

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

Premises:

Address:

Completed by:

Date:

Review:

FIRE RISK ASSESSMENT

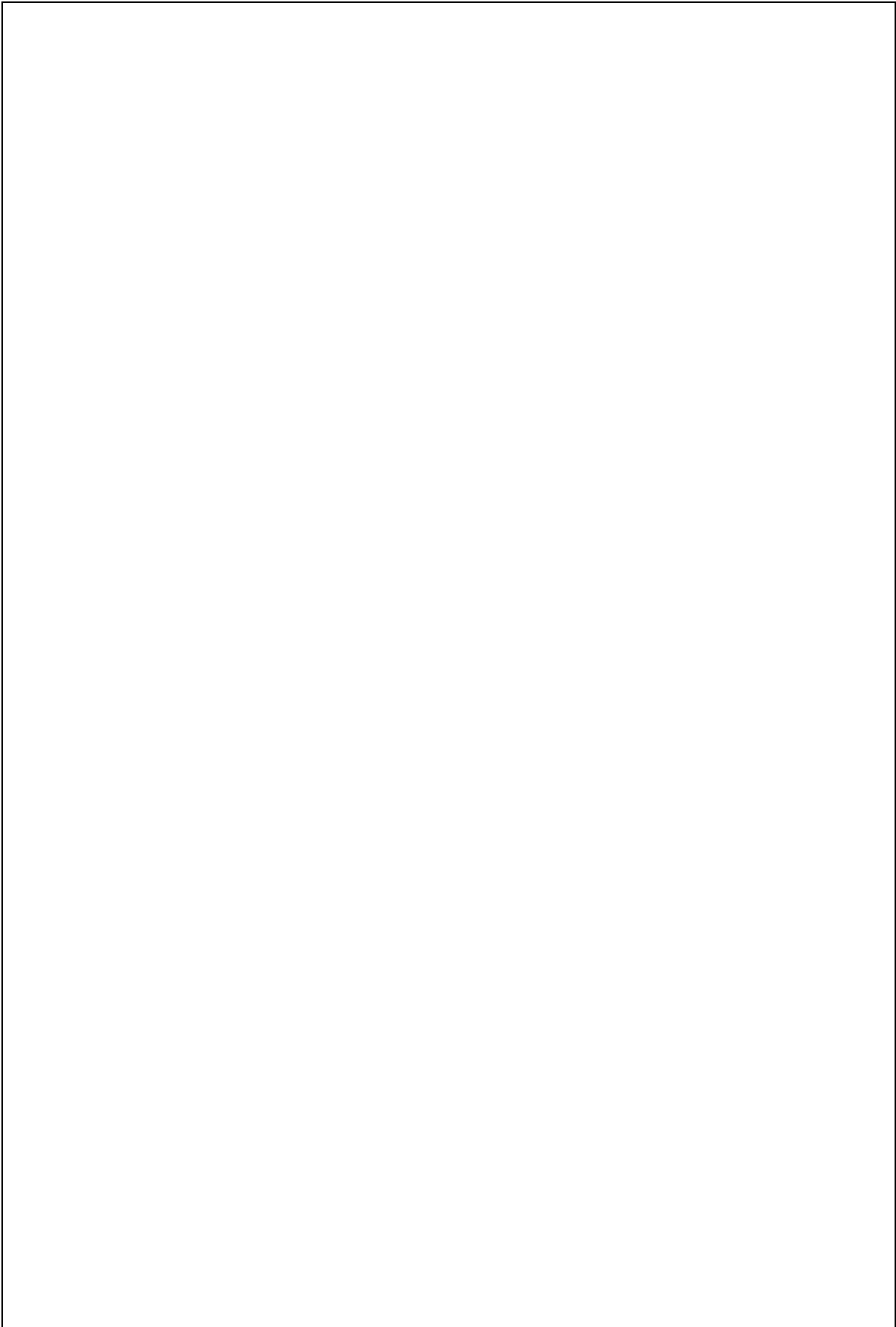
1 PREMISES PARTICULARS		
Premises Name: Address:	Use of Premises:	
Tel No:	Owner/Employer/Person in control of Workplace:	
Date of Risk Assessment:	Date of Review:	
Name and relevant details of the person who carried out the Fire Risk Assessment:		
2 GENERAL STATEMENT OF POLICY		
Statement: <i>'It is the policy ofto 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.</i> <i>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'.</i>		
Signed:	Print Name:	Date:

