



FIRE RISK ASSESSMENT

Introduction

This risk assessment template can be used for small and medium sized businesses, however, the responsible person will need to decide whether it will provide suitable and sufficient detail to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Cheshire Fire and Rescue Service provide this template in order to assist businesses in improving fire safety at their premises, but emphasise that the person completing it should be competent to do so.

Cheshire Fire and Rescue Service also emphasise that the content of the risk assessment and the identification and addressing of any significant findings are the responsibility of the responsible person.

The use of this risk assessment template is for guidance only and Cheshire Fire and Rescue Service reserve the right to take enforcement action where appropriate, even where the template has been used.

This document suggests information that should be contained in a fire risk assessment record. When completed in accordance with all suggestions it may serve as a record of a fire risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005.

It is important that the person completing this fire risk assessment consults with the relevant fire safety guide for the premises. These can be found at - www.cheshirefire.gov.uk/business-safety/fire-safety-guidance/fire-safety-guides

The simple recording of information within this document should be in a narrative form and not simply a Yes or No answer to a question.

FIRE RISK ASSESSMENT

1 PREMISES PARTICULARS

Premises name:

Use of Premises:

Address:

Owner/Employer/Person in control of the workplace:

Tel no:

Date of Risk Assessment:

Date of Review:

Name and relevant details of the person who carried out the Fire Risk Assessment:

2 GENERAL STATEMENT OF POLICY

Statement:

Signed:

Print Name:

Date:

3 MANAGEMENT SYSTEMS

Commentary:

4 GENERAL DESCRIPTION OF PREMISES

Description:

Occupancy:

Times the premises are in use: _____ to _____

The total number of persons employed within the premises at any one time:

The total number of persons who may resort to the premises at any one time:

Size:

Building footprint (metres x metres):

Number of floors:

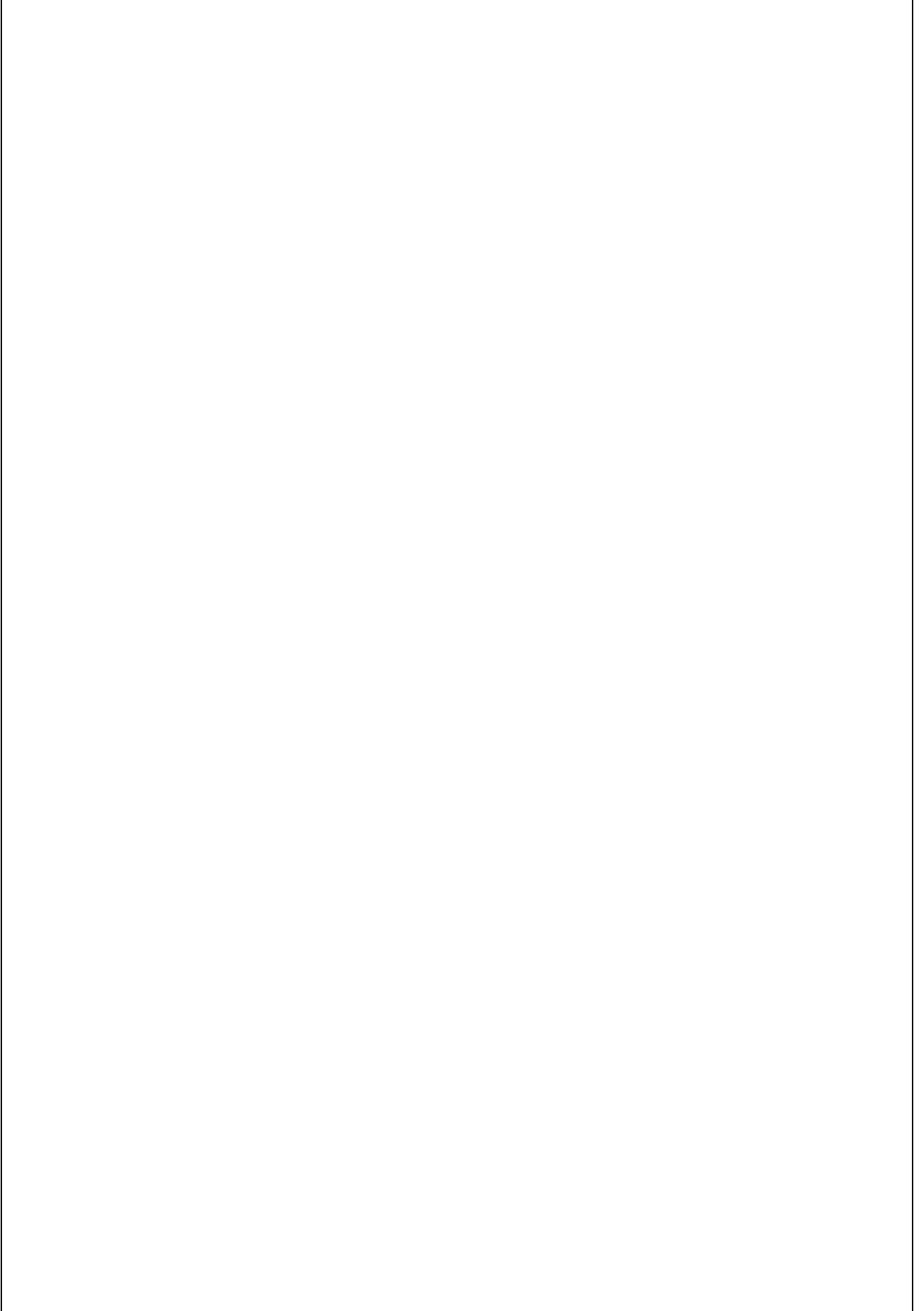
Number of stairs:

