PREVENTING PROTECTING RESPONDING

TYNE AND WEAR FIRE AND RESCUE SERVICE

FIRE RISK ASSESSMENT FOR SMALL PREMISES

Useful Contacts

Tyne & Wear Fire & Rescue Service HQ 0191 4441500
Newcastle Central Protection & Technical Dept 0191 4441002
North Tyneside Protection & Technical Dept 0191 4441004
Gateshead Protection & Technical Dept 0191 4441264
South Tyneside Protection & Technical Dept 0191 4441249
Sunderland Protection & Technical Dept 0191 4441254

Useful Links

Tyne & Wear Fire & Rescue Service…….www.twfire.gov.uk
HM Government Fire Gateway Website…www.fire.gov.uk
Protect Yourself & Your Home……www.firekills.gov.uk

Chief Fire Office
Tyne and Wear Fire and
Rescue Service Headquarters
Nissan Way
Washington
Sunderland
Tyne and Wear

What is a Fire Risk Assessment?

A Fire Risk Assessment is an organized and methodical look at your premises, the activities which occur there and the likelihood of a fire starting and causing harm to those in and around the premises. It aims to:

- **Identify the fire hazards**
- **Identify the people at risk**
- **Reduce the risk of those hazards causing harm to as low as reasonably practicable**
- **Determine what physical precautions and management arrangements are necessary to ensure the safety of persons in or around your premises**

FIRE SAFETY RISK ASSESSMENT

1 Identify fire hazards

Identify:
Sources of ignition
Sources of fuel
Sources of oxygen

2 Identify people at risk

Identify:
People in and around the premises
People especially at risk

3 Evaluate, remove, reduce and protect from risk

Evaluate the risk of a fire occurring
Evaluate the risk to people from fire
Remove or reduce fire hazards
Remove or reduce the risks to people
- Detection and warning
- Fire-fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

4 Record, plan, inform, instruct and train

Record significant finding and action taken
Prepare an emergency plan
Inform and instruct relevant people; co-operate and co-ordinate with others
Provide training

5 Review

Keep assessment under review
Revise where necessary

Remember to keep to your fire risk assessment under review.

Introduction

The Regulatory Reform (Fire Safety) Order 2005 replaces previous fire safety legislation. Any fire certificate issued under The Fire Precautions Act 1971 ceases to have any effect from the introduction of the RR(FS)O, and the Fire Precautions (workplace) Regulations 1997(amended 1999), which represented a significant shift of emphasis of the law towards Risk Assessment, are also revoked by the new Order.

If you have previously conducted a Fire Risk Assessment under the Fire Precautions (workplace) Regulations, and this assessment has been regularly reviewed, then all you will need to do now is perform a further review, taking into account those issues not covered by previous legislation.

Indemnity

This document has been produced as a tool to assist you in completing a fire risk assessment of your premises. It is used entirely at your own risk to identify what you consider are your significant findings, and also whether you consider the information therein to be suitable and sufficient. It is in no way exhaustive, and Tyne & Wear Fire & Rescue Service accepts no liability for any circumstances which may arise as a result of using this tool.

Further Assistance & Reference

A set of Guides are available to assist you in what you have to do to comply with fire safety law, help you to carry out a fire risk assessment and identify the general fire precautions you need to have in place. They are designed so that a responsible person, with limited formal training or experience, should be able to perform this task.
If you read the Guide and decide you are unable to apply the guidance then you should seek expert advice. More complex premises will need to be assessed by a person who has a comprehensive knowledge and training or experience in fire risk assessment.

It is strongly recommended that you refer to the relevant Guide before undertaking your Fire Risk Assessment – A comprehensive list of these documents follow and can either be purchased in hard copy or downloaded free of charge from the Fire & Resilience section of the Department for Communities & Local Government website http://www.communities.gov.uk/fire/firesafety/firesafetylaw/ **it is strongly recommended you complete this risk assessment in conjunction with the relevant guide.**

Which Guide do I need?

