

CUMBRIA FIRE & RESCUE SERVICE

THE FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1997 AS AMENDED 1999

FIRE RISK ASSESSMENT

PREMISES NAME:

ADDRESS:

.....

.....

WORK ACTIVITY:

NO OF PERSONS EMPLOYED:

ASSESSMENT CARRIED OUT – DATE:

ASSESSMENT CARRIED OUT BY:

**ASSESSMENT AGREED AND DISCUSSED WITH
PERSON RESPONSIBLE FOR PREMISES:**

DATE:

SIGNATURE:

ASSESSMENT REVIEW DATE:

Date: **By Whom**

CUMBRIA FIRE & RESCUE SERVICE

FIRE RISK ASSESSMENT EXPLANATORY NOTES

1. This Risk Assessment document should only be used as a guide to assist you in the process of fire risk assessment, appertaining to the fire safety within your premises. It should not be considered as being comprehensive to suit all types of workplace. Once completed, this form should be kept readily available for inspection should your premises be visited by a member of the Fire Authority.
2. It is important that you carry out your fire risk assessment in a practical and systematic way to identify the significant hazards in your workplace. **This is not a desktop exercise**, and you may find it beneficial to use a plan of your workplace to indicate the hazards and to identify the persons who may be at risk.
3. When carrying the fire risk assessment, you should enter the hazards and risks identified, including the persons who are at risk and the control measures required on Sheet 1.
4. Where you identify deficiencies in the fire precautions in your workplace, you should enter the deficiencies on the fire precautions actions record sheet 2.

FOR FIRE RISK ASSESSMENT THERE ARE FIVE STEPS THAT YOU NEED TO TAKE

- Step 1 - Identify the potential hazards in the workplace.
- Step 2 - Decide who (eg employees, visitors) might be in danger in the event of a fire in the workplace or while trying to escape from it, and note the location.
- Step 3 - Evaluate the risk from hazards and decide whether your existing fire precautions are adequate.
- Step 4 - Record your findings and actions taken.
- Step 5 - Keep assessments under review.

MANAGEMENT ACTION

Hazard

1. Remove the hazard altogether
2. Reduce the hazard to little or no risk
3. Replace the existing hazard with a safer alternative.
4. Segregate the hazard from the workplace

Fire Precautions

5. If premises shared with other occupiers – inform them of the risks identified which may affect them.
6. If no direct control over the workplace – make your findings known to the landlord or owner.
7. Inform your employees of the significant findings of the risk assessment.
8. Develop and produce a **FIRE SAFETY MANAGEMENT POLICY AND EMERGENCY PLAN,**
9. Develop and promote a **FIRE SAFETY CULTURE IN THE WORKPLACE.**
10. Inform instruct and train employees in fire precautions.

If further practical advice or information is required following completion of the risk assessment, please contact your local Fire Safety Department on:

Carlisle	01228 521215	Workington	01900 602543
Kendal	01539 722627	Barrow	01229 821363

Further advice is also available from:

Fire Risk Management in the Workplace, a guide for employers book and video from the Fire Protection Association, Tele: 01608 812 500 or email sales@thefpa.co.uk

Fire Safety an employers Guide published by the Home Office & HSE from T.S.O. Tele: 0870 600 5522.

Fire Risk Assessment, a guide to complying with the Fire Precautions (Workplace) Regs. from the Fire Industry Confederation. Tele: 0208 549 8839 or email fic@abft.org.uk

Information regarding managing process risk and highly flammable materials is available from your local HSE offices. Advice on reducing risk of arson may be obtained from the Arson Prevention Bureau web site www.arsonpreventionbureau.org.uk

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RISK ASSESSMENT AIDE MEMOIRE

FIRE HAZARDS & ACTION

<p>1. WORK PROCESS</p> <ul style="list-style-type: none">a. Hot work process/permit systemb. Open flame sources eg. welding, ovens, flame cutting etc.c. Other heat sources eg. light bulbsd. Bulk quantities of flammables/combustible in storage/workplace <p>2. ELECTRICAL (220 volts)</p> <ul style="list-style-type: none">a. Overloading/overdrawing/overheating/sparkingb. Condition of wiring/plugs/switchesc. Extension leads – too long/damaged/left coiled on drum/crushed/diameter of wire too smalld. Faulty appliancese. Multi-plugs (1 plug = 1 socket)f. Intrinsically safeg. Left unattended/switched offh. Correct fusing (RCD)/ELCB) and wattages:- 0 – 700 watt = 3 amp (Red) 700-1100 watt = 5 amp (Black) 1100-3000 watt = 13 amp (Brown)i. Staticj. Regular maintenance schedule to comply with the Electricity at Work Regs 1989. <p>3. COOKING FACILITIES</p> <ul style="list-style-type: none">a. Hot Oils – left unattended/too full/capable of being knocked overb. Temperature too highc. Adequate measures for control oil fire – cut off switches/fire fighting equipment, etc. <p>4. MACHINERY</p> <ul style="list-style-type: none">a. In good working order?b. Sparking/overheating/frictional heatc. Left switched on/unattendedd. Close to any combustibles/flammablese. Regular maintenance schedule	<p>5. SMOKING MATERIALS</p> <ul style="list-style-type: none">a. Smoking Policyb. Designated smoking area – checked regularlyc. Furnishings – limited combustibilityd. Ashtrays – emptied regularly <p>6. HEATERS</p> <ul style="list-style-type: none">a. Portable heatersb. Radiated heat – items too closec. Lack of proper guardsd. Adequate ventilatione. Signs of deterioration <p>7. FLAMMABLES</p> <ul style="list-style-type: none">a. Flashpoint below 21°C eg. solvents/inks/paints/thinners/chemicals, etc.b. LPG/aerosol canisters/acetylene, etcc. Adjacent to any ignition sourcesd. System for controlling amount, usage and storage of flammables <p>8. COMBUSTIBLES (Wood/paper/furnishings, etc)</p> <ul style="list-style-type: none">a. Workplace clean and tidyb. Containers emptied regularlyc. Furniture fire retardant/modified foamd. System for controlling amount, usage & storage of combustibles, and waste <p>9. ARSON</p> <ul style="list-style-type: none">a. Security – doors, windowsb. Skips/bins – adjacent to outside walls/ under eavesc. Storage of combustibles/flammables <p><u>10. MANAGEMENT ACTION</u></p> <p>REPLACE/REDUCE/MAINTAIN/MOVE</p>
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Further guidance on how to carry out your fire risk assessment and comply with the laws relating to fire issues can be found in The Home Office Document “Fire Safety an Employer’s Guide”.

