BOWLS ENGLAND

DUTY OF CARE BOOKLET
FOR
ALL BOWLS CLUBS
IN

FIRE RISK ASSESSMENT AND MANAGEMENT.

ISSUE A
APPROVED APRIL 2013

Fire Safety Policy

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for fire fighting and detection.

This policy expands on our general health and safety and environmental policies. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as the assets and business opportunities of this organisation. The policy applies to all our buildings including any occupied under a tenancy agreement. Its requirements extend to everyone on the premises, legitimately or otherwise. In jointly occupied premises our objective is to co-operate and coordinate action with other occupiers.

The aim of this policy is to achieve a 'fire safe' environment for all workers and building occupants, which will reduce to a minimum the risks to life, to property, to business loss and of personal injury. To achieve this we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct and train all the `relevant people.

Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice.

…… has been appointed as the 'Person Responsible' for fire safety in this business.

Signed …… (Chairman- Secretary)

Date ……

Contents

This Guidance Booklet and associated forms are regularly revised and updated to reflect current best practice and take account of revised standards, legislation and user comment.

INTRODUCTION

Every employer and virtually all people and businesses with responsibility for non-domestic premises have responsibility for protecting their employees and people who use their premises from fire hazards and ensuring their safe escape in the event of a fire.

Although different legal provisions apply in England and Wales, Scotland and Northern Ireland the requirements are the same and the actions required by duty holders are the same wherever they are located.

Employers and those with responsibility, to any extent, for non-domestic premises are required to assess the hazards and risks, from fire, to people using the premises and take action to reduce those risks to a societally acceptable level. This requires a formal risk assessment of fire safety at every premise. Where buildings are in shared occupation every occupier and the landlord is required to co-operate and work together to ensure the safety from fire of every person using the building.

Always remember that as an employer or a person in control of any part of a commercial building it is your duty to have in place arrangements for the safe and speedy evacuation of the building. The Fire Service does not have a legal duty to rescue people trapped in a fire (though will always attempt to do so); their task is to control, extinguish and prevent the spread of fire.

In most cases this booklet will help you comply with the legislation and meet your responsibilities. However if your premises fall into a high risk category (see page 4) you may need to seek specialist advice and assistance when completing your fire risk assessment and fire safety strategy.

The underlying principles in fire safety management can be summarised as;

- The safety of the people occupying premises is always paramount.
- Staff training in fire safety awareness and the reduction of the risk of fire and in evacuation strategies and techniques is vital;
- The risk of fire cannot be completely eliminated so measures must be in place to make the risk as low as reasonably practicable;
- There should be sufficient levels of trained competent staff to put into effect the fire safety strategy for the premises;
- The fire safety strategy must always take account of the building and its ability to withstand the spread of fire and smoke travel.

This booklet contains copies of all the forms required. We suggest that you use them to record your fire safety policy, fire risk assessment, annual review, details of fire drills, routine tests and checking of fire alarms, fire safety training, etc. as outlined in this guidance. Use the pack to keep the details of your fire safety arrangements in one place. This will ensure that all the required information is readily available should it be asked for by your insurers, the Fire Authority or other Enforcing Authority.

COMPLYING WITH THE LAW

Your Responsibilities.

Whether your business operates in England, Scotland, Wales or Northern Ireland your responsibilities are to:-

- Prepare a Fire Safety Policy. A suggested policy can be found at the front of this booklet. If it represents your policy towards fire safety you may adopt it by appointing a person to take charge of and be responsible for fire safety matters and then signing it. Should you choose to adopt an alternative policy we suggest that you include a copy in the Fire Risk Management Pack.
- Carry out a Fire Risk Assessment. Form FRA page 9 and the guidance that follows will lead you through this process.
- Identify the significant findings of the risk assessment and record them.
- Provide and maintain the fire precautions that are necessary to safeguard employees and other people using your workplace; including people with disability (**see also Guidance Note on page 5 & 6**).
- Provide information, instruction and training to your employees about the fire precautions in your workplace.
- Nominate, where necessary to safeguard your employees, people to undertake any special roles identified in your emergency plan.
- Consult employees about the nomination of people and proposals for improving fire precautions.
- Establish a suitable means of contacting the emergency services.

The Fire Risk Assessment, explained in the following pages, will help you identify all the fire hazards and risks in your workplace. You can then decide whether they are controlled to an acceptable level or whether you need to take further action to reduce or control them.

METHODOLOGY

The methodology for assessing your fire safety arrangements and means of escape using the Fire Risk Assessment form FRA (reproduced at page 9) is:

1. Fill in the General Information Sheet.
2. Work through the 53 questions in the Fire Risk Assessment Checklist (page 11) using the guidance that begins on page 17.
3. Enter information from your assessment onto the Significant Findings Form (page 16).
4. Decide on the risk category of your business and enter into section 4 of the Fire Risk Assessment (page 10).
5. Enter corrective actions onto the Significant Findings Form (page 16).
6. Implement these actions and on completion review your Fire Risk Assessment.
7. In any case review your fire safety arrangements every 6 months - use form FPR (page 33).

Keep your completed Fire Risk Assessments and Fire Procedure Reviews along with copies of other fire safety information (records of fire drills and evacuations, of fire alarm tests, fire safety training, inspection and tests of fire alarms and fire extinguishers, emergency lighting, fire doors, etc as explained in **this booklet**) in the Fire Risk Management Pack. This will act as a record of compliance and enable you to demonstrate to your employees, insurers, and others, including the Enforcing Authorities that fire safety has received your attention.

UNDERSTANDING FIRE HAZARDS

Before beginning an assessment of fire hazards and risks it is essential that the person undertaking that risk assessment has an understanding of the chemical reaction we know as fire. With that knowledge they should be able to identify potential causes of fire and also potential means of prevention.

A fire requires three components **HEAT, FUEL** and **OXYGEN.** In combination these are generally referred to as the Fire Triangle shown in figure 1.

Figure 1. The Fire Triangle.

It is possible to reduce the risk of a fire starting by controlling these components. Remove any one of them from a fire and it will stop burning.

When a fire occurs in any part of a building it can quickly spread to other parts by **CONVECTION, CONDUCTION** or **RADIATION**. Of these convection is the most serious. Fires in enclosed places generate vast quantities of very high temperature, often toxic, smoke. This toxic smoke spreads through the building, finding its way through any gaps and holes in the structure. The smoke will asphyxiate any people exposed to it as well as taking with it heat which will ignite flammable material in its path.

Conduction will spread the heat from a fire through the building structure. In particular structural steelwork will transfer heat from the fire to any combustible material it comes into contact with and rapidly spread the fire. Radiant heat can also cause nearby combustible materials to overheat, auto-ignite and spread the fire.

The risk of harm to people and damage to property can be controlled and reduced if an initial outbreak can be contained by structural measures or by the way the building is occupied and used.

CARRYING OUT A FIRE RISK ASSESSMENT

The process of making your Fire Risk Assessment requires you to take the following steps.

- Step 1 – Identify the fire hazards
- Step 2 – Identify people at risk
- Step 3 – Evaluate the risks
- Step 4 – Record your findings
- Step 5 – Review your assessment and revise it as necessary

The first consideration will always be to consider who is to carry out the premises risk assessment. To be suitable and sufficient it should be carried out by **someone who has had sufficient training or has good knowledge and experience of fire safety.**

The level of competence required will vary with the nature and complexity of the premises, so that specialist skills are not necessarily required for small and simple or straightforward premises. **Businesses in the 'high' risk category will need help from a specialist.** In some cases it will be obvious that your business is in the high risk category, e.g. very old buildings, buildings with complex escape routes, the use of large quantities of flammable materials, the presence of large numbers of elderly, infirm or disabled people, or the provision of residential accommodation. In others it is less obvious and after working through the steps set out in this booklet you may conclude that the fire risk is higher than normal and need to seek further advice.

Step 1 – Identifying the Fire Hazards - form FRA checklist (page 11) - questions 1-14

For fire to occur there must be a source of ignition, fuel and oxygen; all three must be present. For most workplaces this is the normal condition.

Potential sources of ignition could include:

- Naked flames, smokers' materials, matches, pilot flames, gas and oil heaters, gas welding, cookers, etc.
- Hot surfaces, heaters, engines, boilers, machinery, lighting (e.g. halogen lamps), electrical equipment etc.
- Electrical equipment switches and contacts.
- Arson.
- Hot work, welding, grinding, flame cutting etc.
- Friction drive belts, worn bearings etc.
- Sparks from static electricity, metal impact, grinding, etc.

