**Insert your school logo here**

# Premises

# Fire Safety Plan & Fire Risk Assessment

**for**

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*Picture here*

**IMPORTANT NOTE**

This document details the provision for fire safety for the above premises and focuses on ‘life safety’ issues. Property protection is a secondary consideration and may only be identified where there are significant concerns. This document has been compiled in compliance with the requirements of the *Regulatory Reform (Fire Safety) Order 2005*

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| Person(s) completing Fire Plan: |  | **Date:** |  |
| Subsequent Reviews *This document will be reviewed in the following circumstances:**annually**following any fire incident**following any changes to the premises (or its uses), or;**at any other time if it is suspected that the document is no longer valid.* |
| **Reviewed By:** | Date: | **Details of review including a summary of any changes:** |  |
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| **1. PREMISES DETAILS** |
| **Premises Name:** |  |
| **Address:** |  | Post Code:Reception Tel. No: |  |
| **Primary Use of Premises:** |  |
| **Secondary Use of Premises:** |  |
| **Premises Owner:** |  | Tel No: |  |
| ***‘Competent Person’* # 1:** |  | Tel No: |  |
| ***‘Competent Person’* # 2:** |  | Tel No: |  |
| **Ultimate *‘Responsible Person’* for the site:** |  | Tel No: |  |
| **Other *‘Responsible Persons’* for the site:**  |  | Tel No: |  |
| **Day to day *‘Responsible Person’* for the site:** |  | Tel No: |  |
| **Facilities Manager:** |  | Tel No: |  |
| **Building (patch) Surveyor:** |  | Tel No: |  |
| **Other Persons Using or Controlling the Premises # 1:** |  | Tel No: |  |
| **Other Persons Using or Controlling the Premises # 2:** |  | Tel No: |  |

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| **2. GENERAL DESCRIPTION OF PREMISES** |
| **Brief Description:** |  |
| **Brief Details of Construction:** |  |
| **Location of any hazardous construction material (Asbestos):** |  |
| **Brief Details of Any Out-buildings:** |  |
| **Times the premises are in use:***(Times when persons use the premises regardless of numbers)***Day From To**Saturday: - -Sunday: - -Monday: Tuesday Wednesday Thursday: Friday | **Fire Plan Number:** | **Approx. Building Footprint/area:**Ground Floor = First Floor = **Total Area =**  |
| **Total number of persons employed within the premises at any one time:** |  | **Number of floors:** |  |
| **Total number of persons, including visitors, who may be present in the premises at any one time:** |  | **Storeys below ground:** |  |
| **Maximum number of persons allowed where identified by licensing conditions:** |  | **Number of staircases:** |  |
|  |
| **Statement of fire safety policy for the premises:** | The fire safety policy for these premises is essentially that of (Your school or council here) and as stated at section 3.10 (Fire & Emergency Procedures) of the Corporate Health, Safety & Welfare Policy.Fire is recognised as a significant hazard requiring effective management with an emphasis on prevention. Effective management of the premises will be a duty of all persons (including those deemed to act as *‘Responsible Persons’* under the RRFSO) who will receive appropriate information, instruction and training in fire awareness and prevention.Should a fire occur effective emergency procedures will be enacted to ensure that all persons can be evacuated to a place of safety. These premises have a *?????????* strategy for all persons. |
| **4. SUMMARF PREMISES FIRE RISK** |
| **Risk Profile for the Premises or Parts Thereof** (*use of BS 9999:2008: to assist in establishing appropriate levels of management and strategy*). |  |
|  |
| **Previous fire incidents / fire experience:** |  |
|  |
| **Benchmark Standard Used** *(CLG, BS9999, Approved Doc. B, other)***:** |  |
|  |
| **Overall level of risk for the** *premises (following completion of this document)***:** |  |
| **Summary of significant fire safety issues** *(to justify overall level of risk above)***:** |  |
|  |
| **Worst case fire scenario likely to be faced by these premises:** |  |
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| **Notification of significant fire hazard within the workplace** *(where there is a significant fire hazard the emergency services should be advised)***:** |  |

