

Fire Risk Assessment	Area:	No: FRA 1.1
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Hazards identification :- Consider the existing sources of ignition and the controls in place re:-	Yes /No	Who Might be Harmed?	Risk Level Before Controls			What Further Precautionary or Control Actions are required to be taken to either Remove or Reduce the levels of risk presented by these hazards?	Risk Level After Controls			By Whom & By When
			S	L	R		S	L	R	
Sources of Fuel										
Flammable liquid-based products, such as paints, varnishes, thinners and adhesives?		Staff, Visitors, Customers, Members of the Public	0	0	0		0	0	0	
Flammable liquids and solvents, such as petrol, white spirit, methylated spirit, cooking oils and disposable cigarette lighters?		"	0	0	0		0	0	0	
Flammable chemicals, such as certain cleaning products, photocopier chemicals and products that use hydrocarbon solvents?		"	0	0	0		0	0	0	
Flammable gases such as liquefied petroleum gas (LPG), flammable refrigerants and flammable gas propelled aerosols ?		"	0	0	0		0	0	0	
Stored goods and high piled or racked storage?		"	0	0	0		0	0	0	
Foodstuffs containing sugar and oils, such as sugar-coated cereal and butter?		"	0	0	0		0	0	0	
Plastics and rubber, such as video tapes, polyurethane foam-filled furniture and polystyrene-based display materials ?		"	0	0	0		0	0	0	
Paper products, such as stationery, advertising material and decorations?		"	0	0	0		0	0	0	
Packaging materials ?		"	0	0	0		0	0	0	
Plastic and timber storage aids both in use and idle, such as pallets, octobins, and palletainers?		"	0	0	0		0	0	0	
Combustible insulation, such as panels constructed with combustible cores?		"	0	0	0		0	0	0	

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Textiles and soft furnishings, such as hanging curtains and clothing displays?		"	0	0	0				0	0	0	
Waste products, particularly finely divided items such as shredded paper and wood shavings, offcuts, dust and litter/rubbish?		"	0	0	0				0	0	0	
Any materials used to line walls and ceilings, polystyrene or carpet tiles, the fixtures and fittings, and how they might contribute to the spread of fire? See Pt2, Sn1 RRFSSO Guide		"	0	0	0				0	0	0	

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Sources of Oxygen Which May Initiate, Ventilate or Otherwise Exacerbate a Fire:										
Natural airflow through doors, windows and other openings which may ventilate a fire?		"	0	0	0		0	0	0	
Systems, which introduce air to or extract air from the building or parts thereof?		"	0	0	0		0	0	0	
Mechanical air conditioning systems and air handling systems?		"	0	0	0		0	0	0	
Oxidising Materials?		"	0	0	0		0	0	0	
Oxygen supplies from cylinder storage and piped systems, e.g. oxygen used in welding processes?	No		0	0	0		0	0	0	

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Storage:										
Are suitable and sufficient storage facilities provided for all of the materials identified above?		"	0	0	0		0	0	0	
Are all Liquefied Petroleum Gases properly stored?		"	0	0	0		0	0	0	
Are all Flammable and Combustible Liquids properly stored?		"	0	0	0		0	0	0	
Compressed Gases (e.g. Oxygen, Hydrogen, Acetylene, Carbon Dioxide, Nitrogen, etc.) properly stored?.		"	0	0	0		0	0	0	
Are all Combustible Materials such as wood, paper, plastics, packaging materials, cardboard, etc. being properly stored?		"	0	0	0		0	0	0	

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Are all of the above storage areas adequately fire separated and protected?		"	0	0	0		0	0	0	
Use:										
Are all flammable liquids and gases being used properly?		"	0	0	0		0	0	0	
Are all Combustible Liquids such as Oils, Lubricants, Greases etc. being used properly?		"	0	0	0		0	0	0	
Compressed Gases (e.g. Oxygen, Hydrogen, Acetylene, Carbon Dioxide, Nitrogen, etc.) being used properly?		"	0	0	0		0	0	0	
Are all Combustible Materials such as wood, paper, plastics, packaging materials, cardboard, etc being used properly?		"	0	0	0		0	0	0	
Are all flammable/ combustible waste materials cleared regularly?		"	0	0	0		0	0	0	
Sources of Ignition:										
Sparks from angle grinding/disc cutting etc.?		"	0	0	0		0	0	0	
Sparks from burning products, (bonfires in yards) Hot work permit in place for all activities		"	0	0	0		0	0	0	
Welding, Cutting or Burning ?		"	0	0	0		0	0	0	
Naked flames, e.g. gas or liquid-fuelled open-flame equipment?		"	0	0	0		0	0	0	

