

Dumfries and Galloway Fire and Rescue Service



FIRE SAFETY RISK ASSESSMENT

**COMPLETED IN ACCORDANCE WITH
THE FIRE (SCOTLAND) ACT 2005 (AS AMENDED) AND,
THE FIRE SAFETY (SCOTLAND) REGULATIONS 2006**

NAME OF COMPANY - _____

USE OF THE BUILDING _____

ADDRESS - _____

ASSESSOR - _____

DATE OF ASSESSMENT - _____

DATE OF PREVIOUS ASSESSMENT _____

This Fire Risk Assessment pro-forma is provided by Dumfries and Galloway Fire and Rescue Service for the purpose of evaluating the potential for a fire to occur and the harm it could cause to the people in and around the premises.

It is an example of a Fire Risk Assessment pro-forma and is by no means definitive. The Fire Risk Assessment should be completed by a competent person, kept on the premises and made available to the enforcing authority when the premises is audited.

SIGNIFICANT FINDINGS

Where a more detailed description of particular fire hazards, or fire precautions, would clarify the situation this should be recorded in the significant findings at the end of the appropriate section.

Significant findings should also be used to record reasons for accepting any departure from benchmarks or prescriptive standards.

Further information is available at www.infoscotland.com/firelaw

STEP 1

1. IDENTIFY PEOPLE AT RISK

- 1.1 Record approximate maximum numbers at any one time
- Number of employees
- Members of public
- Total numbers
-
- 1.2 Are any particular persons at risk from fire i.e. working in remote area, lone working, sleeping? **Yes** **No**
- Go to Go to
- 1.3 1.4
-
- 1.3 **Control Measures**
- Can they be relocated?
- Improve the means for warning them about fire i.e. detection
- Improve the means of escape
- Other
-
- 1.4 In the event of a fire are there persons present whose disabilities put them at a disadvantage when required to leave the premises? **Yes** **No**
- Go to Go to
- 1.5 16
-
- 1.5 **Control Measures**
- Include in Emergency Plan
- Provide additional equipment
- If staff are required to assist, are they trained and do they know their responsibilities?
- Other
-
- 1.6 Are visitors or members of the public likely to be unfamiliar with the escape routes? **Yes** **No**
- Go to Go to
- 1.7 1.8
-
- 1.7 **Control Measures**
- Ensure staff know their responsibilities
- Improve signage
- Use voice alarm system for evacuation
- Other
-
- 1.8 Are outside contractors or maintenance workers temporarily on site? **Yes** **No**
- Go to Go to
- 1.9 1.10
-
- 1.9 **Control Measures**
- Ensure they are aware of fire safety arrangements and emergency plan

1.10 SIGNIFICANT FINDINGS (FROM 1.1 TO 1.9)

In the event of fire will any of these significantly affect compliance with Part 3 of the Fire (Scotland) Act 2005 (as amended), or The Fire Safety (Scotland) Regulations 2006.

			Completion of Findings	
HAZARDS & LOCATIONS	PERSONS AT RISK	ACTIONS REQUIRED TO REDUCE RISK	DATE	SIGNATURE
<i>(1.2) Persons sleeping on the 1st floor</i>	<i>Residents</i>	<i>Plan improvements to upgrade fire alarm system to ensure everyone can escape safely.</i>	<i>01/10/06</i>	<i>A N Other</i>