Insert floor plan here

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| **3. FIRE DETECTION AND WARNING ✓** | **YES** | **NO** | **COMMENTS & FURTHER ACTION NEEDED** | **RISK/ PRIORITY (L,M,H)** |
| **Fire Detection System:**Do the premises have a non-electrical manual fire detection system (relying on persons to raise the alarm)? *If yes, describe.* |  |  |  |  |
| Do the premises have an electrical fire detection system complying with BS5839 - Part1? |  |  |  |  |
| What category of protection does the electrical fire detection provide (BS5839 P, L or M)? *Describe.* |  |  |  |  |
| Are the correct types of fire detectors located in the right locations? |  |  |  |  |
| Is there a backup power supply for the electrical fire detection system (Safety Signs Regulations.)? |  |  |  |  |
| Is there adequate fire detection in all appropriate areas? |  |  |  |  |
| Is the fire detection system identified on a plan of the premises? |  |  |  |  |
|  |
| **Fire Warning System:**Do the premises have a non-electrical manual fire alarm system? *If Yes, describe.* |  |  |  |  |
| Do the premises have an electrical fire alarm system complying with BS5839 - Part1? |  |  |  |  |
| Is there a backup power supply for the electrical fire alarm system (Safety Signs Reg.)? |  |  |  |
| Is the fire alarm control panel in an appropriate location to be seen from outside? |  |  |  |  |
| Is there a repeater alarm panel located in the premises?  |  |  |  |  |
| Are fire alarm call points situated in suitable locations with a travel distance of no more than 45m from any point in the premises? |  |  |  |  |
| Are the alarm sounders and (and where necessary visual alarms) clearly heard (or seen) throughout the premises? |  |  |  |  |
| Is the fire alarm system identified on a plan of the premises? |  |  |  |  |
| Is there a system to cater for an alarm system failure? |  |  |  |  |
| **4. EMERGENCY ESCAPE LIGHTING ✓** | **YES** | **NO** | **COMMENTS & FURTHER ACTION NEEDED** | **RISK/ PRIORITY (L,M,H)** |
| Do the premises require emergency escape lighting? *If no, describe the reasons.* |  |  |  |  |
| Is there enough ‘borrowed’ lighting to negate the need for emergency escape lighting? |  |  |  |  |
| Does the existing emergency escape lighting comply with BS5266? |  |  |  |  |
| Is the escape lighting installed in all areas where a failure of the normal lighting system presents a hazard to escape? |  |  |  |  |
| Is the escape lighting installed in other locations to help illuminate emergency equipment, signage, floor level changes, hazards etc. as appropriate? |  |  |  |  |
| Is the emergency escape lighting system identified on a plan of the premises? |  |  |  |  |
| Is there adequate emergency escape lighting to illuminate external fire escape ways? |  |  |  |  |
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| **5. MEANS OF ESCAPE ✓** | **YES** | **NO** | **COMMENTS & FURTHER ACTION NEEDED** | **RISK/ PRIORITY (L,M,H)** |
| **Horizontal Evacuation:**Are there adequate numbers of final exit doors, and/or storey exit doors? |  |  |  |  |
| Are escape routes all immediately available without passing through locked doors or doors needing a key or code? |  |  |  |  |
| Where electronic security locks are fitted to doors on escape routes will they ‘fail to safety’ and be available in the event of an emergency? |  |  |  |  |
| Do exit doors open in the direction of escape (especially if numbers of persons escaping exceed 60)? |  |  |  |  |
| Is the adequate emergency escape lighting installed? |  |  |  |  |
| Are all escape routes clear and unobstructed? |  |  |  |  |
| Is there adequate alternative escape routes provided? |  |  |  |  |
| Are escape routes suitably identified with fire exit signage? |  |  |  |  |
| Are escape routes of an adequate size and width for the numbers and types of persons likely to need to use them? |  |  |  |  |
| Is there adequate fire resisting separation provided where necessary (dead-end corridors, high fire risk areas, sleeping accommodation, protected staircases)? |  |  |  |  |
| Is there adequate ‘fire stopping’ where services, cables etc. pass through fire resisting construction? |  |  |  |  |
| Are fire doors installed where access is required through fire separating construction? |  |  |  |  |
| Are all fire doors installed to BS 476 (appropriate fire rating, suitable self-closing devise, with adequate intumescent strip/cold smoke seals? |  |  |  |  |
| Are there any inner, inner rooms present (*not permitted*)? |  |  |  |  |
| Where there are inner rooms are vision panels fitted or automatic fire detection provided in the adjacent access room or the inner room walls are reduced in height? |  |  |  |  |
| Are travel distances (to either final exits or storey exits) suitable for the level of risk of the premises (for both single and alternative escape)? |  |  |  |  |
|  |
| **Vertical Evacuation:**Is there adequate numbers of staircases both internal and external? |  |  |  |  |
| If lifts are present are there clear instructions that they shouldn’t be used in the event of an emergency unless they are fire evacuation lifts or they have been risk assessed as being available? |  |  |  |  |
| If fire evacuation lifts are installed do they have a separate mains power supply? |  |  |  |  |
| Are staircases suitably protected where needed (including external fire escapes)?  |  |  |  |  |
| Are vertical escape routes of an adequate size and width for the numbers and types of persons likely to need to use them? |  |  |  |  |
| Are all escape routes clear and unobstructed? |  |  |  |  |
| Are escape routes suitably identified with fire exit signage? |  |  |  |  |
| Is there adequate ‘fire stopping’ where services, cables etc. pass through fire resisting materials? |  |  |  |  |
| Is there adequate fire resisting separation provided where necessary (to protect the staircases)? |  |  |  |  |
| Are fire doors installed where access is required through fire separating construction? |  |  |  |  |
| Are all fire doors installed to BS 476 (appropriate fire rating, suitable self-closing devise and adequate intumescent strip/cold smoke seals? |  |  |  |  |
| Is the adequate emergency escape lighting installed? |  |  |  |  |

