FIRE RISK ASSESSMENT
FOR SIMPLE PREMISES

Useful Contacts

Surrey Fire & Rescue Service HQ

01737 242444

Chief Fire Officer, Surrey Fire and Rescue Service Headquarters, Croydon Road, Reigate, Surrey RH2 0EJ

Useful Links

Surrey Fire and Rescue Service: www.surreycc.gov.uk/people-and-community/fire-and-rescue

What is a Fire Risk Assessment?

A Fire Risk Assessment is an organized and methodical look at your premises.

It should take into account the activities that occur there and the likelihood of a fire starting.

1. **Identify fire hazards**
   Identify: Source of ignition, source of fuel, sources of oxygen

2. **Identify people at risk**
   Identify: People in and around the premises, people especially at risk

3. **Evaluate, remove reduce and protect from risk**
   Evaluate the risk of a fire occurring
   Evaluate the risk to people from fire
   Remove or reduce fire hazards
   Remove or reduce the risk of people
   - Detection and warning
   - Fire-fighting
   - Escape routes
   - Lighting
   - Signs and notices
   - Mantenance

4. **Record, plan inform, instruct and train**
   Record significant finding andaction taken
   Prepare an emergency plan
   Inform and instruct relevant people, co-operate and co-ordinate with others
   Provide training

5. **Review**
   Keep assessment under review
   Revise where necessary

It aims to:
- Identify the fire hazards
- Identify the people at risk
- Reduce the risk of those hazards causing harm to as low as reasonably practicable.
- Determine what physical precautions and management arrangements are necessary to ensure the safety of persons in or around your premises

Introduction

The Regulatory Reform [Fire Safety] Order 2005 (RRFSO) replaces all previous fire safety legislation.

If you have previously conducted a Fire Risk Assessment under the Fire Precautions (workplace) Regulations 1999, you will need to perform a further review, taking into account those issues not covered by previous legislation.

Indemnity

This document has been produced as a tool to assist you in completing a *simple fire risk assessment*. It is used entirely at your own risk to identify what you consider are your significant findings, and also whether you consider the information therein to be suitable and sufficient. It is in no way exhaustive, and Surrey Fire & Rescue Service accepts no liability for any circumstances which may arise as a result of using this fire risk assessment template.

It should not be used if anyone sleeps at the premises or hazardous materials/processes exist. In these instances, we strongly recommend that you commission a fire risk assessment from a suitably qualified and experienced fire risk assessor.

Which risk assessment guide do I need?

The Government have produced a set of guides to assist you in what you have to do to comply with current fire safety legislation. These guides can be downloaded free of charge from the .GOV.UK website or you can follow the hyperlinks listed below. It is strongly recommended that you refer to the relevant guide before undertaking any fire risk assessment.

The guides are designed so that with limited formal training and experience, you can carry out a fire risk assessment and identify the general fire precautions you need to have in place at your premises. If, after reading through the applicable guides, you are unsure on how to apply the guidance then you should seek the advice of a competent fire risk assessor. In premises that have a more complicated risk profile (eg premises where people sleep or that have hazardous materials or processes) we strongly recommend that these should be assessed by a sector competent fire risk assessor.

Making your premises safe from fire https://www.gov.uk/government/publications/making-your-premises-safe-from-fire

Fire safety risk assessment: 5-step checklist
https://www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist

Offices and shops
https://www.gov.uk/government/publications/fire-safety-risk-assessment-offices-and-shops

Small and medium places of assembly
https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly

Means of escape for disabled people
https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people

Fire Risk Assessment Form

About the premises

Question	Answer
Name of premises	
Address of premises	
Telephone number	
Name of assessor	
Date assessed	
Premises description and fire safety measures provided (fire alarm, emergency lighting, sprinklers, escape routes etc.	
Are persons at work on the ground floor, how many persons are there? Please provide details	
Are persons at work above or below the ground floor, how many persons are there? Please provide details	

Question	Answer
Are there explosive or highly flammable substances stored in or under the building?	

The assessment will demonstrate an acceptable level of fire safety provision if all the questions in the first column are answered 'No', or if the existing control measures are adequate. **If existing control measures are inadequate, additional measures must be implemented and the risk re-assessed.**

Stage 1 - Fire Hazard Identification

Hazard	Yes/ No	Detail existing control measures	Adequate? Yes/ No	Detail further measures required
Are there highly flammable materials or explosives stored on premises?				
Are substances that can be readily burned kept on the premises?				
Are combustible waste materials allowed to accumulate on premises?				
Are foam materials stored or used on the premises?				

