

Fire Risk Assessment Covering Note for Civil Ceremonies Applications

Under the Regulatory Reform (Fire Safety) Order 2005 there is legal requirement to carry out a written Fire Risk Assessment (FRA) in all licensed premises. The FRA must be suitable and sufficient, meaning a competent person should carry out the assessment taking into account all hazards and the risks to people in the building. The assessment should identify the general fire precautions required in order to meet the requirements of the legislation for your premises.

The following attached documents will help to support the completion of your fire risk assessment.

- A Fire Risk Assessment Template
- A Guide to Carry Out Your Fire Risk Assessment
- A Guide to Choosing a Competent Risk Assessor

Fire Risk Assessment Template

The FRA template provided will assist you to organise the results of your FRA, It's important to note this is only one way to demonstrate evidence to of its suitability and you may decide to use a different method. The key is to make sure all hazards and risks to people in the building have been addressed.

Guide to Carry Out Your Fire Risk Assessment

This guide provides further detail that needs to be considered in order to complete your FRA. In addition it's important that you refer to the [government guidance documents](#) which highlight more specific benchmark standards for you to consider.

Of particular importance in licensed premises is the safe maximum occupancy capacity. You must assess how many people can safely use your premises at one time and this maximum capacity should be clearly identified in your FRA. The 'Places of Assembly' Guidance from the link above details how to carry this out.

Guide to Choosing a Competent Risk Assessor

You may be able to carry out your own FRA using the aforementioned documents and guides particularly where you have a simple low risk premises. Where this is not the case NFRS recommend you employ a consultant who is competent to assess fire safety in your type of premises. Unfortunately, NFRS cannot recommend any person or company however the attached guide will help you to make a judgement of a suitable assessor.

To conclude, your fire risk assessment must be suitable and sufficient. Once the application has been received, NFRS will contact you by phone to make an appointment to conduct a fire safety audit. Where the FRA is not adequate the Fire Officer will discuss the shortfalls with you during the phone call and what areas of the FRA you need to address before the audit date.

Following the audit the Fire Officer will respond to Registration Services recommending to either object or approve the application depending on the suitability of the fire risk assessment and general fire precautions in the premises.

FIRE RISK ASSESSMENT COMPETENCY COUNCIL

A Guide to Choosing a Competent Fire Risk Assessor

Version 2

Published 29/4/14

The Fire Risk Assessment Competency Council is a workstream consisting of the major stakeholders concerned with this aspect of the fire safety sector. It works within the wider Fire Sector Federation and has published a set of criteria against which the competency of those undertaking fire risk assessments can be judged.

This guide is intended to be an easy to read introduction to choosing a competent fire risk assessor.

This document will be updated regularly, therefore, please ensure that you are using the most recent version.

Choosing a Competent Fire Risk Assessor

Fire safety legislation in the United Kingdom applies generally to all non-domestic premises. This includes all commercial premises and workplaces, including those managed by voluntary organisations and the self-employed and all premises to which the public have access, including, in England and Wales, the common parts of multi-occupied residential buildings such as flats and houses in multiple occupation.

If you are an employer, then you will have a duty under the appropriate fire safety legislation to carry out a fire risk assessment. Similarly, if you occupy or otherwise have a degree of control over any non-domestic premises (or if empty and you own it), then you are likely to have this duty.

This guide is provided to help those with this responsibility (referred to as 'duty holders' in this document) decide who should carry out a fire risk assessment so that the premises comply with the applicable fire safety legislation:

- In England and Wales the Regulatory Reform (Fire Safety) Order 2005.
www.gov.uk/workplace-fire-safety-your-responsibilities/who-is-responsible
- In Scotland the Fire (Scotland Act) 2005 and the Fire Safety (Scotland) Regulations 2006 www.firelawscotland.org
- In Northern Ireland the Fire and Rescue Services (Northern Ireland) Order 2006 and the Fire Safety Regulations (Northern Ireland) 2010
www.nifrs.org/firesafe/

A fire risk assessment identifies possible hazards as well as the actions you need to take to keep the people on your premises safe. It needs to be kept up to date and reviewed on a regular basis, in particular when something changes that could affect fire safety or you have any other reason to suspect that it is no longer valid (e.g. a change in occupancy, in the building, in nature of contents or after a fire).

