

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.

organisational measures or organisation of the work undergo significant changes, extensions or conversions.

If there is reason to suspect it is no longer valid or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

#### Register of Persons Responsible for Management of Fire Precautions

DATE	NAME	RESPONSIBILITY

#### The Responsible Person

The employer, if the workplace is to any extent under his control

or

The person who has control of the premises

or

The owner

#### The responsible person must

- Take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees and
- In relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure the premises are safe.

(Article 8.1)

#### **Competent Person**

A person is to be regarded as competent for the purposes of the Fire Safety Order where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the preventative and protective measures. (Article 18.1)

#### **Relevant Persons**

Any person who is or may be lawfully on the premises and

Any person in the immediate vicinity of the premises who is at risk from a fire on the premises.

'It is an offence (for any person) to make in any register, book, notice or other document required to be kept, served or given by or under, this Order, an entry which he knows to be false in a material particular.'

(Article 32 (2) (b))

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1.1.1	Numbe	r of floors:				
1.1.2	Approx	Approximate floor area: . m² per floor				
1.1.3	Approx	imate floor area: m² gross				
1.1.4	Approx	imate floor area: m² on grou	nd floor			
1.1.5	Brief de	etails of construction:				
1.1.6	Occupa	ancy i.e. use of building				
1.1.7	Fire Ap	pliance Access Maintained?		Yes/No		
1.2	THE R	ELEVANT PERSONS				
1.2.1	Approxi	mate number of employees i	n the building at any one time:			
1.2.2	Maximu	m number of other persons i	in the building at any one time:			
1.2.3	Approxi	mate maximum occupancy v	vithin the building at any one time:			
1.3	RECORD OF PREVIOUS FIRE INCIDENTS AND FALSE ALARMS					
D/	ATE	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
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

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:	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 Appendix A) Visitors etc.	Yes	No	N/A
	ne Responsible Person Must, Where Necessary, Appoint Competen $-2.2.5$ ), (List on page 2)	it Pers	ons Fo	or
2.2.1	Fire Fighting?		Yes	No
2.2.2	Serious and Imminent Danger Evacuation Procedures?		Yes	No
2.2.3	Assisting with Preventive and Protective Measures?		Yes	No
2.2.4	Fire Safety Training of Employees?		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?)	l,	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.

#### 3. FIRE SAFETY ARRANGEMENTS

3.1

The Responsible Person (RP) must demonstrate effective planning, organisation, control, monitoring and review of the preventive and protective measures employed.

3.2	More specifically:	Yes	No
	Correct signage of hazards		
	Electrical/gas items serviced (filters etc)?		
	Portable Appliance Testing?		
	Electrical equipment register maintained?		
	Use of extension leads or multi adaptors restricted?		
	Do premises have a lightning protection system in place?		
	No storage in exit routes?		
	Staircases & Corridors kept free of combustible items?		
	Correct fire procedures and signage displayed (refuge areas)?		
	Use of portable heating restricted?		
	Smoking policy in force?		
	Good Housekeeping, waste control/removal system,		
	Potential for arson internally and externally		
	Could a fire from adjoining premises spread to these premises?		
	Lone worker policy in force?		
	Contractors monitored during any works?		
	Foam filled furniture complies with latest regs?		
	Restricted use of pyrotechnics (Licensed premises)?		
	Account taken of young persons?		
	Monitoring and Review of the above?		
	Deputy RP appointed to cover for sickness/leave?		
	Disaster management plan, Business continuity plan in place		

Detail below the Significant Findings for this section.

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

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

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

N/A	Go to Section 6	
5.1	Is there provision of suitable information and signage?	Yes No
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
	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? <b>Details</b> (ie Bs 5839 Type L2 system)	Yes No
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) <b>Details</b>	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 m² 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
6.8	Are Records of any false alarms kept?	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.	

## 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

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

8.2 Have all persons with access to these areas received adequate safety training?

Yes No

8.3 Are there appropriate evacuation procedures in place for pre and post incidents?

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. 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

10.2 Are these persons given sufficient time and means to carry out their duties?

Yes No

10.3 Has their competence been confirmed?

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.

### 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
110			
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		
11.4	risk assessment should be provided to a parent/guardian of that young person		
	before employment?	Yes	No
	Soloro employment	100	110
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		١
	provided by an outside agency?	Yes	No
			1
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

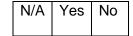
Detail below the Significant Findings for this section, where NO has been applied to any subsection then give reasons why and action taken.

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

13.1 Regarding multi-occupied premises has there been co-operation and coordination 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

Is there a likelihood of an explosive atmosphere occurring in any of the relevant premises? (Detail below)



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
15.2	Are fire fighting shafts being maintained?	N/A	Yes	No
15.3	Are private hydrants being maintained?	N/A	Yes	No
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.

# SECTION 16. THE PRESCRIBED INFORMATION (2) THE SIGNIFICANT FINDINGS

### **SUMMARY OF SIGNIFICANT FINDINGS (See Appendix B)**

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

### **16 Preventive and Protective Measures**

16.1	Has The Responsible Person Applied The Preventive And Protective Measures As Appropriate To All Significant Hazards? And Have The Principles Of Prevention Been Applied? (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 e.g. Arson Prevention)	Yes	N o
16.2	Detail Hazards Below in order of priority:		

16.3	PROBABILITY OF IGNITION (RISK OF FIRE WITHIN THESE PREMISES)			ITHIN THESE PREMISES)
LOW		MEDIUM		HIGH

16.4 CONSEQUENCES FOR LIFE SAFETY		
SLIGHT HARM	MODERATE HARM	EXTREME HARM

16.5 RISK TO LIFE FROM FIRE				
Trivial	Tolerable	Moderate	Substantial	Intolerable

## **ACTION PLAN**

16.6	The following recommendations should be implemented in order to reduce fire risk to maintain it at, the following level:		,
	TRIVIAL	TOLERABLE	
Example of priorities A. Immediate B. Within one month C. Within three months D. Within six months E. Within twelve months F. When finances/budget allow			

RECOMENDATION	PRIORITY	DATE COMPLETED