Date for review:

Business name:

Responsible Person:

Fire risk assessment date:

Fire Risk Assessment

IMPORTANT:

**This Fire Risk Assessment Template is to be used for simple premises ONLY. The person carrying out the assessment must be satisfied that they are able to:**

**• Identify the fire hazards (i.e. potential causes of fire)**

**• Identify people at risk**

**• Evaluate fire safety measures provided and/or required to protect people (e.g. escape routes and fire alarm systems)**

**• Review the arrangements for management of fire safety (e.g. fire procedures, staff training and fire drills, maintenance of fire precautions, etc.)**

**• Formulate an action plan**

**• Record the significant findings and, if necessary, implement an action plan**

**• Keep the assessment up to date**

**The NFCC have produced a tool to assist:** <https://www.nationalfirechiefs.org.uk/Business-fire-safety-awareness-tool>

**A competent Fire Risk Assessor should be employed for more complex premises. For example, where a building is multi-occupied, the layout is complex (multiple rooms or rooms within rooms), there are a large number of people regularly present, or the main use of the building introduces a high risk of fire that may endanger those within the business or building.**

**Using this template does not guarantee compliance with the Regulatory Reform (Fire Safety) Order 2005 and the Fire Service may not deem the findings as a suitable or sufficient assessment of risk.**

**Competent Fire Risk Assessors associated with Professional Body Person Registration Schemes can be found using the following links:**

<https://www.ife.org.uk/Home/Events-and-resources/Directories/Find-an-IFE-Professional>

<https://ifsm.org.uk/fire-risk-assessors/>

**Other fire risk assessor registers are available. The Fire Risk Assessment Competency Council has guidance below:**

<https://nfcc.org.uk/our-services/building-safety/protection-building-safety/finding-a-fire-risk-assessor/>

# Business Details

|  |  |
| --- | --- |
| **Responsible Person:** |   |
| **Contact Details:** | Email: | Phone: |
|   |   |
| **Company/Business Name:** |   |
| **Address and Postcode:** |   |
| **Multi-Occupied Building:**(More than one business or occupier within building) | **YES** | **NO** |
| **Number of Occupiers:** |   |
| **Primary Use:** | Shop, Office etc |
| **Other Use:** | Shop, Office, Flats etc |
| **Assessor Name:** |   |
| **Prohibition / Alterations Notice in Force:** | **YES** | **NO** |
| **Licensed Premises, Registration or Certification Required:** | **YES** | **NO** |
| **Review Dates:** | Reviewer Name: | Date of Review: | Next Review Date: |
|   |   |  |
|   |   |  |
|   |   |  |
|   |   |  |

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# **Useful Contacts**

|  |  |
| --- | --- |
| **Contact** | **Information** |
| MFRS Service Headquarters | 0151 296 4000 (ask for relevant District Protection office) |
| MFRS Website | <https://www.merseyfire.gov.uk/safety-advice/business-fire-safety/> |
| Local Authority Housing |
| Liverpool | privatesector.housing@liverpool.gov.uk |
| Wirral | privatesectorhousing@wirral.gov.uk |
| Sefton | private.housing@sefton.gov.uk |
| Knowsley | environmentalhealth@knowsley.gov.uk |
| St Helens | landlordlicensing@sthelens.gov.uk |

# 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 refer to the MFRS website in ‘Useful Contacts’ to find these guides – located by following “Business Fire Safety – Advice and Guidance” under “Further Guidance”. If you do not feel confident in carrying out a fire risk assessment, employ a competent fire risk assessor.

# Fire Risk Assessment (FRA)

As of October 2023, it is a legal requirement to have a full written fire risk assessment. 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 and control measures that can be put in place to reduce the risk. 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 you identify any significant risks, you should consider if they can be reduced: first by removing any hazards or, where this isn’t possible, by providing fire protection measures (e.g. automatic fire detection) or other control measures. These points should be addressed within the ***‘Additional Control Measures Required’*** section of this document. 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 (consideration must be given to how this affects the escape routes for your business, or other occupants of the building e.g. adjoining shops/offices/flats etc.).
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.

## Fire Safety – A Basic Understanding

### 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

Obvious signs of compartmentation issues are holes or gaps in walls or around pipework/cables etc.

**Note:** Where you have concerns relating to Compartmentation it is recommended you seek further professional advice; 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, and a competent person must be employed to install this to the required standard (BS5839-6).

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. storerooms).
* As a compensating feature e.g. for inadequate structural fire protection, where there are dead ends/rooms within rooms or where there are extended travel distances.
* If there is a flat or other domestic premises within the building and there is not adequate compartmentation.

### Firefighting 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 general rule, you should have one fire extinguisher for every 200m2 of floor space, with at least one on each floor. Staff should be appropriately trained in the use of firefighting equipment.