Can I do it myself?

Duty holders – particularly in small or low-risk premises - may be able to carry out their own fire risk assessment, using guidance available on the websites listed above.

Those carrying out a fire risk assessment must be satisfied that they are able to:

- Identify the fire hazards (i.e. potential causes of fire)
- Identify people at risk
- Evaluate fire safety measures provided and/or required to protect people (e.g. escape routes and fire alarm systems)
- Review the arrangements for management of fire safety (e.g. fire procedures, staff training and fire drills, maintenance of fire precautions, etc.)
- Formulate an action plan
- Record the significant findings and, if necessary, implement an action plan
- Keep the assessment up to date.

Doing the assessment in house has the advantage of ensuring that you own and understand the precautions you need to take to protect people adequately.

You need, however, to know your limits. If you feel, having read the guidance, that you do not have an appropriate knowledge or understanding of fire safety and the risk to people from fire to comply effectively with the legislative requirements; or, that you are unable to invest sufficient time and resources to do justice to this important task, you will need to appoint a specialist to carry out the risk assessment for you. Such a specialist must identify the fire safety measures that need to be in place. You should maintain close involvement in the process.

Appointing a specialist to carry out a fire risk assessment

No matter who carries out the fire risk assessment the duty holder retains the responsibility for ensuring the adequacy of that assessment. If employing a specialist to undertake your fire risk assessment, whilst you are not expected to be an expert in fire safety, you should make reasonable checks to ensure that they are competent to do the job properly.

There are some simple steps and precautions you can take to help verify the competence and suitability of a prospective fire risk assessor:

- Be satisfied that the fire risk assessor providing this service is competent to do so. We recommend you check that those providing this service have independent registration with, or certification from, a professional or certification body and that they meet the competency criteria established by the Fire Risk Assessment Competency Council (see list below)
- Check that they have experience of undertaking fire risk assessments for your kind of business and premises
- Request references from previous clients in premises of your type; ask these clients if they were satisfied and if any problems were later identified

You should also undertake the following:

- Ensure that the scope of the work you want carried out is agreed in writing.
- Ensure that you provide the assessor with access to all areas of the premises and with all relevant information
- Obtain alternative quotes – make sure they all cover the same scope, so you can compare like with like
- Ask for proof that they have sufficient professional indemnity insurance, public liability insurance and assure yourself that the fire risk assessor is impartial and you have access to a complaints procedure if necessary
- Ensure you have adequate records of the steps you took in selecting your fire risk assessor.

Note : Fire and Rescue Authorities enforce fire safety legislation for the vast majority of premises. They will not complete a fire risk assessment for you. However, if you have completed a fire risk assessment and you are concerned about its suitability, you may approach your local Fire and Rescue Service for advice and guidance.

How to find a competent fire risk assessor

It is important that the person who carries out the fire risk assessment is competent. There are two principal methods by which people can demonstrate their competence;

- Professional Body Registration schemes
- Certification by a Certification Body that is UKAS accredited for the activity.

It is also important that the company for whom the fire risk assessor works has adequate management systems in place, even if the fire risk assessor is self employed. Competence of a company to deliver fire risk assessments can be demonstrated by third party certification of the company by a UKAS accredited Certification Body.

Appendix 1 contains a list of Professional Bodies that operate Registration schemes and Certification Bodies that operate Certification schemes for fire risk assessors and fire risk assessment companies

The Fire Risk Assessment Competency Council recommends the use of fire risk assessment companies, including sole traders, which are third party certificated to appropriate schemes operated by Certification Bodies which have been UKAS accredited to certificate against such schemes.

