**NORTHUMBERLAND FIRE AND RESCUE SERVICE**

**THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**



**FIRE RISK ASSESSMENT**

**INTRODUCTION**

The Regulatory Reform (Fire Safety) Order 2005 (RR (FS) O) replaces previous Fire Safety legislation. Any Fire Certificate issued under The Fire Precautions Act 1971 ceases to have any effect from the introduction of the RR(FS)O, and the Fire Precautions (Workplace) Regulations 1997 (amended 1999), which represented a significant shift of emphasis of the law towards Risk Assessment, are also revoked by the new Order.

If you have previously conducted a Fire Risk Assessment under the Fire Precautions (Workplace) Regulations, and this assessment has been regularly reviewed, then all you will need to do now is perform a further review, taking into account those issues not covered by previous legislation.

**INDEMNITY**

This document has been produced as a tool to assist you in completing a fire risk assessment of your premises. It is used entirely at your own risk to identify what you consider are your significant findings, and also whether you consider the information therein to be suitable and sufficient. It is in no way exhaustive, and Northumberland Fire & Rescue Service accepts no liability for any circumstances which may arise as a result of using this tool.

**FURTHER ASSISTANCE & REFERENCE**

A set of Guides are available (listed below) to assist you in what you have to do to comply with fire safety law, help you to carry out a fire risk assessment and identify the general fire precautions you need to have in place. They are designed so that a responsible person, with limited formal training or experience, should be able to perform this task. If you read the Guide and decide you are unable to apply the guidance then you should seek expert advice.

More complex premises will probably need to be assessed by a person who has a comprehensive knowledge and training or experience in fire risk assessment.

Guide 1 Office and Shops

Guide 2 Factories and Warehouses

Guide 3 Sleeping Accommodation

Guide 4 Residential Care Premises

Guide 5 Educational Premises

Guide 6 Small and Medium Places Of Assembly

Guide 7 Large Places of Assembly

Guide 8 Theatres and Cinemas

Guide 9 Outdoor Events

Guide 10 Healthcare Premises

Guide 11 Transport Premises and Facilities

Should you require further guidance, contact your local Fire Safety Officer via (01670) 621140.

**THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

**FIRE RISK ASSESSMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **PREMISES DETAILS** | | | |
| Name: |  | | |
| Address: |  | | |
|  | | |
|  | Postcode |  |
| Occupancy Times |  | | |
| **FIRE ORGANISATION** | | | |
| Responsible Person |  | | |
| Fire Co-ordinator |  | | |
| Fire Wardens |  | | |
| Nominated users of firefighting equipment |  | | |
| Person responsible for the fire alarm system |  | | |
| Confirmation that FIRE forms part of the premises safety policy |  | | |
| Other responsible persons (in multi-occupied buildings) |  | | |
| Assessment Completed by |  | | |
| Date Initial Assessment Completed: |  | | |
| Signature: |  | | |

The Assessment will be reviewed annually or sooner if alterations or changes in the activity are carried out or planned.

|  |  |  |  |
| --- | --- | --- | --- |
| ASSESSMENT REVIEW | | | |
| **Date** | **Satisfactory**  **Yes/No** | **Name** | **Signature** |
|  |  |  |  |
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**SECTION 1 - HAZARD IDENTIFICATION**

### COMBUSTIBLE/OXIDISING MATERIALS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CONSIDERATION** | **YES** | **NO** | **ACTION REQUIRED** |
| 1.1 | Are highly flammable materials or gases stored? If Yes, is storage in accordance with current legislation/guidance? (List materials at Appendix A) |  |  |  |
| 1.2 | Are excessive quantities of combustible materials displayed or stored? |  |  |  |
| 1.3 | Are there any other readily combustible materials stored/used that represent a significant hazard? If Yes, is storage in accordance with current legislation/guidance? (List materials at Appendix A) |  |  |  |
| 1.4 | Is combustible waste allowed to accumulate? |  |  |  |
| 1.5 | Are substantial areas of walls or ceilings covered with flammable linings? |  |  |  |
| 1.6 | Is oxygen or oxidising agents stored or used? If Yes is storage in accordance with current legislation/guidance? (List materials at Appendix A) |  |  |  |
| 1.7 | Where dangerous substances are present, can these be eliminated, reduced or replaced by a less dangerous substance? |  |  |  |
|  | **REMARKS:** |  |  |  |
|  |  |  |  |  |