Hazard	Yes/ No	Detail existing control measures	Adequate? Yes/ No	Detail further measures required
Are the walls or ceiling linings within the premises combustible?				

Other relevant fire hazard information (If identified, please give as much information as possible)

Stage 2 - Ignition Source Identification

Hazard	Yes/ No	Detail existing control measures	Adequate? Yes/ No	Detail further measures required
Is smoking allowed on premises?				
Is it possible for a malicious fire to develop on premises at any time?				
Is there any cutting, welding or any other processes involving hot surfaces?				

Hazard	Yes/ No	Detail existing control measures	Adequate? Yes/ No	Detail further measures required
Are there any naked flames on the premises?				
Are portable heaters used on the premises?				
Are any combustible materials stored close to a heat source?				

Stage 2 - Ignition Source Identification (continued)

Hazard	Yes/ No	Detail existing control measures	Adequate? Yes/No	Detail further measures required
Are the electrical installations and any electrical equipment safety tested?				
Are there any flammable liquids or materials in regular daily use?				

Other ignition sources or relevant information (Please give as much information as possible)

Stage 3 - Risk to Persons on the Premises

Hazard	Yes/ No	Detail existing control measures	Adequate? Yes/No	Detail further measures required
Staff at work in a high risk area?				
Are there any persons unlikely to react or react slowly to the fire alarm?				
Persons other than staff on the premises?				
Can people evacuate the premises quickly?				

Other information (Please give as much information as possible)

Stage 4 - Fire Safety Provision

Hazard	Yes/No	Detail existing control measures	Adequate? Yes/No	Detail further measures required
Is there only one exit route from anywhere in the premises?				
Are any escape routes not negotiable to mobility-impaired persons?				
Do all final exit doors open in the direction of escape?				
Are all fire exit doors openable without a key, code and only have one mechanism?				
Is signage denoting escape routes suitable and sufficient?				
Is emergency lighting on escape routes suitable and sufficient?				

Stage 4 - Fire Safety Provision (continued)

Hazard	Yes/ No	Detail existing control measures	Adequate? Yes/ No	Detail further measures required
Is the general standard of housekeeping within the premises satisfactory?				
Are all routes required for escape purposes clear of obstructions and combustible storage?				

Other relevant fire safety provisions (Please give as much information as possible)

Stage 5 - Fire Safety Systems

Hazard	Yes/ No	Detail existing control measures	Adequate? Yes/ No	Detail further measures required
Could a fire develop undetected?				
Is the premises vulnerable to an arson attack?				
Could any person on the premises be unaware of a detected fire?				
Could there be a delay in calling the fire service in the event of fire?				
Is existing firefighting equipment suitable and sufficient?				
Are your emergency procedures suitable and sufficient?				

Other relevant fire safety system information (Please give as much information as possible)

Maintenance and Testing of Fire Safety Equipment

Question	Answer
Is the fire alarm system Tested weekly?	Yes/ No
Is the fire alarm system serviced and maintained in accordance with BS-5839 Part 1?	Yes/ No
Is the emergency lighting System tested monthly?	Yes/ No
Is the emergency lighting system serviced and maintained In accordance with BS-5266 Part 1?	Yes/ No
Is the portable firefighting Equipment checked Monthly?	Yes/ No
Is the portable firefighting equipment serviced and Maintained in accordance with BS-5306?	Yes/ No
Are there any fixed Firefighting installations?	Yes/ No
Are all fixed firefighting installations serviced and maintained in accordance with relevant standards?	Yes/ No

The results of all fire safety testing should be recorded in a suitable Fire Logbook. If you do not have a logbook, you can download our example free of charge from: https://www.surreycc.gov.uk/people-and-community/surrey-fire-andrescue (Hyperlink to logbook template)

Instruction and Training for Employees

Are all staff given fire safety instruction on a six-monthly basis? Three-monthly for staff on night duties: Yes/ No

These instructions should include:

- The action to take on discovering a fire
- How to raise the alarm
- What actions to take on hearing the fire alarm
- Arrangements for calling the fire service
- The evacuation procedure including location of escape routes, how to open escape doors
- Location of assembly point and procedures to be adopted there

Type and location of firefighting equipment and how to use it

Is an evacuation drill (where one of the exits is blocked by fire) conducted as often as necessary: Yes/ No

The results of all fire safety testing should be recorded in a suitable Fire Log Book (Hyper link)

Make a list of the fire safety deficiencies found from the fire risk assessment. Record the remedial works required. Prioritise them and assign a date and name for whoever is responsible for rectifying the deficiencies.

