# The Regulatory Reform (Fire Safety) Order 2005 FIRE RISK ASSESSMENT

#### Insert Photo of the premises here

Employer or other responsible person		
Name of Premises		
Address	_	
Post Code	Teleph numbe	none er
Name of Assessor(s)		
Date of Assessment	Date for	or Review
Property Use		
Number of floors		f floors w ground
Approx area in m <sup>2</sup> of footprint of building	Age	of building
Brief details of construction	,	,
Maximum number of employees/visitors		

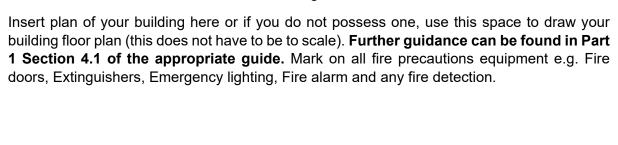






Premises description & other	relevant information

#### **Building Plan**



#### **Fire Hazards**

## **Ignition Sources**

### **Electrical installations and equipment**

Are fixed installations periodically inspected and tested every five years?		Yes	No	
Are electrical equipment and appliances periodically inspected and tested?	N/A	Yes	No	
Is the use of trailing leads, extension cables and adaptors avoided where possible?	N/A	Yes	No	
If the answer to the above question is no are they being used according to their safe working limit.?	N/A	Yes	No	
Are e-vehicle charging points provided in accordance with current guidance?	N/A	Yes	No	

### **Smoking**

Are adequate measures in place to stop people from smoking on the premises?		Yes	No	
Are 'No smoking' signs provided?		Yes	No	
Are suitable arrangements in place for those who wish to smoke outside the premises	N/A	Yes	No	

#### Arson

Are the premises adequately secured to prevent unauthorised access?		Yes	No	
Are combustible materials, waste and refuse bins stored safely clear of the premises or in a purpose-built compound/room?	N/A	Yes	No	

Form based on: Fire safety: guidance for those with legal duties - GOV.UK (www.gov.uk)

#### **Heating systems and portable heaters**

Are fixed heating systems subject to periodic maintenance?	N/A	Yes	No	
Are portable heaters subject to periodic inspection and used safely?	N/A	Yes	No	

### Cooking

Are adequate measures taken to prevent fires from cooking?	N/A	Yes	No	
Are filters and ductwork subject to regular cleaning?	N/A	Yes	No	

### Housekeeping

Is the standard of housekeeping adequate to avoid the accumulation of rubbish, combustible materials and waste?		Yes	No	
Are combustibles materials kept separate from ignition and heat sources?		Yes	No	
Is it ensured that all contractors who undertake work on the premises are competent and qualified?		Yes	No	
Is a 'hot works permit' system in place?	N/A	Yes	No	

### **Dangerous substances**

Are suitable measures in place to address the fire hazards associated with the use and storage	N/A	Yes	No	
of dangerous substances?				

## Other significant fire hazards

Are there any other significant fire hazards?		Yes		No	
	•	I.			
If the answer to the above question is yes, please list each hazard and any control measures to reduce the likelihood of fire in the box below.  If the answer to any of the previous questions is no, include suitable action within the action plan.					
Record brief details of any additional control meas box below	ures for the	fire h	azaro	ls in th	е

### **Means of escape**

Are all escape routes kept clear of obstructions to enable people to escape safely?		Yes	No	
Are all fire exits easily and immediately openable?		Yes	No	
If doors on escape routes are to be used by more than 60 people do they open in the direction of travel?	N/A	Yes	No	
Are suitable precautions in place for all inner rooms?	N/A	Yes	No	
Is adequate fire protection provided to stairways, including the provision of self-closing, fire resisting doors?	N/A	Yes	No	
Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises?	N/A	Yes	No	

Record brief details of the measures in the box below If the answer to any of the previous questions is no, include suitable action within the action plan.

#### Means of giving warning in case of fire

Is there a suitable method for giving warning in case of fire?	N/A	Yes	No	
Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate?	N/A	Yes	No	

Record brief details of the measures in the box below If the answer to any of the previous questions is no, include suitable action within the action plan.

#### Manual fire extinguishers

Have a reasonable number of fire extinguishers been provided?	N/A	Yes	No	

## **Emergency escape lighting**

Are all escape routes, including external routes, adequately illuminated?		Yes	No	
Is there a reasonable standard of emergency lighting in case of mains power failure?	N/A	Yes	No	
Record brief details of the measures in the box be If the answer to any of the previous questions is r the action plan.		suitable a	ction with	in
Fire safety signs and notices				
Are there enough signs so that people can find their way to a final exit?		Yes	No	
s there a reasonable standard of fire exit signage and fire safety signs?		Yes	No	
		V	No	
Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations?	N/A	Yes		

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# **Management of fire safety**

Has someone been appointed to manage fire safety?		Yes	No
Are procedures in the event of fire appropriate and properly documented?	N/A	Yes	No
Is a fire safety policy statement available and displayed?		Yes	No
Are all employees given regular instruction and training on preventing fires and what action to take in the event of a fire?		Yes	No
Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles?	N/A	Yes	No
Are regular checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?		Yes	No
Is the fire alarm tested weekly from a different call point each time?	N/A	Yes	No
Is periodic maintenance and servicing of the fire alarm system and any automatic detectors conducted?	N/A	Yes	No
Is the emergency lighting tested monthly?	N/A	Yes	No
Is the emergency lighting serviced annually?	N/A	Yes	No
Are fire extinguishers subject to annual maintenance?	N/A	Yes	No
Are fire evacuation drills conducted to ensure that the emergency plan remains effective?		Yes	No

#### **Action Plan**

If any of the boxes are ticked with a 'No' the deficiencies should be described below along with proposed action for rectification.

Item	Deficiency	Proposed action	Timescale	Person responsible
1				
2				
3				
4				
5				
6				
7				
7				

#### Fire Risk Assessment review form

	FRA reviewer		Date	
This Fire Risk Assessment was reviewed, and no significant changes were identified, therefore it still remains valid				
	The number of the action point	he		
The following actions still remain outstanding from the FRA see action plan on previous page(s)				
Have any new minor actions been identified during the review?		Yes	No	

If the answer to the previous question is yes enter these in the table below

Item	Deficiency	Proposed action	Timescale	Person responsible
R1				
R2				
1 12				