Potential sources of fuel (anything that burns is a potential fuel) will include:

- Solids - textiles, wood, paper, card, plastics, rubber, polyurethane foam, furniture, fixtures and fittings, packaging, waste materials etc.
- Liquids - solvents (petrol, white spirit, methylated spirit, paraffin, thinners etc.) paints, varnish adhesives etc.
- Gases - LPG, acetylene etc.

A source of oxygen.

Oxygen is always present in the air. Occasionally it can be found in chemical form (oxidising agents, substances that can release oxygen) or as gas in cylinders or piped systems.

Your risk assessment will need to list the potential sources of ignition and fuels that are present in your workplace.

Step 2 – Identifying People at Risk - form FRA checklist - questions 15 -18

In the event of fire the greatest risk to people is from the smoke and products of combustion, which can very quickly spread throughout the building and incapacitate occupants trying to escape. If a workplace does not have adequate means of escape or if a fire has the potential to grow undetected, people may become trapped or overcome by the heat and smoke before they can reach a place of safety.

Your assessment of risk to persons should consider:

- The likely speed of growth and spread of any fire, and the associated heat and smoke (remember some fuels burn much faster and produce more toxic products than others).
- The numbers of people present, including workers, contractors, visitors and members of the public.
- Any vulnerable persons such as new and expectant mothers, children and young persons, the elderly and the disabled.
- How they will become aware of any fire that occurs. Will any outbreak be conspicuous or will some form of electronic fire detection and alarm system be required?
- How they will make their escape (can they quickly, easily and safely make their way to a place of safety?).

Step 3 – Evaluating the Risks - form FRA checklist -questions 19-51

Once the hazards and the persons at risk have been identified, you must assess the effect of any particular hazard on the occupants of the workplace, taking account of control measures already in place. You must then decide if any further control measures are needed to reduce the risk to an acceptable level. They might be used to reduce the possibility of ignition, to minimise

the potential fuel load in the workplace, or make it easier for people to escape from the effects of a fire.

Control measures may fall into a number of different categories:

- Fire safety management systems
- Means of escape
- Staff training
- Fire warning systems
- Means of fighting fire

Different control measures can be applied to reduce the risk to an acceptable level. For example, if the risk is of a fast growing fire, potential control measures could include one or any combination of the following:

- Changing the process to use a slower burning fuel
- Removing all possible ignition sources
- Moving the hazard to an area that affects the minimum number of persons e.g. outside the premises
- Providing an additional exit or protected route to speed up the escape of the occupants
- Providing a fire detection and alarm system to warn persons of the fire in its early stages
- Training staff to reduce the possibility of a fire occurring e.g. housekeeping and safe working practices
- Providing appropriate fire fighting equipment or a fixed installation e.g. sprinkler system

While this list is not exhaustive and applies to one area of risk only, it illustrates that there may be a number of different solutions depending on the nature of the situation.

Where your fire risk assessment identifies the need for improved fire safety arrangements an action plan must be developed to show how the problem is being addressed. This should specify who is responsible for the action and include a target completion date.

If your workplace is situated in a relatively modern building it should already incorporate important control measures that were installed to meet the requirements of the Building Regulations e.g. fire escape staircases, fire lobbies, fire doors, emergency lighting etc. Whilst many of these measures will also have been incorporated in older buildings they will only be effective if properly maintained. In some cases they may fall short of current expectations and standards.

Step 4 – Recording Your Findings

If you employ five or more employees you must record significant findings of your risk

assessment, together with details of any people that are at particular risk. More importantly, the record must show whether the existing control measures are adequate and, if not, what further action is required to reduce the risk to an acceptable level. Completion of the Significant Findings Form, form SFF on page 18, is a record of your Fire Risk Assessment.

Remember to make sure any control measures identified or introduced remain effective by testing and maintaining them regularly. You are encouraged to include a simple floor plan in your Fire Risk Assessment, particularly for larger premises. The floor plan can be used to record fire hazards and control measures in a simple easily understood format.

If your workplace has a Fire Certificate issued under the now repealed Fire Precautions Act, and nothing has changed, you may wish to cross reference your Fire Risk Assessment with the plan in your old Fire Certificate.

If additional works are required you may wish to copy them onto form CMAR, the Control Measures Action Plan, which can be found in your Management of Risk Pack. Form CMAR simply allows senior managers to see what actions, required for health and safety management across the business, are outstanding without having to refer back to a number of separate risk assessments.

Step 5 – Reviewing and Revising the Risk Assessment

It is important to remember that Fire Risk Assessment is a continuous process and as such must be monitored and audited. New and existing control measures should be maintained to make sure they are still working effectively.

If you introduce changes into your workplace your original risk assessment may not address new hazards or risks arising from the change. It is therefore important to review and revise your assessment regularly.

This doesn't mean that it is necessary to amend your assessment for every trivial change that occurs, but the impact of any significant change should be considered. For example:

- A new work process may introduce additional fuels or ignition sources
- Changes to furniture layout or internal partitions could affect the ability of employees to see a fire and escape in time
- Increasing the number of employees may mean that a fire exit is now too small to cope with their escape within a safe period
- Occupying another floor of the building may mean that an electrical fire warning system is now necessary etc.

Guidance on Business Risk Rating

This guidance note is based on premises of normal risk so if your premises (or part of your premises) are higher (or lower) risk, you should adapt it accordingly. Your duty is to ensure the safety of people in the event of a fire. You are not obliged to adopt any particular arrangements

for escape routes and fire procedures. If you decide not to adopt the advice given here your alternative arrangements will need to achieve at least an equivalent level of fire safety.

Levels of Risk

In order to apply the guidance in the Fire Risk Management Pack you need to understand that in any fire situation, the time that people have to escape before they could be affected by the fire is limited. Providing them with sufficient time usually means that as well as having suitable means for detecting and giving warning in case of fire, the distance that people have to travel to make their escape to a place of reasonable or total safety must be restricted. The travel distances which are usually appropriate for this purpose (and are set out in this guidance note) vary according to the level of risk in the premises (or part of them). To check your escape routes you will need to make a judgement regarding the level of risk that people may be at after you have taken other risk reduction (preventative and protective) measures.

In premises where there is a likelihood of a fire starting and spreading quickly (or a fire could start and grow without being quickly detected and a warning given) and affecting the escape routes before people are able to use them, then the risk should normally be regarded at 'higher'. Such premises could include those where significant quantities of flammable materials are used or stored, where ready sources of ignition are present, e.g. heat producing machinery and processes, premises providing residential accommodation, premises where significant numbers of the people present are likely to move slowly or be unable to move without assistance because of age, ill-health or disability, and premises where the construction provides hidden voids or flues through which a fire could quickly spread. Where the risks are assessed as higher it likely that specialist advice will be needed to complete at least an initial fire risk assessment.

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, few if any highly combustible or flammable materials or other fuels, fire cannot spread quickly, and will be easily detected, so people will 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'. The travel distances suggested are not hard and fast rules and should be applied with a degree of flexibility according to the circumstances. For example, in premises where the risk might otherwise be considered 'normal' but where there are a significant number of people who move slowly or may need assistance to evacuate, it would usually be appropriate to consider this a 'higher' risk. However, where other measures are in place to mitigate this, such as the availability of extra assistance and this has been planned for in your emergency plan, it may be that the risk level can be regarded as 'normal to higher'.

Equally, in premises where the risk category would otherwise be 'lower' but for the fact that a small number of occupants may move slowly or need assistance, it may be appropriate to categorise the risk as 'normal' in these circumstances.

