

Fire Risk Assessment Report - Initial

Prepared by Your Company Name

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23 Newhaven Court, Nantwich, CW5 5GT



Overall Rating:

Building Address	23 Newhaven Court Nantwich CW5 5GT
Client	Client Name
Surveyed Date	22nd June 2017 by Surveyor 1



Contents

1	INTRODUCTION	4
2	ASSESSMENT OVERVIEW	6
3	FIRE RISK CALCULATION	7
4	REMEDIAL WORKS SUMMARY	9
5	ARSON	11
6	AUTOMATIC FIRE EXTINGUISHING SYSTEMS	12
7	COOKING	13
8	DANGEROUS SUBSTANCES	14
9	ELECTRICAL IGNITION SOURCES	15
10	EMERGENCY ESCAPE LIGHTING	16
11	FIRE SAFETY SIGNS AND NOTICES	17
12	PORTABLE HEATERS AND HEATING INSTALLATIONS	18
13	ACTIONS: ARSON	19
14	ACTIONS: AUTOMATIC FIRE EXTINGUISHING SYSTEMS	20
15	ACTIONS: COOKING	21
16	ACTIONS: DANGEROUS SUBSTANCES	22
17	ACTIONS: ELECTRICAL IGNITION SOURCES	23
18	ACTIONS: EMERGENCY ESCAPE LIGHTING	25
19	ACTIONS: FIRE SAFETY SIGNS AND NOTICES	26
20	DISCLAIMER	27

21 DECLARATION	28
APPENDIX: FIRE RISK ASSESSMENT METHODOLOGY	29
APPENDIX: PHOTOGRAPHS	32

About this Fire Risk Assessment Report

This Fire Risk Assessment Report will identify the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

PS Sample

1 INTRODUCTION

This report provides a record of the Fire Risk Assessment Report at: **23 Newhaven Court, Nantwich, CW5 5GT** for **Client Name**. It was surveyed by **Surveyor 1** of **Your Company Name** on the **22nd June 2017**.

The Client Client Name

Instruction This Fire Risk Assessment Report was undertaken in accordance with an instruction received from Client Name, Client Company.

Responsible Person Sdasd,

The Property 23 Newhaven Court, Nantwich, CW5 5GT

The Surveyor Surveyor 1 of Your Company Name

Survey Date 22nd June 2017

Scope and Purpose of the Fire Risk Assessment Report

The Regulatory Reform (Fire Safety) Order 2005 [RR(FS)O] replaces the 40 year old fire certification scheme. It is now the duty of the 'responsible person' for the premises to ensure the occupants are safe from the effects of fire as far as practicable. This does not imply a lesser responsibility for the safety of the occupant of the premises; it is almost certain that for premises which required a fire certificate prior to January 2006, similar measures will be required under the RR(FS)O.

The RR(FS)O applies to all non-domestic premises, including any voluntary sector and self-employed people with premises separate from their homes.

A fire risk assessment is an organised and methodical look at your premises. The fire risk assessment procedure identifies the activities carried out at the premises and assesses the likelihood of a fire starting. The aim of a fire risk assessment is to:

- Identify the hazards
- Reduce the risk of those hazards causing harm to as low as reasonably practicable.
- Decide what physical fire precautions and management policies are necessary to ensure the safety of people in your premises if a fire does start.

The fire risk assessment was carried out in accordance with the Department for Communities and Local Government (DCLG) 'fire safety risk assessment, offices and shops' and 'fire safety risk assessment, sleeping accommodation' guidance documents.

Limitations of the Fire Risk Assessment

The RR(FS)O places a burden of responsibility firmly on the head of a 'responsible person' with regard to the fire safety of the occupants of the premises to which they have been assigned. The responsible person is required to co-ordinate all fire safety related issues including the carrying out of a fire risk assessment and production of associated documentation. The responsible person may nominate a 'competent person' to assist in the implementation of any measures deemed necessary to ensure the fire safety of the occupants of the premises.