**SOURCES OF IGNITION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CONSIDERATION** | **YES** | **NO** | **ACTION REQUIRED** |
| 1.8 | Does the work activity involve processes such as cooking, welding, flame cutting or frictional heat? |  |  |  |
| 1.9 | Does the Workplace have gas or oil burning equipment? |  |  |  |
| 1.10 | Are there light bulbs and fittings near flammable materials? |  |  |  |
| 1.11 | Is electrical equipment or wiring faulty or damaged? |  |  |  |
| 1.12 | Does the electrical equipment have extension leads? |  |  |  |
| 1.13 | Are there multi point adaptors in electrical sockets? |  |  |  |
| 1.14 | Are all items of portable electrical equipment inspected regularly (PAT test) and fitted with correctly rated fuses? |  |  |  |
| 1.15 | Is the wiring of the electrical installation inspected periodically by a competent person? |  |  |  |
| 1.16 | Are there portable heaters – are they fitted with suitable guards kept unobstructed and secured? |  |  |  |
| 1.17 | Is arson a potential problem? |  |  |  |
| 1.18 | Are there any other sources of ignition in the workplace? If yes, what are they? |  |  |  |
|  | **REMARKS:** |  |  |  |
|  |  |  |  |  |

**SECTION 2 -** **PEOPLE AT RISK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CONSIDERATION** | **YES** | **NO** | **ACTION REQUIRED** |
| 2.1 | Do any members of staff work in areas where there is a high risk of a fire occurring? If yes, have they been trained:-   * Appropriately for the hazards? * In the action to take in the event of fire? |  |  |  |
| 2.2 | Are the premises used regularly by people with impaired mobility? If yes:-   * Is the number of trained staff adequate to ensure safe evacuation? * Are the escape routes suitable for the people who have to use them? |  |  |  |
| 2.3 | Do people sleep in the premises? If yes:-   * Is an automatic fire alarm fitted? * Are arrangements in place to ensure that all sleeping areas are evacuated? |  |  |  |
| 2.4 | Are young persons employed? If yes:-   * Have they been adequately trained? * Are they adequately supervised? |  |  |  |
| 2.5 | Do unsupervised minors or a large number of minors frequent the premises? If yes:-   * Is there a sufficient number of trained staff on duty? * Are members of staff trained in evacuation procedures for the minors? * Are procedures in place to inform and reunite parents to minors during an evacuation? * Are procedures in place to ensure the premises are fully evacuated? |  |  |  |

**SECTION 2 -** **PEOPLE AT RISK (Continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CONSIDERATION** | **YES** | **NO** | **ACTION REQUIRED** |
| 2.6 | Could a fire in the premises affect persons in the immediate vicinity? If yes:-   * Consider the effect of hazardous substances, are they stored and used in accordance with national guidance? * Consider the impact of compressed gas cylinders, are they stored safely in accordance with national guidance? * Are warning systems for the public in place where necessary? * Are evacuation plans for the public in place where necessary? * Could any products used in the buildings construction affect persons in the vicinity during a fire? * Could a fire spread to adjacent properties placing persons at risk? |  |  |  |
| 2.7 | Are contractors and maintenance workers made aware of the establishment’s emergency procedure and the dangers posed by fire? |  |  |  |
| 2.8 | Does anyone work alone or in remote parts of the premises? |  |  |  |
| 2.9 | Is there more than one building forming part of the concerns holding? If Yes:-   * Where necessary, has procedures been put in place to account for all persons during an emergency? * Is it necessary to have linked fire alarm systems? |  |  |  |
|  | **REMARKS:** |  |  |  |
|  |  |  |  |  |

**SECTION 3 - MEANS OF ESCAPE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CONSIDERATION** | **YES** | **NO** | **ACTION REQUIRED** |
| 3.1 | Has the premises been built, and any alterations since, been carried out in accordance with the Building Regulations?  If No, do the premises conform to recognised national guidance regarding means of escape?  (It may be necessary to consult with the Fire Safety Officer to confirm that the premises are satisfactory) |  |  |  |
| 3.2 | Is there an alternative exit from the premises?  N.B. Where a “dead-end condition” exceeds 18m consult the Fire Safety Officer  . |  |  |  |
| 3.3 | Do exits lead to a place of safety? (Not an enclosed room) |  |  |  |
| 3.4 | Are all gangways and escape routes free from obstructions? |  |  |  |
| 3.5 | Are the escape routes free from tripping and slipping hazards? |  |  |  |
| 3.6 | Are steps and stairs in a good state of repair? |  |  |  |
| 3.7 | Are all fire resisting doors clearly indicated by a suitable sign? |  |  |  |
| 3.8 | Are all fire doors fitted with intumescent strips and cold smoke seals? |  |  |  |
| 3.9 | Are self closing devices on fire resisting doors working efficiently? |  |  |  |
| 3.10 | Are all fire exit doors easily opened without the use of a key? |  |  |  |
| 3.11 | Is there a notice indicating the method of operating any panic fastening on fire doors? |  |  |  |
| 3.12 | Are all exits clearly indicated with the “running man” sign? |  |  |  |
| 3.13 | Are all fire doors and final exit doors checked on a monthly basis? |  |  |  |

