

# Fire Risk Assessment

## Location details

Company Name	
Site address	Site contact name
	Phone
	Nature of business

## Assessors

Prepared by	Signed	Dated
Checked by	Signed	Dated
Reviewed by	Signed	Dated

## General notes

## Guidance Notes

A fire risk assessment is an organised way of looking at the workplace to identify potential fire hazards and minimise the risks they pose. A hazard is something that has the potential to cause harm; the risk is the chance, high or low, of that harm occurring. If your workplace is small, you may be able to assess it as a whole. Larger workplaces should be divided up into smaller areas, e.g. maintenance department, offices, stores and stairways etc., and separate forms used for each zone. Assessments should

## Risk Rating

If you have large premises you might find many hazards and issues that need addressing. It can be helpful to rank these hazards so you can easily identify those which need the most urgent attention. To do this, first give each hazard you identify a Hazard Rating of 1, 2 or 3. You don't need to write this down. Then give the hazard a Likelihood Rating of 1, 2 or 3 based on the chances of problems occurring from this hazard. Finally multiply the two numbers together to give you the Risk Rating for that hazard. So a hazard with a Hazard Rating of 2 (moderate) and a Likelihood Rating of 1 (unlikely) would give a **low** Risk Rating (of 2). This is what you enter for the Initial Risk Rating. Once you've reduced the risks posed by the hazard and reviewed the assessment, you enter the new (hopefully lower) Risk Rating in the Residual Risk Rating box.

be completed for the whole premises, even those areas seldom used. Bonus Fire offers a full range of free fact sheets for you to use. You'll find 100s of discounted fire safety products online at [www.bonusfire.co.uk](http://www.bonusfire.co.uk). Please refer to our Fact Sheet No. 6 on Fire Risk Assessment for more help.



Hazard Rating			Likelihood Rating		
Negligible	Moderate	Severe	Unlikely	Quite Possible	Likely
1	2	3	1	2	3

Risk Rating	
Hazard Rating x Likelihood Rating	
Score	Rating
1-3	Low
4	Moderate
6-9	High

## Stage One: Identification of Hazards

The first stage is to identify the processes and materials in the workplace that pose a potential hazard.

Ref	Question	Potential Hazards and Guidance Notes	Notes	Initial Risk Rating	Residual Risk Rating
1.1	Are flammable liquids or gases used on site?	Make sure they are all identified, their risks documented and that where possible safe alternatives are used instead.			
1.2	Are large quantities of combustible materials stored, used or allowed to accumulate at the workplace?	Empty bins regularly. Don't allow rubbish to build up. Keep ignition sources (e.g. electrical equipment) well clear of storage areas and limit unauthorised access.			
1.3	Can any flammable materials be removed or replaced with less flammable alternatives?	If not, consider using flame retardant sprays.  🔗 For our effective fire retardant spray search for "spray" at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>			
1.4	Are large quantities of combustible waste stored adjacent or close to the premises?	Guard against arson. Keep skips away from the building so that a fire in a skip cannot spread to the main building. Keep waste areas tidy.			
1.5	Are any flammable materials used close to a source of ignition? E.g. heater under desk, soldering iron close to waste paper etc.	Always try to keep heat and fuels apart.			
1.6	Do substantial areas of combustible material cover the walls? E.g. large curtains, polystyrene tiles.	Where possible remove unnecessary wall or ceiling coverings and replace with less flammable alternatives.			
1.7	Is any upholstered furniture fire retardant? Check for fire retardant labels.	If not, consider using flame retardant sprays.			
1.8	Are portable or radiant heaters used in the workplace? Are they switched off when the area is not occupied?	Check vents are not covered, flammable materials are not stored too close, gas bottles are not leaking. Avoid covering heaters or placing anything close to anything that can burn. Ideally, avoid using portable heaters where possible.			
1.9	Are multi-storey buildings used for offices or storage on site?	Ensure escape routes are clear and not too long.			

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For discounted fire safety products, free training tips and fact sheets visit [www.bonusfire.co.uk](http://www.bonusfire.co.uk)

1.10	Are there any tasks which introduce sources of ignition into the workplace? e.g incineration, cooking and welding.	Watch for sparks and radiant heat close to flammable materials. Use a Work Permit system. Ensure all processes are supervised. Provide fire blankets and extinguishers for temporary hot work areas. Monitor the area carefully after the work has been completed. 🔗 For our special welding screens search for “screen” at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>			
1.11	Is smoking permitted close to the premises?	Provide disposal bins for used cigarettes and keep the area clean of cigarette ends. Keep smoking away from combustible materials, e.g. waste bins and skips.			
1.12	Do any electrical appliances use multi-point adaptors or have trailing leads across walkways?	Avoid overloading plug sockets and placing leads where they may be subjected to wear.			

### Stage Two: Existing Control Measures

The next stage is to identify existing control measures for the hazards identified at stage one. This stage will also help identify where new control measures may need to be introduced. The principles of any risk assessment apply: the first control measure to be considered must be elimination or substitution.

