

Record of fire safety risk assessment

(worked example)



**Healthy
Working
Lives**

Name of person(s) with fire safety duties

Mr T Jones

Company/organisation

Any Business

Building use and address

Printers and Warehouse
Press Lane, 21 Ink Street,
Presstown

Postcode

PR3 3SS

Name and contact details of Assessor

Mr T Jones

Assessor signature

Mr T Jones

Date of assessment

23 June 2015

Talk to the Healthy Working Lives experts FREE on:

0800 019 2211
www.healthyworkinglives.com



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STEP 1 Identify people at risk

List all persons potentially at risk from fire, including employees, residents, visitors and contractors.

- 18 staff members
- contractors
- visitors

STEP 2 Identify fire hazards

Note: Action points should be recorded at STEP 4

Fire hazards	Comments		
Sources of ignition	Electrically powered equipment and electrical systems; printers; dryers; mains gas heating and cigarettes.		
Sources of fuel	Accumulations of paper, cardboard and wrapping materials; solvent-based inks and cleaning agents; furniture and clothing items; gas-fuelled industrial hot-air blower; internal and external waste bins; LPG cylinder on forklift truck; and wooden pallets.		
Source of oxygen	No additional sources of oxygen.		
	Action required (Please tick) If you answered yes, record action at STEP 4	Yes	No
		✓	

STEP 3 Evaluate risk and adequacy of existing fire safety measures

Note: Action Points should be recorded at STEP 4

a) Likelihood and consequences of a fire starting	Comments		
Accidentally			
By act or omission	- Lack of maintenance – drying equipment. - Decanting of solvent-based cleaning fluids. - Improper storage of excess paper. (Continued on back page.)		
Deliberately	From local knowledge, there have been a few recent fire-raising incidents at other neighbouring businesses involving skips. This business uses a single uncovered skip which is situated away from the building.		
	Action required (Please tick) If you answered yes, record action at STEP 4	Yes	No
		✓	

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STEP 3 Evaluate risk and adequacy of existing fire safety measures (cont.)			
b) Adequacy of existing fire safety measures		Comments	
Provision and protection of escape route		An adequate number of fire escapes are available. The exit at the bottom of the rear staircase is obstructed by paper stacks and cardboard. Two doors opening onto the escape route are in disrepair.	
Lighting and signage		Emergency lighting is provided in the rear fire exit staircase. Escape routes are not clearly signed.	
b) Adequacy of existing fire safety measures		Comments	
Fire detection and fire warning		A fire detection and alarm system is in place. No regular tests are carried out.	
Fire fighting equipment		Fire extinguishers are sited at appropriate locations and are wall mounted.	
Staff training and fire drills		No staff training has been provided in relation to fire safety.	
Management and fire safety policy		<ul style="list-style-type: none"> - No evacuation procedures have been developed and no measures are in place for checking the premises and fire safety equipment. - Printer, dryer and forklift trucks all have inspection and maintenance programmes in place. (Continued on back page.) 	
Co-operation and co-ordination with other building owners/occupiers			
		Action required (Please tick)	
		If you answered yes, record action at STEP 4	
		Yes	No
		✓	

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The assessor completing the following section should prioritise remedial measures, based on the level of risk.

Priority ratings and suggested timescales:

High (H) As soon as possible	Medium (M) Up to 3 months	Low (L) 3 – 6 months
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The above timescales are recommendations, but risks should be removed as soon as possible.

STEP 4 Action points			
	Priority	Person responsible	Completion date
Review the arrangements in place for the storage and use of all flammable substances.	H	TJ	
Remove the stacks of paper and cardboard from the bottom of the fire exit staircase.	H	TJ	
Implement a programme of in-house premises inspection to maintain housekeeping standards.	M	TJ	
Provide lockable or covered skips.	L	TJ	
Remove two doors that are in disrepair and replace them with new fire doors fitted with self-closing mechanisms.	H	TJ	
Provide fire signage to clearly identify escape routes and exits.	M	TJ	
Provide fire safety training for staff.	M	TJ	
Carry out regular in-house tests of the alarm system.	H	TJ	
Develop and implement an emergency evacuation procedure and schedule a drill to test this.	H	TJ	

Review the fire risk assessment if there is a reason to suspect it is no longer valid or if there has been a significant change in the matters to which it relates.

STEP 5 Assessment review			
Review date		Reviewed by	
Reason for review			
Outcomes of review			

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STEP 3 – continued	
a) Likelihood and consequences of a fire starting	Comments
By act or omission	<ul style="list-style-type: none">- Flammable vapours could be ignited during the drying process if ventilation is compromised and the equipment is not maintained in good working order.- Flammable solvent-based inks and cleaning agents are used on the premises. It has been noted that printing staff are decanting solvent-based cleaning liquids into open containers for easy access beside printing equipment.- Excess paper and cardboard, which are combustible materials, are being stored at the bottom of the fire exit staircase, compromising the escape route.

b) Adequacy of existing fire safety measures	Comments
Management and fire safety policy	<ul style="list-style-type: none">- All electrical equipment is regularly inspected and tested. The fixed electrical system is periodically examined by a qualified electrician.- Gas central heating system is examined and maintained annually by a Gas Safe registered engineer.- A no-smoking policy is in place. A shelter and a cigarette disposal bin have been provided and are located 10 metres away from the main building.