

Section 4

Fire Precautions in the Workplace

Risk Assessment Proforma

Establishment: _____

Date When Assessment Completed: _____

Priority: 1 = Immediate
2 = within 3 months
3 = within 12 months

July 2014
4-1

FIRE RISK ASSESSMENT

Introduction

The aim of this section is to provide a means for Managers of individual establishments to fulfil the requirements of the Regulatory Reform (Fire Safety) Order 2005. As previously mentioned in the legislation section, there is also a general duty to complete a fire risk assessment under the Management of Health and Safety Regulations 1999. Successful completion of the risk assessment in this section, coupled with periodic review should be sufficient to ensure compliance with a general duty of care and any statutory requirements.

It should be noted that where technical questions are required to be completed, and these are beyond the knowledge of the individual completing the assessment, reference **may** need to be made to a specialist. However, it will be sufficient to answer the question with the phrase '**no knowledge**', particularly in the case of uncomplicated buildings where structural considerations would not unduly affect the evacuation of personnel,.

A page of general guidance is provided in each of the various parts of the questionnaire to assist with its completion.

For general advice on fire safety measures, staff should contact the Fire Safety Function in the Fire and Rescue Service.

This section should be photocopied if needed, particularly for large or complex sites.

Guidance on Completing the Questionnaire

Please read the notes accompanying each form thoroughly before attempting to answer any of the questions. Please attempt to detail any existing control measure and action required for each question even if there appears to be no obvious solutions. If necessary, colleagues should refer to the information given in the Fire Log Book itself, as referenced in column 4 of each form. If the answer to any question is not known indicate 'Do not Know' in the control measures box. Please note the special precautions given in Part 8.

Priority: 1 = Immediate
2 = within 3 months
3 = within 12 months

July 2014
4-2

PART 1: PEOPLE AT RISK/MEANS OF ESCAPE

Please note that questions in Part 1 focus exclusively on escape routes. Column 4 of the form below makes reference to guidance within the Fire Log Book which should assist the Manager or designated representative to complete the questions in this Part. At all times those persons on the premises who may be affected should be borne in mind.

Please circle the appropriate answer and detail any existing control measures in place, indicating whether these arrangements are adequate. If they are not, identify the priority for action in the final column (using the ratings below) and give the expected time scale for addressing any shortcomings or making improvements in the Action Plan (Part 12).

Fire co-ordinators should ensure that those members of staff identified to complete records do so.

No	Question	Answer	Advice	Existing Control Measures	Priority
1	Is there a sufficient number of trained staff to ensure speedy and orderly evacuation, particularly for members of the public (including pupils and students)?	Yes-No-N/A	Pages 2-1 to 2-4.		
2	<p>Will people be unfamiliar with the layout of the building and the escape routes (remember to pay attention to those who may use the building out of hours)? If yes:</p> <ul style="list-style-type: none"> • are the escape routes adequately signed? • are there suitable notices detailing the action to take in the event of fire? <p>Can instructions and advice be given by a voice alarm or public address system?</p>	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	<p>Suitable signs - page 2-11 to 2-13.</p> <p>A sample fire notice is provided on page 2-5.</p>		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

July 2014
 4-3

PART 1: PEOPLE AT RISK/MEANS OF ESCAPE (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
3	<p>Do any members of staff work in areas where there is a high risk of a fire occurring?</p> <p>If yes, have they been trained:</p> <ul style="list-style-type: none"> • appropriately for the hazards? • In the action to take in the event of fire? <p>Staff should be aware of other risk assessments undertaken on activities that carry a significant risk. Indicate if any additional training is required.</p>	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	<p>Examples of high-risk areas are given on Form C.</p>		
4	<p>Are corridors of excessive length provided with at least one set of fire doors to sub divide the corridor?</p>	<p>Yes-No-N/A</p>	<p>Page 3-4.</p>		
5	<p>Can every person within the building reach a place of safety within 3 minutes?</p> <p>It should be possible to evacuate each building within three minutes with one primary escape route unavailable. This should be confirmed during fire drills.</p>	<p>Yes-No-N/A</p>	<p>Page 3-1.</p>		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