FIRE RISK ASSESSMENT

Form FRA

General Information:

Business Name The legal entity – the Responsible Person for fire safety

Property Address

Person(s) appointed to take charge of fire safety at these premises

Risk Assessors	
Name(s)	**Job Title(s)**

Date of Fire Risk Assessment	**Date of Previous Fire Risk Assessment**	**Suggested Review Date**

Signature	
Date	

The Premises or part of the premises being considered in this assessment:

Premises, Building or Department	
Number of Floors:	
Number of Employees:	
Building Use:	
Location of Service Isolators:	

1. Hazards & Sources of Combustion *(add other potential fire hazards to the standard list*)			
Fire			
Smoke Inhalation			
Electrical Equipment			
Waste Materials			
Blocked Fire Exits			
Arson			

2. People at Risk *(tick those that apply, add others as necessary. Add details or qualify this information in the Notes section at the end of this form).*				
Employees	Visitors	Persons with Disabilities		
Contractors	Lone Workers	Young Persons		

3. Fire Safety & Control Measures *(tick*)		**Other measures** *(list)*
No Smoking Policy		
Fire Fighting and Detection Equipment		
Fire Alarm and Alarm Call Points		
Fire and Emergency Evacuation Plan		
Provision of Sufficient Fire Signage		
Provision of Sufficient Fire Exits and Fire Resistant Doors		
Visitors' Book - Restricted Access		
Electrical Portable Appliance Testing		
Fixed Electrical System Testing		
Training (Fire Evacuation)		
Fire Evacuation Drills		
Supervision and Control of Contractors or others on site		

4. Premises Risk Category *indicate risk using guidance when risk assessment completed*

LOW	**NORMAL**	**HIGH**
☐	☐	☐

Fire Risk Assessment Checklist

Checklist No.

A **"No"** answer indicates that you should improve your fire arrangements for the section. Use the attached question-specific guidance in **Guidance Note 2-1, Fire Risk Management**, to help you decide on the improvements required.

Always use the 'Comments' column to record the reasons for or to justify your answer to each of the questions. Your Fire Risk Assessment is not complete and will not be accepted by Fire Authorities unless your comments can support **Yes** answers.

	Question	Yes	No	N/A	Comments
Sources of Fuel					
1.	Is there a system for controlling the amounts of combustible materials and flammable liquids or gases kept in the workplace?				
2.	Is the waste control system operating effectively?				
3.	Are all the combustible materials and flammable liquids or gases stored safely?				
4.	Is the upholstery of furniture in good condition?				
5.	Is the workplace free of rubbish and combustible waste materials?				
Sources of Heat					
6.	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?				
7.	Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?				
8.	Is the fixed electrical installation inspected periodically by a competent qualified electrician?				
9.	Is the use of electrical extension leads and multipoint adaptors kept to a minimum?				
10.	Are flexes run in safe places, where they will not be damaged?				
11.	Is there a designated external smoking area provided with adequate ashtrays?				
12.	Have suitable measures been taken to protect against the risk of arson?				
13.	Do procedures and practices avoid the use of combustible materials or processes that use heat?				

	Question	Yes	No	N/A	Comments
14.	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?				
Staff/People at Risk					
15.	Has an emergency evacuation procedure been developed for use in the event of a fire or other emergency?				
16.	Does this emergency plan take account of any disabled or vulnerable people who may be in the building – whether as workers or visitors?				
17.	Do any of these disabled or vulnerable people need a Personal Emergency Evacuation Plan (PEEP)?				
18.	If the answer to Q17 is YES, have PEEPs been prepared and practiced for all who need them and all who will be required to give assistance during an evacuation?				
Means of Escape					
19.	Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?				
20.	Is there a sufficient number of exits of suitable width for the people likely to be present? Are they within the maximum recommended travel distances?				
21.	Do the exits lead to a place of safety?				
22.	Are all gangways and escape routes free from obstructions?				
23.	Are the escape routes free from tripping and slipping hazards?				
24.	Are steps and stairs in a good state of repair?				
25.	Are final exits always unlocked when the premises are in use?				
26.	Are the devices securing final exits capable of being opened immediately and easily without the use of a key?				
27.	Are the self-closers on fire doors operating correctly?				
28.	Do the doors on escape routes open in the direction of travel (i.e. towards the escape route)?				
29.	Are escape routes clearly signed?				

	Question	Yes	No	N/A	Comments
30.	Are escape routes adequately lit?				
31.	Where escape lighting is installed is it in working order and is it maintained regularly?				
	Fire Fighting Equipment				
32.	Is an adequate number of suitable fire extinguishers provided?				
33.	Are the fire extinguishers and fire blankets located suitably and ready for use?				
	Fire Warning Systems				
34.	Are internal fire doors labelled, as such, and normally kept closed?				
35.	Is there an automatic fire detection and alarm system?				
36.	Is the fire alarm system in good working order?				
37.	Is the fire alarm tested weekly?				
38.	Can the fire alarm be raised without placing anyone in danger?				
39.	Are the fire alarm call points clearly visible and unobstructed?				
40.	Is the fire alarm system connected to a monitoring centre which calls the fire brigade?				
41.	Is the fire alarm system, and all its components, continuously monitored?				
42.	Are the fire extinguishers serviced annually by a competent company or person?				
43.	Is any fixed fire-fighting installation or automatic fire detection system in working order?				
	Fire Safety Administration				
44.	Have all members of staff been trained in how to call the Fire Authority, the use of the fire extinguishers and basic fire prevention?				
45.	Have you asked your insurers for advice regarding the fire protection of your premises?				
46.	Have you told, will you tell your staff or their representatives about your findings?				
47.	If you have prepared a formal report, has it been shown to your staff or their				

	Question	Yes	No	N/A	Comments
	representatives?				
48.	If you share the workplace with others, do they know about the risks that you have identified?				
49.	If you do not have direct control over the workplace have you made your findings known to the owner or landlord?				
50.	Has an emergency plan been drawn up in case of a major fire?				
51.	Is a copy of the emergency plan kept somewhere other than at the workplace?				
52.	Are Fire Action Notices displayed prominently throughout the workplace?				
Revised or Reviewed					
53.	Has a procedure been established to review the Fire Risk Assessment periodically?				

Where you have identified the need for improvements to your fire safety arrangements these should be recorded as “Significant Findings” on a Significant Findings Form (form SFF) *see page 16*.

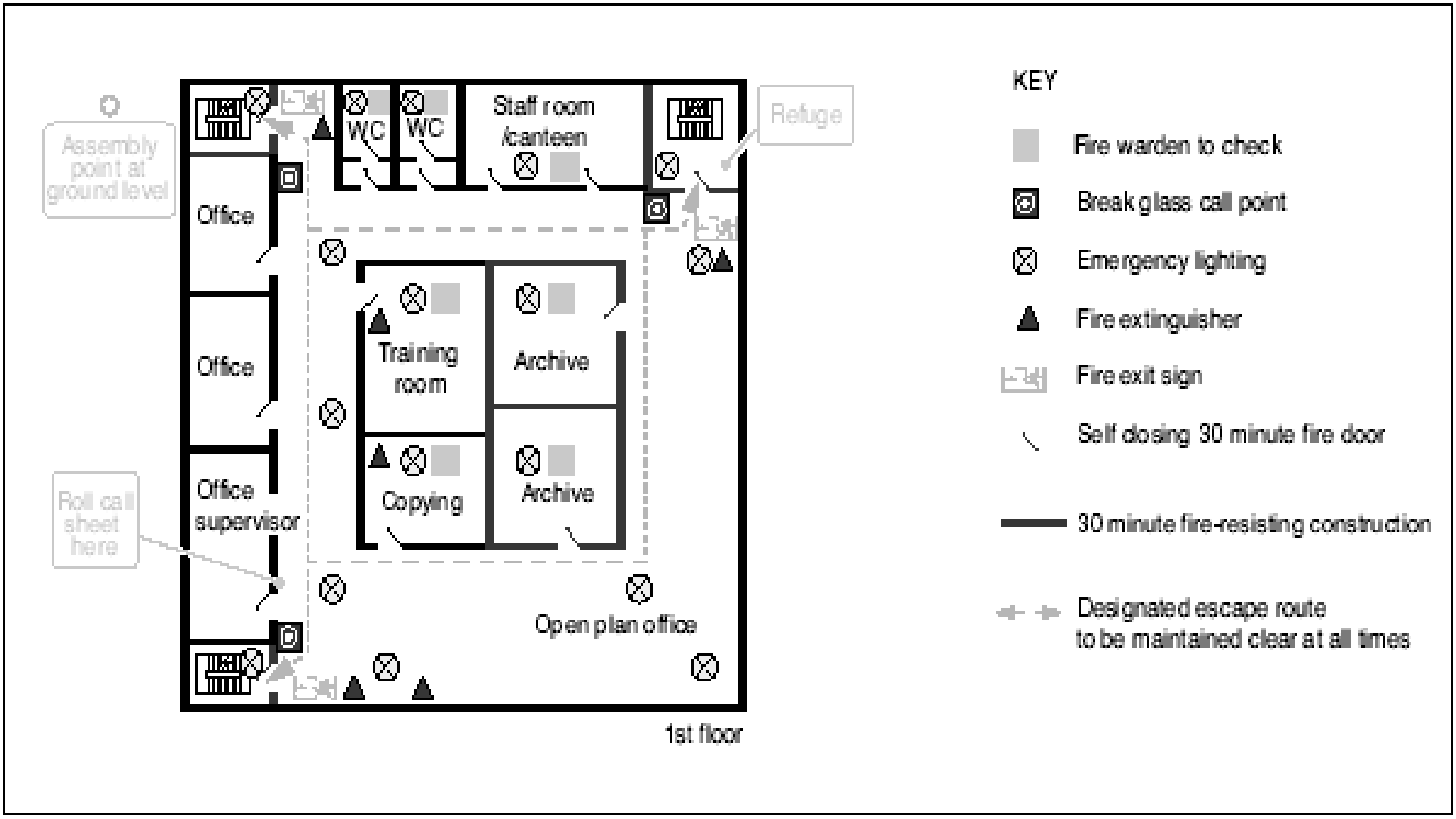
Always keep a copy of completed forms FRA and any completed forms SFF in the Fire Risk Management Pack as evidence to your Insurers, the Fire Authority and the other Enforcing Authorities that you have carried out a thorough assessment of the risks, identified and implemented improvements, and that you actively maintain and manage fire safety.