As a duty holder, you do not need to be an expert in registration and certification schemes. The following information will give you a better understanding of these schemes and how they operate.

A '**scheme**' – identifies what needs to be assessed and what methods of assessment are used. As noted above, there are a number of schemes relating to fire risk assessment:

- A 'company' scheme is operated by a certification body and looks at the competence of personnel and the management systems within the company.
- A 'person certification' scheme is operated by a certification body and is concerned with the competency of the individual and not the competency of a company
- A 'professional body' scheme is operated by a professional body and is concerned with the competency of the individual and not the competency of a company.

All schemes maintain a register, which lists the individuals or companies that have been assessed to meet the requirements of the scheme.

Certification Bodies – Assess the fire risk assessor (individual or company) against the requirements of a 'scheme'.

The role of the United Kingdom Accreditation Service (UKAS) is to accredit third party Certification Bodies for the certification work they carry out. UKAS is the national accreditation body recognized by Government for this purpose. UKAS accredit Certification Bodies, against internationally agreed standards, to confirm they are assessing correctly against 'scheme' requirements.

Appendix 1 : Register holders

This appendix is listed in alphabetical order.

Register holders	UKAS Accredited Company Certification Scheme	UKAS Accredited Person Certification Scheme	Professional Body Person Registration Scheme
The BAFE 'SP205' company scheme is delivered by the following UKAS accredited certification bodies:- ECA/(ELECSA) , NSI , SSAIB	✓		
IFC Certification Ltd operate the 'IFCC 0099' company scheme	✓		
Institute of Fire Prevention Officers (IFPO) This is a professional body registration scheme			✓
Institute of Fire Safety Managers (IFSM) This is a professional body registration scheme			✓
Institution of Fire Engineers (IFE) This is a professional body registration scheme			✓
Register of Skilled Persons (ROSP). The ROS Group - operate a 'Fire Lead Assessor Management Evaluator" Scheme "FLAME'		✓	
Warrington Certification Ltd operate a 'Fire Risk Assessors Certification Scheme (Individuals) FRACS'		✓	
Warrington Certification Ltd operate a 'Fire Risk Assessors Certification Scheme (Company) FRACS'	✓		

Regulatory Reform (Fire Safety) Order 2005

How to complete a
Fire Risk Assessment

How to complete a Fire Risk Assessment

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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 **Regulatory Reform (Fire Safety) Order 2005**

When these Regulations came into force there is now a requirement for all employers to:

- Carry out a fire risk assessment of the workplace taking into consideration all employees and all other people who may be affected by a fire in the workplace, and to make adequate provision for any disabled people with special needs who use or may be present in 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 more than five people are employed or you have a licence 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 workplace
- Provide information, instruction and training to employees about the fire precautions in the workplace

The recording of information within this document should be in a narrative format and not simply a Yes or No answer to a question.

Fire Risk Assessment

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

Significant Findings:

Upon completion of the fire risk assessment, the significant findings should be recorded.

The significant findings should include:

- A record of the protective and preventative measures already in place to control the risks
- What further action, if any, needs to be taken to reduce risk sufficiently

Review and Revision

The assessment should be reviewed or revised following any of the following:-

- Any significant change of work practices
- Any significant change in staff levels
- Any structural or material alteration to the premises
- Any near miss or fire
- Reviewed at least annually

1 Premises Particulars

Specify the following particulars:

- Name and Address of Premises
- Use of Premises
- Owner/Employer/Person(s) in Control of the Workplace
- Telephone Number
- Date of Risk Assessment:
- Date of Review
- Name & relevant details of the person carrying out the Fire Risk Assessment

2 Provide a general statement of policy

A safety policy is a written statement of an employer's intent to ensure the safety of their employees. The purpose of the safety policy is to give clear commitment to comply with the relevant Regulations.

Example:

'It is the policy of (insert name of business) to protect all persons including employees, visitors, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

We will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose'.