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| **6. EXISTING FIRE SAFETY SIGNS & NOTICES ✓** | **YES** | **NO** | **COMMENTS & FURTHER ACTION NEEDED** | **RISK/ PRIORITY (L,M,H)** |
| Are signs displayed throughout the building? |  |  |  |  |
| Do the signs and signals complying with Health & Safety (Safety Signs & Signals) Regulations and BS5499 (later to be replaced by EN 7010)? |  |  |  |  |
| Are they unobstructed and clearly visible? |  |  |  |  |
| Fire action notices signs fully completed with details of notifying the emergency services, exit routes and the location of the assembly point? |  |  |  |  |
| Are they located in appropriate locations (action notices adjacent exits, escape signs over exit and at corridor junctions? |  |  |  |  |
| Are directional exit signs capable of being illuminated in the event of a power failure (either by emergency escape lighting or ‘borrowed’ lighting)? |  |  |  |  |
| Have internally illuminated signs a backup supply to comply with Health & Safety (Safety Signs & Signals) Regulations? |  |  |  |  |
| Are fire doors signed (keep closed or keep locked) where appropriate? |  |  |  |  |
| Are final exit doors suitably signed on the outside - Fire Exit Keep Clear where appropriate? |  |  |  |  |
| Are fire extinguishers clearly visible (no need for additional signs unless they are out of sight – in cupboards or are otherwise obstructed from view)? |  |  |  |  |
| Are photoluminescent signs available to compliment emergency escape lighting (possible to install these but not in place of emergency escape lighting)? |  |  |  |  |

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| 1. **IDENTIFY PEOPLE AT SIGNIFICANT RISK**
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| **Identify and specify the location of people (including visitors) at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place. Examples include;*** ***persons sleeping,***
* ***persons working in isolated areas,***
* ***those working in high fire risk environments,***
* ***hot-working,***
* ***those who are disabled, the elderly, the very young.***

Any person needing assistance to escape in the event of an emergency will be required to have a written Personal Emergency Evacuation Plan (PEEP). |
| WHO | **WHERE** | **WHY** | **EXISTING PRECAUTIONS** | **COMMENTS & FURTHER ACTION NEEDED** | **RISK/ PRIORITY (L,M,H)** |
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| 1. **FIREFIGHTING PROVISION**
 |
| **Fire fighters access / equipment**  | **YES** | **NO** | **COMMENTS & FURTHER ACTION NEEDED** | **RISK/ PRIORITY (L,M,H)** |
| Are wet or dry risers available? |  |  |  |  |
| Are fire fighting or evacuation lifts available? |  |  |  |  |
| Is external access for Fire & Rescue Service suitable (*Road access wide enough, access through gates etc. wide enough, access around the premises, access to fire risers within 18m)?* |  |  |  |  |
| Is there a need for any fire fighters switches (high voltage equipment, neon signs etc.) and are they secure but clearly marked? |  |  |  |  |
| Where is the nearest fire main to the premises? |  |  | *Location of nearest fire main.* |  |
|  |
| **8a. Portable Fire Extinguishers (fire blankets or any other portable equipment)**(Portable fire extinguishers to BS5306 and manufactured to BS EN 3-7. Fire Blanket (non heavy duty) to BS EN 1869. |
| **Location** | **Quantity** | **Type** | **Clearly identified & accessable Y/N** | **Suitable for expected fire type** | **COMMENTS & FURTHER ACTION NEEDED** | **RISK/ PRIORITY (L,M,H)** |
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| **8b. Fixed Fire Fighting Installations**(Sprinklers, hose reels, inert gas drenching systems). Fixed installations to BS EN 5306 and BS EN 12259 to be provided in suitable locations. |
| **Location** | **Quantity** | **Type** | **Clearly identified & accessable Y/N** | **Suitable for expected fire type** | **Clearly displayed warning signs displayed for gas drenching systems Y/N** | **COMMENTS & FURTHER ACTION NEEDED** | **RISK/ PRIORITY (L,M,H)** |
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| **8c. Smoke & Heat Exhaust Ventilation System** (automatic venting of smoke and heat through the roof or other route to atmosphere) |  |
|  **Location** | **Quantity** | **Type** | **COMMENTS & FURTHER ACTION NEEDED** | **RISK/ PRIORITY (L,M,H)** |
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| 1. **EMERGENCY ACTION PLAN**