NOTES

(Attach and continue on a separate sheet if necessary)

Example Drawing Showing General Fire Safety Precautions

Below is an example of a suitable plan type, which you could adopt for your premises and this would be in support of your completed fire risk assessment and aid the review process and enforcing officers in assessing the suitability of your completed assessment. In all cases, a plan should be included in the risk assessment documentation.



SIGNIFICANT FINDINGS FORM

Form SFF

Use this form to record matters determined as 'significant' during Fire Risk Assessment.

Location / Dept: Assessment No: Assessor's Name: Assessment made on date: This assessment links to Checklist No:	**Persons at risk in the area:** Employees ☐ Visitors ☐ Public ☐ Contractors ☐	**Number of people using the area at any time:** Less than 5 ☐ 5 – 10 ☐ 10 – 20 ☐ 20+ ☐	**Assessment relates to :** Basement ☐ Ground Floor ☐ Above Ground Floor ☐

Category (Use the headings, source of fuel, source of heat, means of escape, fire fighting equipment, fire warning systems emergency plan, fire safety administration.)	**Significant Findings** Precautions and controls in place	**Further Control Measures Identified As Necessary**	**Action on measures listed in previous column** **Allocated to (Name)**	**For completion by (Date)**	**Work Completed** Date And Signature
Continue overleaf if necessary.					

7. People allocated actions in col. 4 and target dates approved by Manager / Supervisor; **Name;** **Signature;** **Date;**	**8. Details of further control measures identified as necessary transferred to the Control Measures Action Record: YES / NO On Date:**				
	9. Risk Assessment Reviewed. **Date and initials of Reviewer;**				

Guidance On Completing A Fire Risk Assessment Using Form FRA

The paragraph numbers in this guidance refer to the numbered questions on the Fire Risk Assessment (form FRA).

Sources of Fuel

1: Is there a system for controlling the amounts of combustible materials and flammable liquids or gases kept in the workplace?

Advice: Only such quantities as are required for the day's production needs should be taken out of store. The remaining stock should, if small, be kept in flameproof metal cabinets and, if large, in a dedicated flammable liquids store.

2: Is the waste control system operating effectively?

Advice: The system should be monitored to ensure that waste materials such as partly-used containers of paint, flammable solvents, or flammable-solvent based adhesives do not accumulate in the workplace.

3: Are all the combustible materials and flammable liquids or gases stored safely?

Advice: Stores for flammable liquids and stores for combustible materials should be sited at secure locations, and they should carry No Smoking signs and signs such as "Flammable Liquid", "Flammable Gas" etc. as appropriate. The arrangements for the storage of flammable liquids should conform to the guidelines published in Dangerous Substances and Explosive Atmospheres Regulations.

4: Is the upholstery of furniture in good condition?

Advice: Old and dilapidated furniture can contribute to the spread of fire and torn upholstery exposes combustible filling material that may be used as kindling material by a potential arsonist. All new upholstered furniture for non-domestic use should comply with the requirements of British Standards 7176 and BS 7177.

5: Is the workplace free of rubbish and combustible waste materials?

Advice: The accumulation of rubbish and combustible waste materials is a hazard to the workforce in that it adds to the fire load of the building. Also, because arson is often an apparently motiveless crime, prompted merely by the availability of combustible materials, its presence will increase the likelihood of an arson attack. All rubbish and combustible waste should be cleared from the building on a daily basis and securely stored, preferably in lockable metal skips, outside the building and away from fire exits and not under any overhanging structure.

Sources of Heat

6: Are all heaters fitted with suitable guards and fixed in position away from combustible materials?

Advice: Faulty heaters are an obvious and common source of ignition. Guards and other protective covers provided by the maker must be kept in place at all times. The heaters

themselves must be securely fixed, in a safe, position to avoid them toppling and to avoid contact with other combustibles.

7: Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?

Advice: Regular inspections of such equipment are a requirement of Electricity at Work Regulations. Check the condition of all the cables and check that the appliances are fitted with correctly rated fuses; a fuse of too high a rating can lead to a fire in the appliance that it is supposed to protect.

8: Is the wiring of the electrical installation inspected periodically by a competent person?

Advice: The wiring should always comply with the requirements of the Wiring Regulations or Rules.

9: Is the use of electrical extension leads and multipoint adaptors kept to a minimum?

Advice: Extension leads may constitute a tripping hazard and their use should be kept to a minimum. Extension leads and socket outlets should not be overloaded. When in use reel-type extension leads should always be fully unwound.

10: Are cables and leads run in safe places where they will not be damaged?

Advice: Where cables and leads could constitute a tripping hazard their routes should be indicated with hazard warning tape, and where they may suffer damage by being walked upon they should be run in protective flexible plastic or rubber sheathing.

11: Is there a designated external smoking area provided with adequate ashtrays?

Advice: Careless disposal of smoking materials is a common cause of fire. In compliance with legislation, institute a no smoking policy. However, such a policy may encourage furtive smoking in out-of-the-way places and this can have disastrous consequences. It is best to set aside designated external smoking areas, which are provided with an adequate supply of large metal or glass ashtrays, the contents of which are regularly and safely disposed of throughout the working day in suitable flame retardant receptacles. These smoking areas should be provided with suitable fire extinguishers and be separate from the rest of the building with 50% or more of their structure open (not including windows or doors).

12: Have suitable measures been taken to protect against the risk of arson?

Advice: Arson is a major cause of fires in industry and commerce; some 40% of all fires in non-domestic premises are started deliberately. Good security is probably the best protection against arson and therefore it is important to ensure that all means of access to the premises – doors and windows – are locked at all times when the building is unoccupied. All visitors to the premises should be signed in, issued with visitors' badges, and be accompanied by their host at all times. Staff should be trained to challenge anybody whose presence or behaviour gives cause for concern and to immediately report any suspicious behaviour.

13: Do procedures and practices avoid the use of combustible materials or processes that use heat?

Advice: All processes and procedures should be reviewed in order to ensure that they are safe. Important points to consider include the following:

- Is any heating equipment or electrical equipment left on for longer than is needed?
- Are there reminders in place to turn off all heat producing equipment at the end of the work period?
- Could any process involving the use or production of heat be replaced by a low temperature alternative?
- When solvent-based adhesives are in use, is the area well ventilated in order to prevent the build-up of flammable vapours?
- Could the solvent-based adhesives be replaced by water-based alternatives?

14: Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?

Advice: As well as the measures referred to in the answer to Q12, the following additional measures should be considered:

- Improving perimeter security – mending broken fencing, not leaving ladders, or things such as piles of palettes that may be used to facilitate the scaling of fences, next to fencing,
- Introducing perimeter lighting and the lighting of all external doors,
- Installing a CCTV system,
- Installing an intruder alarm system,
- Fitting all letterboxes with fireproof metal boxes on the inside of all letter flaps,
- Training post room staff in the spotting and handling of suspicious packages.

Staff and People at Risk

15: Has an emergency evacuation procedure been developed for use in the event of a fire or other emergency?

Advice: You need to have an emergency evacuation procedure to deal with any fire related or other emergency such as a bomb threat or gas leak. The procedure is required to ensure that your managers and workforce know what to do, if there is a fire or other emergency, to safely evacuate the premises and get to a place of relative safety. The emergency procedure should always be based on your risk assessment of the premises and be explained to the workforce.

