

**COMPLETED EXAMPLE**

**Anybody Limited**

**FIRE RISK ASSESSMENT  
EXAMPLE**

**DATE: 1st March 2008**

**REVIEW DATE: 1st March 2009**

## FIRE RISK ASSESSMENT

FIRE RISK ASSESSMENT	
<b>1. PREMISES PARTICULARS</b>	
<b>Premises Name:</b> <i>Anybody ltd</i>  <b>Address:</b> <i>16 Anybody House Nobody Close Any Town ANY33E</i>	<b>Use of Premises:</b>  <i>Offices</i>
<b>Tel No:</b> <i>1111 2222 3333</i>	<b>Owner/Employer/Person in control of Workplace:</b>  <i>Mr Anybody Owner and Employer</i>
<b>Date of Risk Assessment</b> <i>1 March 2008</i>	<b>Date of Review:</b> <i>1 March 2009</i>
<b>Name and relevant details of the person who carried out the Fire Risk Assessment</b>  <i>Mr Smith (Company Health and Safety Manager) MIFE BSc Fire Safety Studies, Dip in H&amp;S</i>	
<b>2. GENERAL STATEMENT OF POLICY</b>	
<b>Statement:</b>  <i>It is the policy of Anybody limited 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.</i>  <i>The company will provide and maintain safe and healthy working conditions, equipment and system of work for all employees, and to provide such information, training and supervision as they need for this purpose.</i>  <i>The company will give a high level of commitment to health and safety and will comply with all statutory requirements.</i>	
<b>Signed:</b>	<b>Print Name:</b>
	<b>Date:</b>

### **3. MANAGEMENT SYSTEMS**

#### **Commentary:**

*The Fire Safety Management Plan is contained with the Health and Safety file and it kept in the Health and Safety manager's office.*

*The plan confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the five step approach detailed in the HM Government fire safety risk assessment guide.*

*The significant findings will be recorded.*

*Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.*

*Although having overall responsibility for fire safety matters the employer has made the Health and Safety manager responsible for fire safety matters which include the fire risk assessment and all matters appertaining to it.*

*The Health and safety Manager will be responsible for:*

- Deciding the fire safety protective and preventative measures*
- Informing other responsible persons that they are*
- Ensuring they are implemented and communicated to other employees*
- Ensuring co-ordination between other responsible persons*

*Fire Safety will be an agenda item for the weekly managers meeting.*

*The other responsible persons are shown on the attached schematic. They will be responsible for the fire safety measures as shown.*

*The Health and Safety Manager will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.*

#### 4. GENERAL DESCRIPTION OF PREMISES

##### Description:

*The building comprises of an large 'manor' type house, brick built with slate roof. Built in 1930.*

*The premises are considered to be of low risk as in the event of fire there is little chance of anyone being placed at risk due to the fire safety measures in place.*

*The building has one internal stairway which is protected by fire resisting walls, partitions and self closing fire doors.*

*It has one external escape staircase leading from the second floor via the first floor to ground floor.*

##### Occupancy:

**Times the Premises are in use:**  
*8.00am. to 8.00pm*

**The Total Number of Persons Employed within the Premises at any one time:** 30

**The Total Number of Persons who may resort to the premises at any one time.** 30

##### Size:

**Building footprint (Metres x Metres):** 30 x 25

**Number of Floors:** 2 + basement

**Number of Stairs:** 1 internal  
1 external

#### 5. FIRE SAFETY SYSTEMS WITHIN THE PREMISES

**Fire Warning System: (ie automatic fire detection, break-glass system to BS 5839, other)**

*Manual electric complying to BS 5839. Smoke detectors have been provided in a number of areas.*

**Emergency Lighting (ie maintained/non-maintained, 1hr/3hr duration to BS 5266)**

*Non-maintained to 3 hours complying with BS 5266.*

**Other: (ie Sprinkler System to LPC rules BS 5306)**

*None*

**6. (Single line) PLAN DRAWING OF PREMISES**

A large, empty rectangular box with a blue border, intended for a single-line plan drawing of premises. The box is currently blank.

