

Fire Risk Assessment For Simple Premises



Responsible Person <i>(Employer or other person having control of the relevant premises)</i>			
Company / Premises Name			
Address of Premises			
Postcode			
Primary Use of Premises <i>(Hotel, Shop, Office, Factory etc.)</i>			
Assessor:			
Date of Fire Risk Assessment			
Alteration Notice in Force	YES	NO	
Premises License, Registration or Certification Required	YES	NO	
Subsequent Review Dates			
Reviewed by		Date	

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Useful Contacts

Contact	Telephone Number
MFRS Service Head Quarters	0151 296 4000
MFRS Website	www.merseyfire.gov.uk
Local Fire Safety Unit	
Fire Log Book	http://www.merseyfire.gov.uk/asp/protected/logBook.aspx

Introduction

The Government has published specific guides on fire risk assessment appropriate to various premises types intended for this assessment process. Persons undertaking the fire risk assessment should utilise these to obtain further information and clarification for each step of the assessment process. Please see the section 'Useful Web Addresses' – 'which guide do I need' below to download a free copy.

Fire Safety Risk Assessment (FRA)

This form is intended to assist small businesses in carrying out a fire safety risk assessment. It is suitable for use in **simple premises, with a simple internal layout and small numbers of people present, e.g. small offices, shops or industrial units and where people can escape unaided.**

In buildings with complicated escape arrangements, large numbers of people or high fire safety risk processes a more comprehensive fire safety risk assessment or specialist knowledge may be necessary.

The enclosed information follows a simple **5 step guide** to completing a suitable assessment.

- 1. Identify the fire risks**
- 2. Identify people at risk**
- 3. Evaluate, remove, reduce and protect from risk**
- 4. Record, plan, inform, instruct and train**
- 5. Review**

The fire safety risk assessment does not need to be complicated, it should be a common sense review to identify the hazards (what could start a fire and what could burn), followed by consideration of the possible effects of a fire on people using the building. The important thing is that the fire safety risk assessment is systematic to ensure that every part of the premises is assessed. **Every room, space or area, especially those not often used, should be included.**

If five or more people are employed, or the premises is subject to a license it is a requirement that any significant findings are recorded; however it is recommended that a written record is produced on all occasions to assist with the process of on-going reviews and to **readily provide evidence that an assessment has been undertaken.**

If you identify any significant risks you should consider if they can be reduced: first by removing the hazards and secondly by providing fire protection measures (e.g. automatic fire detection). These points should be addressed within the '**Additional Control Measures Required**' section. If your premises are located within a larger building and if a fire in your business could affect your neighbours, you should share the findings of your fire safety risk assessment with your neighbours.

Your fire safety risk assessment should be considered as a live document and must be kept up to date. It is important to update the assessment if anything is changed that might affect the risk such as -:

1. Changes in legislation
2. Any significant change of work practices.
3. Changes in key personnel, particularly those with Fire Safety Duties
4. Any significant change in staff levels.
5. Any structural or material alterations to the premises.
6. Any near miss or fire.
7. Where there are no significant changes the FRA should be reviewed at least annually

Note: This list is not exhaustive and consideration to the FRA should be given for any activity that may increase the risks either in case of fire or the potential for fire to start.

Compartmentation

Your premises may be subdivided into compartments separated by fire resisting floors and walls to help prevent fire spread -:

- From one building to an adjoining building
- From one part of a building to another part of the same building
- Maintain effective escape routes
- To reduce the chances of a fire becoming large and more dangerous not only to occupants and fire service personnel but also to people in the vicinity of the building

Where you have concerns relating to compartmentation it is recommended you seek further professional advice; however the primary use of this document is for simple premises.

Fire detection and Warning systems

You must have a suitable means of detecting and giving warning of fire in your premises.

In some small, open plan, single storey offices and shops a fire may be obvious as soon as it starts. In these cases a shout of "Fire" or a simple manually operated device such as an air horn, gong or whistle that can be heard throughout the premises may be sufficient.

Where a simple shout or manually operated device is not adequate an electrical fire warning system may be required.

You may require an automatic fire detection system -:

- If you have areas where people are isolated or remote and could become trapped by a fire because they are unaware of its development, such as lone workers.
- If you have areas where a fire can develop unobserved (e.g. store rooms).
- As a compensating feature e.g. for inadequate structural fire protection, in dead ends or where there are extended travel distances.