In simple premises the emergency plan may be no more than a basic fire action notice. In more complex premises it will need to be detailed and its preparation is likely to require the involvement of others. These might include a landlord and the other tenants or occupants of the building.

16: Does this emergency plan take account of any disabled or vulnerable people who may be in the building – whether as workers or visitors?

Advice: Disabled (**remember** that disability may be physical or mental) employees, visitors or clients may require additional assistance to escape in the event of fire. It is essential that their needs are considered when any emergency plan is developed. In simple cases where premises are small, single storey and escape routes are short and obvious special arrangements may not be necessary. However where the premises are complex and multi-storeyed, or occupants have severe disability and wouldn't be able to safely evacuate at the same time as others special arrangement will be required.

17: Do any of these disabled or vulnerable people need a Personal Emergency Evacuation Plan (PEEP)?

Advice: Disabled and vulnerable people who can evacuate at the same time or speed as others will not need a personal emergency evacuation plan (PEEP). If they are slow moving and likely to hold up the evacuation others or to struggle in getting out of the building in good time (less than 2.5 minutes in a normal risk building) they **will need a PEEP**. Guidance Note 2-3 explains this requirement in detail and includes a format for the preparation of an individual PEEP. Please refer to this guidance note if a PEEP is required.

18: If the answer to Q17 is YES, have PEEPs been prepared and practiced for all who need them and all who will be required to give assistance during an evacuation?

Advice: Whenever a PEEP is prepared it must be tested and practiced. The people nominated to act as companion(s) to the PEEP holder must be aware of the plan and arrangements. **Guidance Note 2-3** gives advice on practicing PEEPs.

Means of Escape

19: Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?

Advice: The principal structural means for limiting the spread of fire is compartmentalisation – dividing the building into compartments that are separated from each other by fire resistant walls and doors. The integrity of the compartmentalisation will be compromised if the fire doors have been badly hung, or if the compartmentalisation does not extend into the floor and ceiling voids that are created by suspended floors and ceilings. Penetration of fire walls by ducting or building services greatly reduces the effectiveness of the wall, unless the spaces between the ducting or services and the hole through which they pass are completely filled with fire-resistant stopping.

20: Is there a sufficient number of exits of suitable width for the people likely to be present?

Advice: In any building where construction or modification has been undertaken in conformity with the requirements of the Building Regulations, the number and size of the exits from the building will be sufficient for the use to which the building is put. Any proposed change of use and any proposed structural changes must be reported to the Fire Authority, and all exits

must be totally free from obstruction on both sides of the door. Exit doors must never be locked shut during working hours.

Guidance on Maximum Advisable Travel Distances

The maximum advisable travel distances from any workplace to a fire exit door leading to a place of relative safety are set out in the tables that follow below. The tables summarise the advice in a series of guides, published in GB by the Department for Communities and Local Government.

A place of relative safety is a final exit door to open air, or to a protected staircase (separated from the rest of the building by fire resistant walls and self closing fire resisting doors and frames), or into another compartment of the building (protected by fire resistant walls and self closing fire resisting doors and frames).

Escape routes should have floors, walls and ceiling built and maintained to a fire resisting standard. Walls and ceiling on escape routes should not have combustible linings.

These guidelines have to be used with caution. You must look at each part of the workplace and decide how quickly persons would react to a fire or a fire alarm. If anyone is identified as being at higher than average risk, measures to protect them must be very carefully considered.

If you are unable to achieve the suggested travel distances additional safety precautions and fire protection measures will be necessary. In these cases you will need to contact your local Fire Safety Officer or a suitably qualified fire safety consultant.

Table 1. Maximum Advisable Travel Distances to a Place of Relative Safety.

	Escape Routes	Suggested Range of Travel Distances Other Areas			Suggested Range of Travel Distances: Areas with Seating in Rows		
		Lower Fire Risk	Normal Fire Risk	Higher Fire Risk	Lower Fire Risk	Normal Fire Risk	Higher Fire Risk
Offices, Shops and Clubs	More than one route provided	60m Note 2	45m	25m Note 1			
	Only a single escape route provided	25m Note 2	18m	12m Note 1			
Factories and Warehouses	More than one route provided	60m Note 5	45m	25m Notes 3 & 4			
	Only a single escape route provided	45m Note 5	25m	12m Notes 3 & 4			
Small, Medium places of Assembly	More than one route provided	60m Note 2	45m	25m Note 1	45m Note 2	32m	20m Note 1
	Only a single escape route provided	25m Note 2	18m	12m Note 1	18m Note 2	15m	10m Note 1
Large Places of Assembly	More than one route provided	60m Note 2	45m	25m Note 1	45m Note 2	32m	20m Note 1
	Only a single escape route provided	25m Note 2	18m	12m Note 1	18m Note 2	15m	10m Note 1
Educational Premises	More than one route provided	60m Note 2	45m	25m Note 1	45m Note 2	32m	20m Note 1
	Only a single escape route provided	25m Note 2	18m	12m Note 1	18m Note 2	15m	10m Note 1
Theatres, Cinemas, & Similar Premises	More than one route provided	60m Note 2	45m	25m Note 1	45m Note 2	32m	20m Note 1
	Only a single escape route provided	25m Note 2	18m	12m Note 1	18m Note 2	15m	10m Note 1
Residential Care Premises (for Scotland see table 3)	More than one route provided	25m Note 2	18m	10m Note 1			
	Only a single escape route provided	15m Note 2	9m	6m Note 1			
Sleeping Accommodation	More than one route provided	45m Note 8	35m	18m in a bedroom (note 6) and higher fire risk area (note 7)			
	Only single escape route	25m Note 8	18m	9m in a bedroom (note 6) and higher fire risk area (note 7)			
For Healthcare premises everywhere and Care Homes in Scotland please refer to tables 2 and 3.							

Notes to Table 1.

At - Offices and Shops; Small, Medium places of Assembly; Large Places of Assembly; Educational Premises; Theatres, Cinemas and Similar Premises; Residential Care Premises.

Note 1: Where there are small high-risk areas this travel distance should apply. Where the risk assessment indicates that the whole building is high risk, ask advice from a competent person.

Note 2: The travel distance for lower risk premises should only be applied in exceptional cases in the very lowest risk premises where densities are low, occupants are familiar with the premises, excellent visual awareness, and very limited combustibles.

At - Factories and Warehouses

Note 3: Where there are small higher-risk areas this travel distance should apply. Where the risk assessment indicates that the whole building is higher risk, seek advice from a competent person.

Note 4: Some rooms are considered as places of special fire hazard, e.g. rooms used for highly flammable paint spraying. Shorter travel distances are generally required for these areas, e.g. 18m where there is more than one escape route, and 9m with a single escape route.

Note 5: The travel distance for lower risk premises should only be applied in exceptional cases in the very lowest risk premises where densities are low, occupants are familiar with the premises, excellent visual awareness, and very limited combustibles.

In Sleeping Accommodation

Note 6: Bedroom includes all sleeping rooms e.g. dormitories. The travel distance within a bedroom is normally a matter of 1 or 2 metres. Where it is longer, however, the distance becomes significant and should be included as part of the overall travel distance to a protected stair or final exit. For example; the travel distance within a bedroom (single escape route only) is 9m. The corridor onto which the door opens has two escape routes and the fire risk is 'normal'. In this case the maximum travel distance from the bedroom door to the nearest protected stair or final exit which would normally be 35m is reduced to 26m (35m minus 9m).

Note 7: Where there are small higher risk areas this travel distance should apply. Where the risk assessment indicates that the whole building is higher risk, seek advice from a competent person.

Note 8: The travel distance for lower risk premises should only be applied in exceptional cases in the very lowest risk premises where densities are low, occupants are familiar with the premises, have excellent visual awareness, and very limited combustibles.

In areas of assembly such as function rooms, bars or restaurants which are completely separated from the sleeping accommodation the travel distances in the assembly guide can be used for those areas, e.g. for a normal fire risk area, 45m where more than one route is provided and 18m where only a single escape route is provided.

21: Do the exits lead to a place of safety?

Advice: A place of safety is a place beyond the building in which a person is no longer in danger from fire. The designated place of safety must not be a dead-end situation from which people are unable to move further away from the building.

22: Are all gangways and escape routes free from obstructions?