When the remedial works are completed amend the fire risk assessment to produce an up-to-date record of the fire safety provisions within the premises.

Fire Safety Deficiencies to be rectified, by whom, priority and completion date

Date deficiency identified	Nature of deficiency and works required	Person responsible to action	Priority level (Low, Medium or High)	Date work completed

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Having completed your fire risk assessment make sure all staff are aware of it and that it is available for their perusal at any reasonable time.

It should also be available for inspection by any fire safety officer or a representative of any other statutory body.

The process of risk assessment is dynamic. It should be reviewed whenever there are any alterations or changes to the premises or to practices or processes carried out therein. In any case, a review of the assessment should be carried out annually. Further guidance on reviewing your fire risk assessment can be found on https://www.surreycc.gov.uk/people-and-community/surrey-fire-and-rescue

Date of next risk assessment/ review:

Schedule of Responsibilities

The fire precautions listed below and the recommendations in this document are required to be maintained by the responsible person at all times when the premises are occupied, and are deemed to include relevant persons (i.e. any person lawfully on the premises and any person in the immediate vicinity), members of staff, contractors and cleaning staff employed to work on the premises.

Fire precautions	Recommendations
Means of Escape	Should be kept clear and available at all times when the premises is occupied, and be kept free from **all** obstructions and combustible material - a substance (solid or liquid) that can be burned. They should be properly maintained and all fire doors leading onto escape routes should be kept shut when not in use. Emergency exit doors should generally open in the direction of escape.
Locks and fastenings	Doors required for escape purposes should be fitted with simple fastenings. The operation of these should not require the use of a key or the need to manipulate more than one mechanism.
Fire Alarm System	The method of raising the alarm must be known to all staff and capable of alerting all persons within the premises of a fire irrespective of their location. Where an electronic fire alarm system is fitted, this should be in working order and tested and maintained in accordance with the relevant code of practice.
Electronic security devices	All doors fitted with such mechanisms should be operable in the event of a power failure. The device should also release when the fire alarm system is actuated. These doors should also be provided with a (green) break-glass release point on the side from which escape is required.
Portable fire-fighting equipment	The premises should be provided with appropriate fire-fighting equipment which should be kept available for use at all times and maintained in accordance with the relevant code of practice. It should be kept ideally in a prominent, unobstructed location.

Fire precautions	Recommendations
Signs and Notices	Signs must be used where necessary to help persons identify escape routes and locate items of fire-fighting equipment. These signs should comply with the Health and Safety (Safety Signs and Signals) Regulations 1996, and incorporate a graphic symbol.
Emergency Lighting	(Where fitted) Should be in working order and maintained in accordance with the relevant code of practice.
Fire Safety Training	All employees and contractors employed to work in the premises should be trained in the emergency procedures, and up to date records of training kept. Employers/ responsible persons should nominate employees to assist in implementing the fire safety measures where necessary (and offer the relevant training).
Persons with mobility or sensory impairment	Procedures in respect of persons with mobility or sensory impairment should be included in the emergency procedures, and special arrangements made as appropriate.
Fire Hazards	The use of flammable materials should be kept to a level that is **as low as reasonably practicable.** Any flammable materials should be sensibly stored so as not to be exposed to the risk of ignition.
Fire Precautions Records & Emergency Action Plan	All records in respect of maintenance and testing of fire safety equipment and the emergency action plan should be kept up to date and available for inspection by any authorised person. The emergency action plan should be in a written format and include: • **Action on discovering a fire,** • **What to do if the fire alarm sounds,** • **Calling the fire service,**

Fire precautions	Recommendations
	• **Evacuation of the premises- including arrangements for those particularly at risk,** • **Power and process isolation,** • **Location of assembly points,** • **Liaison with emergency services,** • **Use of emergency escape routes,** • **Location and use of fire-fighting equipment,** • **Responsibilities and duties in case of fire,** **Any training necessary to establish the above.**