Decribe what arrangements will be in place to ensure an effective evacuation of the premises in the event of a fire emergency. | **COMMENTS & FURTHER ACTION NEEDED** | **RISK/ PRIORITY (L,M,H)** |
|  **How people will be warned of a fire.** |  |  |
|  |  |  |
|  **Actions to be taken by persons.** |  |  |
| ***Discovering, or suspecting, a fire:******Staff****: Raise the alarm by operating the nearest ‘break-glass’ call point. If this fails to operate shout “FIRE” and operate another call point on your way out. Fight the fire with the available portable fire fighting equipment only if you have been trained, only if the fire is in its initial stages and you feel you are not putting yourself in unnecessary danger. Evacuate the building by the nearest available exit and report to the person taking the role of the Chief Fire Warden at the assembly point. If you are a Fire Warden report your area clear to the CFW or if anybody is known to still be in the building.****Visitors & Contractors****: Immediately report to the nearest member of staff. If no staff immediately obvious raise the alarm by operating the nearest ‘break-glass’ call point. If this fails to operate shout “FIRE” and operate another call point on your way out. Evacuate the building by the nearest available exit and report to the person taking the role of the Chief Fire Warden at the assembly point.****On hearing the fire alarm:*** |  |  |
| **How premises will be evacuated.** |  |  |
| *Type of evacuation for staff, visitors and others.* |  |  |
| **Assembly point and process for checking evacuation.** |  |  |
| The assembly at least 25m away from the building. All visitors and contractors will be accounted for via the signing in/out book. Members of staff will know which staff is in the building and if anyone is unaccounted for although a head-count should be conducted. |  |  |
|  **Identification of key escapes routes.** |  |  |
| Those at higher risk in the event of an emergency and the key routes to use. |  |  |
|  **Arrangements for fighting fire.** |  |  |
| *Some staff have been trained in first-aid fire fighting and it is only those people who will be expected to fight a fire and only in the following circumstances:** *received training in first-aid fire fighting*
* *the fire is in its initial stages and is still small*
* *if the member of staff feels it is not unnecessarily endangering themselves (if in any doubt GET OUT!)*
* *if the fire spreads evacuate and report to the assembly point*
* *if the fire is extinguished still evacuate and report to the CFW at the assembly point.*
 |  |  |
| **Duties and identity or persons with specific responsibilities.** |  |  |
| ***Persons who have received Fire Warden Training:*** *to be expected to ensure persons in their area are aware of the emergency procedures. Ensure all areas under their control and fully evacuated closing windows and doors on their way out. FW’s may be detailed off (by the Chief Fire Warden) to investigate whether there is a fire.****Persons who have received First-aid fire fighting training:*** *Assess the fire situation and attack the fire, if it is not putting you at unnecessary risk and only when it is in its initial stages, with the nearest appropriate fire extinguisher or fire blanket. If in doubt or if the fire starts to spread GET OUT! Report to the assembly point.* ***Chief Fire Warden:*** *DETERMINE IF THERE IS A FIRE OR NOT by inspecting the fire alarm panel and detailing a Fire Warden to investigate. Take charge of the assembly point and act as liaison with the Fire & Rescue Service. Ensure all visitors and contractors have evacuated by checking the signing in/out book. Detail a suitable member of staff off to notify the staff of other areas where necessary. Detail a suitable member of staff off to isolate the gas supply to the building (providing the fire is not in that area). Detail a suitable member of staff off to escort any contractors on site. Receive reports from Fire Wardens. Make this document available to the Fire & Rescue Service on their arrival. Do not allow any person to return to the building until approved by the Fire & Rescue Service.****Other Key Persons:*** *Supervise and escort all visitors to the assembly point and report to the CFW. On the way out of the building check the following key areas:?????? including toilets on route.****All staff:*** *Ensure all staff and visitors are aware of the emergency procedures. Escort any visitors from the building. Close doors and windows on the way out and check unoccupied areas. Isolate power supplies if safe to do so. Do not return to the building until approved by the Chief Fire Warden.* |  |  |
| **How persons at specific risk will be evacuated.** |  |  |
| *Currently those at specific risk will be members of the public, visitors and contractors.** *MOP’s will be supervised and escorted out of the building by the Court Ushers and Coroners Police Officers. A generic personal emergency evacuation plan (PEEP) will be drawn up (see action plan)*
* *Visitors will be supervised at all times and be escorted to the assembly point by those they are visiting*
* *Contractors will be escorted to the assembly point by a suitable member of staff detailed off by the CFW.*
 |  |  |
| **Equipment or installations to be stopped or isolated if there is a fire.** |  |  |
| *Gas supply* *Any other high risk equip./installations.* |  |  |
| **Specific arrangements for high-risk areas.** |  |  |
| Describe. |  |  |
| **Contingency plans for when fire safety systems, evacuation lifts, fire detection or warning systems etc. are out of order.** |  |  |
| If, in the event of a failure due to maintenance and/or testing where the fire detection, warning or emergency lighting systems are out of order the following will be applied;1. *All planned events will be postponed until the fire safety systems are fully operational*
2. *All planned contractor activities will be postponed until the fire safety system is fully operational*
3. *If contractor’s activities require any of the fire safety systems to be isolated this should be pre-planned.*
4. *Short working hours introduced to avoid the hours of darkness in the event of the emergency lighting being out of order*
5. *The office function may still be carried out provided that all staff are aware of the situation and that the following is available:*
	1. *increased awareness by staff to inspect unoccupied rooms*
	2. *the first floor will have available an air-horn or whistle located by the storey exit from the corridor. The ground floor will have similar located in the corridor adjacent the reception office. Staff will be instructed to use this as an alarm in the event of a fire.*
 |  |  |
| **How the fire service will be called and who is responsible.** |  |  |
| How will the FRS be called (automatic call, land line, mobile combination)*Whatever system is adopted FRS will want confirmation that there is a fire before responding (unless it is a residential home)**Out of hourse response?*In spite of the above the Chief Fire Warden (or designated person) will phone the Fire & Rescue Service ONLY ONCE A FIRE HAS BEEN CONFIRMED using the landline. As a backup a mobile phone available? |  |  |
| **Procedures for meeting the fire & rescue service and notifying them of additional information or high-risk areas.** |  |  |
| The Chief Fire Warden will liaise with the Fire & Rescue Service on their arrival and make available this document and the premises diagram plans. CFW will confirm that all persons are accounted/not accounted for. |  |  |
| **Training needs of staff and others.** |  |  |
| All staff will receive an induction into the emergency procedures, which will be refreshed on an annual basis as part of the PMDS system.  |  |  |
| **Plans to deal with persons once they have left the premises.** |  |  |
| *All persons must be accounted for before allowing them to leave the assembly point.**Once all persons have been accounted for staff may leave the assembly point*  |  |  |