Advice: Gangways and escape routes must never be obstructed. Obstructions such as unwanted furniture, unattended tea trolleys, wheelchairs, coat racks, stocks of stationery, cleaning products and equipment, newly delivered goods or goods awaiting collection, all of which reduce the available width of escape routes and make it more difficult to evacuate people sufficiently quickly in the event of fire. Sources of heat or electrical equipment such as portable heaters, automatic vending machines, photocopiers etc. must never be sited on escape routes.

23: Are the escape routes free from tripping and slipping hazards?

Advice: Changes of level, electrical extension leads, unstuck flooring tiles, and small items – such as empty drink cans or contractors' tools – left on the floor are all capable of causing people to trip. Changes of level should be indicated by use of warning tape. Wet floors and loose mats or runners constitute slipping hazards.

24: Are steps and stairs in a good state of repair?

Advice: Loose handrails, raised or loose floor tiles, and damaged nosings on steps may all cause people to trip whilst escaping from fire; on a staircase this could have disastrous consequences.

25: Are final exits always unlocked when the premises are in use?

Advice: Final exit doors must always remain unlocked whenever the premises are in use. If, for reasons of security, final exit doors have to be locked, they should be secured by a panic-release type or break-glass type (see 26 below).

26: Are the devices securing final exits capable of being opened immediately and easily without the use of a key?

Advice: Break-glass bolts (Redland bolts), which are released by breaking a glass tube with a small hammer, are an acceptable way of keeping a fire exit door securely shut, provided that clear instructions as to how to release the bolt are displayed on or adjacent to the door and that a suitable hammer is attached by a chain that is anchored on or adjacent to the door.

The ideal fastening for a fire exit door is a panic latch or lock that may be released by pressure upon a bar that runs across the full width of the door.

27: Are the self-closers on fire doors operating correctly?

Advice: Faulty self-closing devices or those in which the tension has been incorrectly set will not automatically close fire doors. This will put lives at risk in the event of fire. Employees should be made aware of the importance of reporting any self-closing devices that are not operating correctly.

28: Do the doors on escape routes open in the direction of travel (i.e. towards the escape route)?

Advice: Normally, doors on escape routes should open in the direction of travel. They must do so if they lead from an area from which more than 50 people may be required to escape, or if they lead from an area of high fire risk such as, for example, a kitchen.

29: Are escape routes clearly signed?

Advice: Escape routes that do not constitute a normal means of leaving a building should be properly signed with signs that conform to the requirements of the Safety Signs and Signals Regulations. These escapes make use of pictograms employing the 'running man', and an 'open door', and directional arrows. These pictogram signs may be augmented by the older text signs, but these text only signs are no longer acceptable on their own.

30: Are escape routes adequately lit?

Advice: Fire escape routes should be provided with artificial emergency escape lighting if required, because the mains electricity supply may fail in the event of a fire. In general, this type of lighting is required in underground parts of the premises, in windowless parts of the premises, in core stairways or those serving storeys more than 30m above ground level, in internal corridors more than 30m long, and in open plan office areas of more than 60m^2. Emergency escape lighting should conform to the requirements of BS 5266 Part 1 and be regularly maintained.

31: Where escape lighting is installed is it in working order and is it maintained regularly?

Advice: Fire escape routes should be provided with emergency escape lighting if required. The places where it is required are detailed in the answer to question 27. The emergency escape lighting system should be installed and maintained according to the recommendations of BS 5266 Part 1.

Fire Fighting Equipment

32: Is an adequate number of suitable fire extinguishers provided?

Advice: Portable fire extinguishers are probably the commonest type of fire fighting equipment to be found in industrial and commercial premises. In a multi-storey building, the correct number of water extinguishers to tackle Class A fires (fires involving combustible solids such as paper, wood, cloth, plastics etc.) may be determined if the fire rating of the floor is known.

The fire rating is found by multiplying the floor area in m^2 by 0.065. Thus for a floor area of 200m^2 the fire rating is 200 x 0.065 = 13. A 9 litre water extinguisher has a fire rating of 13 therefore one 9 litre water extinguisher will be required for every 200m^2 of floor area. For special risks such as fires involving live electrical equipment, a suitable extinguisher should provided, carbon dioxide or dry powder, near to the risk.

In general fire extinguishers should be located and operated according to the following points:

- On escape routes;
- Hung so that carrying handle is 1 metre from floor, 1.5 metres for smaller units without hoses;
- Two extinguishers per storey;
- Not less than one extinguisher per 200 square metres;
- Adjacent to risk, but not too close;
- In multi-storey buildings in the same position on each storey;
- In groups forming fire points;
- Away from extremes in temperature;
- All extinguishers should operate by the same method;
- Occupants must be capable of handling the extinguishers provided;
- Be appropriate for the specific fire hazard (i.e. the material present)
- The distance a person would have to travel to reach an extinguisher should not be more than 30m.

If for any reason extinguishers are placed in positions hidden from direct view, their location should be indicated by suitable signs. Where hose reels are provided they should be located where they are conspicuous and always accessible such as in corridors.

33: Are the fire extinguishers and fire blankets located suitably and ready for use?

Advice: Generally, extinguishers should be located at exits from rooms or storeys, in corridors that form parts of escape routes, and on landings. Extinguishers for special risks such as electrical fires, flammable liquid fires, or cooking oil fires should be located near the risk. All extinguishers and fire blankets should be located so as to be both conspicuous and readily accessible. Ideally, they should be mounted on either wall brackets or floor stands. It should never be necessary to travel more than 30m from a fire in order to reach an extinguisher.

Fire Warning Systems

34: Are internal fire doors labelled as such and normally kept closed?

Advice: All fire doors should carry a sign, on both faces of each leaf, bearing the legend “Fire Door Keep Shut”, “Automatic Fire Door Keep Clear”, or “Fire Door Keep Locked” (this last sign applies to fire resistant doors on cupboards or service shafts that open onto protected escape routes) as appropriate. Fire doors are the principal means whereby flames, smoke, and toxic gases are prevented from spreading into escape routes, but they are only effective if they remain shut at all times (except when people are passing through the door opening). All employees must be made aware that practices such as the use of wedges, doorstops etc. to hold fire doors open is a serious offence (in law) because it puts people’s lives at risk in the event of fire.

35: Is there an automatic fire detection and alarm (FDA) system?

Advice: A properly installed and maintained automatic fire detection and alarm system will give the earliest possible warning of fire, and significantly reduce the risk to life and property in the event of fire.

36: Is the fire alarm system in good working order?

Advice: The correct operation of a properly maintained system will greatly reduce the incidence of false alarms and, consequently, the incidence of unnecessary calls to the fire service. As well as wasting the time of fire service personnel, repeated false alarms may encourage the workforce to dismiss a genuine alarm as being "yet another false alarm", and the consequences of this could be disastrous.

37: Is the fire alarm tested weekly?

Advice: Every year, on average, the fire service receives more than 850,000 calls for assistance. Almost half of these calls are false alarms caused by faults in the design or installation of the system, or are the result of faults occurring due to lack of maintenance. The fire detection and alarm system should be maintained according to the recommendations of BS 5839 Part 1, which recommends a regime of testing that includes weekly testing of the fire alarm.

38: Can the fire alarm be raised without placing anyone in danger?

Advice: Raising the alarm should ideally be done automatically. If not it should be done from a place of safety and if this is not possible further consideration should be given to connection of the FDA system to a 24-hour remote manned centre.

39: Are the fire alarm call points clearly visible and unobstructed?

Advice: Manual fire alarm call points should be mounted in conspicuous positions on exit routes, on staircase landings, and at final exits. Items such as coat racks, potted plants etc. should not be allowed to obscure the presence of a call point, or to hinder easy access to it.

40: Is the fire alarm system connected to a monitoring centre which calls the fire brigade?

Advice: Fire detection and alarm systems are designed to protect either life or property. Fire safety law is primarily concerned with the protection of life and, as a consequence, in many workplaces the system installed is one designed for life safety. If property is to be protected, the system must be monitored 24 hours a day so as to cover the times when there are no people present.

41: Is the fire alarm system, and all its components, continuously monitored?

Advice: By connecting the FDA system to a 24 hours monitoring service, even a basic life protection system can effectively be upgraded to a property protection system. The rapid response by the fire brigade, that such a monitoring service provides, will do much to minimise fire damage to buildings, stock, plant and machinery. A rapid response by the fire service may significantly reduce fire damage by early attendance of the brigade. Connection to monitored telephone lines provides an effective way to monitor fire detection and alarm

systems and will ensure a prompt response from the fire service reducing potential losses to fire.

