

Duties imposed by the legislation fall into seven general categories:

1. Carrying out a **Fire Safety Risk Assessment** of the premises;
2. Identifying the **Fire Safety measures** necessary because of the Fire Safety Risk Assessment Outcome;
3. Implementing these Fire Safety measures using **risk reduction principles**;
4. Putting in place Fire Safety arrangements for the ongoing **control and review of the Fire Safety measures**;
5. Complying additionally with the specific requirements of the **Fire Safety regulations**;
6. Keeping the Fire Safety Risk Assessment and outcome under review; and
7. Record keeping.
8. Action Plan

Step 1 - identify all working areas

To ensure you consider all eventualities record all your internal and external workplaces for example offices, warehouse, workplaces, storerooms, roof voids, outside storage. List your workplaces in the column below. **RISK**

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
Have you identified all work areas? Ground floor	Yes		All rooms at ground level with suitable exits and fire protection	Low
Have you identified all work areas? Outside perimeter?	Yes		Accessible areas on 3 sides of main building	Low

Step 2 – Identify Fire Hazards

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
Have you identified all potential ignition sources?	Yes		Electrical Gas Mechanical Cooking	Low
Is all portable electrical equipment in a satisfactory condition inspected regularly and fitted with the correct rated fuses	Yes		<i>PAT Tested</i>	Low
Have you identified all potential combustible materials?	Yes		<i>Paper, Wooden Furniture Textile Furniture</i>	Low
Is there a system for controlling the amounts of combustible materials kept in the workplace?	Yes		<i>Disposed of daily out of the main building</i>	Low
Is there a system for controlling the amounts of flammable liquids and gases that are kept in the workplace	Yes		<i>All Substances Locked away</i>	Low
Is the system operating effectively?	Yes			Low
Are all combustible materials and flammable liquids and gases stored safely in a safe location?			<i>Locked Away</i>	

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
Are portable/radiant heaters used if so are they fixed so they cannot be knocked over?		No	<i>Heaters are kept out of children's reach/only to be used in the event the heating fails</i>	Medium
Are light bulbs or fittings near to combustible materials?		No		Low
Is the use of extension leads and multi point adapters kept to a minimum?	Yes		<i>PAT Tested</i>	Low
Are flexes run in safe places where they will not be damaged	Yes			Low
Is the upholstery of furniture in good condition?	Yes		<i>Staff monitor and report any damaged furniture</i>	
Is the workplace free from rubbish and combustible materials?			<i>Removed on a regular basis</i>	
Is there a designated smoking area?			<i>Outside location in St. Luke's Gardens</i>	
Have you identified sources of Oxygen?	N/A	N/A	N/A	N/A
Does work involve a source of heat? (cooking, carrying out repairs)		Yes	<i>Cooking</i>	Low

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
Are there any other ignition sources or other combustible items which pose a significant risk?	N/A	N/A	N/A	N/A
Do you check all areas where hot work (soldering etc) has been carried out to ensure that no ignition has taken place or any smouldering materials remain that may cause a fire?	N/A	N/A	N/A	N/A
Do you have a system of checks last thing before leaving/ settling down at night, the premises to ensure that equipment is safely shut down, no signs of material smouldering, fire doors are kept close etc?	Yes			Low

Step 3 – Identify the location of people at significant risk in case of fire

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
Is there sufficient number of exits of suitable width for the people present?	Yes			Low
Do the fire exits lead to a place of safety?	Yes		Outside the building	Low
Are gangways and escape routes free from obstruction?	Yes			Low
Are the escape routes free from tripping hazards and in a good state of repair?	Yes			Low
Are the fire exits unlocked when the premises are in use?	Yes			Low
Are there devices securing fire exits capable of being opened immediately and easily without the use of a key?	Yes			Low
Are all internal fire doors labelled as such and normally kept closed?	Yes			Low
Are fire-resisting and smoke stop doors in good condition, with fully operating self-closing devices and the doors closing fully onto rebates?	N/A	N/A	N/A	N/A
Do the doors on fire escapes open in the direction of travel?	Yes			Low