## **7. IDENTIFY FIRE HAZARDS**

### **Source of Ignition:**

*The ignition sources are those commensurate with office premises. There are no significant ignition sources within the workplace.  
Smoking is not allowed in the building.*

### **Source of Fuel:**

*The sources of fuel are those commensurate with office premises. Majority of the work is completed on computers so there are not vast amounts of paper. Paper for printers etc is stored away in stationery cupboard which is kept locked. Waste paper bins are emptied every night and the waste stored outside away from the building in metal bins.*

### **Work Processes:**

*The work processes are commensurate with office premises. There are no processes that pose a significant fire hazard. A competent electrician maintains all the electrical equipment. There is a service level agreement with an outside contractor to service all IT equipment. The company policy is to close down all electrical equipment at night.*

### **Structural features that could promote spread of fire:**

*This is an old building built around 1930.*

*All services and compartments are adequately fire stopped and there are no voids or false ceilings.*

## **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:**

*Employees are distributed throughout the building.*

*Visitors and contractors are signed in at reception. They are always accompanied by an employee who will brief them on the fire evacuation procedures. Employees are made responsible for their guests during any evacuation.*

*Where visitors are identified as having disabilities that would prejudice their evacuation, the workplace manager is informed and measures put in place to ensure their evacuation in the event of fire.*

*There is a basement to the building but this is used purely as a deposit/retrieval storage area. No persons actually work in the basement.*

*At the present time there are no employees with disabilities.*

*Some employees work late and may find themselves isolated in parts of the building during these times.*

*Cleaning staff who work after normal working hours may also be isolated in the building.*

## 9. MEANS OF ESCAPE – HORIZONTAL EVACUATION

### **Commentary:**

*All employees are trained in what actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would prejudice their evacuation from the premises.*

*There are sufficient fire exits of suitable width from the premises that will allow all persons resorting to the premises to evacuate in the event of fire. There are no dead-end conditions.*

*It is anticipated that a fire in the building would be a slow to medium growth fire involving paper and wood type materials. It is also anticipated that any fire would be noticed fairly soon after ignition by employees due to the working practices of the building.*

*Furthermore some areas are covered by automatic smoke detectors. This automatic smoke detection provides early warning for those employees and cleaners who may be isolated (ie working late).*

*It is anticipated that all employees and persons resorting to the building would have evacuated the building before any escape route becomes untenable.*

*All door fastenings can be easily opened at all material times and all escape routes lead to a place of safety.*

*All escape routes are covered by Emergency Lighting.*

## 10. MEANS OF ESCAPE – VERTICAL EVACUATION

### **Commentary:**

*Second Floor – There is both an internal stairway and external fire escape serving the second floor. this is adequate as the second floor is used for office accommodation and storage.*

*First Floor - There is both an internal stairway and external fire escape serving the first floor. This is considered adequate for means of escape from the first floor.*

*Basement – There is a single stairway serving the basement. This is adequate as the basement is used as a deposit/retrieval store.*

*Overall – There are sufficient stairways in the premises for means of escape.*

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

**Commentary:**

*There are adequate fire safety signs and notices in the premises. All exit routes and fire safety equipment are adequately signposted.*

#### **12. FIRE WARNING SYSTEM**

**Commentary:**

*There is a manual/electric fire warning system comprising of manual call points and automatic smoke detection. It will warn all persons resorting to the building when actuated.*

#### **13. EMERGENCY LIGHTING SYSTEM**

**Commentary:**

*There is an adequate non-maintained emergency lighting system within the premises.*

#### **14. FIREFIGHTING EQUIPMENT**

**Commentary:**

*There is a sufficient number of fire extinguishers correctly located throughout the premises. They are adequate for the risks within the premises and have been serviced within the last twelve months.*