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Oxidising agents?		"	0	0	0		0	0	0	
Electrical discharges?		"	0	0	0		0	0	0	
Vehicle exhausts?		"	0	0	0		0	0	0	
Smokers' material, e.g. cigarettes, matches and lighters?		"	0	0	0		0	0	0	
Electrical, gas or oil-fired heaters (fixed or portable), room heaters?		"	0	0	0		0	0	0	
Hot processes/hot work, e.g. welding by contractors etc.?		"	0	0	0		0	0	0	
Cooking equipment, hot ducting, flues and filters?		"	0	0	0		0	0	0	
Extract fans for dust and fume removal systems, e.g. by build-up of debris?		"	0	0	0		0	0	0	
Failure of temperature control thermostats on hot work/cooking processes?		"	0	0	0		0	0	0	
Heat sources, such as gas, electric, microwaves, radio frequency, thermal fluids?		"	0	0	0		0	0	0	

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Steam pipes ?		"	0	0	0		0	0	0	
Frictional generated heat from mechanical equipment?		"	0	0	0		0	0	0	
Static charge from mechanical equipment, e.g. conveyer belts?		"	0	0	0		0	0	0	
Poor electrical installations, e.g. overloads, heating from bunched cables, damaged cables?		"	0	0	0		0	0	0	
Faulty or misused electrical equipment, e.g. refrigeration defrost systems, fork lift truck charging units?		"	0	0	0		0	0	0	
Light fittings and lighting equipment, e.g. halogen lamps or display lighting or overhead lights too close to stored products?		"	0	0	0		0	0	0	
Hot surfaces and obstruction of equipment ventilation?		"	0	0	0		0	0	0	
Spontaneous ignition and self heating risk e.g. oil soaked rags, paint scrapings, crumb or other residues soaked in oils or fats etc. ?		"	0	0	0		0	0	0	

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Arson?		"	0	0	0				0	0	0	
Indications of possible Ignition Sources from 'near-misses' reporting such as scorch marks fixtures or fittings, discoloured or charred electrical plugs and sockets, cigarette burns, etc.?		"	0	0	0				0	0	0	
Any other source of ignition?		"	0	0	0				0	0	0	
Activities: do any of the following activities present any potential fire risks?												
All on-site activities?		"	0	0	0				0	0	0	
Any off-site activities including lone/satellite workers, home workers & mobile employees?		"	0	0	0				0	0	0	
Activities of any Contractors/ Subcontractors?		"	0	0	0				0	0	0	
Maintenance Activities?		"	0	0	0				0	0	0	
Cleaning Operations?		"	0	0	0				0	0	0	
Loading and Unloading Operations?		"	0	0	0				0	0	0	
Plant and Machinery?		"	0	0	0				0	0	0	

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Vehicles or Transport issues (e.g. refuelling, maintenance or repair, emergencies etc.)?		"	0	0	0		0	0	0	
Fire Precautionary Measures – Fire Separation and Fire Alarm										
Is there a fire certificate for the building?		"	0	0	0		0	0	0	
Is adequate fire separation provided between the various areas of the premises and other occupiers of the premises?		"	0	0	0		0	0	0	
Are fire/smoke stop doors/shutters provided to all openings in fire separation walls?		"	0	0	0		0	0	0	
Are all / smoke stop doors in good condition?		"	0	0	0		0	0	0	
Are self-closing mechanisms fitted to all fire doors?		"	0	0	0		0	0	0	
Are all of the self closing mechanisms fitted to fire doors in working order?		"	0	0	0		0	0	0	
Is a fixed fire alarm system installed in the premises?		"	0	0	0		0	0	0	
Are heat/smoke detectors fitted?		"	0	0	0		0	0	0	
Can the existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety?		"	0	0	0		0	0	0	

