

## FIRE RISK ASSESSMENT

### Introduction

This risk assessment template can be used for small and medium sized businesses; however, the responsible person will need to decide whether it will provide suitable and sufficient detail to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Bedfordshire Fire and Rescue Service (BFRS) provide this template in order to assist businesses in improving fire safety at their premises but emphasize that the person completing it should be competent to do so.

BFRS also emphasise that the content of the risk assessment and the identification and addressing of any significant findings are the responsibility of the responsible person.

The use of this risk assessment template is for guidance only and BFRS reserve the right to take enforcement action where appropriate, even where the template has been used.

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.

It is important that the person completing this fire risk assessment consults with the relevant fire safety guide for the premises.

These can be found at -

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

# FIRE RISK ASSESSMENT

## 1 PREMISES PARTICULARS

Premises name:

Use of Premises:

Address:

Owner/Employer/Person in control of the workplace:

Tel no:

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:

Signed:

Print Name:

Date:

### 3 MANAGEMENT SYSTEMS

**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:

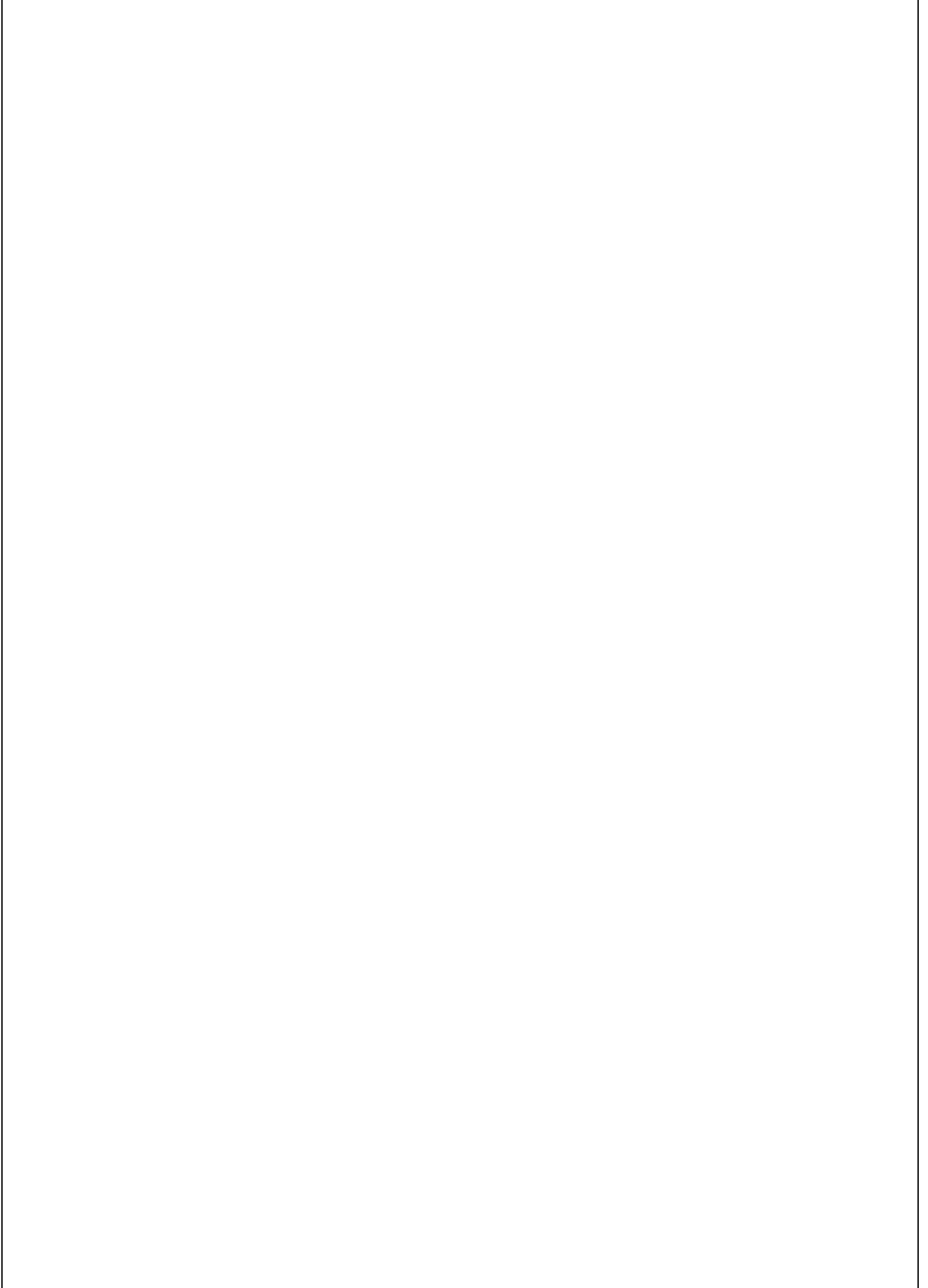
Number of stairs:

## 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)



## **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 controls are or need to be in place:

## **9 MEANS OF ESCAPE – HORIZONTAL EVACUATION**

**Commentary:**

## **10 MEANS OF ESCAPE – VERTICAL EVACUATION**

**Commentary:**



## **11 FIRE SAFETY SIGNS AND NOTICES**

**Commentary:**

## **12 FIRE WARNING SYSTEM**

**Commentary:**

## **13 EMERGENCY LIGHTING SYSTEM**

**Commentary:**

## **14 FIRE FIGHTING EQUIPMENT**

**Commentary:**

## 15 MANAGEMENT - MAINTENANCE

**Is there a maintenance programme for the fire safety provisions in the premises?**

Yes  No

**Commentary:**

**Are regular checks of fire resisting doors, walls and partitions carried out?**

Yes  No

**Commentary:**

**Are regular checks of escape routes and 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  Weekly  Annually

**Commentary:**

**Is there a maintenance regime for the emergency lighting system?**

Yes  No  Weekly  Monthly  Annually

**Commentary:**

**Is there maintenance of the fire fighting equipment (by competent person)?**

Yes  No  Weekly  Annually

**Commentary:**

**Are records kept and their location identified?**

Yes  No

**Commentary:**

## **16 METHOD FOR CALLING THE FIRE AND RESCUE SERVICE**

**Specify:**

## **17 EMERGENCY ACTION PLAN (EAP)**

**Commentary:**

## **18 TRAINING**

**Commentary:**

**19 FIRE SAFETY DEFICIENCIES TO BE RECTIFIED**

<b>Deficiency/Rectification</b>	<b>Priority</b>	<b>Date to be Rectified</b>	<b>Date Rectified</b>

\* Insert additional pages if required

**20 SIGNIFICANT FINDINGS**

<b>Significant Finding</b>	<b>Control Measure/Action</b>

\* Insert additional pages if required

## 21 ADDITIONAL HAZARDS

Specify:

Need to consult Fire and Rescue Service? Yes  No