There are many factors that impact upon what may constitute adequate measures to assess the fire safety of the occupants. We are not the responsible person and are unable to determine, on behalf of the organisation, the steps it should or must take to comply with its duties under the RR(FS)O. The fire risk assessment will cover all of the areas within the property. We will also comment upon the areas surrounding the building.

This report is for the use of the party to whom it is addressed and should be used within the context of instruction under which it has been prepared.

No opening up of any part of the structure was carried out nor was any operational electrical or mechanical systems tested. All comments and recommendations are based on visual inspection only.

Prioritisation of Recommendations and Remedial Works

To assist in the development of a strategy and action plan for addressing recommendations in the fire risk assessment report, a priority rating is attached to each recommendation. The following is an explanation of each rating:

- **Urgent:** Immediate action required to prevent risk to the health and safety of relevant persons.
- **Essential:** Planned action to improve fire safety within the premises.
- **Desirable:** Features that comply with current regulations but which the responsible person may consider upgrading.

Identified costs of Recommendations

The report will give a budget costing for recommendations covered in the fire risk assessment for alterations or improvements to physical features to assist the Client in developing an Action Plan and improvement programme.

2 ASSESSMENT OVERVIEW

BUILDING DETAILS

Building Type Commercial Shop

Building Construction Brick

Building Date 2007

Floors 1

Stairs 2

OCCUPANCY

Employees 0

Public Persons 0

Max Occupants 0

RISK SUMMARY

22nd June 2017

Likelihood of Fire Medium

Potential Consequences of Fire Extreme Harm

Fire Risk Rating Substantial

Review in
1 Years

Action and Timescale

Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.

3 FIRE RISK CALCULATION

Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Medium

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.
- Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Potential Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Extreme Harm

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

- Slight Harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
- Moderate Harm:** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
- Extreme Harm:** Significant potential for serious injury or death of one or more occupants.

Fire Risk Rating

The fire risk rating is calculated using the following risk matrix table, taking into account the combined results for likelihood and consequences.

Risk Matrix		Potential Consequences of Fire		
		Slight Harm (1)	Moderate harm (2)	Extreme harm (3)
Likelihood of Fire Occurring	Low (1)	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium (2)	Tolerable Risk	Moderate Risk	Substantial Risk
	High (3)	Moderate Risk	Substantial Risk	Intolerable Risk

Accordingly, it is considered that the risk to life from fire at these premises is:

Substantial

Note: Although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.

The definition of the terms used for fire risk rating is as follows:

Risk Level	Action and Timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need or reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises is occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

4 REMEDIAL WORKS SUMMARY

The following is a summary of the remedial works needed rectify the defects noted within the scope of the inspection.



Risk Category	Actions	Budget Cost	Priority	Comments
ARSON	* Put in place basic security measures to prevent malicious ignition by outsiders.	£100	Essential	
ARSON	* Remove unnecessary fire load in close proximity to the premises or available for ignition by outsiders.	£100	Urgent	
AUTOMATIC FIRE EXTINGUISHING SYSTEMS	* Install water-based fixed fire extinguishing system * Install gas-based oxygen reduction fire extinguishing system * Install gas-based clean agent fire extinguishing system.	£100	Urgent	
COOKING	* Re-design the cooking areas.	£100	Urgent	
COOKING	* Provide suitable extinguishing appliances in the cooking areas * Provide a fire blanket in the cooking areas which is kept easily accessible * Consider the advantages of having a dry powder extinguisher available.	£100	Desirable	
DANGEROUS SUBSTANCES	* Ensure the appropriate storage of hazardous materials * Remove hazardous materials from the area.	£100	Urgent	
ELECTRICAL IGNITION SOURCES	* No action required.	£100	Urgent	
ELECTRICAL IGNITION SOURCES	* Ensure your electrical supply has been tested and deemed safe.	£100	Urgent	
ELECTRICAL IGNITION SOURCES	* Check electrical appliances regularly to ensure no obvious defects exist * Avoid the use of portable heaters with a naked flame, such as paraffin or gas * Ensure all portable heaters are kept well clear of any combustible materials.	£100	Urgent	
ELECTRICAL IGNITION SOURCES	* Control the use by employees and visitors of their own electrical appliances.	£100	Desirable	
ELECTRICAL IGNITION SOURCES	* Avoid the excessive use of multi point electrical adaptors and extension leads	£100	Essential	

