

The Regulatory Reform (Fire Safety) Order 2005

**Fire Risk
Assessment
Information / Guidance**



Humbeside Fire and Rescue Service

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Introduction

This document suggests information that should be contained in a fire risk assessment record. When completed in accordance with all suggestions it may serve as a record of a fire risk assessment as required by the

Regulatory Reform (Fire Safety) Order 2005

From the 1st of October 2006 there is a requirement for all responsible persons to:

- Carry out a fire risk assessment of the premises/place taking into consideration all employees and all other people who may be affected by a fire in the premises/place and to make adequate provision for any disabled people with special needs who use or may be present on the premises;
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire. If the responsible person employs five or more persons or employs young persons or has a licence in force it is a requirement that these significant findings are recorded; (*However it is recommended that a written record is produced on all occasions to assist with the process of on going reviews*)
- Provide and maintain such fire precautions as are necessary to safeguard those who use the premises/place; and
- Provide information, instruction and training to relevant persons about the fire precautions in the premises/place.

Further guidance can be found in the **HM Government Fire Safety Risk Assessment Booklets**. This series of eleven booklets which relate to the different types of premises/places are available free online at the HM Government website www.firesafetyguides.comunities.gov.uk alternatively they can be purchased from HMSO bookshops.

“Important”

It is strongly recommended that before undertaking your fire risk assessment that you either download or purchase the relevant HM Government risk assessment guidance. This can be utilised for reference purposes and will prove invaluable when you are faced with difficult technical detail. For a full list of currently available guides and ISBN numbers see page 24 of this pro forma.

1. Premises/Place Particulars

Specify the following particulars:-

- Name and Address of Premises/place:
- Use of Premises/place:
- Owner/Employer/ Responsible Person(s) in Control of the premises/place:
- Telephone Number:
- Date of Risk Assessment:

2. Provide a General Statement of Policy

A safety policy is a written statement of a responsible person's intent to ensure the safety of persons resorting to the premises. The purpose of the safety policy is to give clear unequivocal commitment to comply with the relevant Regulations.

Example: -

“It is the policy of (responsible person/ employer/company/etc.) to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The responsible person/company/manager will provide and maintain safe working conditions, equipment and systems of work for all persons, and to provide such information, training and supervision as they need for this purpose.

The responsible person/company/employer will give a high level of commitment to health and safety and will comply with all statutory requirements.”

| | |
|---|--|
| Name and Address of Premises | |
| | |
| | |
| | |
| | |
| Use of Premises | |
| Owner/Employer/ Person in Control of Premises/place (+Job Title) | |
| Title Number | |
| Date of Risk Assessment | |

| | |
|------------------------------------|-------|
| General Statement of Policy | |
| | |
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| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Signed | _____ |
| Print Name | _____ |
| Date | _____ |

3. Management Systems

Provide a statement specifying the planning, organisation, control, monitoring and review of the fire risk assessment.

| |
|--------------------|
| Management Systems |
|--------------------|

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|--|
| |
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| |
| |
| |

(Example of format expand if required)

4. General Description of the Premises/Place.

Give a general description of the premises/place and the use to which it is put

Include the following details:

- *Times in use*
- *Total number of persons employed in the premises at any one time*
- *Total number of persons who may resort to the premises at any one time*
- *Size of the premises (Length and Width and/or area)*
- *Number of floors and staircases*

5. Fire Safety Systems

Give details of any fire safety systems in the premises such as fire warning systems, escape lighting, sprinklers, etc.

(E.g. Fire alarm break- glass system to British Standard 5839, escape lighting to British Standard 5266)

If none are to be provided briefly state the reasoning for that decision.