EXISTING FIRE PRECAUTIONS

1. MEANS OF ESCAPE

- a. Adequate number of exits and escape routes
- b. Provision for disabled
- c. Exits not locked/key operated
- d. Obstructions/consumables in escape routes (corridors/stairs) – fire/trip hazard
- e. Fire doors – wedges/smoke seals/direction of opening/state of repair and close fitting/self closers working
- f. Escape routes – protection by fire doors/smoke stopping/fire walls/under drawing of stairs/wall linings restricting surface spread of flame/lead to a place of safety
- g. Travel distances to a place of safety
- h. Fire separation between floors
- i. Services cables/pipes/ducts etc.) fire stopped between storeys/high risk rooms/escape routes
- j. Escape from inner rooms – early warning in access room (vision panel/smoke detector)
- k. Fire protection to external escape stairs
- l. Electronic locks – failsafe to fire alarm system
- m. Hold open devices – Fire Service approved
- n. Glazing – fire resisting/insulated on escape routes
- o. Electric meters in escape routes – enclosed in fire resisting materials.
- p. Standard of fire resisting materials used – 20/30/60/120 minutes?
- q. Can fire be adequately contained/compartmented
- r. Location of assembly point(s)

2. SIGNS & NOTICES

- a. Exit routes clearly signed
- b. Fire doors correctly signed
- c. Signage – current standard/correct size
- d. Method of opening fire exit doors clearly displayed
- e. Signage where fire safety equipment **not** clearly visible
- f. Other signs:-
 - i. no smoking
 - ii. fire action notices
 - iii. warning signs

3. FIRE ALARM SYSTEM

- a. Suitability of existing system - (verbal/manual/automatic/sprinklers)
- b. Availability throughout premises
- c. Condition of equipment
- d. Staff familiar with use and sound
- e. Correct type and siting of automatic detectors
- f. Maintained regularly – weekly test and annual service.

4. FIRE FIGHTING EQUIPMENT

- a. Adequate number/correctly located
- b. Suitable for risk
- c. Maintained regularly with annual service
- d. Staff trained in their use

5. EMERGENCY LIGHTING

- a. Is structure occupied during the hours of darkness?
- b. Does existing lights adequately illuminate escape routes/escape signage
- c. Fully functioning – bulbs working
- d. Maintained regularly – monthly test/6 monthly discharge/3 yearly service

6. FIRE BRIGADE ACCESS

- a. Width of gates/roadway
- b. Parked vehicles
- c. Locked doors to premises/keyholder availability
- d. Access to risers/foam inlets

7. STAFF TRAINING

- a. Instruct and train employees on the action to be taken in the case of fire
- b. Records to be kept of training given
- c. Training to cover:-
 - i. knowledge of raising the alarm
 - ii. escape routes
 - iii. assembly points(s)
 - iv. specific tasks - calling the Fire Brigade/ securing premises/closing down processes/ cooking, or power supplies etc/fire warden duties/checking specific areas clear/roll call at assembly point/tackling the fire if trained/meeting the Fire Brigade
- e. What **not** to do in a fire – use lifts/re-enter a building to collect personal belongings/tackle fires if not trained/open doors to rooms on fire.
- f. Records to be kept of following:-
 - i. testing of fire alarm
 - ii. testing of emergency lighting
 - iii. testing of fire fighting equipment
 - iv. maintenance of the above
- g. Written fire and evacuation procedures to cover for employees, visitors, public, customers, contractors and disabled

8. GENERAL HOUSE KEEPING

GOOD/AVERAGE/POOR

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SHEET 1 - HAZARD AND RISK IDENTIFICATION

LOCATION: DATE:..... SHEET No:..... OF:.....

SIGNIFICANT HAZARDS	PERSONS AT RISK	EXISTING CONTROL MEASURES	REMEDIAL ACTION	DATE ACTIONED	SIGNATURE

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SHEET 2 – FIRE PRECAUTIONS DEFICIENCIES

LOCATION: DATE:..... SHEET No:..... OF.....

DEFICIENCY	PERSONS AT RISK	EXISTING CONTROL MEASURES	REMEDIAL ACTION	DATE ACTIONED	SIGNATURE

DEFICIENCY	PERSONS AT RISK	EXISTING CONTROL MEASURES	REMEDIAL ACTION	DATE ACTIONED	SIGNATURE