STEP 2

2. IDENTIFY FIRE HAZARDS (Sources of Ignition)

2.1	Does the work activity involve hot work processes i.e. welding, flame cutting, hot surfaces, sparks?	Yes Go to 2.2	<input type="checkbox"/>	No Go to 2.3	<input type="checkbox"/>
2.2	Control Measures Replace with a cold system Implement a hot work permit system Minimise the amount of combustible materials on the work area Ensure that hot metal and sparks are safely contained Eliminate hot surfaces/sparks Other		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2.3	Does the work activity involve cooking?	Yes Go to 2.4	<input type="checkbox"/>	No Go to 2.5	<input type="checkbox"/>
2.4	Control Measures Ensure that cookers are used in accordance with manufacturer instructions Ensure they are cleaned regularly including ducts or flues Other		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2.5	Are there any portable heaters, or those of a radiant or open flame type?	Yes Go to 2.6	<input type="checkbox"/>	No Go to 2.7	<input type="checkbox"/>
2.6	Control Measures Replace equipment with fixed convector heaters Ensure that gas or oil burning equipment is used in accordance with manufacturers instructions Ensure that all heaters are adequately guarded Ensure all portable heaters are stable Other		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2.7	Is smoking permitted?	Yes Go to 2.8	<input type="checkbox"/>	No Go to 2.9	<input type="checkbox"/>
2.8	Control Measures Implement a policy, which provides for safe smoking areas and prohibition elsewhere Enforce the prohibition of matches and lighters in high-risk areas Other		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2.9	Are electrical installations and appliances periodically inspected and tested?	Yes Go to 2.11	<input type="checkbox"/>	No Go to 2.10	<input type="checkbox"/>
2.10	Control Measures Arrange Portable Appliance Testing Arrange for electrical installations to be inspected and tested.		<input type="checkbox"/> <input type="checkbox"/>		

- 2.11 Do you use extension leads or 'wander' lamps? **Yes** **No**
 Go to 2.12 Go to 2.13
- 2.12 **Control Measures**
 Ensure all extension leads are fully uncoiled
 Ensure that 'wander' lamps have adequate guards
 Ensure flexible power cables are kept as short as possible and safely routed
 Other
- 2.13 Is deliberate fire setting a potential problem? **Yes** **No**
 Go to 2.14 Go to 2.15
- 2.14 **Control Measures**
 Improve security measures
 Remove combustible storage / waste bins from perimeter of building
 Other
- 2.15 Are fire safety conditions imposed on outside contractors? **Yes** **No**
 Go to 2.17 Go to 2.16
- 2.16 **Control Measures**
 Obtain risk assessment for proposed works
 Implement a hot work permit system
- 2.17 Other significant sources of ignition. (please list) **Yes** **No**
 Go to 2.18 Go to 2.19
- 2.18 **Control Measures** (please list)

(Sources of Fuel)

2.19	Are there any highly flammable substances in the premises e.g. paints, thinners, flammable gases etc, flammable chemicals, plastics, rubber, foams – polystyrene/polyethylene?	Yes Go to 2.20	<input type="checkbox"/>	No Go to 2.21	<input type="checkbox"/>
2.20	Control Measures Replace them with safer alternatives Remove or significantly reduce any highly flammable substances Keep them in fire resisting stores Separate them from heat sources by use of fire resisting construction Keep minimum quantity in workroom Ensure all containers are kept closed when not in use Other		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2.21	Are flammable liquids or gases used or stored in areas without adequate ventilation?	Yes Go to 2.22	<input type="checkbox"/>	No Go to 2.23	<input type="checkbox"/>
2.22	Control Measures Improve ventilation Other		<input type="checkbox"/> <input type="checkbox"/>		
2.23	Are there quantities of combustible material stored on display, or in use in the premises e.g. Paper, cardboard, packaging, fabrics, wood?	Yes Go to 2.24	<input type="checkbox"/>	No Go to 2.25	<input type="checkbox"/>
2.24	Control Measures Replace stocks of combustible materials to non combustibles Reduce stocks of readily combustible materials to the minimum Separate such materials from heat sources by fire resisting construction Other		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2.25	Are quantities of combustible waste allowed to accumulate in the premises in particular wood shavings, off cuts, dust, and paper?	Yes Go to 2.26	<input type="checkbox"/>	No Go to 2.27	<input type="checkbox"/>
2.26	Control Measures Improve the arrangements for the disposal of waste and rubbish Improve the general housekeeping Ensure that staff are aware of the standard of housekeeping required Give specific additional training to the staff responsible Other		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2.27	Does the premises contain foam filled furniture, which is not combustion modified?	Yes Go to 2.28	<input type="checkbox"/>	No Go to 2.29	<input type="checkbox"/>
2.28	Control Measures Replace or repair Other		<input type="checkbox"/> <input type="checkbox"/>		

2.29 Are large expanses of walls or ceilings covered with combustible linings or do notice boards have large bundles of loose paper hanging from them? **Yes** **No**
 Go to 2.30 Go to 2.31