(E.g. Small open workshop, only three people at any one time, clear visibility, word of mouth sufficient to raise the alarm).

| General Description of Premises/Place | |
|--|--|
| | |
| | |
| | |
| | |
| | |
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| | |
| | |

| Occupancy and Size | |
|--|--|
| Total number of persons employed to work in the premises at any one time | |
| Total number of persons who may resort to the premises at any one time | |
| Building Footprint (Metres X Metres) | |
| Number of Floors | |
| Number of Stairways: | |

| Fire Safety Systems within the Premises/Place. |
|--|
| Fire Warning System (e.g. break-glass system, automatic fire detection system, to British Standard 5839; rotary gongs etc.) |
| Escape lighting (e.g. non-maintained, 1 hour/3 hour duration, to British Standard 5266; hand held torches etc.) |
| Other: (e.g. Sprinklers to LPC Rules, British Standard 5306: Part 2) |

6. Fire Risk Assessment

Divide the premises/place into areas/rooms/floors as necessary and carry out a fire risk assessment as detailed in the following sections for each one. During the assessment and evaluation of the findings you should bear in mind the following.

Significant Findings:

Upon completion of this and subsequent sections the significant findings of the assessment should be recorded. The significant findings should include:

- (a) a record of the protective and preventative measures in place to control the risks;
- (b) what further action, if any, needs to be taken to reduce risk sufficiently;
- (c) Proof that a suitable and sufficient assessment has been made. In many cases, responsible persons will also need to record sufficient detail of the assessment itself, so that they can demonstrate to authorised persons that they have carried out a suitable and sufficient assessment. This record of the significant findings will also form a basis for a revision of the assessment.

This document suitably completed should satisfy item (c) above and to some extent highlight the requirements of (a) and (b). The significant findings at Section 13 should include, for example, the protective/preventative measures in place to control risks which cannot be removed, replaced or eliminated and temporary measures in place to control risks pending further action. (Such temporary measures may be necessary where prioritisation and costings of required work results in a delay in the implementation of a permanent solution.)

Review and Revision

The regulations require the responsible person to review and if necessary, modify their risk assessments, since assessment should not be a once-and-for-all activity. Sooner or later changes may be introduced into the premises which have an effect on the fire risks and precautions, e.g. changes to work processes, furniture, plant, machinery, substances, buildings, or the number of people likely to be present in the premises/place. Any of these changes could lead to new hazards or increased risk necessitating the need to review the assessment. (See also page 25)

6(A) Plan Drawing

To assist the assessor in completing an assessment, and to help persons within the premises/place in understanding the findings and evacuation procedures/plans it is recommended that a single line drawing of the premises/area/room/floor is prepared, which should be attached to the risk assessment.

The plan should show: --

- *Escape routes,*
- *number of exits,*
- *number of stairs,*
- *fire resisting doors,*
- *fire resisting walls and partitions,*
- *places of safety etc.*
- *Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices etc.*
- *The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs)*
- *The location of emergency lights (to include hand held torches if provided)*
- *The location and type of fire fighting equipment (i.e. water extinguishers, foam extinguishers, etc.*

B) Means of Escape from Area/ Room/ Floor

6(B)(i) People who would be at Risk from Fire in the Area/Room/Floor.(For detail see HM Government Guides)

Consider:

- *Employees*
- *Employees, visitors, and other persons whose mobility, hearing or eyesight is impaired*
- *Other persons in the premises if the premises are multi-occupied · Varied working practices (i.e. areas of your premises occupied when others are not)*
- *Areas where employees/others are isolated*
- *Visitors*
- *Persons who may be asleep in your premises*

6(B)(ii) Fire Hazards within the Area/Room/Floor (For detail see HM Government Guides)

Consider any fire hazards within the area/room/floor:

- *Combustible materials (e.g. large quantities of paper, combustible fabrics, plastics)*
- *Flammable substances (e.g. paints, thinners, chemicals, flammable gases)*
- *Ignition sources (e.g. naked flames, sparks, portable heaters, smoking materials)*

Can any fire risks identified be removed, replaced or reduced?