The company will give a high level of commitment to fire safety and will comply with all statutory requirements.

3 Management Systems

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

- **Planning** – How the employer proposes to complete the Fire Risk Assessment and determine priorities in eliminating any hazards and reducing risks to persons
- **Organisation** – How the organisation is structured. To include how Health and Safety information is communicated to all employees, and what their involvement has been in complying with all aspects of the Fire Risk Assessment
- **Control** - Identify the people (at all levels) who may have responsibility for carrying out the Management of Health and Safety issues throughout the workplace
- **Monitoring** – Identify how the employer will measure the success of the Fire Safety Policy. This should include regular checks of fire precautions, investigation of causes of incidents and the recording of other relevant information. All maintenance of fire precautions, fire risk assessments, evacuation policies and staff training/drills should be recorded.
- **Review** – Identify a regular review procedure to include any identified deficiencies and a process by which they can be rectified

4 General description of the premises

Give a general description of the premises and the use to which it is put
Include the following details:

- Construction detail of the premises (i.e. Brick/Timber/Concrete)
- Approximate age of premises
- 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



PLAN

5 Fire Safety Systems

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

(eg 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

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

6 Plan drawing

To assist the assessor in completing an assessment, and employees 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 firefighting equipment (i.e. water extinguishers, foam extinguishers, etc.)

7 Identify Fire Hazards within the Area/Room/Floor

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

• Ignition sources

- | | |
|--|----------------------|
| - Smoking materials /matches, lighters etc | - Lighting equipment |
| - Naked flames /hot work processes | - Friction /sparks |
| - Fixed /portable heaters | - Arson |
| - Boilers /engines /machinery | |
| - Electricity | |
| - Cooking | |

- **Fuel sources**

- Flammable liquids /solvents /oils etc
- Chemicals
- Wood /paper /cardboard etc
- Plastics /rubber /foam
- Furniture and furnishings
- Flammable gases
- Textiles
- Display materials
- Waste materials

- **Work Processes**

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

- **Hot Permit to Work**

Are suitable 'Permit to Work' arrangements in place?

- **Structural Features**

Consider any structural features that could promote the spread of fire (eg open staircases, openings in walls and floors, large voids above ceilings and below floors). Additionally consider the potential combustibility of any structural features.

8 People who would be at Risk from Fire

Consider:

- Employees
- Visitors
- 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 premises occupied when others are not)
- Areas where employees/others are isolated
- Contractors
- Persons who may be asleep in your premises
- External groups – resorting to the premises 'After Hours' – has information been given on fire precautions and evacuation arrangements

9 Means of Escape

Consider escape horizontally and vertically.

- Are there sufficient stairways to get all occupants out of the premises even if one stairway is inaccessible due to fire?
- Are the stairways and exits wide enough to get all occupants out of the premises in a suitable time (including disabled persons)?
- Do the doors, walls and partitions to the stairways need to be fire resisting (ie could a fire spread to the Staircase(s) before occupants have evacuated taking in to account the fire hazards present)?
- Do the exits from the stairways lead to place of safety (e.g. not to an enclosed yard)?
- Will the surface of walls and ceilings on escape routes promote the spread of fire?
- Has the problem of inner rooms been taken into account?
- Are the travel distances not excessive so people can get to a place of safety in a suitable time?

10 Fire Safety Signs and Notices

- Do all fire safety signs comply with the current standard (pictogram – symbols)?
- 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 (outside face)?
- Are there signs indicating how to use door opening mechanisms e.g. “Push Bar to Open”?
- Are general fire action notices displayed stating what to do in a fire situation?
- Is fire-fighting equipment indicated?

11 Fire Warning Systems

- Is there a suitable fire warning system to alert occupants in the event of a fire?
- If the premises are large and/or complex an electric fire alarm should be installed to the current British Standard.
- Can all occupants be alerted when the alarm when it is sounded? (Including persons with hearing difficulties)
- Is there a need for automatic fire detection i.e. sleeping risks, varied working, inner room situations and mezzanine floors?

12 Emergency Lighting System

- If the premises are in use during the hours of darkness (consider winter months) escape lighting should be provided. (However, adjacent street lighting through external glazing, may be considered)
- Areas of the premises with no natural light (internal spaces) should be provided with escape lighting
- If the premises are large and/or complex an escape lighting system should be installed to the current British Standard
- Where the premises are 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 and changes in direction?
- Is there sufficient illumination to show fire exit doors and their operation?
- Is there sufficient illumination to show fire alarm call points and fire fighting equipment?

13 Fire Fighting Equipment

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

14 Maintenance

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 firefighting equipment.

Specify who will carry out the maintenance and where it will be recorded. (Fire Log Book)

Use the table below to check that all the fire safety provisions have been covered in the maintenance schedule. Attach the maintenance record to the risk assessment.

Recommended maintenance schedule

Equipment	Period	Action
Fire detection and fire warning systems including self-contained smoke alarms and manually operated devices.	Weekly	Check all systems for state of repair and operation. Repair or replace defective units. Test operation of systems, self-contained alarms and manually operated devices.
	Six monthly	Check and test of system by competent service engineer. Clean self-contained smoke alarms and change batteries.
Emergency lighting equipment including self-contained units and torches.	Weekly	Operate torches and replace batteries as required. Repair or replace any defective unit;
	Monthly	Check all systems, units and torches for state of repair and apparent working order.
	Annually	Full check and test of systems and units by competent service engineer. Replace batteries in torches.
Firefighting equipment including hose reels.	Weekly	Check all extinguishers including hose reels for correct installation and apparent working order.
	Annually	Full check and test by competent service engineer.

15 Method of Calling the Fire & Rescue Service

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

ie (Automatic/person)

16 Emergency Action Plan (EAP)

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

The EAP should cover:

- All foreseeable events
- The action employees should take if they discover a fire
- How people will be warned
- How the evacuation is carried out (action on hearing fire warning)
- To include the evacuation of visitors and people with disabilities

- Assembly points
- Procedures for checking the premises have been evacuated
- Identify escape routes
- Firefighting 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 whom
- Liaison with fire service on arrival

Attach the EAP to the risk assessment

17 Training

All employees should receive fire safety training including a full explanation of the EAP. This should be carried out on induction and other regular periods. (Usually once or twice a year)

The training programme should also include the following:

- Who receives training?
- What training is given?
- How often it is given?
- Where is it recorded?

To include staff acknowledgement of training given.

Fire Drills

Regular fire drills should be carried out to both support the training given and to test the procedures work appropriately.

18 Rectification of Fire Safety deficiencies

- Make a list of the fire safety deficiencies found from the fire risk assessment.
- Prioritise and rectify the deficiencies.
- Once fully rectified, amend the fire risk assessment sheets and fire safety records.
- Review the fire risk assessment as appropriate

19 Significant Findings

From the outcomes of the risk assessment, record the significant findings. The significant findings should include:

- A record of the protective and preventative measures currently in place to control the risks.
- What further action, if any, needs to be taken to reduce risk sufficiently? (As identified in Section 19 Fire Safety deficiencies)

20 Additional Hazards

Although not forming part of the risk assessment persons in control of a workplace are requested to inform the Fire Authority of any additional hazards within the workplace.

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 firefighting.

Specify any such hazard and inform the Fire Authority in order that an appropriate Risk File can be undertaken.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK
ASSESSMENT

Premises:

Address:

.....

.....

.....

Undertaken by:

Date:

Review date:

FIRE RISK ASSESSMENT

1

PREMISES PARTICULARS

Premises Name

Address

Tel no:

Use of Premises

Owner/Employer/Person in control of the workplace

Date of Risk Assessment

Date of Review

Name & relevant details of the person who carried out the Fire Risk Assessment

2

GENERAL STATEMENT OF POLICY

Statement:

It is the policy of 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.