2.30 **Control Measures**
 Remove
 Reduce
 Treat
 Cover
 Other

2.31 Are large numbers of aerosol cans stored in the premises? **Yes** **No**
 Go to 2.32 Go to 2.33

2.32 **Control Measures**
 Replace aerosol cans with less hazardous ones
 Reduce numbers
 Store large quantities in purpose built store
 Other

2.33 Are there additional sources of oxygen stored or used such as chemicals, oxygen cylinders or piped systems? **Yes** **No**
 Go to 2.34 Go to 2.35

2.34 **Control Measures**
 Move oxidising material away from any heat or flammable materials
 Control use and storage of oxygen & chemicals
 Remove
 Other

2.35 Other significant sources of fuel (please list) **Yes** **No**
 Go to 2.36 Go to 2.37

2.36 **Control Measures** (please list)

2.37 SIGNIFICANT FINDINGS (FROM 2.1 TO 2.36)

In the event of fire will any of these significantly affect compliance with Part 3 of the Fire (Scotland) Act 2005 (as amended), or The Fire Safety (Scotland) Regulations 2006.

			Completion of Findings	
HAZARDS & LOCATIONS	PERSONS AT RISK	ACTIONS REQUIRED TO REDUCE RISK	DATE	SIGNATURE
<i>(2.9)Some electrical equipment looking unsafe.</i>	<i>Staff</i>	<i>Arrange for electrician to test electrical equipment.</i>	<i>01/10/06</i>	<i>A N Other</i>

STEP 3

3. EXISTING FIRE SAFETY MEASURES

- | | | | | | |
|------|--|----------------------------|--|-----------------------------|--------------------------|
| 3.1 | Are there sufficient extinguishers, and (where required) hose reels, of the appropriate type for the risk and are they located correctly? | No
Go to
3.2 | <input type="checkbox"/> | Yes
Go to
3.3 | <input type="checkbox"/> |
| 3.2 | Control Measures
Provide suitable additional firefighting equipment including specialist equipment for special hazards
Ensure they are clearly visible or indicated by signs
Other | | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | | |
| 3.3 | Are the extinguishers and other firefighting equipment being regularly maintained and tested? | No
Go to
3.4 | <input type="checkbox"/> | Yes
Go to
3.5 | <input type="checkbox"/> |
| 3.4 | Control Measures
Implement a maintenance and testing programme
Other | | <input type="checkbox"/>
<input type="checkbox"/> | | |
| 3.5 | Have sufficient staff been trained in the use of firefighting equipment? | No
Go to
3.6 | <input type="checkbox"/> | Yes
Go to
3.7 | <input type="checkbox"/> |
| 3.6 | Control Measures
Implement training programme for nominated staff
Other | | <input type="checkbox"/>
<input type="checkbox"/> | | |
| 3.7 | Is the means of detecting a fire and giving warning satisfactory and appropriate for the premises? | No
Go to
3.8 | <input type="checkbox"/> | Yes
Go to
3.9 | <input type="checkbox"/> |
| 3.8 | Control Measures
Install a more effective fire warning system and or fire detection system
Other | | <input type="checkbox"/>
<input type="checkbox"/> | | |
| 3.9 | Is the fire alarm / detection system being regularly tested and serviced? | No
Go to
3.10 | <input type="checkbox"/> | Yes
Go to
3.11 | <input type="checkbox"/> |
| 3.10 | Control Measures
Correct any deficiencies and implement maintenance programme
Other | | <input type="checkbox"/>
<input type="checkbox"/> | | |
| 3.11 | Are there clear instructions for employees on how to operate the fire warning system and what to do on hearing it? | No
Go to
3.12 | <input type="checkbox"/> | Yes
Go to
3.13 | <input type="checkbox"/> |
| 3.12 | Control Measures
Improve signage
Provide clear instructions / training
Other | | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | | |

3.13	Are fire routine notices clearly displayed throughout the premises?	No Go to 3.14	<input type="checkbox"/>	Yes Go to 3.15	<input type="checkbox"/>
3.14	Control Measures Formulate notice, circulate and distribute Other		<input type="checkbox"/> <input type="checkbox"/>		
3.15	Do you have an emergency action plan?	No Go to 3.16	<input type="checkbox"/>	Yes Go to 3.17	<input type="checkbox"/>
3.16	Control Measures Implement one that covers your fire warning arrangements, means of escape, firefighting equipment, emergency services Other		<input type="checkbox"/> <input type="checkbox"/>		
3.17	In the event of a fire can everyone escape from the premises in safety and in a reasonable amount of time?	No Go to 3.18	<input type="checkbox"/>	Yes Go to 3.19	<input type="checkbox"/>
3.18	Control Measures Improve fire alarm / detection system Provide additional routes and exits Provide training for safe evacuation Other		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
3.19	Are Passageways, Exit routes and exits clear of combustible materials and obstructions?	No Go to 3.20	<input type="checkbox"/>	Yes Go to 3.21	<input type="checkbox"/>
3.20	Control Measures Remove obstructions and combustible material Implement training policy for housekeeping staff Other		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
3.21	Do doors on escape routes open in the direction of travel?	No Go to 3.22	<input type="checkbox"/>	Yes Go to 3.23	<input type="checkbox"/>
3.22	Control Measures Re hang in direction of travel Reduce number of people using exit to less than 60 Other		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
3.23	Are door fastenings on the means of escape and final exits easily and immediately opened from the inside without the use of a key?	No Go to 3.24	<input type="checkbox"/>	Yes Go to 3.25	<input type="checkbox"/>
3.24	Control Measures Replace Other		<input type="checkbox"/> <input type="checkbox"/>		

3.25	Do all fire resisting doors, other than doors such as cupboards which are kept locked when not in use, have self closing mechanisms fitted?	No Go to	<input type="checkbox"/>	Yes Go to	<input type="checkbox"/>
		3.26			
3.26	Control Measures Fit self closers Other				
		<input type="checkbox"/>			
		<input type="checkbox"/>			
3.27	Do all self closing devices and hold open devices work correctly?	No Go to	<input type="checkbox"/>	Yes Go to	<input type="checkbox"/>
		3.28			
3.28	Control Measures Correct any deficiencies and implement maintenance programme Other				
		<input type="checkbox"/>			
		<input type="checkbox"/>			
3.29	Do all fire resisting doors have cold smoke seals and Intumescent strips?	No Go to	<input type="checkbox"/>	Yes Go to	<input type="checkbox"/>
		3.30			
3.30	Control Measures Fit strips and seals to upgrade doors Other				
		<input type="checkbox"/>			
		<input type="checkbox"/>			
3.31	Can fire, heat and smoke spread through any cavities?	No Go to	<input type="checkbox"/>	Yes Go to	<input type="checkbox"/>
		3.32			
3.32	Control Measures Fire stop all cavities, voids, holes etc Install fire dampers in ducting Other				
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
3.33	Are all exit routes and exits adequately signed?	No Go to	<input type="checkbox"/>	Yes Go to	<input type="checkbox"/>
		3.34			
3.34	Control Measures Install sufficient signs to indicate escape routes and exits Other				
		<input type="checkbox"/>			
		<input type="checkbox"/>			
3.35	Are all exit routes and exits adequately illuminated?	No Go to	<input type="checkbox"/>	Yes Go to	<input type="checkbox"/>
		3.36			
3.36	Control Measures Install emergency lighting Improve existing emergency lighting Other				
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
3.37	Is all emergency lighting regularly tested and serviced?	No Go to	<input type="checkbox"/>	Yes Go to	<input type="checkbox"/>
		3.38			
3.38	Control Measures Correct any deficiencies and implement maintenance programme Other				
		<input type="checkbox"/>			
		<input type="checkbox"/>			

3.39 In the event of fire, have all the staff been trained in evacuation procedures?

No
Go to
3.40

Yes
Go to
3.41

3.40 **Control Measures**

Instigate training programme

Other

3.41 Other fire safety measures (please list)

No
Go to
3.43

Yes
Go to
3.42

3.42 **Control Measures** (please list)

3.43 SIGNIFICANT FINDINGS (FROM 3.1 TO 3.42)

In the event of fire will any of these significantly affect compliance with Part 3 of the Fire (Scotland) Act 2005 (as amended), or The Fire Safety (Scotland) Regulations 2006.