	* Switch off items not in use at the wall socket.			
EMERGENCY ESCAPE LIGHTING	<ul style="list-style-type: none"> * Emergency lighting needs attention * Provide emergency lighting to show means of escape and other fire safety signage * Provide emergency lighting at each intersection of corridors * Provide emergency lighting at each exit door being used in an emergency. 	£100	Urgent	
FIRE SAFETY SIGNS AND NOTICES	* Missing notices need replacing.	£100	Urgent	

Total Estimated Cost: £1,300


PS Sample

5 ARSON

Item	Response	Recommended Actions	Photo
Does basic security against arson by outsiders appear reasonable	Non Compliant	* Put in place basic security measures to prevent malicious ignition by outsiders.	(Photo 1) 
Absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders	Non Compliant	* Remove unnecessary fire load in close proximity to the premises or available for ignition by outsiders.	(Photo 1) 




PS Sample

6 AUTOMATIC FIRE EXTINGUISHING SYSTEMS


Item	Response	Recommended Actions	Photo
Type of automatic fire extinguishing system	Non Compliant	<ul style="list-style-type: none"> * Install water-based fixed fire extinguishing system * Install gas-based oxygen reduction fire extinguishing system * Install gas-based clean agent fire extinguishing system. 	<p>(Photo 1)</p> 

PS Sample

7 COOKING






Item	Response	Recommended Actions	Photo
Reasonable measures are taken to prevent fires as a result of cooking	Non Compliant	* Re-design the cooking areas.	(Photo 1) 
Filters are changed and ductwork cleaned regularly	Compliant	* None	(Photo 1) 
Suitable extinguishing appliances are available	Non Compliant	* Provide suitable extinguishing appliances in the cooking areas * Provide a fire blanket in the cooking areas which is kept easily accessible * Consider the advantages of having a dry powder extinguisher available.	(Photo 1) 

8 DANGEROUS SUBSTANCES


Item	Response	Recommended Actions	Photo
Are dangerous substances use or could be used	Non Compliant	<ul style="list-style-type: none"> * Ensure the appropriate storage of hazardous materials * Remove hazardous materials from the area. 	<p>(Photo 1)</p> 

PS Sample

9 ELECTRICAL IGNITION SOURCES

Item	Response	Recommended Actions	Photo
Reasonable measures are taken to prevent fires of electrical origin	Non Compliant	* No action required.	(Photo 1) 
Fixed installation periodically inspected and tested	Non Compliant	* Ensure your electrical supply has been tested and deemed safe.	(Photo 1) 
Portable appliance testing carried out regularly	Non Compliant	<ul style="list-style-type: none"> * Check electrical appliances regularly to ensure no obvious defects exist * Avoid the use of portable heaters with a naked flame, such as paraffin or gas * Ensure all portable heaters are kept well clear of any combustible materials. 	(Photo 1) 
Suitable policy regarding the use of personal electrical appliances	Non Compliant	* Control the use by employees and visitors of their own electrical appliances.	(Photo 1) 
Suitable limitation of trailing leads and adapters	Non Compliant	<ul style="list-style-type: none"> * Avoid the excessive use of multi point electrical adaptors and extension leads * Switch off items not in use at the wall socket. 	(Photo 1) 


10 EMERGENCY ESCAPE LIGHTING

Item	Response	Recommended Actions	Photo
<p>A reasonable standard of emergency escape lighting system is provided</p>	<p>Non Compliant</p>	<ul style="list-style-type: none"> * Emergrncy lighting needs attention * Provide emergency lighting to show means of escape and other fire safety signage * Provide emergency lighting at each intersection of corridors * Provide emergency lighting at each exit door being used in an emergency. 	<p>(Photo 1)</p> 

PS Sample





11 FIRE SAFETY SIGNS AND NOTICES

Fire safety signs and signage systems form an integral part of the overall fire safety strategy of a building and are fundamental to the communication of good fire safety management information. Clearly visible and unambiguous signage is essential for speedy escape, particularly in public buildings where occupants might be unfamiliar with the building layout.