## SECTION 3 - MEANS OF ESCAPE (Continued)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CONSIDERATION** | **YES** | **NO** | **ACTION REQUIRED** |
| 3.14 | Are the results of tests/maintenance recorded in the Fire Log Book? |  |  |  |
|  | **REMARKS:** |  |  |  |
|  |  |  |  |  |

**SECTION 4 - LIGHTING/EMERGENCY LIGHTING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CONSIDERATION** | **YES** | **NO** | **ACTION REQUIRED** |
| 4.1 | Is there adequate lighting on fire exit routes? |  |  |  |
| 4.2 | Are the premises used during the hours of darkness? |  |  |  |
| 4.3 | Are their any areas devoid of natural lighting (windowless)? |  |  |  |
| 4.4 | Where 4.2 and 4.3 is Yes, is emergency lighting provided? |  |  |  |
| 4.5 | Where 4.4 is Yes, is it installed and maintained in accordance with current guidance (BS5266: Part1)? |  |  |  |
| 4.6 | Are the results of tests/maintenance recorded in the Fire Log Book? |  |  |  |
|  | **REMARKS:** |  |  |  |
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**SECTION 5 - FIRE WARNING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CONSIDERATION** | **YES** | **NO** | **ACTION REQUIRED** |
| 5.1 | Is a suitable means of raising the alarm in case or fire provided? |  |  |  |
| 5.2 | Is the means of raising the alarm in case of fire clearly audible throughout the premises? |  |  |  |
| 5.3 | Can the fire alarm be raised without placing anyone in danger?  N.B No one should travel more than 30m to reach a call point. |  |  |  |
| 5.4 | Are the fire alarm call points clearly visible, unobstructed and suitably indicated? |  |  |  |
| 5.5 | Do the premises provide sleeping accommodation? |  |  |  |
| 5.6 | Could a fire develop un-noticed? |  |  |  |
| 5.7 | If the answer to 5.5 or 5.6 is yes, are the premises provided with automatic fire detectors? |  |  |  |
| 5.8 | Where an electrical fire alarm system is provided, is it installed and maintained in accordance with current guidance (BS5839: Part 1 or Part 6 where appropriate). |  |  |  |
| 5.9 | Is the fire alarm tested by the user on a weekly basis? |  |  |  |
| 5.10 | Are the results of tests/maintenance recorded in the Fire Log Book? |  |  |  |
|  | **REMARKS:** |  |  |  |
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**SECTION 6 - FIREFIGHTING EQUIPMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CONSIDERATION** | **YES** | **NO** | **ACTION REQUIRED** |
| 6.1 | Are hose reels provided? If yes have they been serviced within the last 12 months? |  |  |  |
| 6.2 | Are portable fire extinguishers suitably located and available to use for general firefighting purposes?  a. 1 x 9 litre water or 1 x 6 litre AFFF extinguisher for each 200 m2 of floor area or part thereof.  b. No one should have to travel more than 30m to reach an extinguisher |  |  |  |
| 6.3 | Are appropriate fire extinguishers provided for special fire risks e.g. electrical, oil etc.? |  |  |  |
| 6.4 | Are fire extinguishers located in conspicuous positions, with the carrying handle about 1m from the floor? |  |  |  |
| 6.5 | Does the position of the fire extinguishers need to be indicated? |  |  |  |
| 6.6 | Has each fire extinguisher been serviced within the last 12 months? |  |  |  |
| 6.7 | Have a sufficient number of staff members been nominated and trained in the use of the firefighting equipment provided? |  |  |  |
| 6.9 | Where necessary, has an automatic fire suppression system been installed? |  |  |  |
|  | **REMARKS:** |  |  |  |
|  |  |  |  |  |