3 MANAGEMENT SYSTEMS

Commentary:

4 GENERAL DESCRIPTION OF PREMISES

Description:	
Occupancy: Times the Premises are in use: 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:	
Emergency Lighting:	
Other:	
6 (Single line) PLAN DRAWING OF PREMISES	



7 IDENTIFY FIRE HAZARDS

Source of Ignition:

Source of Fuel:

Work Processes:

Hot Permit to Work arrangements:

Structural features that could promote 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 controls are or need to be in place:

9 MEANS OF ESCAPE

Commentary:

10 FIRE SAFETY SIGNS AND NOTICES

Commentary:

11 FIRE WARNING SYSTEM

Commentary:

12 EMERGENCY LIGHTING SYSTEM

Commentary:

13 FIREFIGHTING EQUIPMENT

Commentary:

14 MANAGEMENT – MAINTENANCE	<i>Click to select</i>	
<p>Is there a maintenance programme for the fire safety provisions in the premises:</p> <p>Commentary:</p>	- select -	
<p>Are regular checks of fire resisting doors, walls and partitions carried out:</p> <p>Commentary:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Are regular checks of escape routes and exit doors carried out:</p> <p>Commentary:</p>	Yes	No
<p>Are regular checks of fire safety signs carried out:</p> <p>Commentary:</p>	Yes	No
<p>Is there a maintenance regime for the fire warning system:</p> <p>Commentary:</p> <p style="text-align: center;">Weekly</p> <p style="text-align: center;">Six monthly</p>	Yes	No
<p>Is there a maintenance regime for the emergency lighting system:</p> <p>Commentary:</p> <p style="text-align: center;">Weekly</p> <p style="text-align: center;">Monthly</p> <p style="text-align: center;">Annually</p>	Yes	No
<p>Is there maintenance of the firefighting equipment (by competent person?)</p> <p>Commentary:</p> <p style="text-align: center;">Weekly</p> <p style="text-align: center;">Annually</p>	Yes	No
<p>Are records kept and their local identified;</p> <p>Commentary:</p>	Yes	No

15 METHOD FOR CALLING THE FIRE AND RESCUE SERVICE

Specify:

16 EMERGENCY ACTION PLAN (EAP)

Commentary:

17 TRAINING

Commentary:

18 FIRE SAFETY DEFICIENCIES TO BE RECTIFIED			
Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified

18 FIRE SAFETY DEFICIENCIES TO BE RECTIFIED – Continued...

Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified

19 SIGNIFICANT FINDINGS	
Significant Finding	Control Measure/Action

19 SIGNIFICANT FINDINGS – Continued...

Significant Finding	Control Measure/Action

20 ADDITIONAL HAZARDS

Specify:

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY
FOR FIRE SAFETY

Name :

Role:

FIRE RISK ASSESSMENT

PERSONS RESPONSIBLE FOR
CARRYING OUT AND REVIEW

Name:

Role:

MAINTENANCE PROGRAMME

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

Name:

Role:

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR
PRODUCTION AND REVIEW

Name:

Role:

STAFF TRAINING

- PERSON RESPONSIBLE FOR:
- FIRE SAFETY TRAINING OF ALL STAFF
 - IMPLEMENTING FIRE DRILLS

Name:

Role:

(Example)

EMERGENCY ACTION PLAN

ASSEMBLY POINT

REAR CAR PARK

ACTION ON DISCOVERY OF FIRE

- SOUND 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 ASSMBLY 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 ASSMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY