

AUTHORISATION: Signature**Date****Purpose and Scope**

The Company Health and Safety Policy Statement makes a commitment to achieve continual improvement in H&S performance.

To do this the Company must consider the hazards, risks and other H&S aspects that are associated with its operations and define and implement suitable control measures to minimise risk and control loss.

This Procedure defines the requirement for carrying out Fire Hazard Identification, Risk Assessment and Control.

Introduction

The Regulatory Reform (Fire Safety) Order 2005 requires all employers to nominate a "Responsible Person" who has overall responsibility for ensuring that the organisation complies with the requirements of the Regulatory Reform (Fire Safety) Order. Further, the Responsible Person must appoint one or more competent persons to carry out a 'Fire Risk Assessment' and ensure that any preventative and protective measures identified by that Risk Assessment are implemented. If five or more people are employed then the 'Fire Risk Assessment' must be recorded. The following provides guidance, a checklist, fire risk assessment action plan and a fire safety checks register to help meet this legal requirement. If the workplace is shared with other employers you will need to discuss the findings of 'Fire Risk Assessment' with the other occupiers. This will also apply if the premises are 'controlled' by another organisation.

What is a 'fire risk assessment'?

It is an organised look at what, in your work activities and workplaces could cause harm to your staff and premises. This will allow you to weigh up whether you have taken enough precautions or should do more to avoid harm. A 'fire risk assessment' will help you to determine the chances of a fire occurring and the dangers from fire that your work activities and workplaces pose to your staff and premises. A 'fire risk assessment' is not a theoretical exercise. However, much of the work can be done on paper by using the checklist provided and the use of your own knowledge of your business. It is important to stress that the 'fire risk assessment' is essentially a matter of applying informed common sense.

Who should carry out the 'fire risk assessment'?

A competent person shall carry out the initial assessment. Once the results have been recorded it will be the responsibility of the occupiers of the premises to monitor the arrangements on a 'day to day' basis. The assessment should be reviewed annually unless there are significant changes to the layout of the building.

How should a 'fire risk assessment' be carried out?

A full inspection of the workplace will need to be carried out in a practical and systematic way. It must take in all of the workplace including any outside locations and areas that are rarely used.

To carry out a 'fire risk assessment' there are five steps that need to be followed. These five steps are listed overleaf:-

The Five Steps to Fire Risk Assessment**Step 1:-****Identify the Fire Hazards including:-**

- Sources of ignition
- Sources of fuel
- Sources of Oxygen

Step 2 :-**Identify the People and Places at Significant Risk including:-**

- People in and around the premises
- People especially at risk

Step 3 :-**Evaluate, Remove Reduce and Protect from Risk including:-**

- Evaluation of the risk of a fire occurring
- Evaluation of the risks to people from fire
- Removal or reduction of fire hazards
- Removal or reduction of risks to people

Existing controls that should be checked include:-

- Control of ignition sources/sources of fuel
- Fire detection/warning systems
- Means of escape
- Means of fighting fire
- Lighting
- Signage
- Maintenance and testing of fire precautions
- Information & instruction
- Training of employees

Step 4:-**Record, Plan, Inform, Instruct and Train**

- Record the Significant Findings and the Actions Taken
- Prepare and Emergency Plan
- Removal or reduction of fire hazards
- Removal or reduction of risks to people

Step 5:-**Monitor and Review**

- Carry out Weekly Checks,
- Keep Fire Risk Assessment under Review
- Review and Revise Assessment where Premises or Circumstances change
- Review annually.

Fire risk assessment Checklist

The checklist detailed in Health and Safety Protocol document HSP 04h - Fire Risk Assessment Checklist - Sep 06 (RRFSO) should be completed as part of Fire Risk Assessment together with a summary document.