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
Are escape routes clearly and correctly signed?	Yes			Low
Are escape routes adequately lit?	Yes			Low
Do employees work in high risk areas or alone in remote areas?	N/A	N/A	N/A	N/A
Does the area include any features that could promote <ul style="list-style-type: none"> • Rapid spread of fire • Heat spread • Smoke spread Which may affect escape routes?	No			Low

Step 4 – Evaluate the Risks

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
Do procedures and practices avoid and use of combustible materials or processes that use heat?	Yes		<i>Cooking and candles on birthday cakes</i>	Low
Could a fire be started deliberately, such as an arson attack involving setting fire to external rubbish bins place to close to the building or an unattended vehicle or something else such as an unoccupied office?	Yes		Ask gardeners to place bins away from building	Low
Have you identified vulnerable areas of the premises both external and internal?	N/A	N/A	N/A	N/A
Are there possible sources of ignition available to potential arsonists externally?	N/A	N/A	N/A	N/A
Are there any flammable liquids, gases and combustible materials etc which are easily available to potential arsonists externally?	N/A	N/A	N/A	N/A
Have you identified people who could start a fire deliberately for example: • Intruders • Visitors • Members of Staff	N/A	N/A	N/A	N/A

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
Are doors and windows in good repair and locked when not in use?	Yes			Low
Do you act to avoid any parts of the premises, and storage areas being vulnerable to arson or vandalism?	N/A	N/A	N/A	N/A
Where fitted, are your perimeter fencing, walls and gates strong and high enough to keep out intruders?	Yes			Low
Are your locks and padlocks of good quality?	Yes			Low
Are your security keys distributed only to a restricted number of people?	Yes			Low
Are there any gaps under external doors large enough to be a potential target for arsonists?	No			Low
Have you a letter box? Is a metal container fitted on the inside?	Yes			Low
Have you a security light or cameras fitted as a deterrent?	Yes			Low

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
Have you installed an intruder alarm possibly in combination with a visual signal which may fulfil its function to frighten off intruders?	No			
Do you act to avoid any parts of the premises, storage areas and rooms being vulnerable to arson or vandalism?	N/A	N/A	N/A	N/A
Do you encourage staff to challenge anyone who should not be on the premises and report any suspicious activities?	Yes		All Visitors Escorted	Low
Do you vet new employees and keep an eye on contractors?	Yes			Low
Is every point of entry secure against intruders?	Yes			Low
After close down of operations are all doors, windows and gates checked and secured?	Yes			Low
Is there any evidence of small fires being started in the area?	N/A	N/A	N/A	N/A
Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	Yes			Low

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
Are your existing security provisions adequate or do they need improving?	Yes		Adequate	Low
Could a fire starting on lower floor affect the only escape route for people on upper floors or the only escape route for people with disabilities?	N/A	N/A	N/A	N/A
Taking account of reaction time, can people in a high-risk area or with only one escape route, reach a place of safety or a point where more than one route is available, in about one minute?		No	Evacuation of the whole building takes on average 3-4 mins	
Has your insurance company made any special comments regarding fire safety?		No		
Where escape lighting is installed is it in working order and maintained regularly?	Yes			Low
Is the fire alarm system in working order?	Yes			Low
Can the fire alarm be raised without placing anyone in danger?	Yes			Low
Are the fire alarm call points clearly visible?				

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
Can existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all occupants to escape to a place of total safety?	Yes			Low
Are an adequate number of suitable fire extinguishers provided?	Yes		All Correct types	Low
Are all portable fire extinguishers and fire blankets suitably located, positioned on brackets (or holders) securely fixed to the wall and available for immediate use (not hidden or obstructed)?	Yes			Low
Are the fire extinguishers serviced annually by a competent person or company?	Yes			Low
Is any automatic detection system in working order?	Yes			Low
Are smoke detectors provided where fires may go unnoticed?	Yes		Check Basement	Low
Can you turn away from a fire and escape?	Yes			Low
Are corridors protected where necessary?	Yes			Low

