

FIRE RISK ASSESSMENT

ASSESSMENT CARRIED OUT AT
 ASSESSMENT CARRIED OUT BY
 DATE OF ASSESSMENT
 NEXT ASSESSMENT DUE IN ONE YEAR ON

No.	GENERAL FIRE RISKS	Yes	No	Comments/Action
1	Has there been an outbreak of fire on the premises since the last assessment?			
1a	If YES has the incident been fully investigated and measures taken to prevent a recurrence?			
2	Are the premises completely free of dangerous substances?			
	<i>Dangerous substances include petrol, paraffin, flammable gases, liquefied petroleum gas (LPG), solvents, solvent-based paints, thinners and varnishes. It also includes dusts which, when mixed with air, could cause an explosive atmosphere.</i>			
3	If there are dangerous substances on the premises do you have effective arrangements to ensure that the substances are used and stored so as not to present a fire or explosion risk?			
	<i>Flammable liquids (other than petrol) must be limited to 50 litres and stored in containers in a suitably positioned fire-resistant metal cabinet or bin fitted with a means to contain leaks and marked with a "Flammable Liquid" sign. More than 50 litres must be stored in a proper store – preferably in the open air. Petrol is subject to special restrictions but petrol for lawnmowers etc. is permitted in a separate, ventilated and secure store (recommended maximum is two suitable metal containers each of no more than 10 litres or two plastic containers (of an approved design) each of no more than 5</i>			
4	Are the premises free of highly combustible or flammable wall or ceiling linings?			
5	Is the upholstery (fabric & filling) of furniture in good condition and of a fire retardant quality?			
6	Are there effective arrangements to ensure that combustible waste products do not accumulate (especially not in escape routes)?			
7	Is the no smoking ban in public places strictly enforced?			
8	If there is ever any use of fireworks or explosive mixtures, such as gunpowder, on the site do you obtain advice and take adequate precautions?			

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9	If the premises use single point gas or electric water heaters are they fixed in position away from combustible materials?			
9a	Are they fitted with suitable guards?			
9b	Are documented annual service checks carried out?			
10	Are all electrical appliances PAT tested and fitted with the correctly rated fuse?			
11	Is the electrical installation inspected by a qualified electrical engineer and certified as satisfactory on a five year cycle?			
11a	Next inspection due.			
12	Are there effective arrangements to ensure that electrical equipment does not present a fire risk?			
	<i>Typical risks are excessive extension leads and multi-point adapters, flexes run where they will be damaged, and permanent extensions to the electrical system installed in a temporary manner.</i>			
13	From each room are there a sufficient number of exits of suitable width for the people present?			
14	Are the escape routes free from tripping and slipping hazards and are steps and stairs in a good state of repair?			
15	In an emergency can fire exit doors be opened easily and immediately?			
15a	In an emergency can fire exit doors be opened without the use of a key?			
16	Are escape routes adequately indicated by Fire Exit signs?			
17	Will everyone in the premises be able to find their way out of the building safely and to a place of safety if the general lighting fails?			
18	Is emergency lighting installed and in working order?			
18a	Is the emergency lighting tested regularly and the test result recorded?			
19	Will a fire be detected reasonably quickly?			
20	Is there an effective means of raising the alarm in the event of a fire?			
21	Are adequate smoke detectors provided?			
22	Are the alarm system (if provided) and smoke detectors regularly checked for correct operation and the results of the check recorded?			
23	Are adequate fire extinguishers and fire blankets provided, suitably located and ready for use?			

No.	GENERAL FIRE RISKS	Yes	No	Comments/Action
24	Are fire extinguishers serviced annually by a competent company ?			
25	Are gangways and escape routes kept free from obstructions?			
26	Are the existing fire precautions properly maintained (i.e. do self closers operate properly, do fire resisting doors close fully within the frame, do exit doors open easily?)			
27	If kitchen/s have an extract ventilation system is there a regular cleaning regime to prevent the build up of grease in the ductwork?			
28	Does the building have an up to date written emergency plan?			
28a	Date for next emergency plan review.			
29	Does the emergency plan ensure that people know what to do and where to assemble if there is a fire?			
30	Are fire action notices displayed prominently throughout the building?			

REVIEWING THIS RISK ASSESSMENT:

This fire risk assessment should be reviewed at least annually. It should also be reviewed if there are changes in circumstances at the property such as structural alterations, changes of use of areas or high turnover of staff, or if an incident occurs that could have resulted in a fire. The process of review should involve going through the questions and comments, and making amendments as necessary. Check that outstanding actions have been completed.

DATE OF NEXT REVIEW:

FOLLOWING ASSESSMENT

Action Required to item Nos.	By Whom	Date completed

This form to be reviewed by the Finance Committee July 2017