42: Are the fire extinguishers serviced annually by a competent company or person?

Advice: The authorities recommend that routine examinations of extinguishers should be carried out on a weekly basis by members of the workforce, and it is a requirement of BS 5306 Part 8 2000 that more detailed maintenance procedures be carried out by a "competent person" on an annual basis.

43: Is any fixed fire-fighting installation or automatic fire detection system in working order?

Advice: Fixed fire-fighting installations such as automatic sprinkler systems, halon (or halon replacement) flooding systems in computer suites, automatic foam systems in oil-fired boiler rooms, and wet chemical drenching systems installed in the hoods above commercial deep fat fryers, all require regular maintenance by specially trained personnel, if they are to be relied upon to provide the protection that they were designed to afford. Modern automatic fire detection systems are extremely complex and must also be regularly tested and maintained by suitably qualified personnel. The British Standards Institution publishes Associated Codes of Practice that provide the appropriate testing and maintenance regimes for all of the above systems.

Fire Safety Administration

44: Have all members of staff been trained in how to call the fire brigade, the use of the fire extinguishers and basic fire prevention?

Advice: Regulations require employers to supply employees with adequate health and safety training and this must include general fire safety. Employees must know:

- How to operate the fire alarm system.
- How to use the fire fighting equipment provided.
- How to call the fire brigade.
- The location and use of the escape routes.
- The location of the assembly point.
- How to assist visitors and members of the public in evacuating the workplace.

45: Have you asked your insurers for advice regarding the fire protection of your premises?

Advice: Insurance companies employ fire surveyors who have experience of all aspects of fire safety including the installation and maintenance of sprinkler systems, automatic fire detection and alarm systems, fixed fire fighting installations etc. and they are always happy to offer free advice on such matters.

46: Have you told your staff or their representatives about your findings?

Advice: Once the findings of the Fire Risk Assessment have been recorded they, and any recommendations that have been made in the light of the findings, should be brought to the

attention of senior members of the management, and formally distributed to members of staff or their representatives.

47: If you have prepared a formal report, has it been shown to your staff or their representatives?

Advice: If you have prepared a formal report it should be brought to the attention of senior managers and then formally distributed to members of staff or their representatives.

48: If you share the workplace with others, do they know about the risks that you have identified?

Advice: Any fire risks that your risk assessment has identified should be brought to the attention of those who share the premises with you.

49: If you do not have direct control over the workplace have you made your findings known to owner or landlord?

Advice: Your findings, and any formal report that you have made, should be brought to the attention of the owner or landlord of the premises, because he may need to provide or approve any changes to systems or services that you have recommended.

50: Has an emergency plan been drawn up in case of a major fire?

Advice: A comprehensive emergency plan should be drawn up. The plan should include the action to be taken by staff in the event of fire, the evacuation procedure (including arrangements for the evacuation of disabled staff or visitors), the location of the assembly points and the arrangements for calling the Fire Authority. The plan should make clear who is to be responsible for the implementation of its various parts. In order to ensure its long term effectiveness, it should be rehearsed regularly, and reviewed and updated in the light of any shortcomings uncovered by the rehearsals.

51: Is a copy of the emergency plan kept somewhere other than at the workplace?

Advice: In larger organisations, especially those with more than one building on the site, a copy of the emergency plan should be lodged at the gate house or, if one exists, in the office of the organisation's own fire brigade.

52: Are Fire Action Notices displayed prominently throughout the workplace?

Advice: Officers from your local Fire Authority or our Health and Safety Consultants can provide guidance on the contents of Fire Action Notices and on how they should be displayed in each of the areas of risk within your premises.

Revised or Reviewed

53: Has a procedure been established to review the Fire Risk Assessment periodically?

Advice: Carrying out a Fire Risk Assessment is not a one-off exercise. There are two reasons why it should be reviewed and repeated on a regular basis. Firstly, the skills of the

person undertaking the assessment will almost certainly increase with time. Secondly, the circumstances in the workplace may change with time.

The introduction of new materials, processes, or machinery, and structural alterations to the premises may profoundly alter the risks to which employees or others are exposed. The risk assessment should:

- Identify the action required to remedy all the faults identified by the assessment,
- Set dates by which such action should be completed,
- Make recommendations as to new fire protection measures or systems that should be introduced,
- Set dates by which the new fire protection measures or systems should be introduced,
- Set the date of the next review.

Fire Strategies

With more responsibility placed on employers, building owners and occupiers, together with the obligation to adopt a risk-based approach to fire safety, it may also prove beneficial to construct a fire safety strategy for the premises. This can be extremely helpful in ensuring that the building and its safety-related components are better understood.

Initially, this may appear to be an extra burden for the employer or building owner. But over time it is common for the internal configuration of buildings, works processes and staff numbers to change considerably. While any particular risks should be identified and remedied during the risk assessment process it is possible for certain safety elements to be overlooked.

All buildings are different, although individual types of buildings fall into certain categories.

These obviously vary but could include:

- Industrial premises, which may lead to high-bay storage and abnormal fire loads or manufacturing and processing risks.
- Healthcare, hospital establishments or residential care homes creating risks associated with human incapacitation and the implications associated with horizontal escape.
- Office, shop, public or commercial premises, which may lead to risks associated with high population densities or building unfamiliarity.

The list quoted above is not exhaustive, but provides a general view of the risks associated with more common buildings. It is also worth mentioning that lots of buildings incorporate different categories of risk (office areas sited within storage or healthcare premises, for example). So it is possible that, while trying to achieve common fire safety objectives, when preparing a fire strategy, the approach may have to vary considerably depending upon the nature and use of the building.

Management procedures will also have a vitally important role to play. Fire Safety Management is an area that is beginning to draw greater attention, so we must think about management as the fire strategy is being developed, not as a mere afterthought.

Completing a Fire Risk Assessment will go a long way towards meeting basic legal responsibilities. But sometimes it is necessary to take one step further and carry out a complete review of the premises, safety systems and equipment to ensure that they are still appropriate for the risks that are present. The result could help define how the building is actually constructed and how this interacts with fire safety equipment and systems. A clear fire safety strategy can then be detailed and implemented for the building's future use. A building may, for example, utilise 'staged' as opposed to 'simultaneous' evacuation because of the number of persons occupying it. Over time, population densities may vary considerably which may not warrant a staged evacuation principle. More plant might have been introduced, requiring interfaces with the automatic fire and detection installation.

While fire strategies are normally provided at the design stage of any new-build construction project, it is not uncommon to prepare a fire strategy retrospectively, when a building or

premises undergo a significant alteration.

So the purpose of any retrospective fire strategy is to carefully plan and describe in detail the strategic fire safety approach to be followed during the subsequent use of any building (or alteration or extension) to ensure that fire safety measures in the building's design successfully fulfil their objectives.

While many will be familiar with the fire risk assessment process, it may prove beneficial to prepare a fire safety strategy to fully understand buildings and the fire safety systems and equipment contained therein.

The main purpose of any fire strategy is to clearly demonstrate to all concerned parties that all potential hazards and risks have been given due consideration and that safe, acceptable and substantiated solutions have been provided. Fire strategies help provide a holistic approach to fire safety and will undoubtedly help and support the fire risk assessment process.

FIRE PROCEDURES – REVIEW

Form FPR

The person appointed to take charge of fire safety matters should use this form at 6 monthly intervals to confirm that fire safety procedures remain current and that systems are being maintained. Where defects or issues are observed, action should be taken as soon as possible to restore fire safety to the required standard. See– Fire Safety – Arrangements and Procedures for additional information.

Use the Remarks column to give supporting evidence or to outline changes or defective provisions. Where action is required use form SFF to allocate responsibility.

