

COMPANY LOGO

NAME OF COMPANY

FIRE RISK ASSESSMENT

DATE:

REVIEW DATE:

FIRE RISK ASSESSMENT

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:		
Signed:	Print Name:	Date:

3. MANAGEMENT SYSTEMS

Commentary:

<p>4. GENERAL DESCRIPTION OF PREMISES</p>	
<p>Description:</p>	
<p>Occupancy:</p> <p>Times the Premises are in use:</p> <p>The Total Number of Persons Employed within the Premises at any one time:</p> <p>The Total Number of Persons who may resort to the premises at any one time.</p>	<p>Size:</p> <p>Building footprint (Metres x Metres)</p> <p>Number of Floors:</p> <p>Number of Stairs:</p>
<p>5. FIRE SAFETY SYSTEMS WITHIN THE PREMISES</p>	
<p>Fire Warning System: (ie automatic fire detection, break-glass system to BS 5839, other)</p>	
<p>Emergency Lighting (ie maintained/non-maintained, 1hr/3hr duration to BS 5266)</p>	
<p>Other: (ie Sprinkler System to LPC rules BS 5306)</p>	

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:

Source of Fuel:

Work Processes:

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 – 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. FIREFIGHTING EQUIPMENT

Commentary:

15. MANAGEMENT – MAINTENANCE		
<p>Is there a maintenance programme for the fire safety provisions in the premises:</p> <p>Commentary:</p>	Yes	No
<p>Are regular checks of fire resisting doors, walls and partitions carried out:</p> <p>Commentary:</p>	Yes	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: right;">Weekly</p> <p style="text-align: right;">Six monthly</p>	Yes	No
<p>Is there a maintenance regime for the emergency lighting system:</p> <p>Commentary:</p> <p style="text-align: right;">Weekly</p> <p style="text-align: right;">Monthly</p> <p style="text-align: right;">Annually</p>	Yes	No
<p>Is there maintenance of the firefighting equipment (by competent person?)</p> <p>Commentary:</p> <p style="text-align: right;">Weekly</p> <p style="text-align: right;">Annually</p>	Yes	No
<p>Are records kept and their local identified;</p> <p>Commentary:</p>	Yes	No

16. METHOD FOR CALLING THE FIRE SERVICE

Specify:

17. EMERGENCY ACTION PLAN (EAP)

Commentary:

18. TRAINING

Commentary:

21. ADDITIONAL HAZARDS

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:
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FIRE RISK ASSESSMENT

PERSONS RESPONSIBLE FOR
CARRYING OUT AND REVIEW

RESPONSIBLE PERSON Name: POSITION Role:
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MAINTENANCE PROGRAMME

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

RESPONSIBLE PERSON Name: POSITION Role:
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EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR
PRODUCTION AND REVIEW

RESPONSIBLE PERSON Name: POSITION Role:
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STAFF TRAINING

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

RESPONSIBLE PERSON Name: POSITION Role:
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(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 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