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| **10. MANAGEMENT / MAINTENANCE SYSTEMS** |
| **Maintenance programme for the fire safety provisions in the building. A maintenance schedule that covers the means of escape, signs and notices, fire waning system (if present), escape lighting and fire fighting equipment should be in place and actioned and a copy located in a suitable location.** |
| **CHECKS** | **CARRIED OUT Y/N?** | **COMMENTS & FURTHER ACTION NEEDED** | **RISK/ PRIORITY (L,M,H)** |
| Regular visual checks on fire resisting doors, walls and partitions by local staff for obvious faults. Frequency; weekly.  |  |  |  |
| Regular checks on fire resisting doors, walls and partitions by competent person (FM). Frequency; annually. |  |  |  |
| Regular checks to ensure escape route and exit doors are clear and unobstructed. Frequency; daily usually during opening/closing. |  |  |  |
| Regular checks of fire safety signage by staff. Frequency; during general safety inspections. |  |  |  |
| Regular checks and control of temporary storage, waste etc. by staff. Frequency; daily. |  |  |  |
| Regular checks of portable fire fighting equipment by local staff (to ensure they are present, in the correct location and not damaged/tampered with). Frequency; weekly. |  |  |  |
| Formal maintenance programme for portable fire fighting equipment by a competent person. Frequency; annually. |  |  |  |
| Formal maintenance programme for fixed fire fighting installations by a competent person. Frequency; as per stated in installers/manufacturers information. |  |  |  |
| Fire Warning System routine tests by staff. Frequency; weekly from a different call-point. |  |  |  |
| Maintenance programme for the Fire Warning System. Frequency; Inspection and test quarterly by a competent person and annually by an installation engineer. |  |  |  |
| Maintenance programme for the Gas Installation by competent person. Frequency; at least annually. |  |  |  |
| Maintenance programme for the Electrical Installation including any standby generator. Frequency; either 3 or 5 yearly. |  |  |  |
| Routine test for the Emergency Escape Lighting system by staff. Frequency; monthly. |  |  |  |
| Maintenance programme for the Emergency Escape Lighting system by competent person. Frequency; six monthly for 1 hour for 3 hour duration units and 15 minutes for 1 hour units. |  |  |  |
| Maintenance programme for the Emergency Escape Lighting system by competent person. Frequency; 3 yearly for full duration of self-contained and central battery systems. |  |  |  |
| Maintenance programme for the passenger lift installation by competent person. Frequency 6 monthly. |  |  |  |
| Maintenance programme for the Rising Fire Mains by competent person. Frequency; annually. |  |  |  |
| Records maintained of all the above on site. |  |  |  |
| Other |  |  |  |

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| **11. INFORMATION INSTRUCTION & TRAINING** |
| **TRAINING AS IDENTIFIED IN THE PREMISES LOG BOOK (**GN012 Part B 16) | **DELIVERED Y/N?** | **COMMENTS & FURTHER ACTION NEEDED** | **RISK/ PRIORITY (L,M,H)** |
| ‘Responsible Persons’ Fire Training *(for those responsible for the day to day running of the premises).* |  |  |  |
| All staff received induction training into the basic fire safety procedures for the premises *(discovering a fire, assembly points, making safe power supplies, plant etc., fire extinguishers and hearing the alarm, calling the Fire Service, use of fire alarms, the means of escape routes).* |  |  |  |
| Induction training into the operation of the fire alarm system and fire alarm panel *(including testing of call-points).* |  |  |  |
| Designated Fire Wardens *(including those chosen to manage and deputise for Fire Wardens).* |  |  |  |
| Evacuation Disability Assistant *(those allocated to assist persons escaping the building and responsible for the use of aids such as evacuation chairs).* |  |  |  |
| Authorised persons to use portable fire fighting equipment. |  |  |  |
| Authorised persons to operate/maintain, inspect any fixed fire fighting installations *(sprinkler systems, gaseous suppression systems etc.).* |  |  |  |

1. **FIRE HAZARDS & RISK ASSESSMENT**

**Quantifying the levels of residual risk**

Residual risk is the level of risk that remains once precautions have been taken against a particular hazard. This assessment assumes that a fire will present a level of severity that will result in death, major injury and property damage/loss. As all the hazards identified in this risk assessment are capable of causing a fire, or could prevent persons from escaping to a place of safety in the event of a fire, the severity associated with each hazard has been judged as being **Extremely Harmful**.