Fire Fighting Equipment

You have a responsibility for the provision of appropriate firefighting equipment within your premises; checking it is in the correct position and in satisfactory working order.

As a rule of thumb you should have one extinguisher for every 200m² of floor space, with at least one on each floor.

Please refer to the relevant guide from the “Which guide do I need” section on page 5 of this document

Appropriate staff should be trained in the use of firefighting equipment.

Emergency Plan

The findings of the fire safety risk assessment should be used to prepare an emergency plan. The plan should set out to include what to do in case of fire, identify the escape routes, where to assemble and how to contact the Fire and Rescue Service. The fire safety equipment and any equipment that provides a possible ignition source (e.g. cooking, electrical appliances, etc.) should be regularly maintained to reduce the chance of fire and the risk to people. Frequent checks should also be made to make sure that the storage of materials, especially flammable materials, does not increase the risk of fire or prevent the use of escape routes. It is important that all members of staff know how to prevent fires and what to do if a fire does occur. To make sure that the emergency plan works regular fire drills should be carried out. For further guidance on the Regulatory Reform (Fire Safety) Order 2005 and for information and guidance on carrying out your fire safety risk assessment visit

Useful Web Addresses

The Web Addresses below will direct you to specific pages within the www.merseyfire.gov.uk web site.

Employers Responsibilities

<http://www.merseyfire.gov.uk/aspix/pages/protection/regReformsInfoForEmployers.aspx>

Risk Assessment

<http://www.merseyfire.gov.uk/aspix/pages/protection/fireRiskAssessment.aspx>

5 Steps to Risk Assessments

<http://www.merseyfire.gov.uk/aspix/pages/protection/FSO2005.aspx>

Information on Significant Findings

<http://www.merseyfire.gov.uk/aspix/pages/protection/significantFindings.aspx>

Information on Action plans

<http://www.merseyfire.gov.uk/aspix/pages/protection/actionPlans.aspx>

Information on Emergency Plans

<http://www.merseyfire.gov.uk/aspix/pages/protection/emergencyPlans.aspx>

Fire Safety Log Book (Free Download)

<http://www.merseyfire.gov.uk/aspix/pages/protection/logBook.aspx>

Which guide do I need? (Free Download)

<http://www.merseyfire.gov.uk/aspix/pages/protection/governmentGuides.aspx>

A Guide to assist identifying and choosing a Competent Fire Risk Assessor

http://www.merseyfire.gov.uk/aspix/pages/protection/pdf/Choosing_a_Compentent_Fire_Risk_Assessor.pdf

Frequently asked questions – Regulatory Reform (Fire Safety) Order 2005

<http://www.merseyfire.gov.uk/aspix/pages/protection/FSO-FAQ.aspx>

How to investigate and reset your fire alarm

INDEMNITY

This document has been produced as a tool to assist you in completing a fire safety risk assessment of your premises. 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 Merseyside Fire and Rescue Service accepts no liability whatsoever for any circumstances which may arise as a result of using this tool.

Further guidance can be found in The Regulatory Reform (Fire Safety) Order 2005 – Guides.

Fire Safety Policy Statement

Statement:

'It is the policy of to protect all persons including employees, visitors, contractors and members of the public from potential injury and damage to their health which might arise from work activities. We will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose'.

Signed:.....Date:

(Print name)

Responsibilities

Date	Name	Responsibility	Contact Number

GENERAL INFORMATION

Premises Description

Give a general description of the premises and the use to which it is put. Where appropriate indicate Hours of the day and days of the week the premises is used.

Approximate Number of persons present in the premises at any one time** (Include Staff, service users, customers, visitors and contractors etc.)			
Day time		Night time	
Approximate floor area m² (include all floors of responsibility)			
Approximate size of ground floor m²			
Number of floors in building (including basements)			
Number of basement or cellar levels			
Number of floors occupied			
Number of Stairs			
Construction of building (Approximate Age, brick, timber, tiled pitch roof, purpose built or converted etc.)			
Please indicate, within the last 3 years, for your premises the numbers of			
Fires		False Alarms**	
Additional Information			

** Detail break down is given in the “Identify People at Risk” section

Plan Drawing

Complete a simple line drawing of the premises and identify your fire safety provisions including escape routes, extinguishers, emergency lighting and fire alarm.