Item	Response	Recommended Actions	Photo
There is a reasonable standard of fire safety signs and notices	Non Compliant	* Missing notices need replacing.	<p>(Photo 1)</p> 

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12 PORTABLE HEATERS AND HEATING INSTALLATIONS

Item	Response	Recommended Actions	Photo
Use of portable heaters is avoided as far as practicable	Compliant	* None	(Photo 1) 
Use of the more hazardous type (e.g. radiant bar fires or LPG appliances) is avoided	Compliant	* None	(Photo 1) 
Suitable measures are taken to minimize the hazard of ignition of combustible materials	Compliant	* None	(Photo 1) 
Fixed heating installations are subject to regular maintenance	Non Compliant	* None	(Photo 1) 

13 ACTIONS: ARSON



Does basic security against arson by outsiders appear reasonable		Non Compliant	13.1
Actions * Put in place basic security measures to prevent malicious ignition by outsiders.	Estimated Remedial Costs (£) £100 Priority Essential	(Photo 1) 	
Absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders		Non Compliant	13.2
Actions * Remove unnecessary fire load in close proximity to the premises or available for ignition by outsiders.	Estimated Remedial Costs (£) £100 Priority Urgent	(Photo 1) 	

14 ACTIONS: AUTOMATIC FIRE EXTINGUISHING SYSTEMS


Type of automatic fire extinguishing system		Non Compliant	14.1
<p>Actions</p> <ul style="list-style-type: none"> * Install water-based fixed fire extinguishing system * Install gas-based oxygen reduction fire extinguishing system * Install gas-based clean agent fire extinguishing system. 	<p>Estimated Remedial Costs (£) £100</p> <p>Priority Urgent</p>	<p>(Photo 1)</p> 	

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15 ACTIONS: COOKING




Reasonable measures are taken to prevent fires as a result of cooking		Non Compliant	15.1
Actions * Re-design the cooking areas.	Estimated Remedial Costs (£) £100 Priority Urgent	(Photo 1) 	
Suitable extinguishing appliances are available		Non Compliant	15.2
Actions * Provide suitable extinguishing appliances in the cooking areas * Provide a fire blanket in the cooking areas which is kept easily accessible * Consider the advantages of having a dry powder extinguisher available.	Estimated Remedial Costs (£) £100 Priority Desirable	(Photo 1) 	


16 ACTIONS: DANGEROUS SUBSTANCES


Are dangerous substances use or could be used		Non Compliant	16.1
<p>Actions</p> <ul style="list-style-type: none"> * Ensure the appropriate storage of hazardous materials * Remove hazardous materials from the area. 	<p>Estimated Remedial Costs (£) £100</p> <p>Priority Urgent</p>	<p>(Photo 1)</p> 	

PS Sample


17 ACTIONS: ELECTRICAL IGNITION SOURCES

Reasonable measures are taken to prevent fires of electrical origin		Non Compliant	17.1
Actions * No action required.	Estimated Remedial Costs (£) £100 Priority Urgent	(Photo 1) 	
Fixed installation periodically inspected and tested		Non Compliant	17.2
Actions * Ensure your electrical supply has been tested and deemed safe.	Estimated Remedial Costs (£) £100 Priority Urgent	(Photo 1) 	
Portable appliance testing carried out regularly		Non Compliant	17.3
Actions * Check electrical appliances regularly to ensure no obvious defects exist * Avoid the use of portable heaters with a naked flame, such as paraffin or gas * Ensure all portable heaters are kept well clear of any combustible materials.	Estimated Remedial Costs (£) £100 Priority Urgent	(Photo 1) 	

