

FIRE RISK ASSESSMENT

Report of audit and inspection



Index

- 1. Premises details**
- 2. Premises plan**
- 3. Fire Hazards**
- 4. Mitigating the effects of fire**
- 5. History**
- 6. Fire development**
- 7. Identify people at risk**
- 8. Raising the alarm**
- 9. Escape routes**
- 10. Fire safety management**
- 11. Maintenance of equipment**
- 12. Training**
- 13. Records**
- 14. Co-operation & co-ordination**
- 15. Conclusions**
- 16. Remedial action plan**
- 17. Any other relevant information**

Contact our team on **0800 316 3533** for free expert advice
Or go online: **<https://www.seton.co.uk/fire-safety-equipment>**

1. Premises details

Premises Address

Occupier

Owner

Responsible person

Maximum number of persons present

Construction

Dimensions

N°. of floors in building

Details of other premises if part of multi-occupied building

Name of assessor including contact details

Training, experience, knowledge or other qualities of assessor

Date assessment carried out

Review date

2. Premises plan

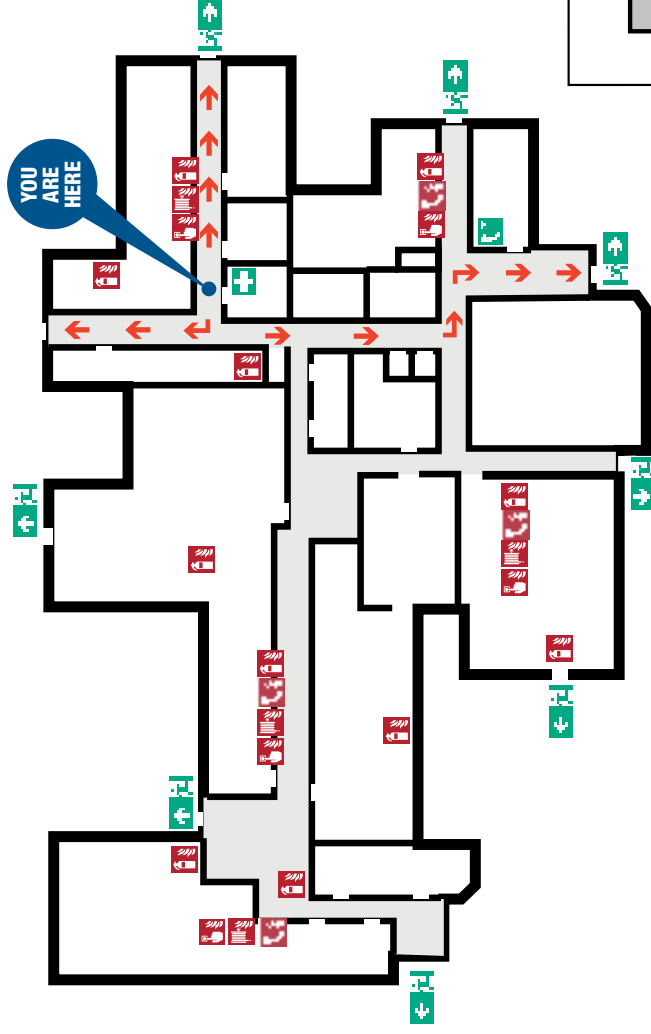
FIRE ESCAPE PLAN

Ground Floor

SAFETY NOTICE

This drawing is based on the example found in BSI ISO 23601

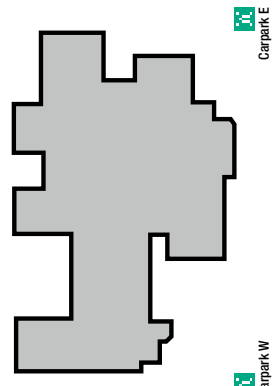
It was created using Visual Building Basic and an add-on Fire Escape symbol catalogue



LEGEND

- You are here
- Escape route
- Emergency exit
- Emergency telephone
- First aid
- Fire extinguisher
- Fire hose reel
- Fire alarm call point
- Fire emergency telephone
- Evacuation assembly point

OVERVIEW PLAN



3. Fire hazards



3.1 Sources of ignition including action taken to reduce the risk :

Hazards identified	Existing control measures	Action required
<input type="text"/>	<input type="text"/>	<input type="text"/>

3.2 Sources of fuel including action taken to reduce the risk :

Hazards identified	Existing control measures	Action required
<input type="text"/>	<input type="text"/>	<input type="text"/>

3.3 Details of any hazardous substances present :

Hazards identified	Existing control measures	Action required
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Fire hazards