KEY

Escape Routes Fire Extinguishers Smoke Detectors SD Heat Detectors HD
 Fire Alarm Sounders Emergency Lighting EL Manual Break Glass Point MBGP

Use additional sheets for additional floor levels

.....Floor

Identifying Ignition and Fuel Sources

Noughts & Crosses - As an aid to identifying the hazards within your premises it's possible to use a system of *noughts* and *crosses*, using a **X** to mark **ignition sources** and a **O** for **fuel sources**.

Type	Location	Are existing control measures suitable?	
Naked Flames		YES	NO
Portable Heaters and Heating Equipment		YES	NO
Electrical Equipment		YES	NO
Cooking Equipment		YES	NO
Work Process Risk(s)		YES	NO
Arson		YES	NO
Smoking Materials		YES	NO
Other Sources (including Contractors)		YES	NO



If you have answered NO to any question above complete the details below: -

<i>Additional Control Measures Required</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>

Step 1 ~ Identify Fire Hazards (Sources of Fuel and Oxygen)

Type	Location	Are existing control measures suitable?	
Wood / Paper /Cardboard		YES	NO
Plastics / Rubber / Foam		YES	NO
Retail Stock		YES	NO
Furniture and Fixings (Curtains, blinds etc.)		YES	NO
Flammable Material (gases / liquids / paints / thinners / glues)		YES	NO
Display Materials or Decorations		YES	NO
Waste Materials (refuse, packaging)		YES	NO
Building Structure		YES	NO
Oxygen Supplies (air conditioning units / bottles / piped supply)		YES	NO



If you have answered NO to any question above complete the details below: -

<i>Additional Control Measures Required</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓			
✓			
✓			
✓			
✓			
✓			

Step 2 ~ Identifying People at Risk

Type	Findings	
	Day	Night
Numbers Risk :		
Employees & Volunteers (working)		
Public, Customers, Service Users, Visitors, Contractors etc.		
Sleeping occupants : <i>(Details of numbers - public/staff)</i>		
Sensory Risk : People with visual and / or hearing impairment(s) (personal emergency evacuation plan (PEEPS))		
Mobility Risk : People with physical impairments (PEEPS)		
Lone Workers / People Working in Isolation		
Young person's : (Individual Risk Assessment provided for those persons under 16 yrs.)		
Others : (Details of Elderly/Infirm/Mental Ability)		
Additional Details :		

Step 3 ~ Evaluate, Remove, Reduce and Protect From Risk

Are ignition sources controlled to reduce the chances of fire?	YES		NO
Are combustible materials kept away from ignition sources?	YES		NO
Are all windows and openings closed last thing at night?	YES		NO
Is your means for giving warning of fire adequate for your premises?	YES		NO
Will everybody be warned if an alarm of fire is raised?	YES		NO
Can everyone escape without assistance?	YES		NO
Is the means of escape adequate for the layout of the building?	YES		NO
Are all fire exits easily identified by correct signage?	YES		NO
Are escape routes free from obstruction and storage?	YES		NO
Are all doors on escape routes easily opened without a key or code?	YES		NO
Do all doors on escape routes open in the direction of escape?	YES		NO
Can everyone escape in a reasonable time?	YES		NO
Are escape routes adequately lit if the regular lighting system fails?	YES		NO
Is the lighting adequate to illuminate circulation routes?	YES		NO
Do you have firefighting equipment?	YES		NO
Is the firefighting equipment adequate for the risks present?	YES		NO
Are housekeeping and general waste management adequate?	YES		NO
Are security arrangements sufficient to prevent unauthorised access?	YES		NO
Are measures adequate to prevent the incidents of arson?	YES		NO
Are your premises free of any large open roof spaces or concealed ceiling voids?	YES		NO
Would a fire in your premises be contained wholly within it?	YES		NO
Can the fire service easily get to your premises?	YES		NO



If you have answered NO to any question above complete the details below: -

<i>Additional Control Measures Required</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓			
✓			
✓			
✓			
✓			
✓			

Step 4 ~ Record, Plan, Inform, Instruct and Train

You must record your fire safety arrangements – this includes:

Have you made an emergency plan that takes into account disabilities?
 Have you provided fire instruction and staff training? (Log Book)
 Are there records of fire drills to test your training and emergency plan? (Log Book)
 Are there records of maintenance on all fire safety measures? (Log Book)
 Have you recorded the significant findings of this assessment (Action Plan)

YES	NO

If you have answered NO to any question above complete the details below: -

<i>Additional Control Measures Required</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓			
✓			
✓			
✓			
✓			

Step 5 ~ Review

Your fire safety risk assessment must be kept up to date

Date of next review

It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) **OR** if you make changes to the layout of your premises, any changes to work processes, significantly increase the amount of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time opening etc.) or any failures in your fire safety precautions then you should review your fire safety risk assessment.

/ / 20

SIMPLE PREMISES FIRE SAFETY RISK ASSESSMENT

LEVEL OF FIRE RISK

In premises where there is a likelihood of a fire starting and spreading quickly, or a fire could start and grow undetected, and affecting the escape routes before people can use them, then the level of risk should normally be regarded at 'higher'. Such premises might include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g. heat producing machinery and processes; premises where significant numbers of the people are present and might move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread.

In premises where there is a low occupancy level and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire starting; few if any highly combustible or flammable materials or other fuels for a fire; fire is unlikely to spread quickly; and will be quickly detected so that all people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as 'lower'. In most cases however, the risk will usually be 'normal'.

Taking into account both the active and passive fire prevention measures and general fire precautions observed at the time of this fire safety risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low **Normal** **High**

In this context, a definition of the above terms is as follows: -

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Normal: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls.

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Note that, although the purpose of the above is to place the risk of fire in context, the approach to fire safety risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this fire safety risk assessment should be addressed by implementing all the recommendations contained in the following action plan.

(Example)

EMERGENCY ACTION PLAN

ASSEMBLY POINT

REAR CAR PARK

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSEMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY

ALTERNATIVE ACCOMMODATION

- IN THE EVENT OF BEING UNABLE TO RETURN TO THE BUILDING IN A SHORT TIME, ARRANGEMENTS HAVE BEEN MADE WITH

**

** TO PROVIDE TEMPORARY SHELTER AND OFFICE FACILITIES. BACK-UP COMPUTER RECORDS AND PHONE DIVERSIONS ARE AVAILABLE THERE TO ASSIST WITH BUSINESS CONTINUITY.

NB-: please refer to the “Useful Web Addresses” section for information relating to MFRS policy on responding to automatic fire alarms and “How to investigate & Reset Your Fire Alarm”

Your emergency action plan / Fire instruction notice should be prominently visible

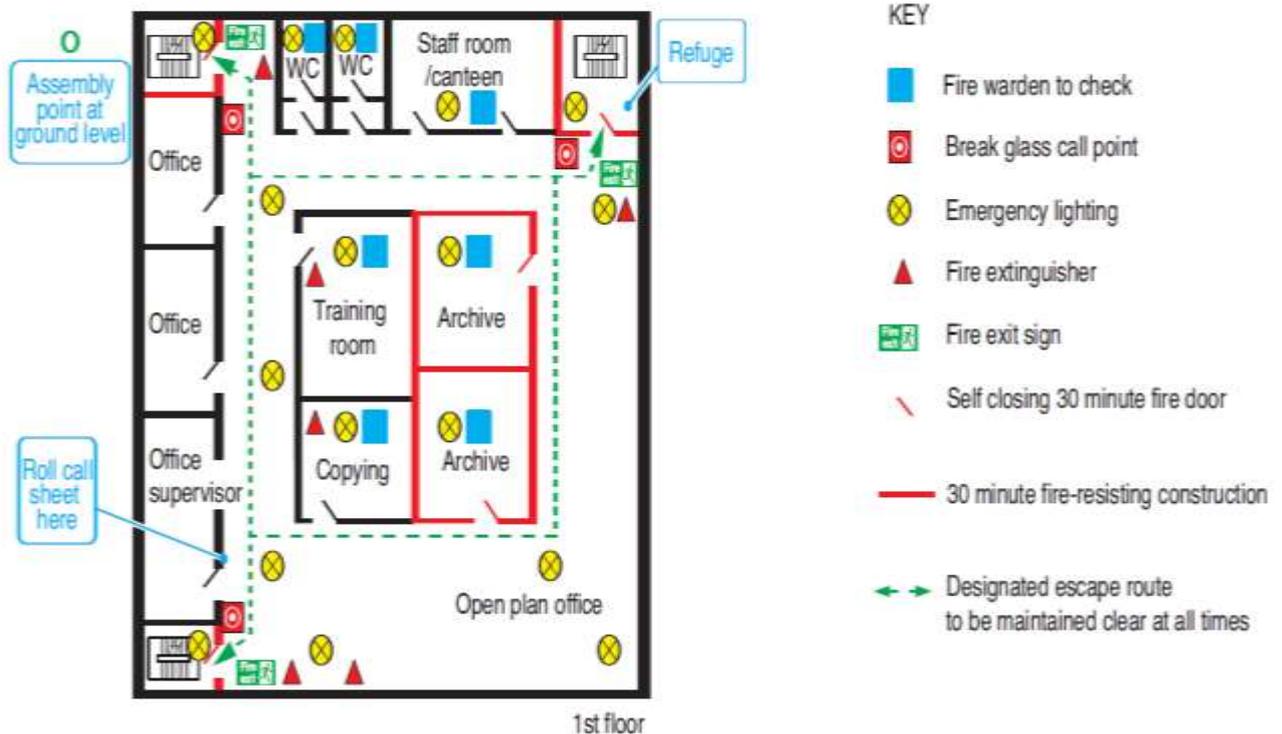
(Example)