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Are the detectors of the right type and in the most appropriate locations?		"	0	0	0				0	0	0	
Can the means of warning be clearly heard and understood by everyone throughout the whole building when initiated from a single point?		"	0	0	0				0	0	0	
Are there provisions for people or locations where the alarm cannot be heard?		"	0	0	0				0	0	0	
If the fire-detection and warning system is electrically powered, does it have a back-up power supply?		"	0	0	0				0	0	0	
Bearing in mind the hazards and risk identified above are additional heat / smoke required?		"	0	0	0				0	0	0	
Is the Fire Alarm regularly tested ?		"	0	0	0				0	0	0	
Is the Fire Alarm in good working order?		"	0	0	0				0	0	0	

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Fire Precautionary Measures – Means of Escape										
Are suitable means of escape provided?		“	0	0	0		0	0	0	
Are they adequate to cope with any disabled person?		“	0	0	0		0	0	0	
Has consideration been given to assisted means of escaped or any personal emergency evacuation plans?		“	0	0	0		0	0	0	
Given the hazards and risks identified above are escape route layouts adequate and travel distance sufficiently short?		“	0	0	0		0	0	0	
Are all escape routes kept available for use and kept clear at all times?		“	0	0	0		0	0	0	
Do you regularly check escape routes to ensure that they are kept clear?		“	0	0	0		0	0	0	
Are the size and width of all escape routes sufficient for the type and number of people that may need to use them in an emergency situation?		“	0	0	0		0	0	0	
Do controls on the number of persons occupying any particular area at any one time need to be introduced?		“	0	0	0		0	0	0	
Has any consideration to escape time been given to the escape routes provided?			0	0	0		0	0	0	
Has consideration been given to the age and condition of the premises with regard to the provision of adequate escape routes?		“	0	0	0		0	0	0	

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Has any consideration to escape time been given to the number and complexity of the escape routes provided?		"	0	0	0		0	0	0	
Has consideration been given to whether lifts may be used in an emergency?		"	0	0	0		0	0	0	
Are phased or delayed evacuation arrangements in force and have the risks associated with these plans been assessed?		"	0	0	0		0	0	0	
Does access to any specific area(s) need to be restricted to suitably trained and competent staff?		"	0	0	0		0	0	0	
Do the hazards presented within any particular area or by any process require any further training of staff?		"	0	0	0		0	0	0	
Are all combustible and flammable materials stored well away from escape routes?		"	0	0	0		0	0	0	
Are all escape routes within easy reach?		"	0	0	0		0	0	0	
Are all fire escape routes clearly identified?		"	0	0	0		0	0	0	
Are all escape routes adequately lit?		"	0	0	0		0	0	0	
Are all steps and stairs in good repair?		"	0	0	0		0	0	0	

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Are premises used / occupied during periods of darkness / twilight?		"	0	0	0				0	0	0
Is there always sufficient light available to enable the safe use of escape routes?		"	0	0	0				0	0	0
Is adequate emergency lighting provided and if so does it have adequate emergency backup supplies?		"	0	0	0				0	0	0
Are all final exits always unlocked when the premises are in use?		"	0	0	0				0	0	0
Has consideration been given to the location of assembly points, roll call arrangements, rescue activities and liaison arrangements with emergency services?		"	0	0	0				0	0	0
Fire Precautionary Measures –Signage											
Where necessary, are escape routes and exits, the locations of fire fighting equipment and emergency telephones indicated by appropriate signs?		"	0	0	0				0	0	0
Have you provided notices such as those giving information on how to operate security devices on exit doors, those indicating doors enclosing fire hazards that must be kept shut and fire action notices for staff and other people?		"	0	0	0				0	0	0
Are you maintaining all the necessary signs and notices so that they continue to be correct, legible and understood?		"	0	0	0				0	0	0
Are you maintaining signs that you have provided for the information of the fire and rescue service, such as those indicating the location of water suppression stop valves and the storage of hazardous substances?		"	0	0	0				0	0	0

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Fire Precautionary Measures – Means of Controlling Fire Hazards										
Is there a no smoking policy on site?		“	0	0	0		0	0	0	
Where naked flames are present, are they adequately protected?		“	0	0	0		0	0	0	
Are electrical, gas or oil-fired heaters (fixed or portable) used?		“	0	0	0		0	0	0	
Where cooking takes place, is this adequately protected?		“	0	0	0		0	0	0	
Are electrical equipment/systems regularly tested and examined?		“	0	0	0		0	0	0	
Are extension leads/multi-point adaptors used?		“	0	0	0		0	0	0	
Are electrical cables managed effectively?		“	0	0	0		0	0	0	
Are heating systems regularly checked and maintained?		“	0	0	0		0	0	0	
Fire Precautionary Measures – Means of Fighting Fire										
Are any fixed or portable fire extinguishing systems installed in the premises?		“	0	0	0		0	0	0	

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Are these systems serviced and maintained by competent persons in accordance with the manufacturers/ installers recommendations?		"	0	0	0				0	0	0	
Are all of those persons who test and maintain the equipment competent to do so?		"	0	0	0				0	0	0	
Given the hazards and risks identified above are these provisions suitable and sufficient for the types of fire that are likely to be encountered in these premises/areas and are they likely to be able to deal with any situation that may arise?		"	0	0	0				0	0	0	
Are there sufficient numbers of portable fire extinguishers provided and are sited throughout the premises at appropriate locations?		"	0	0	0				0	0	0	
Are the right types of extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?		"	0	0	0				0	0	0	
Have employees been trained in their use?		"	0	0	0				0	0	0	
Are the extinguishers visible or does their position need indicating?		"	0	0	0				0	0	0	
Have you taken steps to prevent the misuse of extinguishers?		"	0	0	0				0	0	0	
Are fire hosereels provided on the premises?		"	0	0	0				0	0	0	
Do you carry out daily checks to ensure that there is clear access for fire engines?		"	0	0	0				0	0	0	

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Do you have the necessary procedures in place to maintain any facilities that have been provided for the safety of people in the building (or for the use of firefighters, such as access for fire engines and firefighting lifts)?		"	0	0	0				0	0	0	
Other considerations												
Has a Fire Emergency/Evacuation Procedure been devised?		"	0	0	0				0	0	0	
Have employees been trained in this Procedure?		"	0	0	0				0	0	0	
Have arrangements been made for the evacuation of visitors?		"	0	0	0				0	0	0	
Are disabled persons employed?		"	0	0	0				0	0	0	
Have arrangements been made for the evacuation of disabled staff?		"	0	0	0				0	0	0	
Is there a risk of arson?		"	0	0	0				0	0	0	
Have adequate precautions been taken to minimise the risk of arson impacting on the business?		"	0	0	0				0	0	0	
Is there a risk of bomb threat?		"	0	0	0				0	0	0	
Have specific arrangements been made to cope in the event of a bomb threat occurring?		"	0	0	0				0	0	0	

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Do site evacuation arrangements take account of other building occupiers or adjoining buildings?		“	0	0	0				0	0	0	
Have arrangements been made for informing the emergency services in the event of emergencies occurring on site?		“	0	0	0				0	0	0	
Have the employees involved been trained in these arrangements?		“	0	0	0				0	0	0	
Are these arrangements practiced (in other words are Fire Drills held on a regular basis)?		“	0	0	0				0	0	0	

Assessed by: 00.00.00 - Review: 00.00.00

Guidance to Sections

Who Might be Harmed? –

You must consider all the people who use the premises e.g. staff, visitors, contractors employees and customers but you should pay particular attention to people who may be especially at risk such as:

- employees who work alone, e.g. cleaners, security staff;
- people who are in isolated areas, e.g. maintenance staff, staff on cranes, reach trucks and cat walks;
- unaccompanied children and young persons;
- people who are unfamiliar with the premises, e.g. seasonal workers, contractors, visitors and customers;
- people with disabilities* or those who may have some other reason for not being able to leave the premises quickly;
- people with language difficulties; and
- other people in the immediate vicinity of the premises e.g. Members of the Public etc.

In evaluating the risk to people with disabilities you may need to discuss their individual needs with them. In larger premises used extensively for the public you may need to seek professional advice. Further guidance on people with special needs is given in Part 2, Section 1 of the RRFSo Guidance Document.