PART 1: PEOPLE AT RISK/MEANS OF ESCAPE (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
6	<p>Where an escape route is a 'dead end' are all the doors and walls (including glazing) fire resisting?</p> <p>Are doors fitted with functional self closing devices?</p>	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	Page 3-4.		
7	<p>Is the workplace used regularly by people with impaired mobility?</p> <p>If yes:</p> <ul style="list-style-type: none"> • is the number of trained staff adequate to ensure safe evacuation? • Are the escape routes suitable for the people who have to use them? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	Page 3-2 to 3-3.		
8	Are there any issues relating to impairment or disability that require the completion of a PEEP?	Yes-No-N/A	Page 3-3.		
9	<p>Is the building a residential building or does it have sleeping accommodation?</p> <p>If yes:</p> <ul style="list-style-type: none"> • Is an automatic alarm fitted? • Are arrangements in place to ensure that all sleeping areas are evacuated? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	3-15 to 3-24.		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

PART 1: PEOPLE AT RISK/MEANS OF ESCAPE (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
10	Where people work remotely: <ul style="list-style-type: none"> • are they aware of the dangers posed by fire? • have adequate arrangements been made for their safe evacuation? 	Yes-No-N/A Yes-No-N/A	Page 3-5		
11	Are contractors, maintenance workers and visitors made aware of the establishment's emergency procedure and the dangers posed by fire?	Yes-No-N/A	Page 3-8 to 3-9		
12	Are all escape routes, especially stairs, steps and external routes non-slip and free of trip hazards? Are escape routes kept free of all sources of ignition, such as electrical equipment?	Yes-No-N/A Yes-No-N/A	Page 3-2		
13	Do all emergency exit doors to rooms capable of holding more than 50 persons open in the direction of escape?	Yes-No-N/A	Page 3.2		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

PART 1: PEOPLE AT RISK/MEANS OF ESCAPE (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
14	Is each occupied inner room (room within a room) provided with a means of giving warning to its occupants that a fire has occurred in the room outside or does it have a vision panel?	Yes-No-N/A	Page 3-4.		
15	Are all fire doors and self-closers checked on a monthly basis?	Yes-No-N/A	Form D.		
16	Are all exit routes checked on a monthly basis?	Yes-No-N/A	Form D.		
17	Are all safety signs checked on a six monthly basis?	Yes-No-N/A	Pages 2-9 to 2-14.		
18	Are the results of all tests recorded in section 5?	Yes-No-N/A	Section 5.		
19	Where necessary are emergency exit doors clearly indicated by a suitable sign on the exterior side stating that they must be kept clear?	Yes-No-N/A	Page 2-9 to 2-14.		
20	Are there any other factors that put people in the building (or work area) at risk?	Yes-No-N/A	Section 3.		
21	Would any of the processes or activities taking place within the premises affect other persons in the vicinity of the premises in the event of a fire?	Yes-No-N/A	Section 3.		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

PART 2: TRAINING

Please note that questions in Part 2 focus exclusively on training. Column 4 of the form below makes reference to guidance within the Fire Log Book which should assist the Manager or designated representative to complete the questions in this Part. At all times those persons on the premises who may be affected should be borne in mind.

Please circle the appropriate answer and detail any existing control measures in place, indicating whether these arrangements are adequate. If they are not, identify the priority for action in the final column (using the ratings below) and give the expected time scale for addressing any shortcomings or making improvements in the Action Plan (Part 12).

No	Question	Answer	Advice	Existing Control Measures	Priority
1	Are all members of staff given adequate fire safety instruction and training on induction?	Yes-No-N/A	Form G1. It may be advantageous and efficient to coordinate training for the whole of a large building or say a pyramid of schools.		
2	Are all staff given adequate "refresher training"? Indicate periods between training and refreshing. Are post-evacuation debriefings carried out?	Yes-No-N/A Yes-No-N/A	Page 2-3.		