5 FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)

Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)

Other: (i.e. Sprinkler system to LPC rules BS 5306)



7 IDENTIFY FIRE HAZARDS

Sources of Ignition:

Sources of Fuel:

Work Processes:

Structural features that could promote the spread of fire:

8 IDENTIFY PEOPLE AT RISK

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk and what controls are or need to be in place:

9 MEANS OF ESCAPE – HORIZONTAL EVACUATION

Commentary:

10 MEANS OF ESCAPE – VERTICAL EVACUATION

Commentary:

11 FIRE SAFETY SIGNS AND NOTICES

Commentary:

12 FIRE WARNING SYSTEM

Commentary:

13 EMERGENCY LIGHTING SYSTEM

Commentary:

14 FIRE FIGHTING EQUIPMENT

Commentary:

15 MANAGEMENT - MAINTENANCE

Is there a maintenance programme for the fire safety provisions in the premises?

Yes No

Commentary:

Are regular checks of fire resisting doors, walls and partitions carried out?

Yes No

Commentary:

Are regular checks of escape routes and exit doors carried out?

Yes No

Commentary:

Are regular checks of fire safety signs carried out?

Yes No

Commentary:

Is there a maintenance regime for the fire warning system?

Yes No Weekly Annually

Commentary:

Is there a maintenance regime for the emergency lighting system?

Yes No Weekly Monthly Annually

Commentary:

Is there maintenance of the fire fighting equipment (by competent person)?

Yes No Weekly Annually

Commentary:

Are records kept and their location identified?

Yes No

Commentary:

16 METHOD FOR CALLING THE FIRE AND RESCUE SERVICE

Specify:

17 EMERGENCY ACTION PLAN (EAP)

Commentary:

18 TRAINING

Commentary:

19 FIRE SAFETY DEFICIENCIES TO BE RECTIFIED

Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified

* Insert additional pages if required

20 SIGNIFICANT FINDINGS

Significant Finding	Control Measure/Action

* Insert additional pages if required

21 ADDITIONAL HAZARDS

Specify:

Need to consult Fire and Rescue Service? Yes No