Plan Drawing

The following plan drawings are examples found in the relevant Fire safety Risk Assessment Guides, which are available freely to download at -:

<http://www.merseyfire.gov.uk/asp/pages/protection/governmentGuides.aspx>

Offices & Shops



Residential Care Premises

- 1 Electrical equipment
- 2 Gas fire
- 3 Deep fat fryer
- 4 Shredder & photocopiers
- 5 Boiler
- 6 Petrol can for lawnmower
- 7 Computers & paper
- 8 Dryers & washing machines

○ Fire alarm break glass call point

⊗ Emergency escape lighting

ⓔ Exit sign

▲ 9 litre water gas type fire extinguisher

▲ 9 Kg dry powder type fire extinguisher

△ Fire blanket

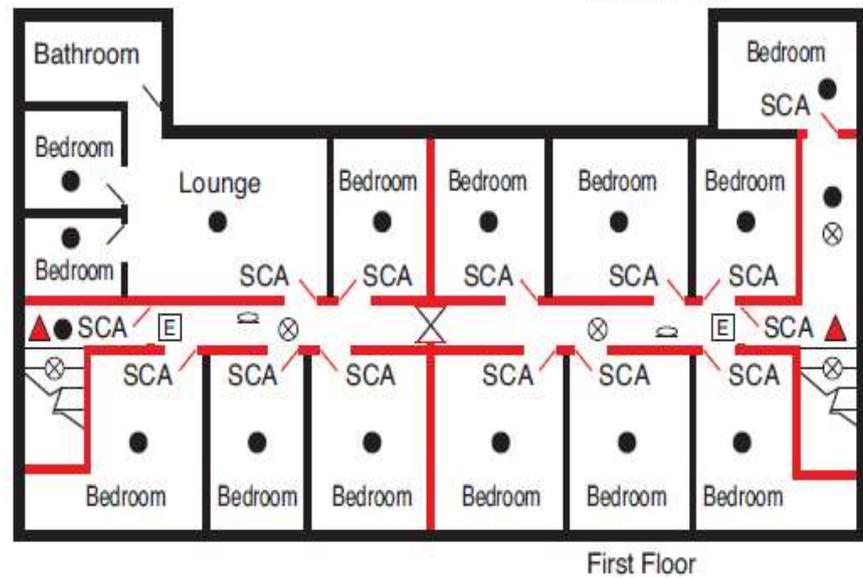
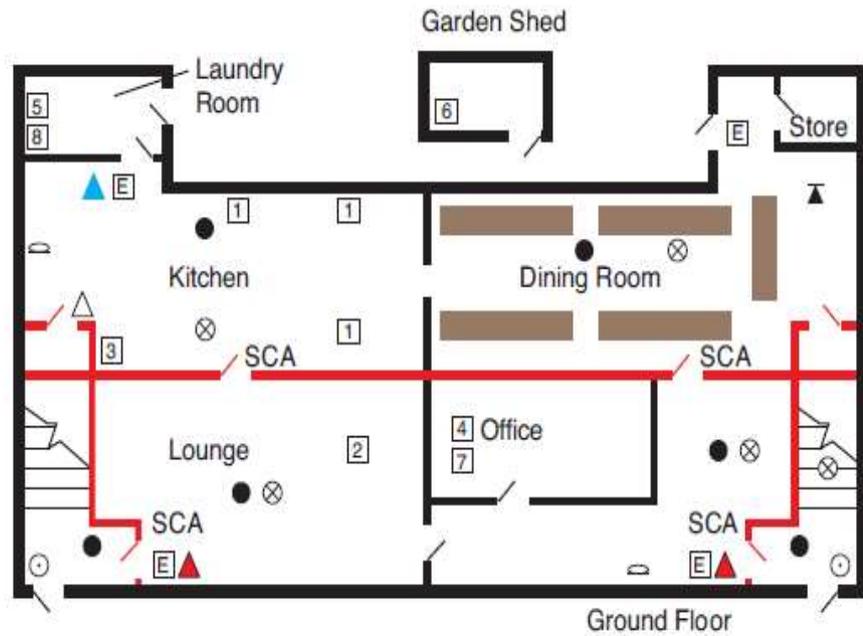
● Automatic fire detection