Priority: 1 = Immediate
2 = within 3 months
3 = within 12 months

July 2014
4-8

PART 2: TRAINING (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
3	<p>Have trainers provided information, instruction or training on the following:</p> <p>Fire risks in the premises? The fire safety measures in the building? Action in the event of fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service?</p> <p>Identity of persons nominated to assist with evacuation</p> <p>Identity of persons nominated to use fire extinguishing appliances</p>	<p>Yes-No-N/A</p> <p>Yes-No-N/A Yes-No-N/A Yes-No-N/A Yes-No-N/A Yes-No-N/A Yes-No-N/A</p>	<p>Appendices 2, 3 and 4.</p>		
4	<p>Are members of staff with special responsibilities (such as fire wardens, caretakers) given additional training?</p>	<p>Yes-No-N/A</p>	<p>Page 2-4.</p>		
5	<p>Where specialist equipment, such as EVAC Chairs, is installed:</p> <p>Has training on the above been carried out following commissioning?</p> <p>Have staff given adequate “refresher training” on the above?</p>	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	<p>Page 3-3.</p>		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

PART 2: TRAINING (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
6	Does the building have a 'lettings' policy"?	Yes-No-N/A	Section 2.		
	Are clear instructions/notices given to those leasing the building?	Yes-No-N/A			

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

PART 3: FIRE ALARMS (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
3	<p>Do the premises have any sound proofed areas, such as recording studios, language laboratories etc.?</p> <p>If yes:</p> <ul style="list-style-type: none"> • are there special arrangements made for raising the alarm? • are there visual warnings in place? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	Page 3-5.		
4	<p>In the case of an electric fire alarm, is it tested weekly from a different call point or zone? If yes:</p> <ul style="list-style-type: none"> • is the activation day and time the same each week? • are records of tests kept in section 5, form A? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	Section 5, Form A.		
5	<p>Is the electric fire alarm inspected by an engineer at least every six months?</p> <p>If yes:</p> <ul style="list-style-type: none"> • Are the engineer's inspection records kept in section 6? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	<p>Form K.</p> <p>Page 6-2.</p>		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

PART 3: FIRE ALARMS (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
6	Is the alarm signal distinctive and differentiated from similar signals? (for example the class change over bell).	Yes-No-N/A	Page 3-5.		
7	Are suitable arrangements in place to take account of hearing impaired persons who are on the premises	Yes-No-N/A	Page 3-5.		
8	Where necessary, are the alarm actuation points indicated by a suitable sign?	Yes-No-N/A	Page 3-6.		

Priority: 1 = Immediate
2 = within 3 months
3 = within 12 months

PART 4: FIRE FIGHTING EQUIPMENT

Please note that questions in Part 4 focus exclusively on fire fighting equipment. Column 4 of the form below makes reference to guidance within the Fire Log Book which should assist the Manager or designated representative to complete the questions in this Part. At all times those persons on the premises who may be affected should be borne in mind.

Please circle the appropriate answer and detail any existing control measures in place, indicating whether these arrangements are adequate. If they are not, identify the priority for action in the final column (using the ratings below) and give the expected time scale for addressing any shortcomings or making improvements in the Action Plan (Part 12).

No	Question	Answer	Advice	Existing Control Measures	Priority
1	Is it possible to reach a fire extinguisher within 30 metres from any point within the building?	Yes-No-N/A	Page 3-6. To determine whether fire extinguishers are strategically positioned it will be necessary to register the location of all extinguishers on form C and to transfer this information to a site plan.		
2	Is one extinguisher provided for every 200m ² of floor space?	Yes-No-N/A	As above.		
3	Are special extinguishers or equipment provided for higher risk areas and special risks?	Yes-No-N/A	As above.		

Priority: 1 = Immediate
2 = within 3 months
3 = within 12 months

July 2014
4-14

PART 4: FIRE FIGHTING EQUIPMENT (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
4	Are fire extinguishers, hose reels and fire blankets readily accessible, unobstructed, serviceable and ready for use?	Yes-No-N/A	Page 3-6 and on form B.		
5	Are the extinguishers wall mounted? If yes, are the brackets in good sound condition?	Yes-No-N/A	Page 3-6.		
6	Are monthly visual checks carried out on all fire fighting equipment to ascertain that it has not been damaged, discharged or stolen? If yes: • are the records being entered into section 5?	Yes-No-N/A Yes-No-N/A	Page 3-6.		
7	Does a competent person service the extinguishers annually?	Yes-No-N/A	Page 3-6.		
8	Where necessary, are extinguishers indicated by suitable signs?	Yes-No-N/A	Page 3-6.		