6(B)(iii) Structural Features (For detail see HM Government Guides)

Consider any structural features that could promote the spread of fire (e.g. open staircases, openings in walls and floors, large voids above ceilings and below floors).

Means of Escape from Area/Room/Floor/Other:

| People at Risk | | |
|--|------------|-----------|
| Number of persons employed to work in the area/room/floor at any one time: | | |
| Number of persons who may resort to the area/room/floor at any one time: | | |
| | Yes | No |
| Are the premises multi-occupied? | | |
| Are there disabled people in the area/room/floor? | | |
| Is there varied/shift working? | | |
| Are there areas where employees/others are isolated? | | |
| Do persons sleep in the premises | | |

| Fire Hazards | Yes | No |
|--|------------|-----------|
| Are there any fire hazards in the area/room/floor? | | |
| If there are can they be removed, replaced or reduced? | | |
| Specify: | | |
| | | |

| Structural Features | Yes | No |
|--|------------|-----------|
| Are there any structural features that could promote the spread of fire? | | |
| If there are, can they be removed, replaced or reduced? | | |
| Specify: | | |
| | | |

6(B)(iv) Assess the Adequacy of the Means of Escape, Fire Safety Signage, Fire Warning Systems, Escape lighting and Fire Fighting Equipment in the Area/Room/Floor.

(a) Means of Escape – Horizontal Evacuation (For detail see relevant chapter in HM Government Guide)

Consider: -

- *Adequacy of control measures for any fire hazards within the area/room/floor*
- *The need to control and monitor the number of occupants*
- *The number of occupants in the area/room/floor*
- *The likely spread of fire*
- *The time available for escape*
- *In the event of a fire can all persons safely evacuate the premises after taking into account the fire risks in the area?*
- *Travel distances(For further information see relevant HM Guide)*
- *Definition and number of escape routes (See Guide)*
- *Number and widths of exits (See Guide)*
- *Inner rooms situations (See Guide)*
- *Corridors (See Guide)*
- *Dead-end conditions (See Guide)*
- *Door openings and door fastenings (See Guide)*
- *Do all escape routes lead to a place of safety (e.g. not to an enclosed yard)? · Housekeeping (See Guide)*
- *Sufficient number of stairways (See Guide)*
- *Provisions for people with disabilities (See Guide)*

(b) Means of Escape – Vertical Evacuation (See HM Government Guide)

Consider: -

- *Are there sufficient stairways to get all occupants out of the premises/place even if one stairway is inaccessible due to fire?*
- *Are the stairways wide enough to get all occupants out of the premises/place?*
- *Do the doors, walls and partitions to the stairways need to be fire resisting (i.e. could a fire spread to the staircase(s) before occupants have evacuated taking in to account the fire hazards present)?*
- *Door openings and door fastenings.*
- *Do the exits from the stairways lead to place of safety (e.g. not to an enclosed yard)*
- *Housekeeping.*
- *Fire safety signs, fire warning system, escape lighting and fire fighting equipment to be considered using the same criteria for horizontal evacuation.*

6(B)(v) Fire Safety Signs and Notices (See HM Government Guide)

- *Are there sufficient fire exit signs on the escape routes?*
- *Are internal fire resisting doors indicated with “Fire Door-Keep Shut” notices?*
- *Are internal fire resisting doors to cupboards indicated with “Fire Door –Keep Locked Shut” signs?*
- *Where necessary are fire exit doors marked with “Fire Exit-Keep Clear” notices?*
- *Are general fire action notices displayed stating what to do in a fire situation?*
- *Is fire-fighting equipment indicated?*
- *Are there signs indicating how to use door opening mechanisms e.g.. “Push Bar to Open”?*

6(B)(vi) Fire Warning Systems (See HM Government Guide)

Is there a suitable fire warning system to alert occupants in the event of a fire?