Guide	Main use
Offices and shops ISBN-13: 978 1 85112 815 0	Offices and retail premises (including individual units within larger premises, e.g. shopping centres).
Factories and warehouses ISBN-13: 978 1 85112 816 7	Factories and warehouse storage premises.
Sleeping accommodation ISBN-13: 978 1 85112 817 4	All premises where the main use is to provide sleeping accommodation, e.g. hotels, guest houses, B&Bs, hostels, residential training centres, holiday accommodation and the common areas of flats, maisonettes, HMOs and sheltered housing (other than those providing care – see Residential care premises), but excluding hosptials, residential care premises, places of custody and single private dwellings
Residential care premises ISBN-13: 978 1 85112 818 1	Residential care and nursing homes, common areas of sheltered housing (where care is provided) and similar premises, which are permanently staffed and where the primary use is the provision of care rather than healthcare (see Healthcare premises).
Educational premises ISBN-13: 978 1 85112 819 8	Teaching establishments ranging from pre-school through to universities, except the residential parts (see Sleeping accommodation).
Small and medium places of assembly ISBN-13: 978 1 85112 820 4	Smaller public houses, clubs, restaurants and cafés, village halls, community centres, libraries, marquees, churches and other places of worship or study accommodating up to 300 people.
Large places of assembly ISBN-13: 978 1 85112 821 1	Larger premises where more than 300 people could gather, e.g. shopping centres (not the individual shops), large nightclubs and pubs, exhibition and conference centres, sports stadia, marquees, museums, libraries, churches, cathedrals and other places of worship or study.
Theatres, cinemas and similar premises ISBN-13: 978 1 85112 822 8	Theatres, cinemas, concert halls and similar premises used primarily for this purpose.
Open air events and venues ISBN-13: 978 1 85112 823 5	Open air events, e.g. theme parks, zoos, music concerts, sporting events (not stadia – see Large places of assembly), fairgrounds and county fairs.
Healthcare premises ISBN-13: 978 1 85112 824 2	Premises where the primary use is the provision of healtcare (including private), e.g. hospitals, doctors' surgeries, dentists and other similar healthcare premises.
Transport premises and facilities ISBN-13: 978 1 85112 825 9	Transportation terminals and interchanges, e.g. airports, railway stations (including sub-surface), transport tunnels, ports, bus and coach stations and similar premises but excluding the the means of transport (e.g. trains, buses, planes and ships).

Fire Risk Assessment		
Name and Address of Premises _____ _____ _____ _____ _____ _____		
Telephone……	Name of Assessor……	Date……

Fire Risk Assessment				
Premises Description				
Are persons at work on the ground floor?	Yes/ No	Number of persons		Details
Are persons at work above or below the ground floor?	Yes/ No	Number of persons		Details
Are there explosive or highly flammable substances stored in or under the building?	Yes/ No	Details		

The assessment will demonstrate an acceptable level of fire safety provision if all the questions in the first column are answered 'No', or if the existing control measures are adequate. If existing control measures are inadequate then additional measures must be implemented and the risk re-assessed.

Stage 1 Fire Hazard Identification

Hazard	Yes/ No	Detail existing control measures	Are they adequate? Yes/ No	Detail further measures required
Are there highly flammable materials or explosives stored on premises?				
Are combustible materials (a substance that can be burned) kept on premises?				
Is combustible waste allowed to accumulate on premises?				
Are foam materials stored or used on the premises?				
Are the walls or ceiling linings within the premises combustible?				

Other Relevant Information (Please give as much information as possible)

Stage 2 Ignition Source Identification				
Hazard	**Yes/ No**	**Detail existing control measures**	**Are they adequate? Yes/ No**	**Detail further measures required**
Is smoking allowed on premises?				
Is it possible for a malicious fire to develop on premises at any time?				
Is there any cutting welding or any other processes involving hot surfaces?				
Are there any naked flames on the premises?				
Are portable heaters used on the premises?				
Are any combustible materials stored close to a heat source?				

Hazard	Yes/ No	Detail existing control measures	Are they adequate? Yes/ No	Detail further measures required
Is the electrical installation and any electrical equipment safety tested?				
Are there any flammable liquids or materials in regular daily use?				

Other ignition sources or relevant information (Please give as much information as possible)

Stage 3 Risk to Persons on the Premises				
Hazard	**Yes/ No**	**Detail existing control measures**	**Are they adequate? Yes/No**	**Detail further measures required**
Are there any staff at work in a high risk area?				
Are there any persons at work or other relevant persons unlikely to react to the fire alarm?				
Are there likely to be persons other than staff on the premises?				
Can people evacuate the premises quickly?				
Other information (Please give as much information as possible)				

Stage 4 Fire Safety Provision				
Hazard	**Yes/ No**	**Detail existing control measures**	**Are they adequate? Yes/ No**	**Detail further measures required**
Is there only one exit route from anywhere in the premises?				
Are any routes not negotiable to mobility- impaired persons?				
Do all exit doors open in the direction of escape?				
Are all exit doors openable without a key?				
Is signage denoting escape routes suitable and sufficient?				
Is emergency lighting on escape routes suitable and sufficient?				

Hazard	Yes/ No	Detail existing control measures	Are they adequate? Yes/ No	Detail further measures required
Is the general standard of housekeeping within the premises satisfactory?				
Are all routes required for escape purposes clear of obstructions and combustible storage?				

Other Relevant Information (Please give as much information as possible)

Stage 5 Fire Safety Systems				
Hazard	**Yes/ No**	**Detail existing control measures**	**Are they adequate? Yes/ No**	**Detail further measures required**
Could a fire develop undetected?				
Are premises vulnerable to an arson attack?				
Could any person on the premises be unaware of a detected fire?				
Could there be a delay in calling the fire service in the event of fire?				
Is existing firefighting equipment suitable and sufficient?				
Are your emergency procedures suitable and sufficient?				