### Emergency Routes and Exits

Emergency escape routes and exits must be maintained, kept clear from obstruction and easily accessible at all times. They must:

* Be sufficient to accommodate the number of people within the building (multiple exits where there are more than 60 people in the business at one time).
* Lead as directly and safely as possible to a place of safety (outdoors and in a place where they are free to leave the vicinity of the building) and indicated by signs.
* Doors must be easily openable (always open or unlocked, or where security is required emergency panic bars installed).
* Where necessary, provided with emergency lighting.
* Where the building is multi-occupied, escape routes must have adequate fire separation between the occupants (an escape route completely separate or a properly fire compartmented means of escape).

**Note:** Where you have concerns relating to Emergency Routes and Exits it is recommended you seek further professional advice; the primary use of this document is for simple premises.

### Emergency Plan

The findings of the fire safety risk assessment should be used to prepare an emergency plan which must be documented.

The plan should set out to include what to do in the case of a fire, identify the escape routes, where to assemble and how to contact the Fire and Rescue Service.

The fire safety equipment must be regularly maintained and documented.

Any equipment that provides a possible ignition source (e.g. cooking, electrical appliances, etc.) should also be regularly maintained to reduce the chance of fire and the risk to people.

Frequent checks should 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. Staff must be regularly trained, and records kept of any training that has taken place.

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 MFRS Website.

Maintenance and training can be logged utilising the “Fire Safety Logbook” template located on the MFRS website.

# 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: ………………………………………………**

## Nominated Staff with Fire Safety Responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Date**  | **Name**  | **Responsibility**  | **Contact Number**  |
| *dd/mm/yyyy* | *Insert name* | *e.g. Fire Warden, Fire Alarm Testing etc.* | *Insert 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** | **Night** |
|   |   |
| **Approximate floor area (m2 )**(include all floors of responsibility)  |   |
| **Approximate size of ground floor (m2 )** |   |
| **Total number of floors in building**  | **Basements** | **Ground and Above** |
|  |  |
| **Number of floors occupied by Responsible Person** |   |   |
| **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**  |  |
|   |  |
|  |
|  |
|  |
|  |

**Note: \*\***Detailed break down is given in the “Identify People at Risk” section.

# Step 1 – Identify Fire Hazards (Sources of Ignition)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Type***  | ***Present*** | ***Location***  | ***Current Control Measures*** | ***Are existing control measures suitable?*** |
| Naked Flames  | **YES** | **NO** |   |   |   | **YES**  | **NO**  | **N/A** |   |
|  |
| Portable Heaters and Heating Equipment   | **YES** | **NO** |   |   | **YES**  | **NO**  | **N/A** |  |
|  |
| Electrical Equipment  | **YES** | **NO** |   |   | **YES**  | **NO**  | **N/A** |  |
|  |
| Cooking Equipment  | **YES** | **NO** |   |   | **YES**  | **NO**  | **N/A** |  |
|  |
| Work Process Risk(s)  | **YES** | **NO** |   |   | **YES**  | **NO**  | **N/A** |  |
|  |
| Arson  | **YES** | **NO** |   |   | **YES**  | **NO**  | **N/A** |  |
|  |
| Smoking Materials  | **YES** | **NO** |   |   | **YES**  | **NO**  | **N/A** |  |
|  |
| Other Sources (including Contractors)  | **YES** | **NO** | Named Hazard and Location |   | **YES**  | **NO**  | **N/A** |  |
|  |
|   |  |

## Additional Control Measures:

Where the answer is “NO” to “Are existing control measures suitable?” for any identified hazards, additional control measures must be put in place. The table below must be completed:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Type***  | ***Additional Control Measures Required?*** | ***Additional Control Measures*** | ***Date Complete*** |
| 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** |   |   |  |  |
|  |
| Other Sources (including Contractors)  | **YES** | **NO** |   |   |  |  |
|  |
| Other Sources (including Contractors)  | **YES** | **NO** |   |   |  |  |
|  |
| Other Sources (including Contractors)  | **YES** | **NO** |   |   |  |  |
|  |
|   |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Type***  | ***Present*** | ***Location***  | ***Current Control Measures*** | ***Are existing control measures suitable?*** |
| Wood / Paper / Cardboard | **YES** | **NO** |   |   |   | **YES**  | **NO**  | **N/A** |   |
|  |
| Plastics / Rubber / Foam | **YES** | **NO** |   |   | **YES**  | **NO**  | **N/A** |  |
|  |
| Retail Stock | **YES** | **NO** |   |   | **YES**  | **NO**  | **N/A** |  |
|  |
| Furniture and Fixings(curtains, blinds etc) | **YES** | **NO** |   |   | **YES**  | **NO**  | **N/A** |  |
|  |
| Flammables(gases, liquids, paints etc) | **YES** | **NO** |   |   | **YES**  | **NO**  | **N/A** |  |
|  |
| Display Materials or Decorations | **YES** | **NO** |   |   | **YES**  | **NO**  | **N/A** |  |
|  |
| Waste(refuse, packaging etc) | **YES** | **NO** |   |   | **YES**  | **NO**  | **N/A** |  |
|  |
| Oxygen Supplies(air-con / bottles / piped etc) | **YES** | **NO** |   |   | **YES**  | **NO**  | **N/A** |  |
|  |
| Building Structure | **YES** | **NO** |   |   | **YES**  | **NO**  | **N/A** |  |
|  |
|   |  |

## Additional Control Measures:

Where the answer is “NO” to “Are existing control measures suitable?” for any identified hazards, additional control measures must be put in place. The table below must be completed:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Type***  | ***Additional Control Measures Required?*** | ***Additional Control Measures*** | ***Date Complete*** |
| Wood / Paper / Cardboard | **YES** | **NO** |   |   |  |  |
|  |
| Plastics / Rubber / Foam | **YES** | **NO** |   |   |  |  |
|  |
| Retail Stock | **YES** | **NO** |   |   |  |  |
|  |
| Furniture and Fixings(curtains, blinds etc) | **YES** | **NO** |   |   |  |  |
|  |
| Flammables(gases, liquids, paints etc) | **YES** | **NO** |   |   |  |  |
|  |
| Display Materials or Decorations | **YES** | **NO** |   |   |  |  |
|  |
| Waste(refuse, packaging etc) | **YES** | **NO** |   |   |  |  |
|  |
| Oxygen Supplies(air-con / bottles / piped etc) | **YES** | **NO** |   |   |  |  |
|  |
| Building Structure | **YES** | **NO** |   |   |  |  |
|  |
|   |  |

# Step 2 – Identifying People at Risk

|  |  |
| --- | --- |
| ***Type of Risk*** | ***Findings***  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Numbers Risk:**  | **Day**  | **Night**  |
| **Employees & Volunteers (working):** |   |   |
| **Public, Customers, Service Users, Visitors, Contractors etc.:** |   |   |
| **Sleeping occupants:** (Numbers - public/staff/other if known)  |   |   |
|  |
| **Sensory Risk:**  | **Day**  | **Night**  |
| People with visual and/or hearing impairment(s): |   |   |
|   |
| **Mobility Risk:**  | **Day**  | **Night**  |
| People with physical impairments: |   |   |
|   |   |   |   |   |   |   |
| **Lone Workers / People Working in Isolation:**  | **Day**  | **Night**  |
|  |
| **Young person’s:** (An individual Risk Assessment must be provided for persons under 16 yrs.)  |   |   |  |
| **Others:**  |   |   |  |
|  |  |
| **Additional Details:** (Control Measures, Procedures etc. must all be documented) |   |  |
|  |
|  |
|  |
|  |
|  |

**Note:** Where you have concerns in identifying people at risk or implementing procedures or control measures, it is recommended you seek further professional advice; the primary use of this document is for simple premises.

# 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? (No spread to joining businesses or premises eg flats/offices above not in your control) | **YES**  |   | **NO**  |  |
| Can the fire service easily get to your premises?  | **YES**  |   | **NO**  |  |

## Additional Control Measures

Where the answer is “NO” to any of the above, additional control measures must be put in place. The table below must be completed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | ***Additional Control Measures Required?*** | ***Additional Control Measures*** |  | ***Date Complete*** |
|  |
| 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**  |  |  |  |   |  |
|  | ***Additional Control Measures Required?*** | ***Additional Control Measures*** |  | ***Date Complete*** |  |
| 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**  |  |  |  |   |  |

# Step 4 – Record, Plan, Inform, Instruct and Train

You must record your fire safety arrangements and ensure that instruction and training is carried out with all employees. This includes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you made an emergency plan that takes into account disabilities?  | **YES**  |   | **NO**  |   |
| Have you provided fire instruction and staff training? (Logbook)  | **YES**  |   | **NO**  |   |
| Are there records of fire drills to test your training and emergency plan? (Logbook)  | **YES**  |   | **NO**  |   |
| Are there records of maintenance on all fire safety measures? (Logbook)  | **YES**  |   | **NO**  |   |
| Have you recorded the significant findings of this assessment (Action Plan)  | **YES**  |   | **NO**  |   |

Where the answer is “NO” to any of the above, additional actions must be taken. The table below must be completed:

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

# Step 5 – Review

Your Fire Risk Assessment must be kept up to date. It should be considered a “live” document and updated whenever there are:

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 (consideration must be given to how this affects the escape routes for your business, or other occupants of the building e.g. adjoining shops/offices/flats etc.).
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.

|  |  |
| --- | --- |
| FRA Completion Date: |  |
| Date of Next Review: |  |

Following completion of this document, the “Business Details” Table on page 2 should be utilised to record review dates.