Priority: 1 = Immediate
2 = within 3 months
3 = within 12 months

PART 5: IDENTIFYING AND CONTROLLING THE FIRE HAZARDS

Please note that questions in Part 5 focus exclusively on fire hazards. Column 4 of the form below makes reference to guidance within the Fire Log Book which should assist the Manager or designated representative to complete the questions in this Part. At all times those persons on the premises who may be affected should be borne in mind.

Please circle the appropriate answer and detail any existing control measures in place, indicating whether these arrangements are adequate. If they are not, identify the priority for action in the final column (using the ratings below) and give the expected time scale for addressing any shortcomings or making improvements in the Action Plan (Part 12).

No	Question	Answer	Advice	Existing Control Measures	Priority
1	Are hot work permits issued when members of staff or contractors undertake hot work as part of a building maintenance activity?	Yes-No-N/A	Form H, pages 5-19 to 5-20.		
2	Are any hot work activities undertaken in controlled situations, e.g. classroom, workshop or kitchen activities? If yes, has a detailed workplace risk assessment been completed?	Yes-No-N/A Yes-No-N/A	As above.		
3	Are sources of ignition, such as light fittings, heaters, cookers etc positioned close to combustible materials? If yes: • Can the source of ignition be repositioned to reduce the risk of contact with combustible materials?	Yes-No-N/A Yes-No-N/A	Page 3-12.		

Priority: 1 = Immediate
2 = within 3 months
3 = within 12 months

July 2014
4-16

PART 5: IDENTIFYING AND CONTROLLING THE FIRE HAZARDS (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
4	Are portable heaters used? If yes: <ul style="list-style-type: none"> • Can radiant heaters be repositioned and those employing flames be replaced with fixed convector heaters or central heating? 	Yes-No-N/A Yes-No-N/A	Page 3-12.		
5	Are there multi-point adaptors in electrical sockets? If yes: <ul style="list-style-type: none"> • are adaptors fused? • has the need for additional electrical socket outlets been identified? 	Yes-No-N/A Yes-No-N/A Yes-No-N/A	Page 3-14.		
6	Are electrical extension leads in use? If yes: <ul style="list-style-type: none"> • is their use kept to a minimum? • is the length of cable kept to a minimum? • is the use of cable reels prohibited? 	Yes-No-N/A Yes-No-N/A Yes-No-N/A Yes-No-N/A	Page 3-14.		
7	Are portable appliances inspected regularly? Are faulty or damaged portable electrical appliances removed for repair or disposal?	Yes-No-N/A Yes-No-N/A	Page 3-14.		
8	Is smoking permitted? If yes: <ul style="list-style-type: none"> • Can Managers provide designated area where smoking is permitted, provide suitable furniture and an adequate number of ashtrays? 	Yes-No-N/A Yes-No-N/A	For further advice refer to the County Council's policy on smoking.		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

PART 6: REDUCING THE RISK FROM COMBUSTIBLE MATERIALS

Please note that questions in Part 6 focus exclusively on combustible materials. Column 4 of the form below makes reference to guidance within the Fire Log Book which should assist the Manager or designated representative to complete the questions in this Part. At all times those persons on the premises who may be affected should be borne in mind.

Please circle the appropriate answer and detail any existing control measures in place, indicating whether these arrangements are adequate. If they are not, identify the priority for action in the final column (using the ratings below) and give the expected time scale for addressing any shortcomings or making improvements in the Action Plan (Part 12).