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
<p>Are the fire systems, and all their components, continuously monitored and tested internally to ensure they function correctly and free from damage (written records of checks)? Including exit routes, fire alarms, smoke detectors, emergency lighting systems and extinguishers?</p>	Yes		Checked on Regular basis	Low
<p>Do you have an emergency plan and where necessary have you:</p> <ul style="list-style-type: none"> • Recorded the details • Is it readily available to all staff; and • Is it available to the enforcing authorities? 	Yes			Low
<p>Does the Fire Emergency Plan (introduction) training included:</p> <ul style="list-style-type: none"> • Action to be taken by staff in the event of fire? • Evacuation procedures? • Arrangements for calling the fire brigade? • Arrangements to liaise with emergency services when an incident occurs? 	Yes			Low
<p>Are employee fire instructions and drills completed as a minimum of 6 monthly intervals?</p>	Yes		At least once a term	Low

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
<p>Is the outcome of drills recorded and include:</p> <ul style="list-style-type: none"> • Date of evacuation drill. • Name of the person in charge of the evacuation Drill. • Names of person(s) accounted for on the drill; and 	Yes			Low
<p>Has all staff received basic fire prevention instruction/training for example do all staff understand the needs to report any potential fire hazards?</p>	Yes			Low
<p>Are sufficient numbers of employees competent in the use of fire-fighting equipment and do they have regular refresher training?</p> <p>People with no extinguisher training should not be expected to attempt to extinguish a fire.</p>	Yes			Low
<p>Have your fire marshals/wardens or appointed persons received sufficient and refresher training?</p>	Yes			Low
<p>Have all staff been informed about the causes and effects of Arson and how to guard against them?</p>	N/A	N/A	N/A	N/A
<p>Are you maintaining a record of training sessions for all staff including</p>		No	Needs implementing	

induction training?				

Step 6 - Record of the findings

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
Have you told your staff or their representatives about your findings?	Yes			Low
If you share a workplace with others do, they know about the risks you have identified?	N/A	N/A	N/A	N/A
If you do not have direct control over the workplace have you made your findings known to the owner or landlord?	N/A	N/A	N/A	N/A
Has an emergency plan been drawn up in case of a major fire?				
Is a copy of your fire risk assessment kept other than in the workplace?	Yes		School Office	Low

Step 7 - Keep Assessment Under Review

Risk	Yes	No	Comments/Actions Requires	Low, Medium, High Risk
Has a procedure been established to review the fire risk assessment periodically; or	Yes			Low
Does your Health and Safety Policy Statement include a policy on fire safety?	Yes			Low

Step 7 – Checklist – Evaluate, remove reduce and protect from risk

Have you evaluated the risk to people in your building if a fire starts?	Yes
Have you identified the fire hazards and locations?	Yes
Have you identified the actions you have taken or will take to remove or reduce the risk?	Yes
Have you considered removing or reduced sources of ignition?	Yes
Have you considered removing or reduced sources of fuel?	Yes
Have you considered removing or reduced sources of oxygen?	Yes
Have you considered the need for fire detection and for warning?	Yes
Have you considered the need for fire fighting equipment?	Yes
Have you determined whether your escape routes are adequate?	Yes
Have you determined whether your lighting and emergency lighting are adequate?	Yes
Have you considered that if you have adequate signs and notices?	Yes
Have you considered how you intend to regularly test and are maintaining your safety equipment both internally and externally?	Yes
Have the actions you have taken or will take, reduce the risk to people from the spread of fire and smoke (prevention action)?	Yes
Have you considered whether you need any other equipment or facilities to improve your safety measures?	Yes
Have you considered the actions people need to take in case of fire, including details of any person(s) nominated to carry out a task (your emergency plan)?	Yes
Have you considered the information, instruction and training that you have identified and how it will be given?	Yes
Are your risk assessments records available for inspection by the enforcing body?	Yes
Are copies of the fire risk assessment and the emergency action plan kept in a safe place away from the premises?	Yes

Step 8 – Significant Findings – Action Plan

Have evaluated the risk of fire occurring and the risk to people (preventative measures) it is unlikely that you will be able to conclude that no risk remains of a fire starting and a presenting a risk to people in your premises. Record your significant findings below.