# 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:** 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.

# Action Plan

Each item within the action plan will be formed from required additional control measures or actions within Steps 1-4 of the Fire Risk Assessment. They should each be given a priority based on the following:

|  |  |
| --- | --- |
| **Priority** | **Timescale** |
| 1 | Immediate action required. |
| 2 | Action required within 1 month. |
| 3 | Action required within 6 months. |
| 4 | Action required within 12 months. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref.** | **Action Required** | **Priority** | **Person Responsible for Action (initials)** | **Date Completed** |
|   |   |   |   |   |
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# Example – Emergency Plan

**ASSEMBLY POINT**

FRONT OF SHOP ON …………………….. ROAD/STREET/CLOSE

**ACTION ON DISCOVERY OF FIRE**

 SHOUT FIRE OR 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 ASSMBLY POINT
* CALL THE FIRE SERVICE BY MOBILE PHONE (AFTER LEAVING THE BUILDING) STATING THE ADDRESS AND WHAT IS ON FIRE (IF KNOWN).
* LIAISE WITH THE FIRE SERVICE ON THEIR ARRIVAL
* ONLY ATTEMPT TO TACKLE SMALL FIRES IF TRAINED AND 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 SERVICE BY MOBILE PHONE (AFTER LEAVING THE BUILDING) STATING THE ADDRESS
* LIAISE WITH THE FIRE SERVICE ON THEIR ARRIVAL

 **VISITORS**

 ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSMBLY 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

 **Your emergency plan / fire action notice should be prominently visible**.

# Benefits of Good Fire Safety to Your Business

## Compliance

It is a legal requirement to ensure that you have adequate levels of fire safety. This is to ensure the safety of yourself, employees, customers, visitors and anyone else in or around your business.

Non-compliance, or poor fire safety can have serious implications for you and your business such as:

* Injury / risk to life and the consequences (moral, legal and financial).
* Enforcement – the fire service can enforce adherence of fire safety measures and set a deadline to do so. Failure to meet this deadline can result in prosecution and/or sentencing.
* If the fire service is of the opinion that the risk to life is serious, they can place a Prohibition/Restriction notice on the business or adjoining premises which can restrict or prohibit the use of all, or certain parts of the premises which can have a major impact on your ability to run the business until the fire safety is improved. Failure to comply with this notice is also grounds for prosecution and/or sentencing.

## Business Resilience

Although the Regulatory Reform (Fire Safety) Order 2005 is in place to ensure life safety, having high standards of fire safety can also strengthen your business.

Fire safety measures such as good compartmentation, fire alarm systems, fire extinguishers, maintenance and trained employees can result in:

* Money Savings – less risk of prosecution as well as the following points.
* Lower risk of fire – maintenance of things such as electrical items along with staff training and understanding of fire risks can result in the likelihood of a fire being decreased meaning less chance of damage/closure.
* Early detection of fire – resulting in earlier intervention and as such less damage.
* Fire containment – good compartmentation and fire doors can contain a fire to its room of origin (if the door is closed). The limited spread of fire can result in less damage to other areas of the business which means less repairs, less lost stock and business continuity following conclusion of the incident.
* Early intervention – the presence of fire extinguishers along with staff that are appropriately trained in the use of them means that fires that are detected early can be dealt with before they develop.

**Note:** it is important that the fire service is informed of any fires, even if they appear to be extinguished.

### Effect of Emergency Incidents on Businesses and where you can get Advice.

Did you know:

Almost **1 in 5** businesses suffer some sort of disruption **every year**, be it fire, flood, or other emergency.

Following a disaster:

* **25%** of businesses **never re-open.**
* **80%** of companies **who** **don’t recover in a month** are likely to **go out of business.**
* **75%** of businesses **without Business Continuity plans** **fail within 3 years**.

You need to consider what you would do in order to prepare for an emergency that may disrupt your business. If you don’t, a fire or other emergency could result in:

* loss of reputation and/or loss of customers.
* financial, legal and regulatory penalties.
* human resource issues.
* increased insurance premiums.
* or at worst the complete failure of your business!

For further information on fire safety, go to the MFRS Website in “Useful Contacts”.

Local Councils have a statutory responsibility for promoting Business Continuity within their areas. You can find more information on this for your area by following the below links:

* Liverpool - <https://liverpool.gov.uk/communities-and-safety/emergency-planning/business-continuity/>
* Wirral – <https://www.wirral.gov.uk/communities-and-neighbourhoods/emergencies/how-be-more-resilient>
* Knowsley – <https://www.knowsley.gov.uk/business-licences-and-consumers/business-support/business-continuity-planning>
* St Helens - <https://www.sthelens.gov.uk/article/6231/Business-continuity>
* Merseyside Resilience Forum - <https://www.merseysideprepared.org.uk/main-sections/protecting-your-business/>