- *Can all occupants hear the alarm when it is sounded?*
- *If the premises/place is large and/or complex an electric fire alarm should be installed to the current British Standard.*
- *Is there a need for automatic fire detection i.e. sleeping risks, multi-occupied premises, varied working?*

6(B)(vii) Escape lighting (See HM Government Guide)

- *If the premises/place is in use during the hours of darkness escape lighting should be provided. (However borrowed lighting, e.g. adjacent Street lighting through external glazing, may be considered)*
- *Areas of the premises/place with no natural light (or borrowed lighting) should be provided with escape lighting.*
- *If the premises/place is large and/or complex an escape lighting system should be installed to the current British Standard.*
- *Where the premises/place is small a number of hand held torches strategically located may be sufficient?*
- *When operated is there sufficient illumination for occupants to see the external escape routes clearly?*
- *Does the system operate on sub-circuit failure?*
- *Is there sufficient illumination at changes in level?*
- *Is there sufficient illumination at changes in direction?*
- *Is there sufficient illumination to show fire alarm call points and fire fighting equipment?*

6(B)(viii) Fire Fighting Equipment (See HM Government Guide)

- *Is there sufficient fire fighting equipment provided for the area/room/floor?*
- *Is the fire fighting equipment appropriate for the risks?*
- *Is the fire fighting equipment simple to use?*
- *Has a competent person checked fire extinguishers within the last twelve months?*
- *Does it conform to a standard?*
- *Is the fire fighting equipment located on the escape routes and near to exit doors?*
- *Is it securely hung on wall brackets or suitable floor plates?*

Assess the Adequacy of the Means of Escape, Fire Safety Signage, Fire Warning System, Escape Lighting and Fire Fighting Equipment in the Area/ Room/ Floor.

| Means of Escape – Horizontal Evacuation | Adequate | |
|---|----------|----|
| | Yes | No |
| Control measures for any of fire hazards within the area/room/floor | | |
| Control and monitoring of the number of occupants | | |
| Definition and number of escape routes | | |
| Travel distances | | |
| Number and widths of exits | | |
| Inner room situations | | |
| Corridors | | |
| Dead-end conditions | | |
| Door openings and door fastenings | | |
| Sufficient number of stairways | | |
| Housekeeping | | |
| Provision for disabled persons | | |

| Means of Escape – Vertical Evacuation | Adequate | |
|--|-----------------|-----------|
| | Yes | No |
| Number of stairs sufficient for occupancy | | |
| Width of stairs | | |
| Width of exits | | |
| Stair protection in terms of fire resisting doors and partitions | | |
| Door openings and door fastening | | |
| Places of safety from final exits | | |
| Housekeeping | | |

| Fire Safety Signs & Notices | Yes | No |
|--|------------|-----------|
| Exit Signs | | |
| “Fire Door – Keep Shut” signs | | |
| “Fire Door – Keep Locked Shut” signs | | |
| “Fire Exit – Keep Clear” signs | | |
| General Fire Action Notices | | |
| Fire-fighting Equipment | | |
| Door Operating Signs (i.e. Push Bar to Open) | | |

| Fire Warning System | Yes | No |
|--|------------|-----------|
| Will the system alert all the occupants in the event of a fire? | | |
| If manual devices such as rotary gongs are provided can the person operating the device do so in a position of safety? | | |

| Escape lighting | Yes | No |
|--|------------|-----------|
| Sufficient illumination to see escape routes clearly? | | |
| Sufficient illumination to see external escape routes clearly? | | |
| Operates on sub-circuit failure? | | |
| Illumination at change of level? | | |
| Illumination at change in direction? | | |
| Illumination to show fire alarm call points and fire fighting equipment? | | |

| Fire-Fighting Equipment | Yes | No |
|---|------------|-----------|
| Is there sufficient fire fighting equipment provided for the area/room/floor? | | |
| Is the fire fighting equipment appropriate for the risk? | | |
| Is it simple to use? | | |
| Has it been checked by a competent person in the last twelve months | | |
| Does it conform to a standard? | | |
| Is it located on the escape routes and near to exit doors? | | |
| Is it securely hung on wall brackets or suitable floor plates? | | |