You now need to remove or reduce any fire risks to people as low as reasonably practicable, by reducing or removing your fire hazards and by ensuring that adequate fire precautions are in place to warn people in the event of fire and allow them to safely escape. If you cannot remove the hazards, you need to take reasonable steps to reduce them if you can.

Consider how best to reduce your hazards. You will need to record your action plan and the information how you plan to do this. This may be completed using a dedicated risk assessment form or you may decide another method for example the section below

Actions Required	Completed		Level Of Risk
	Yes	No	
COSHH Symbols checked			
Implement			
Check Fire extinguisher in Basement			
Ask gardeners to place bins away from building			
Maintain a record of training sessions for all staff including induction training?			

Some Common Ignition Sources	Some Common Sources of Fuel	Sources of Oxygen
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<ul style="list-style-type: none"> • Smoke's material e.g. cigarettes, matches and lighter. • Naked flames, e.g. gas and liquid – fuelled open-flamed equipment. • Sparks from bonfires in the yard. • Cooking equipment, hot ducting, flues and filters. • Poor electrical equipment, e.g. overloads, heating from bunched cables. • Forklifts battery charging. • Extract fans for dust and fume removal system, build up of debris. • Gas Boilers. • Fluorescent Lights. • Heaters. • Extractor Fans. • Portable Heaters. • Workshop equipment. • Gas Boiler. • Electrical Water Heater. • Gas Cooker <p>• Electric Cooker lighting equipment (fixed and movable), e.g. halogen lamps or table lamp; machinery with hot surfaces; faulty or misused electrical equipment. e.g. electric blankets, computers, vending machines</p> <p>• And others</p>	<ul style="list-style-type: none"> • Flammable liquid-based products, such as paints, varnishes, solvents, such as petrol, white spirit, methylated spirit, cooking oils thinners and adhesive or chemicals such as certain cleaning products, photocopier chemicals and dry cleaning products that use hydrocarbon solvents; • Flammable gasses such as liquefied petroleum gas (LPG), flammable refrigerants and flammable gas propelled aerosols; • Stored goods and high piled or racked storage: • Foodstuffs containing sugar and oils, such as sugar-coated cereal and butter; • Plastic and rubber, such as video tapes, polyurethane foam-filled furniture and polystyrene-based display materials; • Flammable chemicals such as certain cleaning products, photocopier chemicals and dry cleaning that uses hydrocarbon solvents; • Packaging materials, stationery, paper products, advertising material and decorations; • Plastic and timber storage aids both in use and idle, such as pallets. • Combustible insulation, such as panels constructed with combustible cores: • Textiles and soft furnishings <p>such as hanging curtains and clothing displays; and furniture.</p> <ul style="list-style-type: none"> • Waste storage, refuse containers and skips; laundry (bedding, linen, towels) • You should also consider the materials used to line walls and ceilings e.g. polystyrene or carpet tiles, the fixtures and fittings and bought-in materials and how they might contribute to the spread of fire and many others . 	<ul style="list-style-type: none"> • Some chemicals (oxidising materials), which can provide a fire with additional oxygen and so help it burn. <p>These chemicals should be identified on their container (and Control of Substances Hazardous to Health data sheet) by the manufacturer or supplier who can advise as to their safe use and storage;</p> <ul style="list-style-type: none"> • Oxygen supplies from cylinder storage and piped systems, e.g. oxygen used in welding processes; and pyrotechnics (fireworks), which contain oxidising materials and need to be treated with great care. • And the most common i.e. “The Air We Breathe” <p>Other Ignition Signs Indications of ‘near-misses’, such as scorch marks on furniture or fittings, discoloured or charred electrical plugs and sockets, cigarette burns etc/. can help, you identify hazards which you may not otherwise notice.</p>
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