			Completion of Findings	
HAZARDS & LOCATIONS	PERSONS AT RISK	ACTIONS REQUIRED TO REDUCE RISK	DATE	SIGNATURE
<i>(3.25) Fire doors leading onto 1st floor corridor being left open.</i>	<i>Residents & staff</i>	<i>Arrange for self closing devices to be fitted.</i>	<i>01/10/06</i>	<i>A N Other</i>

STEP 4

4. RECORD OF FIRE RISK ASSESSMENT INFORMATION

- | | | | | | |
|-----|---|-----------|--------------------------|------------|--------------------------|
| 4.1 | Have you recorded the significant findings of the risk assessment? | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| | | Go to | | Go to | |
| | | 4.2 | | 4.3 | |
| 4.2 | Action
Ensure that (when necessary) the significant findings are recorded
Other | | <input type="checkbox"/> | | |
| | | | <input type="checkbox"/> | | |
| 4.3 | Have you recorded what actions have been taken to remove or reduce risk? | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| | | Go to | | Go to | |
| | | 4.4 | | 4.5 | |
| 4.4 | Action
Ensure that actions are recorded
Ensure that any departure from benchmarks/standards are recorded
Other | | <input type="checkbox"/> | | |
| | | | <input type="checkbox"/> | | |
| | | | <input type="checkbox"/> | | |
| 4.5 | Are your records (see checklist) of testing, maintenance, training and drills available for inspection and auditing by the enforcing authority? | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| | | Go to | | Go to | |
| | | 4.6 | | 4.7 | |
| 4.6 | Action
Ensure that all records are available, on the premises, for inspection and auditing by the enforcing authority. | | <input type="checkbox"/> | | |

Checklist

- | | | | | |
|--|-----------|--------------------------|------------|--------------------------|
| Fire detection and warning system - maintenance contract/records | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| Fire fighting equipment - maintenance contract/records | | <input type="checkbox"/> | | <input type="checkbox"/> |
| Emergency lighting - maintenance contract/records | | <input type="checkbox"/> | | <input type="checkbox"/> |
| Evidence of electrical installation inspection and testing | | <input type="checkbox"/> | | <input type="checkbox"/> |
| Evidence of portable appliance testing | | <input type="checkbox"/> | | <input type="checkbox"/> |
| Staff training – induction & annual refresher | | <input type="checkbox"/> | | <input type="checkbox"/> |
| Evacuation drills | | <input type="checkbox"/> | | <input type="checkbox"/> |

4.7 SIGNIFICANT FINDINGS (FROM 4.1 TO 4.6)

In the event of fire will any of these significantly affect compliance with Part 3 of the Fire (Scotland) Act 2005 (as amended), or The Fire Safety (Scotland) Regulations 2006.

		Completion of Findings	
MANAGEMENT ISSUES	ACTIONS REQUIRED TO ADDRESS MANAGEMENT ISSUES	DATE	SIGNATURE
<i>(4.5) Staff training records do not show evacuation drills.</i>	<i>Revise log sheets to record training and drills separately.</i>	<i>01/10/06</i>	<i>A N Other</i>

STEP 5

5. REVIEW OF FIRE RISK ASSESSMENT

- 5.1 Do you review your fire risk assessment when there is any reason to suspect that your assessment is no longer valid? **No** **Yes**
Go to 5.2 Go to 5.3
- 5.2 **Have any of the following occurred to prompt a review?**
- A change in the number or characteristics of people present including the presence of people with some form of disability
- Changes to work procedures, including the introduction of new equipment
- Alterations to the building, including internal layout
- Significant changes to furniture and fixings
- Significant changes to displays or quantities of stock
- The introduction or increase in the storage of hazardous substances
- Becoming aware of shortcomings or potential improvements
- 5.3 Having reviewed your fire safety assessment, are the fire safety measures still adequate? **No** **Yes**
Go to 5.4 Go to 5.5
- 5.4 **Action**
Implement further safety measures and/or management policies to reduce risks

5.5 SIGNIFICANT FINDINGS (FROM 5.1 TO 5.4)

In the event of fire will any of these significantly affect compliance with Part 3 of the Fire (Scotland) Act 2005 (as amended), or The Fire Safety (Scotland) Regulations 2006.

		Completion of Findings	
REVIEW OUTCOMES	ACTIONS REQUIRED FOLLOWING REVIEW	DATE	SIGNATURE
<i>Significant findings recorded.</i>	<i>Improvement plan formulated to address findings</i>	<i>01/10/06</i>	<i>A N Other</i>