Ref	Question	Potential Hazards and Guidance Notes	Notes	Initial Risk Rating	Residual Risk Rating
2.1	Are flammable liquids and gases properly stored?	Store liquids in fire resisting containers and gases in locked cages in the open air. Keep gases at least 3 metres from oxygen bottles. Keep them away from ignition sources. 🔗 For our dry powder extinguishers search for “powder” at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>			
2.2	Can tasks, which create sources of ignition, be reduced or eliminated?				
2.3	Are all electrical appliances within the workplace adequately maintained with regular PATs?	Watch for trailing flexes, overheating appliances. Visually inspect equipment regularly. PAT should be carried out at least annually. Consider quarterly checks for equipment in heavy duty use.			
2.4	Is there sufficient signage?	Fire exit routes, fire alarm call points, assembly point areas etc. Ensure all signs comply with current internationally recognised standards. 🔗 For our range of safety signs search for “signs” at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>			

### Stage Three: Who is at risk?

In most fire situations, potentially everyone is at risk. What you are examining here are the people who are directly at risk in the area you're assessing.

Ref	Question	Potential Hazards and Guidance Notes	List Those at Risk Here
3.1	Who is at risk?	Consider visitors, contractors, the public (both in and out of the building), nearby residents (in case of a large fire), industrial premises nearby, general staff, residents etc.	

### Stage Four: Fire Detection and Warning

Having identified fire hazards and whether they are currently controlled within the workplace, we now need to assess the adequacy of measures to ensure people remain safe in the event of a fire.

Ref	Question	Potential Hazards and Guidance Notes	Notes	Initial Risk Rating	Residual Risk Rating
4.1	Is there an automatic fire detection and warning system provided in the workplace? E.g. smoke detectors linked to the fire alarm system.	Check regularly to minimise the risk of system failure. Check battery backups. Keep records of checks.			
4.2	Is any automatic detection system linked directly to the Fire Service?	Don't rely on this. A manual call to the Fire Service should always be made as well by a pre-appointed member of staff.			
4.3	Is there a manual fire warning system? E.g. break glass call points, rotary alarm bells, air horns.	Rotary bells and air horns are a good backup in case the electrical system fails. Consider fitting these in high risk areas alongside automatic systems. Check electrical systems regularly.			
4.4	If break glass call points are used, are there sufficient in the workplace?	They should be at regular intervals, ideally by fire exit doors.			
4.5	However the alarm is raised, is it clearly audible to all of the building's occupants, including those in remote areas?	Check remote and high risk areas regularly. Consider appointing fire marshals designated to check remote areas.			

4.6	Do all those entering the premises know how to recognise the alarm? Is there a visitors' induction?	Wherever it is not entirely obvious, ensure all visitors are given basic instruction in the emergency procedure. In most cases visitors should be supervised by a member of staff throughout their stay.			
4.7	Are all detection and warning devices subject to maintenance procedures? Are records readily available for inspection?	Don't rely on contractors remembering to service your equipment - use your own diary system to ensure all checks are kept up-to-date.			

### Stage Five: Means of Escape

Ref	Question	Potential Hazards and Guidance Notes	Notes	Initial Risk Rating	Residual Risk Rating
5.1	Do escape routes lead in different directions to places of safety? Can all people who are likely to use the building escape within two minutes?	Ensure the shortest routes to safety are being used and are clearly signed.			
5.2	Are all exit routes kept free from obstructions?				
5.3	Are final fire exit doors unlocked whilst buildings are occupied?	Ensure all final exit doors are unlocked immediately by the first person entering the building. Always keep a key by the exit.  🔗 For our emergency key boxes search for "key" at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>			
5.4	Are the exits wide enough to accommodate the number of people who might need to use them?	Minimise the risk of crush injuries and delay in evacuation.			
5.5	Are escape routes adequately lit? Will this still be the case if power fails? Is emergency lighting provided within the workplace?	Consider making torches available along the escape route or using photoluminescent signage. Check emergency lighting regularly and serviced annually.  🔗 For our torches and light sticks search for "light" at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>			
5.6	Are fire doors kept closed and fitted with well maintained self-closing devices?	Internal fire doors should be kept closed (even where automatic self-closers are used, fire doors should still be manually closed at night). Doors should open in the direction of travel in an emergency.  🔗 To see our handy easy to fit self-closers search for "dorgard" at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>			

5.7	Are all exit routes clearly identified with appropriate signage?	Signs should be of current internationally recognised standards. Consider photoluminescent signage. Check the final fire exit doors have 'Keep Clear' signs fitted on the outside.  🔗 For our range of safety signs, or search for "signs" at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>			
5.8	Are there procedures in place to assist anyone who may need help leaving the building? E.g. those with disabilities, heavily pregnant, young children, hard of hearing etc.	Ensure fire marshals are allocated to help anyone who needs assistance get to a place of safety. This is especially important in hotels and guest houses. Consider using Safe Zones where people can be positioned away from immediate risks of fire and where the Fire Service can safely evacuate them on arrival.			