3.4 Hazards from work processes - details including action taken to reduce the risk :

Hazards identified	Existing control measures	Action required

3.5 Structural hazards :

Hazards identified	Existing control measures	Action required

3.6 Potential for arson :

Hazards identified	Existing control measures	Action required



4. Mitigating the effects of fire

4.1 Means of fighting fire :

Details

Matters of concern

Action required



4.2 Means for restricting fire spread :

Hazards identified

Existing control measures

Action required

4.3 Means of segregating areas of higher fire risk :

Hazards identified

Existing control measures

Action required

5. History

History of any previous fires affecting the premises

Details

Action required

Risk Assessment Steps



Step 1

Identify the hazards



Step 2

Decide who might be harmed and how



Step 3

Evaluate the risks and decide on the precautions



Step 4

Record your findings and implement them



Step 5

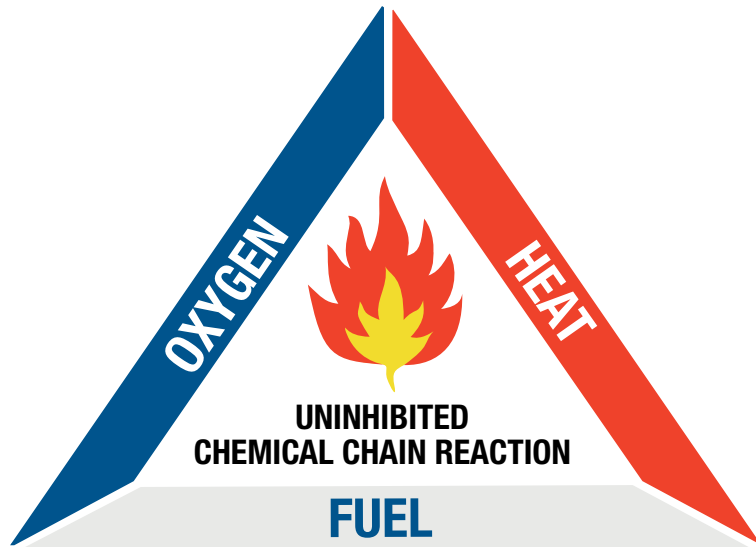
Review your assessment and update if necessary



6. Fire development

Considering the information contained in section 4 - 6 describe the most likely worst case scenario fire situation to be encountered

Include details of estimated fire development, heat and smoke generation



Action required :

Empty box for describing the most likely worst case scenario fire situation and including details of estimated fire development, heat and smoke generation.

7. Identifying people at risk

7.1 Identify people at risk

Details



Details of any persons considered to be particularly at risk E.G. lone workers, visitors, people with special requirements.

Action required

7.2 Young persons employed to work in premises :



Details

Additional action required

8. Raising the alarm

Means of detecting & giving warning of fire :

Details



Matters of concern



Action required

9. Escape routes

9.1 Are travel distances acceptable and can occupants reach a place of safety before a fire or smoke prevents them doing so :

Existing provision



Matters of concern

Action required

9.2 Escape routes and exits available for occupants :

Existing provision

Matters of concern

Action required

9.3 Means for ensuring escape routes can be safely used during evacuation :

Existing provision

Matters of concern

Action required

10. Evaluation procedures

Emergency action plan :

Existing procedures

Matters of concern



Action required

11. Fire safety management

11.1 Fire safety policy statement :

Details	Matters of concern	Action required

11.2 Fire safety management system in place :

Details	Matters of concern	Action required

11.3 Processes in place to monitor and review fire safety procedures in the premises :

Details	Matters of concern	Action required



12. Maintenance of equipment

Maintenance programme for preventive & protective measures :

Details	Matters of concern	Action required

13. Training

Fire safety training provided for relevant persons :

Details	Matters of concern	Action required



14. Records

Records of maintenance & training :

Details	Matters of concern	Action required

15. Co-operation & co-ordination

15.1 Procedures in place to ensure co-operation and co-ordination between occupiers of relevant premises :

Details	Matters of concern	Action required

15.2 Consultation carried out with interested parties during risk assessment process. E.G. employees/safety representatives :

Details	Matters of concern	Action required

15.3 Procedures in place for any necessary contact with external emergency services, particularly as regards to fire-fighting, rescue work, first-aid and emergency medical care :

Details	Matters of concern	Action required

16. Conclusions



Conclusion

Action required

18. Any other relevant information

What to do next:

1. Complete your assessment
2. Identify fire equipment shortages
3. Contact our team on **0800 316 3533** for free expert advise
4. Or go online: <https://www.seton.co.uk/fire-safety-equipment>