Other relevant information (Please give as much information as possible)

Maintenance and Testing of Fire Safety Equipment

	Yes/ No		Yes/ No
Is the fire alarm system Tested weekly?		Is the fire alarm system serviced and maintained in accordance with BS 5839 Part 1/Part 6?	
Is the emergency lighting System tested monthly?		Is the emergency lighting system serviced and maintained In accordance with BS 5266 Part 1?	
Is the portable firefighting Equipment checked Monthly?		Is the portable firefighting equipment serviced and Maintained in accordance with BS 5306?	
Are there any fixed Firefighting installations?		Are all fixed firefighting installations serviced and maintained In accordance with relevant standards?	
The results of all fire safety testing should be recorded in a suitable Fire Log Book an example of which can be downloaded free of charge from http://www.twfire.gov.uk/firesafety/business/logbook/			

Instruction and Training for Employees

Are all staff given fire safety instruction on a six-monthly basis? Three-monthly for staff on night duties	Yes/ No
These instructions should include: • The action to take on discovering a fire • How to raise the alarm • What actions to take on hearing the fire alarm • Arrangements for calling the fire service • The evacuation procedure including location of escape routes, how to open escape doors • Location of assembly point and procedures to be adopted there • Type and location of firefighting equipment and how to use it	
Is an evacuation drill (where one of the exits is blocked by fire) conducted as often as necessary	Yes/ No
The results of all fire safety testing should be recorded in a suitable Fire Log Book	

Make a list of the fire safety deficiencies found from the fire risk assessment. Record the remedial works required. Prioritise them, and assign a date and name for whoever is responsible for rectifying the deficiencies. When the remedial works are completed amend the fire risk assessment to produce an up-to-date record of the fire safety provisions within the premises.

Fire Safety Deficiencies to be rectified, by Whom, Priority and Completion Date

Date	Deficiency/Rectification	Person responsible to action	Priority (L,M,H)	Date completed

Date	Deficiency/Rectification	Person responsible to action	Priority (L,M,H)	Date completed

Having completed your fire risk assessment make sure all staff are aware of it and that it is available for their perusal at any reasonable time. It should also be available for inspection by any fire safety officer or a representative of any other statutory body.

The process of risk assessment is dynamic. It should be reviewed whenever there are any alterations or changes to the premises or to practices or processes carried out therein. In any case, a review of the assessment should be carried out annually.

Date of next risk assessment/ review ……/……/……

Schedule of Responsibilities

The fire precautions listed below and the recommendations in this document are required to be maintained by the responsible person at all times when the premises are occupied, and are deemed to include relevant persons (i.e. any person lawfully on the premises and any person in the immediate vicinity), members of staff, contractors and cleaning staff employed to work on the premises.

Means of Escape	Should be kept clear and available at all times when the premises are occupied, and be kept free from ***all*** obstructions and combustible material - a substance (solid or liquid) that can be burned. They should be properly maintained and all fire doors leading onto escape routes should be kept shut when not in use. Emergency exit doors should generally open in the direction of escape.
Locks and fastenings	Doors required for escape purposes should be fitted with simple fastenings. The operation of these should not require the use of a key or the need to manipulate more than one mechanism.
Fire Alarm System	The method of raising the alarm must be known to all staff and capable of alerting all persons within the premises of a fire irrespective of their location. Where an electronic fire alarm system is fitted, this should be in working order and tested and maintained in accordance with the relevant code of practice.
Electronic security devices	All doors fitted with such mechanisms should be operable in the event of a power failure. The device should also release when the fire alarm system is actuated. These doors should also be provided with a (green) break-glass release point on the side from which escape is required.

Portable fire-fighting equipment	The premises should be provided with appropriate fire-fighting equipment which should be kept available for use at all times and maintained in accordance with the relevant code of practice. It should be kept ideally in a prominent, unobstructed location.
Signs and Notices	Signs must be used where necessary to help persons identify escape routes and locate items of fire-fighting equipment. These signs should comply with the Health and Safety (Safety Signs and Signals) Regulations 1996, and incorporate a graphic symbol.
Emergency Lighting	(Where fitted) Should be in working order and maintained in accordance with the relevant code of practice.
Fire Safety Training	All employees and contractors employed to work in the premises should be trained in the emergency procedures, and up to date records of training kept. Employers/ responsible persons should nominate employees to assist in implementing the fire safety measures where necessary (and offer the relevant training).
Persons with mobility or sensory impairment	Procedures in respect of persons with mobility or sensory impairment should be included in the emergency procedures, and special arrangements made as appropriate.
Fire Hazards	The use of flammable materials should be kept to a level that is ***as low as reasonably practicable.*** Any flammable materials should be sensibly stored so as not to be exposed to the risk of ignition.

Fire Precautions Records **&** **Emergency Action Plan**	All records in respect of maintenance and testing of fire safety equipment and the emergency action plan should be kept up to date and available for inspection by any authorised person. The emergency action plan should be in a written format and include: • **Action on discovering a fire,** • **What to do if the fire alarm sounds,** • **Calling the fire service,** • **Evacuation of the premises- including arrangements for those particularly at risk,** • **Power and process isolation,** • **Location of assembly points,** • **Liaison with emergency services,** • **Use of emergency escape routes,** • **Location and use of fire-fighting equipment,** • **Responsibilities and duties in case of fire,** • **Any training necessary to establish the above.**