In assessing the residual risks associated with the fire hazards consideration needs to be given to the severity (which has already been judged as being extremely harmful) and the likelihood of harm occurring once precautions have been taken. The table below can be used to help determine this.

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| ***Likelihood*** **Severity** | ***High*** | ***Moderate*** | ***Unlikely*** |
| **Extremely Harmful** | **H** | **M** | **L** |

For each hazard identified in Column 1 of the assessment below identify its location in Column 2. Record, in Column 4, what precautions are already being taken (if any) to reduce the chances of harm occurring. Once these precautions have been identified determine how likely harm is still to occur – L, M or H.

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| 1. **FIRE HAZARDS & RISK ASSESSMENT**
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| **FIRE HAZARD** | **LOCATION** | **CONSEQUENCES** | **EXISTING PRECAUTIONS** | **COMMENTS & FURTHER ACTION NEEDED** | **RISK/ PRIORITY (L,M,H)** |
| **SOURCES OF IGNITION:** |
| **Portable electrical appliances** |  | Lack of preventative maintenance & inspection or damaged and abused appliances could lead to faults resulting electrical discharges and overheating. Covering appliances could lead to overheating. |  |  |  |
| **Fixed electrical installations (mains 230v, 415v)** |  | Lack of regular preventative maintenance could lead to faults going unnoticed. Constant adding to the installation could overload the system leading to electrical discharge or overheating. Lack of approved contractors could lead to faulty installation.  |  |  |  |
| **Personal electrical appliances brought onto the premises** |  | Appliances brought into the workplace could be faulty or damaged resulting in the consequences identified in portable electrical appliances above. |  |  |  |
| **Electrical cables & leads** |  | Cables and leads could be damaged. Overloaded cables or cables that are covered will increase the levels of heat. Cables and leads in escape routes could cause tripping hazards impeding escape. |  |  |  |
| **Lightning strikes on premises** |  | Direct strike by lightning on an unprotected building can cause structural damage as well as starting fires in combustible materials. Electrical surging can overload circuits and cause discharges as well as electrocution.  |  |  |  |
| **Other electrical hazards identified** |  | To be completed. |  |  |  |

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| SMOKING: | LOCATION | CONSEQUENCES | EXISTING PRECAUTIONS | COMMENTS & FURTHER ACTION NEEDED | RISK/ PRIORITY (L,M,H) |
| **Smoking** |  | Uncontrolled smoking leading to naked flames and smouldering discarded material in areas containing combustible/ flammable materials. Blanket ban could lead to unauthorised smoking in unoccupied areas containing combustible/flammable materials if not effectively managed. |  |  |  |

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| HEATING: | LOCATION | CONSEQUENCES | EXISTING PRECAUTIONS | COMMENTS & FURTHER ACTION NEEDED | RISK/ PRIORITY (L,M,H) |
| **Installed mains gas** |  | Gas leak leading to an explosive atmosphere. Combustible materials located in boiler rooms could be ignited. |  |  |  |
| **Portable gas heaters** |  | Heater located too close to combustible materials, no maintenance & testing or unauthorised maintenance. Heaters left unattended. |  |  |  |
| **Portable electrical heaters** |  | Heater located too close to combustible materials, no maintenance & testing or unauthorised maintenance. Heaters left unattended. |  |  |  |
| **Radiant heaters** |  | Combustible materials stored too close to heaters, no maintenance & testing or unauthorised maintenance could lead to faulty equipment. |  |  |  |
| **Other heating hazards** |  | To be completed. |  |  |  |

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| COOKING: | LOCATION | CONSEQUENCES | EXISTING PRECAUTIONS | COMMENTS & FURTHER ACTION NEEDED | RISK/ PRIORITY (L,M,H) |
| **Domestic type cooking** |  | Sources of heat and combustible materials in close proximity. Cooking left unattended, lack of maintenance and cleaning (filters etc.). Fire could develop undetected. By-products of cooking could lead to false alarms. |  |  |  |
| **Commercial type cooking** |  | Open flames, deep fat frying. Cooking left unattended. Combustible materials in close proximity. Lack of maintenance and cleaning of fat, oil or grease build-up. Fire could develop undetected. By-products of cooking could lead to false alarms. Persons clothing catching fire. |  |  |  |

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| ARSON: | LOCATION | CONSEQUENCES | EXISTING PRECAUTIONS | COMMENTS & FURTHER ACTION NEEDED | RISK/ PRIORITY (L,M,H) |
| **Deliberate fire raising** |  | Wilful fire raising using insecure combustible/flammable materials externally usually waste materials. Unauthorised persons gaining access to the building. |  |  |  |