7. Record of Fire Safety Deficiencies.

Make a list of the fire safety deficiencies found from the fire risk assessment. Rectify the deficiencies and amend the risk assessment sheets and plan accordingly to produce an up-to-date record of the fire safety provisions within the premises/place.

| List of Fire Deficiencies to be Rectified | | | |
|--|--|-----------------------------|-----------------------|
| | Deficiency/Rectification | Date to be Rectified | Date Rectified |
| 1. | | | |
| | | | |
| | | | |
| | | | |
| | (Example of pro forma layout add additional if required) | | |

8. Maintenance (For suitable schedule see HM Government Guide)

The means of escape and other fire safety provisions must be maintained, at suitable intervals, by a competent person and the maintenance recorded.

Produce a maintenance schedule that covers the means of escape, signs and notices, fire warning system, escape lighting if provided and fire fighting equipment.

Specify who will carry out the maintenance and where it will be recorded.

Use the table opposite to check that all the fire safety provisions have been covered in the maintenance schedule.

Append the maintenance schedule to the risk assessment.

9. Method of calling the Fire Service

Establish and record the method by which the fire service would be called in the event of a fire.

Management

| Maintenance | Adequate | |
|-------------|----------|----|
| | Yes | No |

| | | |
|---|--|--|
| Maintenance for fire resisting doors , walls and partitions | | |
| Regular checks | | |

| | | |
|--|--|--|
| Maintenance of escape routes, exit doors | | |
| Regular checks | | |
| Maintenance of Fire Safety Signs | | |
| Regular checks | | |
| Maintenance of fire warning system | | |
| Weekly | | |
| Annually | | |

| | | |
|--------------------------------|--|--|
| Maintenance of escape lighting | | |
| Weekly | | |
| Monthly | | |
| Annually | | |

| | | |
|--|--|--|
| Maintenance of fire fighting equipment | | |
| Weekly | | |
| Annually | | |
| By competent person? | | |
| Recorded and location of records | | |

| Method For Calling The Fire Service | Yes | No |
|--------------------------------------|-----|----|
| Method for calling the Fire Service? | | |

Specify:

10. Emergency Action Plan (EAP) (See HM Government Guide)

Produce an emergency action plan, which details procedures in the event of a fire in the premises/place.

The EAP should cover:-

- *all foreseeable events*
- *the action of persons in the event of a fire*
- *how people will be warned*
- *how the evacuation is carried out*
- *to include the evacuation of visitors and people with disabilities (pages 43, 69)*
- *assembly points*
- *procedures for checking the premises/place has been evacuated*
- *identify escape routes*
- *fire fighting equipment*
- *duties and identities of persons with specific responsibilities in the event of a fire*
- *where appropriate the isolating of machinery and processes*
- *how the fire service are called and by who*
- *liaison with fire service on arrival*

General fire action notices should be displayed throughout the area/room/floor

Use the table opposite to check that the emergency action plan includes all the necessary information

Append the EAP to the risk assessment

11. Training (See HM Government Guide)

All relevant persons resorting to the premises/place should receive fire safety training, which should be recorded.

Produce a training programme, which specifies who receives training, what training is given, how often it is given and where it is recorded.

Use the table opposite to check that the training programme covers all the necessary training topics.

