

Fire Safety Guidance: Self-Assessment Form
Reference: RROToolkit-49149EL03

Assessment results

MEDIUM RISK

Building details

You occupy premises of 4-6 storeys.

Your premises have one basement.

The approximate floor area occupied by your premises you have indicated as up to and including 10,000 m² total floor area.

Use of premises

Please select one of the following that best describes the primary use of the premises: *

Valuation Officer Code:

Occupancy

Maximum number of persons using the premises up to and including 100.

You have indicated mobility of occupants for this type of occupancy is average.

Your premises is used by only one company/occupier.

Planning

Has a specific fire risk assessment of the premises been carried out covering all significant fire risks?: *

Your risk assessment should be suitable and sufficient and identify all significant findings. Control measures detailing how significant findings are being controlled should be shown. Your assessment should be kept under review.

Is the means of escape adequate for the number of persons likely to be on the premises at any one time?: *

All means of escape unless in normal use should be clearly indicated and maintained free from obstruction.

Are arrangements in place to review the fire risks present in the premises?: *

Your premises should continually be monitored and kept under review to maintain good fire safety management.

Do you have a clear company policy on fire safety?: *

Your company policy should be reviewed regularly to ensure it continues to be relevant.

Is there an effective emergency plan for the premises?: *

Your emergency plan should be reviewed regularly, to ensure it continues to be relevant. Exercises to test your emergency

plan should be carried out involving your staff, those with specific roles should be trained to enable them to fulfil the plans requirements.

Is the emergency plan communicated to all staff?: *

Staff should continue to receive regular training on the requirements of your emergency plan.

Is the fire safety equipment and systems protecting your premises tested and maintained by a competent person?: *

Your testing and maintenance programmes should continue on a regular basis to ensure all equipment and systems will operate in case of fire.

Do you record the testing and maintenance of fire safety equipment and systems?: *

Your records should be maintained up to date and regularly inspected by management.

Do you carry out fire safety training with your staff on a regular basis?: *

Regular staff training should be continued involving all staff. Records of staff training and those who have received it should be kept and maintained.

Are the premises provided with adequate fire warning arrangements?: *

Regular testing of your fire warning arrangements should be carried out to ensure they are working correctly. Where practical, staff and visitors should be made aware of the sound of the alarm. Do ensure you have considered those with special needs.

Have you provided sufficient and suitable fire fighting equipment?: *

Regular checks should be made to ensure fire fighting equipment is maintained and readily available. Staff should be adequately trained in the use of the equipment and know which type of extinguisher should be used on the different fires which may occur at your premises.

Fire setting, arson and control systems

Fire setting and arson

Have you taken prevention measures to reduce arson attacks?: *

Arson prevention measures should always be kept under review especially if there is a change in circumstances. Consider both internal and external areas of your premises, and be mindful of any arson fires, petty crime and vandalism that may be affecting neighbouring property. These are indicators of an increase in risk of arson.

Have there been any deliberate fires set involving your premises or in the area of your

premises (arson)
over the last 3
years?: *

The possibility of arson should be considered as part of the risk assessment and it is one that you can control. The risk of arson can be greatly reduced by having good security and by ensuring that flammable materials stored outside do not put the workplace at risk. Local authorities and the police co-operate with other organisations (including the fire authority) to implement strategies to reduce crime and disorder in their local area. You should seek advice from the local police or the fire authority who will involve other agencies as appropriate. The Arson Prevention Bureau can provide guidance on arson related issues and can be located by logging on to <http://www.arsonpreventionbureau.org.uk>

Sprinkler systems

Is there a working
sprinkler system in
the premises?: *

No

Not all premises have a sprinkler system, but it should be obvious that one be installed either throughout or partially in your premises. Normally it is large complex premises that have such systems, but if you require further advice please contact your local fire and rescue service.

If yes, does the
working sprinkler
system cover the
whole premises?:

Nothing selected

Normally sprinkler systems are installed to the British standard which requires them to cover the whole premises. However there may be exceptions. If you are unsure why your system is installed like it is, or you feel it should be reviewed you should consult either the fire authority or other fire specialist for advice. Please contact your local fire and rescue service for further assistance.

Smoke control systems

Is there a working
smoke control
system in the
premises?: *

Yes

Automatic smoke ventilation systems vary considerably but when installed should be regularly tested and maintained by a competent person. They may have formed part of a statutory requirement for the purpose of protecting life or property or both. They may form part of a fire engineering strategy incorporating other fire provisions. If you are unsure on any of these facts you should consult either the fire authority or other fire specialist for advice. It is extremely important that the system should be maintained in working order, to provide the protection it was designed to achieve, failure to maintain it may have an effect on any insurance claim as a result of fire loss. All maintenance and tests should be recorded.

If yes, is it operated
by the smoke
detection system?:

Yes

It is likely that your system has been installed as a statutory requirement, or possibly following an instruction from your insurers. It is important that both systems are regularly tested and maintained to ensure effective working when required. All tests and maintenance should be recorded.