No	Question	Answer	Advice	Existing Control Measures	Priority
1	<p>Do work processes involve the use of combustible materials such as paper, card or plastics?</p> <p>If yes:</p> <ul style="list-style-type: none"> Can any of the combustible material used in the work process be replaced with non-combustible alternatives? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	Page 3-13 to 3-15.		
2	<p>Are combustible materials (such as raw materials, finished goods or waste) kept in the workplace?</p> <p>If yes:</p> <ul style="list-style-type: none"> Can the quantity of combustible materials that are stored in the premises be reduced? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	Page 3-13 to 3-15.		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

July 2014
 4-18

PART 6: REDUCING THE RISK FROM COMBUSTIBLE MATERIALS (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
2	<ul style="list-style-type: none"> • Can combustible materials be stored in fire-resisting stores or enclosures away from sources of ignition? • Can the quantity of materials that are being displayed be reduced? • Can housekeeping and the arrangements for the disposal of waste and rubbish be improved? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	As above.		
3	<p>Are there large amounts of soft furnishings fittings (particularly those with large amounts of foam padding) in the workplace?</p> <p>If yes:</p> <ul style="list-style-type: none"> • Can these items be replaced with less combustible items, particularly in escape routes? • Is the establishment policy only to purchase fire retardant soft furnishings? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	Page 3-16 to 3-17.		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

PART 6: REDUCING THE RISK FROM COMBUSTIBLE MATERIALS (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
4	<p>Are items of furniture damaged leading to the exposure of padding?</p> <p>If yes,</p> <ul style="list-style-type: none"> • can damaged furniture be replaced? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	Page 3-16.		
5	<p>Are notice boards or displays containing combustible materials and panels positioned on escape routes or elsewhere?</p> <p>If yes:</p> <ul style="list-style-type: none"> • can the size of notice boards and the amount of paper hanging from them be limited? • Can the notice board be of a type that has a protective cover to avoid ignition of the display material? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	Section 3.		
6	<p>Are all staircases and corridors free from combustible wall linings?</p> <p>If no:</p> <ul style="list-style-type: none"> • Can combustible wall linings be removed or replaced with more suitable materials? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	As above.		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

July 2014
 4-20

PART 6: REDUCING THE RISK FROM COMBUSTIBLE MATERIALS (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
7	<p>Are any ceilings covered with flammable materials, such as polystyrene tiles?</p> <p>If yes:</p> <ul style="list-style-type: none"> • Can they be removed? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	<p>As above.</p>		
8	<p>Are combustible artificial plants or foliage used to decorate the workplace?</p> <p>If yes:</p> <ul style="list-style-type: none"> • Can real plants or fire-resistant foliage be introduced instead for decorative purposes? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	<p>Section 3.</p>		
9	<p>Are paper or similar decorations hung in the building during Christmas or other festival times?</p> <p>If yes:</p> <ul style="list-style-type: none"> • Can this be limited and can non-flammable materials be substituted? • Can the use of a real Christmas trees be avoided? (real Christmas trees pose a greater fire risk than artificial trees – see guidance) 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	<p>Pages 3-13 and 3-15.</p>		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

PART 7: IDENTIFYING AND REDUCING QUANTITIES OF FLAMMABLE LIQUIDS AND GASES

Please note that questions in Part 7 focus exclusively on identifying and reducing quantities of flammable liquids and gases. Column 4 of the form below makes reference to guidance within the Fire Log Book which should assist the Manager or designated representative to complete the questions in this Part. At all times those persons on the premises who may be affected should be borne in mind.

Please circle the appropriate answer and detail any existing control measures in place, indicating whether these arrangements are adequate. If they are not, identify the priority for action in the final column (using the ratings below) and give the expected time scale for addressing any shortcomings or making improvements in the Action Plan (Part 12).

No	Question	Answer	Advice	Existing Control Measures	Priority
1	<p>Are stocks of flammable liquids (including include kerosene, paraffin, solvents and those used by cleaners and maintenance staff) kept in the workplace?</p> <p>If yes:</p> <ul style="list-style-type: none"> Can the volume of flammable liquids that are kept in the workplace be reduced, removed or replaced? <p>A detailed inventory should be maintained on form N.</p>	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	Pages 3-13 to 3-14.		
2	Are stocks of flammable liquids kept in secure containers and stored in purpose made storage bins or cabinets, kept locked shut when not in use and provided with the correct safety signs?	Yes-No-N/A	As above.		
3	Are only sufficient amounts of flammable liquids removed from the store for daily use and returned to the store at the end of the day?	Yes-No-N/A	As above.		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