⌂ Fire warning device

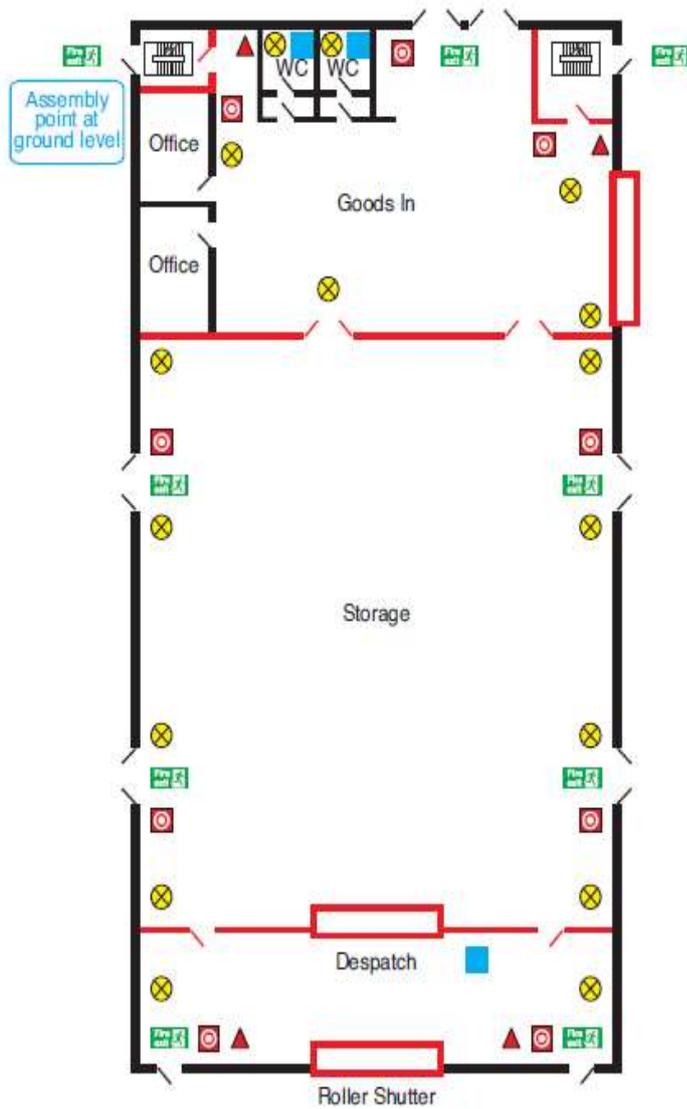
■ Table

SCA Self-closing automatic

— Fire-resisting



Factories & Warehouses



KEY

- Fire warden to check
- ⊙ Break glass call point
- ⊗ Emergency lighting
- ▲ Fire extinguisher
- Fire exit sign
- / Self-closing 30-minute fire door
- 30-minute fire-resisting construction

Small & Medium Places of Assembly