15. MANAGEMENT – MAINTENANCE		
<p><b>Is there a maintenance programme for the fire safety provisions in the premises:</b></p> <p><b>Commentary:</b> <i>Records maintained within the fire safety log book.</i></p>	<p><b>Yes</b></p> <p>✓ <input type="checkbox"/></p>	<p><b>No</b></p> <p><input type="checkbox"/></p>
<p><b>Are regular checks of fire resisting doors, walls and partitions carried out:</b></p> <p><b>Commentary:</b> <i>Carried out by the Services Manager and recorded.</i></p>	<p><b>Yes</b></p> <p>✓ <input type="checkbox"/></p>	<p><b>No</b></p> <p><input type="checkbox"/></p>
<p><b>Are regular checks of escape routes and exit doors carried out:</b></p> <p><b>Commentary:</b> <i>Carried out by the Services Manager and recorded.</i></p>	<p><b>Yes</b></p> <p>✓ <input type="checkbox"/></p>	<p><b>No</b></p> <p><input type="checkbox"/></p>
<p><b>Are regular checks of fire safety signs carried out:</b></p> <p><b>Commentary:</b> <i>Carried out by the Services Manager and recorded.</i></p>	<p><b>Yes</b></p> <p>✓ <input type="checkbox"/></p>	<p><b>No</b></p> <p><input type="checkbox"/></p>
<p><b>Is there a maintenance regime for the fire warning system:</b></p> <p><b>Commentary:</b> <i>Weekly check carried out by the Services Manager and recorded.</i>      Weekly</p> <p><i>Six monthly check carried out by contractors and recorded.</i>      Six monthly</p>	<p><b>Yes</b></p> <p>✓ <input type="checkbox"/></p> <p>✓ <input type="checkbox"/></p>	<p><b>No</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Is there a maintenance regime for the emergency lighting system:</b></p> <p><b>Commentary:</b> <i>Weekly and monthly checks carried out by the Services Manager and recorded</i>      Weekly and Monthly</p> <p><i>Annual check carried out by contractors and recorded.</i>      Annually</p>	<p><b>Yes</b></p> <p>✓ <input type="checkbox"/></p> <p>✓ <input type="checkbox"/></p>	<p><b>No</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Is there maintenance of the firefighting equipment (by competent person?):</b></p> <p><b>Commentary:</b> <i>Weekly check carried out by Services Manager and recorded.</i>      Weekly</p> <p><i>Annual check carried out by contractors and recorded.</i>      Annually</p>	<p><b>Yes</b></p> <p>✓ <input type="checkbox"/></p> <p>✓ <input type="checkbox"/></p>	<p><b>No</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Are records kept and their local identified;</b></p> <p><b>Commentary:</b> <i>The records for all aspects relating to maintenance issues are kept in the Service Managers office.</i></p>	<p><b>Yes</b></p> <p>✓ <input type="checkbox"/></p>	<p><b>No</b></p> <p><input type="checkbox"/></p>

**16. METHOD FOR CALLING THE FIRE SERVICE**

**Specify:**

*Receptionist to call 999*

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

**Commentary:**

*There is an Emergency Action Plan attached to this record.*

**18. TRAINING**

**Commentary:**

*Training is provided by the Training Manager.*

*A six-monthly training meeting is held to remind staff of what to do in the event of fire. Also included – How to Call the Fire Service, and how to operate the fire alarm system.*

*All personnel including the Manager Director undertake this Training.*

<b>19. FIRE SAFETY DEFICIENCIES TO BE RECTIFIED</b>			
<b>Deficiency/Rectification</b>	<b>Priority</b>	<b>Date to be Rectified</b>	<b>Date Rectified</b>
<i>Fire Exit door onto the First Floor fire escape is difficult to open. Requires attention.</i>	1	12.05.08	
<i>Emergency Lighting on Second Floor not working. Requires attention.</i>	1	12.05.08	
<i>Fire Procedure Notice missing from Tea Room. Requires replacement.</i>	2	10.06.08	
<i>Fire Drill not carried out since May 2006. Organise and carry out drill.</i>	1	30.05.08	
<b>* Insert additional pages as required</b>			

<b>20. SIGNIFICANT FINDINGS</b>	
<b>Significant Finding</b>	<b>Control Measure/Action</b>
<i>Deficiencies identified (see Section 19).</i>	<i>Action required by Training Manager and Services Manager.</i>
<i>Deficiencies identified were linked to the lack of a maintenance regime.</i>	<i>Services Manager to implement Programme of Maintenance. Start June 2008 – Review November 2008.</i>
<i>Lack of recorded Fire Drills due to retirement of previous Training Manager.</i>	<i>Training Manager to carry out Fire Drills – May/November 2008.</i>
<b>Insert additional pages</b>	<b>as required</b>

**21. ADDITIONAL HAZARDS**

**Specify:**

*Smoke Cloak security device fitted within the premises.  
Hours of operation 8pm to 8am.*

**Need to consult Fire Service**

**Yes/No**

## FIRE SAFETY MANAGEMENT PLAN

### FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY FOR FIRE SAFETY

RESPONSIBLE PERSON  
Name: **Mr Anybody**  
POSITION  
Role: **Owner / employer**

### FIRE RISK ASSESSMENT

PERSONS RESPONSIBLE FOR CARRYING OUT AND REVIEW

RESPONSIBLE PERSON  
Name: **Mr Smith**  
POSITION  
Role: **Health and Safety manager**

### MAINTENANCE PROGRAMME

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

RESPONSIBLE PERSON  
Name: **Mr Jones**  
POSITION  
Role: **Services manager**

### EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR PRODUCTION AND REVIEW

RESPONSIBLE PERSON  
Name: **Mr Smith**  
POSITION  
Role: **H&S Manager**

### STAFF TRAINING

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

RESPONSIBLE PERSON  
Name: **MR Right**  
POSITION  
Role: **Training manager**

## **(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