July 2014
 4-22

PART 7: IDENTIFYING AND REDUCING QUANTITIES OF FLAMMABLE LIQUIDS AND GASES (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
4	Are flammable liquids, oxidising agents and acids stored separately?	Yes-No-N/A	Page 3-13 to 3-14.		
	Can Managers ensure that incompatible chemicals are stored properly?	Yes-No-N/A			
5	Is natural (town) gas used in work processes?	Yes-No-N/A	As above.		
	If yes, <ul style="list-style-type: none"> Can Managers ensure that gas-fuelled equipment is regularly maintained and serviced annually by a CORGI registered engineer? 	Yes-No-N/A			
6	Are cylinders of flammable gases or other gases, such as air or oxygen, used or stored in the premises?	Yes-No-N/A	As above.		
	If yes, <ul style="list-style-type: none"> can the number of cylinders that are kept in the workplace be reduced? 	Yes-No-N/A			
	<ul style="list-style-type: none"> is all storage of gas cylinders in accordance with guidance on pages 3-13 to 3-14? 	Yes-No-N/A			
	<ul style="list-style-type: none"> are compressed gas cylinders secured in the upright position? 	Yes-No-N/A			
7	Are empty cylinders and spare cylinders kept in a secure store?	Yes-No-N/A	As above.		
	Is the store external to the main building?	Yes-No-N/A			

Priority: 1 = Immediate
2 = within 3 months
3 = within 12 months

PART 7: IDENTIFYING AND REDUCING QUANTITIES OF FLAMMABLE LIQUIDS AND GASES (Continued)

No	Question	Answer	Advice	Existing Control Measures	Priority
8	<p>Are aerosol cans used in the premises?</p> <p>If yes:</p> <ul style="list-style-type: none"> • can aerosol cans, especially those which use butane or propane as the propellant gas, be replaced with less hazardous products? • can the use of aerosols stored in the premises be reduced or preferably eliminated? • can Managers ensure that if any bulk storage of aerosols takes place they are kept in purpose-built cages? 	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p> <p>Yes-No-N/A</p> <p>Yes-No-N/A</p>	<p>As above.</p>		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

PART 8: IDENTIFYING AND REDUCING THE RISK FROM STRUCTURAL FEATURES

The questions in part 8 are of a highly technical nature and may involve input from persons with technical knowledge. Where the questions cannot easily be answered it will be sufficient to write 'no knowledge' in the existing controls box and seek technical expertise.

Staff should note that they are not expected to enter areas of a building that would not normally be accessed as there may be other unforeseen hazards associated with accessing those areas, such as the presence of asbestos.

No	Question	Answer	Existing Control Measures	Priority
1	Are all holes in compartment walls, ceilings and floors around services such as pipes and cables sealed? If no or unsure: Refer to Property maintenance for advice.	Yes-No-N/A		
2	Have dampers been installed in ductwork where it passes through compartment walls, floors and ceilings? If no or unsure: Refer to Property Maintenance for advice.	Yes-No-N/A		
3	Are there undivided voids beneath the floor? If yes or unsure: Refer to the Property Maintenance Section	Yes-No-N/A		
4	Are there undivided voids above the ceiling? If yes or unsure: Refer to the Property Maintenance Section for advice	Yes-No-N/A		
5	Are there voids behind panelling or other features that could lead to the spread of fire to the floor above? If yes or unsure: Refer to the Property Maintenance Section for advice.	Yes-No-N/A		

Priority: 1 = Immediate
2 = within 3 months
3 = within 12 months

July 2014
4-25

PART 9: SPECIAL RISK AREAS

Please note that questions in Part 9 focus exclusively on special risk areas. Column 4 of the form below makes reference to guidance within the Fire Log Book which should assist the Manager or designated representative to complete the questions in this Part. At all times those persons on the premises who may be affected should be borne in mind.

Please circle the appropriate answer and detail any existing control measures in place, indicating whether these arrangements are adequate. If they are not, identify the priority for action in the final column (using the ratings below) and give the expected time scale for addressing any shortcomings or making improvements in the Action Plan (Part 12).