We will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose'.

Signed:

Print Name:

Date:

Commentary:

4

GENERAL DESCRIPTION OF PREMISES

Description:

Occupancy

Times the Premises are in use: _____ *to* _____

The Total Number of persons Employed within the premises at any one time:

The Total Number of persons who may resort to the premises at any one time:

Size

Building footprint (Metres x Metres):

Number of floors:

Number of Stairs:

5

FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)

Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)

Other: (i.e. Sprinkler system to LPC rules BS 5306)

A large, empty rectangular box with a thin orange border, intended for a hand-drawn plan of premises. The box occupies the majority of the page below the header.

7

IDENTIFY FIRE HAZARDS

Sources of Ignition:

Sources of Fuel:

Work Processes:

Structural features that could promote the spread of fire:

8

IDENTIFY PEOPLE AT RISK

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what control's are or need to be in place:

9a

MEANS OF ESCAPE – HORIZONTAL EVACUATION

Commentary:

9b

MEANS OF ESCAPE – VERTICAL EVACUATION

Commentary:

10

FIRE SAFETY SIGNS & NOTICES

Commentary:

11

FIRE WARNING SYSTEM

Commentary:

12

EMERGENCY LIGHTING SYSTEM

Commentary:

13

FIRE FIGHTING EQUIPMENT

Commentary:

Is there a maintenance programme for the fire safety provisions in the premises Yes / No

Commentary:

Are regular checks of fire resisting doors, walls & partitions carried out Yes / No

Commentary:

Are regular checks of escape routes & exit doors carried out Yes / No

Commentary:

Are regular checks of fire safety signs carried out Yes / No

Commentary:

Is there a maintenance regime for the fire warning system Yes / No

Commentary:

Weekly

Six Monthly

Is there a maintenance regime for the emergency lighting system Yes / No

Commentary:

Weekly

Monthly

Annually

Is there maintenance of the fire fighting equipment (By competent person?) Yes / No

Commentary:

Weekly

Annually

Are records kept & their location identified Yes / No

Commentary:

15

METHOD FOR CALLING THE FIRE SERVICE

Specify:

16

EMERGENCY ACTION PLAN (EAP)

Commentary:

17

TRAINING

Commentary:

FIRE SAFETY DEFICIENCIES TO BE RECTIFIED

<i>Deficiency/Rectification</i>	<i>Priority</i>	<i>Date to be Rectified</i>	<i>Date Rectified</i>
<i>*Insert additional pages as required</i>			

<i>Significant Finding</i>	<i>Control Measure/Action</i>
<p style="text-align: center;"><i>*Insert additional pages as required</i></p>	

Specify:

Need to consult Fire Service

Yes / No

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY
FOR FIRE SAFETY

RESPONSIBLE PERSON
Name:
POSITION
Role:

FIRE RISK ASSESSMENT

PERSONS RESPONSIBLE FOR
CARRYING OUT AND REVIEW

RESPONSIBLE PERSON
Name:
POSITION
Role:

MAINTENANCE PROGRAMME

- MAINTENANCE OF FIRE SAFETY PROVISIONS
- FIRE ALARM
- EMERGENCY LIGHTING
- FIREFIGHTING EQUIPMENT
- ESCAPE ROUTES
- FIRE SAFETY SIGNS/NOTICES

RESPONSIBLE PERSON
Name:
POSITION
Role:

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR
PRODUCTION AND REVIEW

RESPONSIBLE PERSON
Name:
POSITION
Role:

STAFF TRAINING

PERSON RESPONSIBLE FOR:

- FIRE SAFETY TRAINING OF ALL STAFF
- IMPLEMENTING FIRE DRILLS

RESPONSIBLE PERSON
Name:
POSITION
Role:

(EXAMPLE)

EMERGENCY ACTION PLAN

ASSEMBLY POINT

REAR CAR PARK

ACTION ON DISCOVERY OF FIRE

- SOUNDS THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY