

# CUMBRIA FIRE & RESCUE SERVICE

## THE FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1997, AS AMENDED 1999

### FIRE RISK ASSESSMENT

#### STEP 1: IDENTIFYING FIRE HAZARDS

Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept in the workplace?	Yes/No/Not Applicable
Is the system operating effectively?	Yes/No/Not Applicable
Are all combustible materials and flammable liquids and gases stored safely?	Yes/No/Not Applicable
Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	Yes/No/Not Applicable
Is the wiring of the electrical installation inspected periodically by a competent person?	Yes/No/Not Applicable
Are flexes run in safe places where they will not be damaged?	Yes/No/Not Applicable

Is the upholstery of furniture in good condition?	Yes/No/Not Applicable
Is the workplace free of rubbish and combustible waste materials?	Yes/No/Not Applicable
Have suitable measures been taken to protect against the risk of arson?	Yes/No/Not Applicable
Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	Yes/No/Not Applicable

**STEP 2: IDENTIFY THE LOCATION OF PEOPLE AT SIGNIFICANT RISK IN CASE OF FIRE**

	<b>LOCATION</b>
Identify employees and other persons who are at risk	Yes/No/Not Applicable

**STEP 3: EVALUATE THE RISKS**

<b>ARE EXISTING FIRE SAFETY MEASURES ADEQUATE?</b>	
Do procedures and practices avoid the use of combustible materials or processes that use heat?	Yes/No/Not Applicable
<b>MEANS OF ESCAPE</b>	
Is there sufficient number of exits of suitable width for the people present?	Yes/No/Not Applicable
Do the exits lead to a place of safety?	Yes/No/Not Applicable
Are gangways and escape routes free from obstruction?	Yes/No/Not Applicable
Are escape routes free from tripping and slipping hazards?	Yes/No/Not Applicable
Are steps and stairs in a good state of repair?	Yes/No/Not Applicable
Are final exits always unlocked when the premises are in use?	Yes/No/Not Applicable
Are the devices securing final exits capable of being opened immediately and easily without the use of a key?	Yes/No/Not Applicable
Are internal fire doors labelled as such and normally kept closed?	Yes/No/Not Applicable

Are the self-closers on fire doors operating correctly?	Yes/No/Not Applicable
Do the doors on escape routes open in the direction of travel?	Yes/No/Not Applicable
Are escape routes clearly signed?	Yes/No/Not Applicable
Are escape routes adequately lit?	Yes/No/Not Applicable
Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises?	Yes/No/Not Applicable
<b>FIRE ALARM SYSTEMS</b>	
Is the fire alarm system in working order?	Yes/No/Not Applicable
Is the fire alarm tested weekly?	Yes/No/Not Applicable
Can the fire alarm be raised without placing anyone in danger?	Yes/No/Not Applicable
Are the fire alarm call points clearly visible and unobstructed?	Yes/No/Not Applicable
Is the Automatic Fire Detection System in working order and tested?	Yes/No/Not Applicable

<b>EMERGENCY LIGHTING SYSTEM</b>	
Where escape lighting is installed, is it in working order and maintained regularly?	Yes/No/Not Applicable
<b>FIREFIGHTING EQUIPMENT</b>	
Is an adequate number of suitable fire extinguishers provided?	Yes/No/Not Applicable
Are fire extinguishers and fire blankets located suitably and ready for use?	Yes/No/Not Applicable
Are the fire extinguishers serviced annually by a competent company or person?	Yes/No/Not Applicable
<b>FIRE SAFETY TRAINING</b>	
Has information been given to all staff on the effective measures that could be taken to prevent the occurrence of arson?	Yes/No/Not Applicable
Have staff been trained in how to call the Fire Service, the use of the fire extinguishers and basic fire prevention?	Yes/No/Not Applicable
Have you asked your insurers for advice regarding the fire protection of your premises?	Yes/No/Not Applicable
<b>THE LOG BOOK</b>	
Are fire safety tests of equipment and dates of training recorded in the Log Book?	Yes/No/Not Applicable

**STEP 4: RECORD FINDINGS AND ACTION TAKEN**

Are fire action notices displayed prominently throughout the workplace?	Yes/No/Not Applicable
Has an emergency plan been drawn up in case of a major fire?	Yes/No/Not Applicable
Is a copy of the emergency plan kept other than at the workplace?	Yes/No/Not Applicable
If you employ five or more people have you recorded the findings of the fire risk assessment?	Yes/No/Not Applicable
Have you told you staff or their representatives about your findings?	Yes/No/Not Applicable
If you have prepared a formal report has this been shown to your staff or their representatives?	Yes/No/Not Applicable
If you share the workplace with others do they know about the risks that you have identified?	Yes/No/Not Applicable
If you do not have direct control over the workplace have you made your findings known to the owner or landlord?	Yes/No/Not Applicable

**STEP 5: KEEP ASSESSMENT UNDER REVIEW**

Has a procedure been established to review the fire risk assessment periodically and if the situation changes?	Yes/No/Not Applicable
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