No	Question	Answer	Advice	Existing Control Measures	Priority
1	Are boiler rooms kept clear of storage, especially flammable liquids?	Yes-No-N/A	Page 3-12		
	Is the storage of combustible materials, especially flammable liquids, prohibited?	Yes-No-N/A			
	If no, has the permission to store such items been obtained from the Fire Safety Officer?	Yes-No-N/A			
2	Is the storage of combustible materials prohibited in oil storage areas?	Yes-No-N/A	Page 3-12.		
3	Are oil tank bunds kept free of rainwater and all debris?	Yes-No-N/A	As above.		
4	Are all hatches and doors to high-risk areas, kept closed when not in use and suitably labelled to indicate this instruction?	Yes-No-N/A	Form D.		
5	Are all ventilation and extraction systems cleaned and maintained in accordance with the manufacturer's instructions at the recommended intervals?	Yes-No-N/A	Page 3-11.		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

July 2014
 4-26

	<p>Where motor driven shutters are fitted to kitchen serveries are these linked to the fire alarm system?</p> <p>If they are fitted, are they tested on a regular basis and as part of the normal fire drill practises?</p>	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p>			
--	---	-------------------------------------	--	--	--

Priority: 1 = Immediate
2 = within 3 months
3 = within 12 months

July 2014
4-27

PART 10: EMERGENCY LIGHTING

Please note that questions in Part 10 focus exclusively on emergency lighting. Column 4 of the form below makes reference to guidance within the Fire Log Book which should assist the Manager or designated representative to complete the questions in this Part. At all times those persons on the premises who may be affected should be borne in mind.

Please circle the appropriate answer and detail any existing control measures in place, indicating whether these arrangements are adequate. If they are not, identify the priority for action in the final column (using the ratings below) and give the expected time scale for addressing any shortcomings or making improvements in the Action Plan (Part 12).

Information relating to emergency lighting and any licensing arrangements is given on pages 3-3 to 3-8.

No	Question	Answer	Existing Control Measures	Priority
1	Do all areas of the building benefit from natural lighting e.g. windows? If not please list areas below: • • •	Yes-No-N/A		
2	Is every escape route provided with normal electric lighting?	Yes-No-N/A		
3	Are the premises used during periods of darkness? If yes, are they only used by employees? If no, please list users: • • • Do members of the public use them? If yes, list the type of function in the existing control measures column.	Yes-No-N/A Yes-No-N/A		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

July 2014
 4-28

PART 10: EMERGENCY LIGHTING (Continued)

No	Question	Answer	Existing Control Measures	Priority
4	<p>Are activities carried on at the premises that come within the scope of the Licensing Act?</p> <p>Has the premises applied for a Premises License? If yes, these should be kept in section 6.</p>	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p>		
5	<p>Is any large room used frequently during periods of darkness for meetings, performances etc which are not subject to a licence?</p>	<p>Yes-No-N/A</p>		
6	<p>Is an emergency lighting system installed? If yes, does the emergency lighting system cover all exits and escape routes likely to be used during periods of darkness?</p>	<p>Yes-No-N/A</p>		
7	<p>If the premises are used during periods of darkness, does the emergency lighting adequately illuminate the fire alarm actuation points and fire fighting equipment?</p>	<p>Yes-No-N/A</p>		
8	<p>If hazardous processes are carried out during the hours of darkness, such as the use of electrical woodworking machines, is emergency lighting provided to these areas?</p>	<p>Yes-No-N/A</p>		
9	<p>Is the emergency lighting system given a test on a monthly basis?</p> <p>Does the system have test facilities?</p> <p>Are records kept in section 5, Form E?</p>	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p> <p>Yes-No-N/A</p>		
10	<p>Does the emergency lighting system receive annual maintenance by an electrical engineer?</p> <p>Are records kept in section 6?</p>	<p>Yes-No-N/A</p> <p>Yes-No-N/A</p>		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

PART 11: ARSON VULNERABILITY ASSESSMENT - PART "A"

Please note that questions in Part 11 focus exclusively on reducing the risks from arson. Column 4 of the form below makes reference to guidance within the Fire Log Book which should assist the Manager or designated representative to complete the questions in this Part. At all times those persons on the premises who may be affected should be borne in mind.