Append the training programme to the risk assessment.

| Emergency Action Plan (EAP) | Yes | No |
|---|-----|----|
| Emergency Action Plan | | |
| Covers :- | | |
| All foreseeable events | | |
| The action of persons in the event of a fire | | |
| How people will be warned of a fire | | |
| How the evacuation is carried out – to include the evacuation of visitors and people with disabilities | | |
| Assembly points | | |
| Procedures for checking the premises/place has been evacuated | | |
| Identification of escape routes | | |
| Fire-fighting equipment provided | | |
| The duties and identities of persons with specific responsibilities in the event of a fire i.e. fire fighting | | |
| Where appropriate the isolating of machinery and processes | | |
| Specific arrangements for high risk areas of the premises/place. | | |
| How the fire service is called and who is responsible for doing this | | |
| Liaison with the fire service on arrival | | |

| Training | Yes | No |
|--|-----|----|
| Is there a training programme | | |
| Does it cover : | | |
| The action to take on discovering a fire | | |
| How to raise the alarm | | |
| The action to take on hearing the alarm | | |
| The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits | | |
| The arrangements for calling the fire service | | |
| The evacuation procedures for everyone in the premises/place. | | |
| The location and, when appropriate, the use of fire-fighting equipment | | |
| The location of escape routes | | |
| How to open all escape doors | | |
| The importance of keeping fire doors closed | | |
| Where appropriate, how to stop machines, processes and isolate power supplies in the event of a fire | | |
| The reason for not using lifts (except those installed for disabled people) | | |
| The importance of general fire safety and good housekeeping | | |

14. Additional Hazards

Although not forming part of the risk assessment persons in control of a premises/place are requested to inform the Fire Authority of any additional hazards within the premise/place. Emergency crews entering the site/building should be made aware of any hazards which may affect their safety, particularly those which may require special procedures for fire fighting.

Specify any such hazard and inform the Fire Authority using the following table.

| Additional Hazards | Yes | No |
|---|-----|----|
| Are additional hazards present in the work place? | | |
| <i>Specify:</i> | | |
| Need to consult Fire Service? | Yes | No |

Review of Fire Risk Assessment.

The HM Government Fire Safety Risk Assessment Guidance recommends that a review of the Fire risk assessment is carried out if any of the following apply.

- a) You suspect that the fire risk assessment is no longer valid.
- b) There have been changes to work activities.
- c) Alterations to building layout.
- d) Substantial changes to furniture/fixings.
- e) Introduction of or increase of hazardous substances.
- f) Failure of any fire precaution systems.
- g) Significant changes in the number of persons present.
- h) Presence of disabled persons.
- i) There has been a significant change of management.

Note The maximum review period should not exceed one year.

Example:-

| Date Reviewed | Comments. | Manager's signature. |
|---------------|---|----------------------|
| | Satisfactory or | |
| | See comments in significant findings or | |
| | Review carried out following works etc | |
| | | |
| | | |
| | | |
| | | |

(Example of layout use more if needed)

HM Government Fire Risk Assessment.

This set of guides is for employers, manager's occupiers and owner's & responsible persons of the following categories of premises. It tells you what you have to do to comply with Fire Safety law, helps you to carry out a fire risk assessment when used in conjunction with this pro forma and identifies the general fire precautions you must have in place.

The guides in this series.

| Title | Book Number |
|---|---------------------------|
| Offices and shops | ISBN- 13:978 1 85112815 0 |
| Factories and Warehouses | ISBN- 13:978 1 85112816 7 |
| Sleeping Accommodation | ISBN- 13:978 1 85112817 4 |
| Residential care premises | ISBN- 13:978 1 85112818 1 |
| Educational premises | ISBN- 13:978 1 85112819 8 |
| Small and medium places of assembly | ISBN-13:978 1 85112820 4 |
| Large places of assembly | ISBN-13:978 1 85112821 1 |
| Theatres, cinemas & similar premises | ISBN-13:978 1 85112822 8 |
| Open air events and venues | ISBN-13:978 1 85112823 5 |
| Healthcare premises | ISBN-13:978 1 85112824 2 |
| Transport premises an facilities | ISBN-13:978 1 85112825 9 |

If you are unsure as to the guide that most closely suits your individual premises assistance will be given if you contact Humberside Fire and Rescue Service Fire Safety Technical section.