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| INDUSTRIAL PROCESSES: | LOCATION | CONSEQUENCES | EXISTING PRECAUTIONS | COMMENTS & FURTHER ACTION NEEDED | RISK/ PRIORITY (L,M,H) |
| **Welding/flame cutting** |  | Open flame and unprotected sources of heat adjacent combustible materials. Flying sparks and splashes of molten metal materials spreading to combustible/flammable materials. Persons clothing catching fire. Heat transferring through conductive materials. Smouldering fires going unnoticed. |  |  |  |
| **Metal grinding/cutting** |  | Significant heat being produced adjacent combustible material. Flying sparks and slashed of molten material. Persons clothing catching fire. Smouldering fires gone unnoticed. |  |  |  |
| **Use of flammable / combustible materials** |  | Flammable and combustible materials being used or spilled causing flammable gases/vapours or dusts, which could be ignited from a distant source. Inadequate storage could lead to build up of gases/vapours. Unprotected electrical fittings could provide a source of ignition. |  |  |  |
| **Other** |  | To be completed. |  |  |  |
| **Other processes or equipment producing significant heat:** |
| **Significant heat** |  | To be completed. |  |  |  |

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| **BUILDING AND CONTRACTOR ACTIVITIES:** | **LOCATION** | **CONSEQUENCES** | **EXISTING PRECAUTIONS** | **COMMENTS & FURTHER ACTION NEEDED** | **RISK/ PRIORITY (L,M,H)** |
| **Work producing high levels of heat (Hot Works).** |  | Open flame and unprotected sources of heat adjacent combustible materials. Flying sparks and splashes of super-heated materials spreading to combustible/flammable materials. Heat transferring through conductive materials. Smouldering fires going unnoticed. False alarms created by heat/smoke generated. Fire detection/alarm system needing to be isolated. Unauthorised contractors. Contractors unfamiliar with the fire risks of the premises or emergency procedures. |  |  |  |
| **Poor storage and use of flammable material.** |  | Premises ‘Responsible Person’ not being aware of what is being stored on site. Poor and unprotected storage. Storage of flammable/combustible materials significantly increasing the fire loading of the premises with inadequate fire safety management. Storage of materials blocking escape routes. |  |  |  |

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| **SOURCES OF FUEL:** |
| **Solid materials:****Paper, card, timber, plastics, fabrics, soft furnishings, waste.** |  | Combustible materials increasing the fire loading of the premises. Material being located too close to heat producing equipment. Poor storage of combustible materials leading to spillages, obstruction of emergency equipment or escape routes. |  |  |  |
| **Powders/Dusts:****Chemicals, wood, food stuffs** |  | Generation of or spillages of powders & dusts adjacent sources of ignition. Powders and dusts could create an explosive atmosphere. |  |  |  |
| **Liquids:** **Fuels, solvents, paints other flammable liquids** |  | Poor and unprotected storage. Storage of flammable/combustible materials significantly increasing the fire loading of the premises with inadequate fire safety management. Storage of incompatible and reactive liquids. Spillages causing flammable gases/vapours, which could be ignited from a distance. Unauthorised access to storage areas increasing the risk or arson. Poor ventilation causing a build up of flammable gases/vapours creating an explosive atmosphere. Existing fire will be significantly ‘accelerated’ with the presents of flammable liquids. Explosion risk in existing fire. Unknown location of flammable liquids presents a significant hazard to persons including emergency services. |  |  |  |
| **Gases:****Mains gas, LPG, Oxy-fuel, Hydrogen etc.** |  | Poor and unprotected storage. Storage of flammable/combustible materials significantly increasing the fire loading of the premises with inadequate fire safety management. Storage of incompatible gases. Leakage of gas which could be ignited from a distance. Unauthorised access to storage areas increasing the risk or arson. Poor ventilation causing a build up of flammable gas creating an explosive atmosphere. Existing fire will be significantly ‘accelerated’ with the presents of flammable. Explosion risk in existing fire. Unknown location of gases presents a significant hazard to persons including emergency services. |  |  |  |
| **SOURCES OF OXYGEN:** |
| **Pressurised oxygen cylinders.** |  | Poor and unprotected storage. Storage of oxygen materials significantly increasing the fire loading of the premises with inadequate fire safety management. Storage of incompatible gases. Leakage of oxygen, which could significantly increase the risk of fire in materials. Unauthorised access to storage areas increasing the risk or arson. Poor ventilation causing a build up of flammable gas creating an explosive atmosphere. Existing fire will be significantly ‘accelerated’ with the presents of oxygen. Explosion risk in existing fire. Unknown location of oxygen presents a significant hazard to persons including emergency services. |  |  |  |
| **Oxidising Chemical Agents.** |  | Chemicals with the potential to create its own oxygen in fire. Storage can increase the risk of fire starting and if stored with incompatible materials can cause a fire if accidentally mixed due to spillage etc. Unknown location of oxidising chemicals agents presents a significant hazard to persons including emergency services. |  |  |  |