Importance of premises and hazards

Importance of premises

Is company sole
supplier of high value
or unique goods
and/or services in
the UK?: *

No

You indicated that your company is not a sole supplier of high value or unique goods and/or services in the UK.

Are premises a
building of National
or International
importance?: *

No

You indicated that your premises is not a building of National or International Importance.

Would loss of

premises by fire have significant impact on the local community?: *

You indicated that your premises would not have a significant impact on the community if lost to fire.

Hazards

Does premises contain substances/materials which if subject to fire cause a serious impact on the environment?: *

Maintain awareness for any new processes or storage involving hazardous substances or materials and where they materialise a review of your risk assessment should be completed, with any significant findings identified acted upon.

Are there any structures, hazardous processes, explosives, highly flammable materials in premises which could be hazardous to firefighters?: *

Maintain awareness for any new processes or storage involving hazardous substances or materials and where they materialise a review of your risk assessment should be completed, with any significant findings identified acted upon.

FIRE SAFETY RISK ASSESSMENT

► Follow the 5 key steps ► Fill in the checklist ► Assess your fire risk and plan fire safety

1 Fire hazards

Fire starts when heat (source of ignition) comes into contact with fuel (anything that burns), and oxygen (air).

You need to keep sources of ignition and fuel **apart**.

How could a fire start?

Think about heaters, lighting, naked flames, electrical equipment, hot processes such as welding or grinding, cigarettes, matches and anything else that gets very hot or causes sparks.

What could burn?

Packaging, rubbish and furniture could all burn, just like the more obvious fuels such as petrol, paint, varnish and white spirit. Also think about wood, paper, plastic, rubber and foam. Do the walls or ceilings have hardboard, chipboard, or polystyrene? Check outside, too.

- Have you found anything that could start a fire?

Apart from woodburner, no

- Have you found anything that could burn?

Apart from logs for the woodburner, no

2 People at risk

People at risk

Everyone is at risk if there is a fire. Think whether the risk is greater for some because of when or where they work, such as night staff, or because they're not familiar with the premises, such as visitors or customers. Children, the elderly or disabled people are especially vulnerable.

Have you identified?

- Who could be at risk?
 Who could be especially at risk?

None more than normal.

3 Evaluate, and act

Evaluate

First, think about what you have found in steps 1 and 2: what are the risks of a fire starting, and what are the risks to people in the building and nearby?

Remove and reduce risk

How can you avoid accidental fires? Could a source of heat or sparks fall, be knocked or pushed into something that would burn? Could that happen the other way round?

Protect

Take action to protect your premises and people from fire.

- Have you assessed the risks of fire in your workplace?
 Have you assessed the risk to staff and visitors?

- Have you kept any source of fuel and heat/sparks apart?
If someone wanted to start a fire deliberately, is there anything around they could use?
 Have you removed or secured any fuel an arsonist could use?
 Have you protected your premises from accidental fire or arson?

How can you make sure everyone is safe in case of fire?

- Will you know there is a fire?
 Do you have a plan to warn others?
 Who will make sure everyone gets out?
 Who will call the fire service?
 Could you put out a small fire quickly and stop it spreading?

How will everyone escape?

- Have you planned escape routes?
 Have you made sure people will be able to safely find their way out, even at night if necessary?
 Does all your safety equipment work?
 Will people know what to do and how to use equipment?

Make a note of what you have found.

4 Record, plan and train

Record

Keep a record of any fire hazards and what you have done to reduce or remove them. If your premises are small, a record is a good idea. If you have five or more staff or have a licence then you must keep a record of what you have found and what you have done.

Plan

You must have a clear plan of how to prevent fire and how you will keep people safe in case of fire. If you share a building with others, you need to coordinate your plan with them.

Train

You need to make sure your staff know what to do in case of fire, and if necessary, are trained for their roles.

- Have you made a record of what you have found, and action you have taken?

- Have you planned what everyone will do if there is a fire?
 Have you discussed the plan with all staff?

Have you?

- Informed and trained people (practised a fire drill and recorded how it went)?
 Nominated staff to put in place your fire prevention measures, and trained them?
 Made sure everyone can fulfil their role?
 Informed temporary staff?
 Consulted others who share a building with you, and included them in your plan?

5 Review

Keep your risk assessment under regular review. Over time, the risks may change.

If you identify significant changes in risk or make any significant changes to your plan, you must tell others who share the premises and where appropriate re-train staff.

Have you?

- Made any changes to the building inside or out?
 Had a fire or near miss?
 Changed work practices?
 Begun to store chemicals or dangerous substances?
 Significantly changed your stock, or stock levels?
 Have you planned your next fire drill?

Completed the checklist? Do you need more information?

The checklist above can help you with the Fire Risk Assessment **but** you may need additional information especially if you have large or complex premises.

We have produced a series of guides for different business sectors. These guides will give you more information about how to carry out a Fire Risk Assessment, with specific advice for your type of premises. These guides are free to download at www.communities.gov.uk/fire