Please circle the appropriate answer and detail any existing control measures in place, indicating whether these arrangements are adequate. If they are not, identify the priority for action in the final column (using the ratings below) and give the expected time scale for addressing any shortcomings or making improvements in the Action Plan (Part 12).

No	Part "A" RISK FACTORS	Answer	Existing Control Measures	Priority
1	Have the premises been built making extensive use of lightweight materials or are they of timber construction?	Yes-No-N/A		
2	Is combustible waste regularly removed from the premises and placed in a secure bin store site away from the main building?	Yes-No-N/A		
3	Are there serious crime problems in the area where the premises are located?	Yes-No-N/A		
4	Can all parts of the premises be observed easily by the surrounding homes or businesses?	Yes-No-N/A		
5	Have the premises suffered more than two arson attacks in the past three years?	Yes-No-N/A		
6	Have the premises experienced more than 10 incidents of vandalism in the past 12 months?	Yes-No-N/A		
7	Have the premises experienced more than five incidents of theft or break-ins during the past 12 months?	Yes-No-N/A		
8	Are your premises easily accessible to the public, and is trespassing a problem?	Yes-No-N/A		

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

July 2014
 4-30

PART 11: ARSON VULNERABILITY ASSESSMENT - PART "A" (Continued)

No	Part "A" RISK FACTORS	Answer	Existing Control Measures	Priority
9	Are external parts of the building (for example, doors/windows/roof) vulnerable to intruders?	Yes-No-N/A		
10	Are management and staff at the premises aware of the need to monitor visitors effectively, ensure the security of keys and ensure locking up procedures is in place?	Yes-No-N/A		

PART 11: ARSON VULNERABILITY ASSESSMENT - PART "B"

No	Part "B" RISK REDUCTION FACTORS	Answer	Existing Control Measures	Priority
1	Are the premises fitted with an intruder alarm with a link to a monitored alarm receiving centre?	Yes-No-N/A		
2	Are the premises and grounds monitored by a closed circuit TV system?	Yes-No-N/A		
3	Does palisade or weldmesh fencing surround the site to height of two metres?	Yes-No-N/A		
4	Are the premises regularly patrolled by an external security service, with communication links to a central monitoring station?	Yes-No-N/A		

Advice on preventative strategies is available from the Fire and Rescue Service, Police or insurance company.

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

PART 12: FIRE RISK ASSESSMENT ACTION PLAN

Section	Significant Findings of the Assessment	Actions to be Taken	Person Responsible	Date to be Completed by
Part 1 - People at Risk/Mean of Escape				
Part 2 - Training				
Part 3 - Fire Alarms				
Part 4 - Fire Fighting Equipment				
Part 5 - Identifying and Controlling the Fire Hazards				
Part 6 - Reducing the risk from combustible materials				
Part 7 - Identifying and Reducing quantities of flammable liquids and gases				

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

PART 12: FIRE RISK ASSESSMENT ACTION PLAN (Continued)

Section	Significant Findings of the Assessment	Actions to be Taken	Person Responsible	Date to be Completed by
Part 8 - Identifying and reducing the risk from structural features				
Part 9 - Special Risk Areas				
Part 10 - Emergency Lighting				
Part 11 - Arson Vulnerability Assessment				

Priority: 1 = Immediate
 2 = within 3 months
 3 = within 12 months

Action on Completion of the Fire Risk Assessment

1. The completed risk assessment must be filed in the Fire Log Book so that the Fire and Rescue Service can scrutinise it.
2. Every risk assessment should be reviewed on an annual basis even if no alterations have been made.
3. Whenever any alterations take place it is important that the risk assessment is reviewed. Alterations include such things as building work, changing the use of rooms, changes in equipment and changes in work routines.
4. For a risk assessment to work effectively it is important that all members of staff know what is contained in the risk assessment so that they do not compromise any of the safety points contained within it.
5. Visiting workers should be made aware of the important points of the risk assessment so that they do not put themselves at risk or compromise the risk assessment.
6. Any deficiencies highlighted by the risk assessment and detailed in the Action Plan which cannot be addressed by the establishment's management should be referred to Property Services or the Fire Safety Function. This is best done by furnishing them with a copy of the Action Plan.

Undertaking fire risk assessment and managing findings

PLAN