**SECTION 7 – FIREFIGHTER PROVISIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CONSIDERATION** | **YES** | **NO** | **ACTION REQUIRED** |
| 7.1 | Are luminous discharge tube signs provided?  If Yes, has a firefighter’s switch been provided and installed in accordance with national guidance? |  |  |  |
| 7.2 | Are any facilities, equipment or devices provided for the use of or the protection of firefighters? E.g. rising mains, firefighting lobbies, smoke extraction systems etc.  If Yes, please list |  |  |  |
| 7.3 | If 7.2 is Yes, are they subject to routine maintenance, in working order and in good repair? |  |  |  |
|  | **REMARKS:** |  |  |  |
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**SECTION 8 - FIRE ACTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CONSIDERATION** | **YES** | **NO** | **ACTION REQUIRED** |
| 8.1 | Are Fire Action Notices displayed at each fire alarm call point? (See Appendix C) |  |  |  |
| 8.2 | Would all staff know what to do on discovery of a fire? |  |  |  |
| 8.3 | Would all staff know the action to take when the fire alarm sounds? |  |  |  |
| 8.4 | Does all staff know where their assembly point is? |  |  |  |
| 8.5 | Has an emergency plan been drawn up in case of a major fire? |  |  |  |
| 8.6 | Is a copy of the emergency plan kept in a place other than at the workplace where it can be quickly obtained in an emergency? |  |  |  |
| 8.7 | Has the significant findings from the fire risk assessment been communicated to all staff? |  |  |  |
| 8.8 | Has any significant hazards been communicated to the Fire Authority? (See Appendix B) |  |  |  |
| 8.9 | In premises with more than one occupier, has suitable arrangements been established to co-operate and co-ordinate safety measures between responsible persons? |  |  |  |
|  | **REMARKS:** |  |  |  |
|  |  |  |  |  |

**Appendix A**

**REGISTER OF HIGHLY FLAMMABLE, DANGEROUS SUBSTANCE, OXYGEN OR**

**OXIDISING AGENT MATERIAL STORED OR USED ON THE PREMISES**

|  |  |  |
| --- | --- | --- |
| **MATERIAL** | **LOCATION** | **MAXIMUM QUANTITY STORED OR USED** |
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**Appendix B**

|  |  |  |
| --- | --- | --- |
| **FIRE HAZARD NOTIFICATION** | | |
| **From:** | |  |
|  |
|  |
|  |
|  |
| **Date:** | |  |
| **Contact:** | |  |
| **Telephone Number:** | |  |
| **To:** | | **Chief Fire Officer**  **Northumberland Fire and Rescue Service**  **West Hartford Business Park**  **West Hartford**  **CRAMLINGTON**  **Northumberland**  **NE23 3JP** |
| **Dear Sir** | | |
| **Re: Fire Risk Assessment**  **Regulatory Reform (Fire Safety) Order 2005**  **Notification of Significant Fire Hazard within the Premises detailed Premises:-** | | |
| **The following was considered to be a significant fire hazard within the premises. Therefore special procedures may be necessary for rescue work and firefighting.** | | |
|  | | |
| **Signed**  **Print Name** |  | |



**Appendix C**



# FIRE

**A person discovering a fire should:-**

Raise the fire alarm immediately by breaking the glass of the nearest fire alarm call point.

Call for assistance and, if safe to do so, the trained persons named below may attempt to tackle the fire with the appliances provided.

**On hearing the alarm:**

The Fire and Rescue Service should be called immediately by:

Leave the building in an orderly manner by the nearest exit

and report to the assembly point at:-

If possible, switch off all machines and close doors and windows as you leave the building









**Dialling 999 and giving the call distinctly as:**

**Fire at:**





**Do not stop to collect personal belongings**

**Do not re-enter the building until instructed to do so**

**FIRE RISK ASSESSMENT – RECORD OF SIGNIFICANT FINDINGS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fire Risk Assessment for:** | | | | | |
| **Company:** |  | | | | |
| **Address:** |  | | | | |
|  | | | | |
|  | | | | |
| **Assessment undertaken by:** | | | | | |
| **Date:** | |  | | | |
| **Completed by:** | |  | | | |
| **Signature:** | |  | | | |
| **Step 1 – Identify Fire Hazards** | | | | | |
| **Sources of Ignition** | | | **Sources of Fuel** | | **Sources of Oxygen** |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
| **Step 2 – People at Risk** | | | | | |
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|  | | | | | |
|  | | | | | |
| **Step 3 – Evaluate, remove, reduce and protect from risk** | | | | | |
| **3.1 Evaluate the risk of fire occurring** | | | |  | |
| **3.2 Evaluate the risk to people from a fire starting in the premises** | | | |  | |
| **3.3 Remove and reduce the hazards that may cause a fire** | | | |  | |
| **3.4 Remove and reduce the risks to people from a fire** | | | |  | |

|  |  |  |
| --- | --- | --- |
| **Step 5 - Assessment Review** | | |
| **Assessment review date** | **Completed by** | **Signature** |
|  |  |  |
| **Review Outcome (where substantial changes have occurred a new record sheet should be used** | | |
|  | | |