### Stage Six: Fire Fighting Equipment

Ref	Question	Potential Hazards and Guidance Notes	Notes	Initial Risk Rating	Residual Risk Rating
6.1	Are sufficient extinguishers, blankets and hose reels provided in the workplace?	Extinguishers should be wall mounted or on proper stands.  🔗 For our range of extinguisher stands search for "stand" at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>	As a guide there should be a fire extinguisher at least every 30 metres.		
6.2	Are extinguishers, blankets and hose reels properly maintained by trained personnel?	Trained engineers should check these at least annually. This is in addition to your weekly visual checks.  🔗 For servicing information go to <a href="http://www.rightaction.co.uk">www.rightaction.co.uk</a>			
6.3	Are they suitably located and appropriate to the types of fire that could occur? E.g. CO <sub>2</sub> extinguishers close to electrical risks and fire blankets in cooking areas.	Extinguishers for specific risks (like a CO <sub>2</sub> for an electrical risk) should not be positioned so close to the risk so that it is difficult to reach if required.			
6.4	Is each fire extinguisher identified with a descriptive sign fitted above?	This is a legal requirement.  🔗 For our ID signs, or search for "id sign" at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>			
6.5	Are there any other significant means of fire fighting equipment provided? e.g. sprinkler systems.	Make sure these are regularly maintained.			

## Stage Seven: Fire Prevention

Fire prevention should be a priority in any workplace. Establish a regime of regular fire-safety checks and staff trained in fire prevention and what action to take in an emergency.

Ref	Question	Potential Hazards and Guidance Notes	Notes	Initial Risk Rating	Residual Risk Rating
7.1	Have all staff been trained in general fire safety, how to choose and use fire extinguishers, and what to do if they discover a fire or hear the fire alarm?	These are basic legal requirements on fire training, even for low risk premises.  🔗 For our best-selling fire training DVDs, CDs and FlipBooks search for "training" at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>			
7.2	Is someone assigned, trained and required to make daily or weekly fire safety checks of the building?	This is a great way to help maintain good housekeeping on site.			
7.3	Are records made and kept of regular fire safety checks of the building?	  🔗 Click on the Fact Sheets link at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>			
7.4	If the letter box is accessible after working hours, is there an airtight enclosure to hold any items posted to minimise the risk of arson?				
7.5	Are the premises monitored 24 hours a day to minimise the risk of an arson attack?	Arson is the largest cause of fires in the UK. All practical steps should be taken to minimise this happening to you.			
7.6	Is someone assigned and trained to manage the maintenance of fire safety equipment? E.g. fire alarm, extinguishers and liaising with contractors?	This is a typical non-emergency duty of a fire marshal.			

## Stage Eight: Emergency Planning

Staff training is the key to effective emergency management. Plan for an emergency and always be prepared.

Ref	Question	Potential Hazards and Guidance Notes	Notes	Initial Risk Rating	Residual Risk Rating
8.1	Is there a serious commitment on behalf of the management to develop and maintain effective fire-safety?				

8.2	Do you have an emergency plan in place?	☞ For our fact sheet on Making an Emergency Plan click on the Fact Sheets link at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>			
8.3	Is sleeping accommodation provided?	This represents an additional high level of risk. Make sure evacuation procedures, especially at night time, are well defined and staff are regularly trained to implement them.			
8.4	Are there at least two trained fire marshals on the premises during working hours?	Ensure they are properly trained and their emergency and non-emergency responsibilities are clearly defined. ☞ For our range of fire marshal armbands and vests or search for "marshal" at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>			
8.5	Do you run regular fire drills and record the results and participants?	Keep records. Review and learn from each drill. Fire drills should be carried out at least every six months.			
8.6	Can you quickly identify who is on the premises at any given moment? E.g. visitors book, In/Out board etc.	If this is not possible a team of fire marshals should be appointed to sweep the building to ensure everyone is evacuated safely.			
8.7	Is someone assigned and trained to call the Fire Service in an emergency?	Ensure there is always someone on site with this responsibility and that there is no delay in making the call.			
8.8	Is someone assigned and trained to manage a fire situation and liaise with the Fire Service? Do they have a deputy?	This is one of many fire marshal emergency duties. ☞ For our range of Emergency Document Holders search for "document" at <a href="http://www.bonusfire.co.uk">www.bonusfire.co.uk</a>			
8.9	Is someone assigned and trained to take a roll call?				
8.10	Are at least two people assigned and trained to make sure no one is left inside the building?	Especially important where it is difficult to know who is on the premises at any one time.			
8.11	Is there a clearly marked fire assembly point(s) away from the building?	Ensure assembly points are kept clear of obstructions, clearly signed and situated well away from the building. No combustible materials should be stored close to the assembly points. Consider a backup area in case the main area become unsuitable, e.g. due to smoke.			