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| STORAGE: | LOCATION | CONSEQUENCES | EXISTING PRECAUTIONS | COMMENTS & FURTHER ACTION NEEDED | RISK/ PRIORITY (L,M,H) |
| **Temporary or Unusual Storage.** |  | Items that are not usually stored on the premises could be stored incorrectly, block escapes or emergency facilities and increase the fire loading of the premises. |  |  |  |
| **Poor housekeeping standards:** |  | Obstruction of escapes routes. Damage and spillage of materials. Incompatible materials stored together. Waste material allowed to accumulate which could be exposed to an ignition source. |  |  |  |

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| STRUCTURAL FEATURES THAT COULD PROMOTE THE SPREAD OF FIRE OR IMPEED ESCAPE: | LOCATION | CONSEQUENCES | EXISTING PRECAUTIONS | COMMENTS & FURTHER ACTION NEEDED | RISK/ PRIORITY (L,M,H) |
| **Inadequate fire compartmentation.** |  | Will assist the passage of fire (and heat, smoke and gases) through compartments reducing the times persons will have to escape. This could also lead to escape ways being blocked with smoke and hot gases causing persons to be trapped. A lack of compartmentation will increase property damage prior to emergency service intervention. |  |  |  |
| **Atriums and open plan spaces** |  | Will assist the passage of fire (and heat, smoke and gases) through compartments reducing the times persons will have to escape. This could also lead to escape ways being blocked with smoke and hot gases causing persons to be trapped. A lack of compartmentation ill increase property damage prior to emergency service intervention. |  |  |  |
| **Fire doors propped open** |  | Will assist the passage of fire (and heat, smoke and gases) through compartments reducing the times persons will have to escape. This could also lead to escape ways being blocked with smoke and hot gases causing persons to be trapped. In the event of n emergency persons cannot be relied upon to ensure fire doors are closed in key areas of the premises. |  |  |  |
| **Poor fire stopping** |  | Will assist the passage of fire (and heat, smoke and gases) through compartments reducing the times persons will have to escape. This could also lead to escape ways being blocked with smoke and hot gases causing persons to be trapped. This will increase the level of property damage. |  |  |  |
| **Unprotected service ducts** |  | Will assist the passage of fire (and heat, smoke and gases) through compartments reducing the times persons will have to escape. This could also lead to escape ways being blocked with smoke and hot gases causing persons to be trapped. This will increase the level of property damage. |  |  |  |
| **Dead-end corridors 1** |  | Where persons have only one escape corridor a fire in any area opening on to the corridor will rapidly fill the single corridor with fire, smoke and hot gases causing persons to be trapped. |  |  |  |
| **Dead-end corridors 2** |  | Where persons have only one escape corridor a fire in any area opening on to the corridor will rapidly fill the single corridor with fire, smoke and hot gases causing persons to be trapped. |  |  |  |
| **Inner rooms** |  | A room within another room isolates persons from any emergency in the outer room. Without early warning a fire in the outer room will trap persons in the inner room. |  |  |  |
| **Inner, inner rooms** |  | A room within a room, which is within another room, isolates persons from any emergency in the other rooms and greatly increases the risk of persons being trapped by a fire in any of the outer rooms – even though the outer rooms may have early detection. Inner, inner rooms ARE NOT PERMITTED! |  |  |  |

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| **FIRE HAZARDS FROM OTHER ORGANISATIONS** |
| **Within premises (i.e. overhead power lines)** |  | Power lines running across the premises could present a fire hazard should they collapse onto the premises or, if low enough could create an obstruction and a risk of contact with high level structures on the premises.  |  |  |  |
| **External to premises (i.e. fuel stations, electrical sub-stations)** |  | A fire emergency on an external source could spread to the premises and endanger life and property. Flames, smoke and heat can hamper escape from the premises. |  |  |  |
| **FIRE HAZARDS AFFECTING OTHERS** |
| **Others within the site (i.e. use of flammable solvents in premises open to the public)** |  | A lack of control and containment could create a fire hazard to persons ‘invited’ onto your site. Other persons on your site need to be aware of any hazards and be able to escape to a place of safety in the event of an emergency. |  |  |  |
| **Others external to the premises (i.e. LPG tank on the boundary or other person’s premises.)** |  | A fire hazard on your premises could impact on someone else’s premises should there be an emergency. Other persons need to be aware of fire hazards adjacent their premises and make arrangements in the event of an emergency.  |  |  |  |
| **OTHER SIGNIFICANT FIRE HAZARDS** *(not covered above)***:** |
| **Persons who may not be able to understand or comprehend instructions and communications (i.e. those with physical or mental impairment and those whose first language is not English).** |  | Those who are unable to follow instructions and communications on fire safety will be at an increased risk either to themselves and all those within the premises. This may lead to fire safety issues not being followed or defeated significantly increasing the risk of fire. This may also lead to deliberate or mischievous interference with the fire safety provision. Not understanding instructions could also lead to inadequate evacuation procedures. |  |  |  |
| **Hazardous construction materials (Asbestos):** |  | The presence of Asbestos in a fire will result in the release of asbestos from the site contaminating the surrounding area and persons.  |  |  |  |

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| 1. **FURTHER FIRE SAFETY CORRECTIVE ACTIONS**
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| **Section** | **Corrective action:** | **Priority H/M/L** | **Date to Do** | **Done:** |
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