Review Date: _____

ITEM	QUESTION	ANSWER	REMARKS (Record supporting evidence or defects) *(as for example against Q1)*
1. Fire Drill	1.1 Has a six monthly fire drill been carried out? 1.2 Have PEEPs been practiced or walked through?	Yes/No Yes/ No	*If YES, on what date?* *If YES, on what date(s)?*
2. Fire Alarm Testing	2.1 Is the alarm tested?	Yes/No	
	2.2 Is the test carried out weekly?	Yes/No	
	2.3 Are alternative call points used?	Yes/No	
	2.4 Can the alarm be heard throughout the premises?	Yes/No	
	2.5 Have any faults been identified?	Yes/No	
3. Fire Doors	3.1 Are all fire doors identified by means of the approved signage?	Yes/No	
	3.2 Do all fire doors close effectively?	Yes/No	
	3.3 Are the door seals (intumescent) intact?	Yes/No	
4. Emergency Lighting	4.1 Is there emergency lighting within the premises?	Yes/No	
	4.2 Is the illumination satisfactory?	Yes/No	
	4.3 Is emergency lighting tested?	Yes/No	
5. Means of Escape	5.1 Are all the means of escape identified by means of a 'running person' pictogram?	Yes/No	
	5.2 Are all means of escape clear of obstructions outside?	Yes/No	
	5.3 Are all means of escape clear of obstructions inside?	Yes/No	
	5.4 Are escape routes free from differences in floor level?	Yes/No	

ITEM	QUESTION	ANSWER	REMARKS (Record supporting evidence or defects) *(as for example against Q1)*
	5.5 Have all push bars, self-closers or automatic devices been checked?	Yes/No	
6. Smoke/Heat Detectors	6.1 Are there smoke / heat detectors fitted?	Yes/No	
	6.2 Are these inspected?	Yes/No	
7. Fire Extinguishing Equipment	7.1 Does there appear to be sufficient fire extinguishing equipment available?	Yes/No	
	7.2 Is all fire equipment wall-mounted?	Yes/No	
	7.3 Are wall mounted extinguishers at a height of 1 metre to the top of the extinguisher?	Yes/No	
	7.4 Are fire blankets, readily accessible?	Yes/No	
	7.5 Are hose reels readily accessible and undamaged?	Yes/No	
	7.6 Are hose reels tested for effectiveness?	Yes/No	
	7.7 Is all fire fighting equipment regularly serviced?	Yes/No	
8. Fire Training	8.1 Have all employees received fire awareness and procedures training?	Yes/No	
	8.2 Are sufficient numbers of employees trained in the safe use of the fighting equipment?	Yes/No	
9. Fire Procedures	9.1 Is there suitable and sufficient provision of fire / emergency action signage available?	Yes/No	
	9.2 Is there an alarm zone display panel in the facility?	Yes/No	
	9.3 Is there somebody within your organisation with sufficient knowledge of the operation of the panel?	Yes/No	
	9.4 Has a documented Fire Policy been prepared for the premises?	Yes/No	
	9.5 Is the Emergency Plan current and effective?	Yes/No	
10. Change	10.1 Have there been any changes to buildings, the use of rooms, materials or substances, people using the building or similar that make it necessary for a review of the Fire Risk Assessment?	Yes/No	

Signature of Person Completing this Review: ……..

Date of Completion: ……

FIRE AND EMERGENCY EVACUATION RECORD

Form FEE

Use this form to record Emergency Evacuation tests or drills. As a minimum, they should be held at six monthly intervals.
See Fire Safety – Arrangements and Procedures for additional information.

EVACUATION DETAILS	Fire Marshal / Warden Name(s):
Date of the drill: Time of the drill: Evacuation time:	Roll call conducted at assembly point Yes / No All accounted for: Employees Yes / No Contractors Yes / No Visitors Yes / No
Organiser: Premises or areas involved: 1. Was the alarm sounded promptly? Yes/No 2. Could the alarm be heard throughout the premises? Yes/No 3. Did the person chosen at random to sound the alarm understand the routine? Yes/No 4. Did all staff understand the routine and act effectively? Yes/No 5. Is there a need for further staff training or instruction? Yes/No 6. Was a random activation point chosen? Yes/No 7. Were there any other particular problems in the evacuation? Yes/No Record further details overleaf and summarise proposed actions in the next column. 8. Were all employees and visitors accounted for? Yes/No 9. Was this evacuation the result of a false alarm? Yes/No	State action necessary:

Number of Employees involved	
Dept / Shift	Number of Employees

Person compiling record: ……

Signature: …… Date: ……

FIRE AND EMERGENCY EVACUATION RECORD

Use this space to record both positive and negative outcomes from the evaluation. Where problems are identified consider and suggest remedial action. Summarise these in the right hand column of the previous page.

FIRE ALARM TESTS RECORD

Form FAL

Use this form to record details of weekly fire alarm tests. See**– Fire Safety – Arrangements, Procedures and Management** for additional information.

DATE	**CALL POINT TESTED** Test a different call point each week	**WORKING ORDER** Y/N	**FAULT DISCOVERED** Give details or enter 'None'	**FAULT CLEARED BY DATE CLEARED**	**SIGNATURE OF PERSON WITH FIRE RESPONSIBILITIES**

Use this form to record details of weekly fire alarm tests. See**– Fire Safety – Arrangements and Procedures** for additional information.

DATE	**CALL POINT TESTED** Test a different call point each week	**IN ORDER** Indicate Y/N	**FAULT DISCOVERED** Give details or enter 'None'	**FAULT CLEARED BY DATE CLEARED**	**SIGNATURE OF PERSON WITH FIRE RESPONSIBILITIES**

FIRE EXTINGUISHER TRAINING RECORD

Form FET

Use this form to record details of training given to staff in the use of fire extinguishers. This may be either theoretical training, a practical demonstration or hand-on training.

DATE	NAMES OF PERSONS GIVEN TRAINING	TYPES OF APPLIANCE	SIGNED BY INSTRUCTOR	DATE OF RE-TRAINING	SIGNED BY INSTRUCTOR

DATE	NAMES OF PERSONS GIVEN TRAINING	TYPES OF APPLIANCE	SIGNED BY INSTRUCTOR	DATE OF RE-TRAINING	SIGNED BY INSTRUCTOR

FIRE FIGHTING EQUIPMENT INSPECTION RECORD

Form FFE

Use this form to record periodic checks of fire equipment. Check that it is in the correct location, in good condition and is ready for use. Where defects are found or the equipment is not ready for use it should be repaired or replaced by a competent person. If the person making the inspection does not have the authority to repair or replace damaged or missing equipment they must refer the issue to a manager who has that authority

Note. This is not a record of the annual maintenance of each piece of equipment.

See**– Fire Safety – Arrangements and Procedures** for additional information.

At each inspection insert the date of inspection in the first row of the column under the heading 'Date of Inspection'. In the remaining rows use a ✔ to show a satisfactory condition and **X** where action is required because the equipment is damaged discharged or missing. Take action to maintain or replace equipment marked with a **X**.

Equipment Type **- Extinguishers (E)** **- Blanket (B)** **- Hose Reel (H)**	**Location or Reference**	**Date of Inspection**																							

Use this form to record periodic checks of fire equipment. Check that it is in the correct location, in good condition and is ready for use. Where defects are found or the equipment is not ready for use it should be repaired or replaced by a competent person. If the person making the inspection does not have the authority to repair or replace damaged or missing equipment they must refer the issue to a manager who has that authority

Note. This is not a record of the annual maintenance of each piece of equipment.

See**– Fire Safety – Arrangements and Procedures** for additional information.

At each inspection insert the date of inspection in the first row of the column under the heading 'Date of Inspection'. In the remaining rows use a ✔ to show a satisfactory condition and **X** where action is required because the equipment is damaged discharged or missing. Take action to maintain or replace equipment marked with a **X**.

Equipment Type **- Extinguishers (E)** **- Blanket (B)** **- Hose Reel (H)**	**Location or Reference**	**Date of Inspection**																							

EMERGENCY LIGHTING INSPECTION, TESTING AND MAINTENANCE RECORD

Form ELI

Use this form to record
1. Visual checks that emergency batteries are charging and emergency lights are working
2. Monthly and annual test and examinations in accordance with BS 5266 or IS 3217

See– Fire Safety – Arrangements and Procedures for additional information.

DATE OF INSPECTION AND TEST	DATE OF MAINTENANCE WORK	LOCATION	COMMENTS	SIGNED BY COMPETENT PERSON

DATE OF INSPECTION AND TEST	DATE OF MAINTENANCE WORK	LOCATION	COMMENTS	SIGNED BY COMPETENT PERSON

FIRE DOOR CHECKLIST

Form FDC

Use this form as a record for periodic checks that self closing devices on fire exit doors are closing properly and that the intumescent strips are in place.

Door *(Reference number or description)*	Name of person making the check				
	Date checked				
	Tick if satisfactory or enter **X** if unsatisfactory. Every **X** requires comment and action in the section overleaf.				

COMMENTS

If any issues are identified in the periodic check please give details here, copy them and pass the form to a senior manager for action. Record the name of the person to whom you have given a copy of this form.

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