Suitable policy regarding the use of personal electrical appliances		Non Compliant	17.4
<p>Actions</p> <p>* Control the use by employees and visitors of their own electrical appliances.</p>	<p>Estimated Remedial Costs (£)</p> <p>£100</p> <p>Priority</p> <p>Desirable</p>	<p>(Photo 1)</p> 	

Suitable limitation of trailing leads and adapters		Non Compliant	17.5
<p>Actions</p> <p>* Avoid the excessive use of multi point electrical adaptors and extension leads</p> <p>* Switch off items not in use at the wall socket.</p>	<p>Estimated Remedial Costs (£)</p> <p>£100</p> <p>Priority</p> <p>Essential</p>	<p>(Photo 1)</p> 	


18 ACTIONS: EMERGENCY ESCAPE LIGHTING

A reasonable standard of emergency escape lighting system is provided		Non Compliant	18.1
<p>Actions</p> <ul style="list-style-type: none"> * Emergency lighting needs attention * Provide emergency lighting to show means of escape and other fire safety signage * Provide emergency lighting at each intersection of corridors * Provide emergency lighting at each exit door being used in an emergency. 	<p>Estimated Remedial Costs (£)</p> <p>£100</p> <p>Priority</p> <p>Urgent</p>	<p>(Photo 1)</p> 	

PS Sample

19 ACTIONS: FIRE SAFETY SIGNS AND NOTICES

Fire safety signs and signage systems form an integral part of the overall fire safety strategy of a building and are fundamental to the communication of good fire safety management information. Clearly visible and unambiguous signage is essential for speedy escape, particularly in public buildings where occupants might be unfamiliar with the building layout.

There is a reasonable standard of fire safety signs and notices		Non Compliant	19.1
Actions * Missing notices need replacing.	Estimated Remedial Costs (£) £100 Priority Urgent	(Photo 1) 	

PS Sample

20 DISCLAIMER

- This report is a detailed narrative record from a visual inspection. It is compiled in good faith to provide an accurate and descriptive record of the applicable building's contents, and the condition and cleanliness of such contents on the date of the Inventory Report compilation as stated on the cover of this document. It is the duty and ultimate responsibility of the Landlord, Tenant and if applicable, Agent to agree between them the accuracy of this inventory report.
- Your Company Name and its staff are not trained or qualified property surveyors. Under no circumstances should this Inventory Report be used as a structural survey of a property. Further to this it should be noted that we are not specifically trained or qualified as legal experts on any type or kind of cloth, wood or other material, nor do we have any specific knowledge of antiques. This Inventory Report should not be deemed to be a definite statement of each and every item of equipment or furniture, nor indeed of the authenticity of the aforementioned items.
- This does not provide the Landlord, Tenant or the Landlord's/Tenant's Agent with any kind of guarantee regarding the safety of any equipment, furniture or other contents relating to the Property. Any description serves merely as a record in accordance with the purpose of this Inventory Report. Items listed within the Inventory Report are deemed to be in good condition without any apparent defect unless otherwise stated. In the case of a significant defect of an item(s) such as clear or obvious damage or soiling, then such item(s) will be described appropriately.
- It should be noted that it may not be possible to move certain items of furniture to facilitate inspection behind or beneath such items. In addition, it is not usual practice to inspect and detail attics and cellars. Furthermore, we do not inspect rooms that are locked unless a key has been provided. Nor do we inspect items that are packed for storage or in boxes. It should be noted that it is not our practice to individually list books, CD's DVD's, cleaning items or other miscellaneous items such as the contents of garden sheds, greenhouses or garages. All non-matching items of crockery and cutlery will be listed as 'various items of...' unless deemed high value.
- Your Company Name does not check gas or electrical appliances and give no guarantee with regard to the safety and reliability of such items. It should also be noted that we do not inspect or test smoke alarms and that it is the responsibility of the Tenant to make sure that, where fitted, they are working correctly at all times.
- The ultimate responsibility for compliance with the Fire & Safety Regulations for Furnishings, Gas and Electrical services is that of the Instructing Principal. Any note within an Inventory Report compiled by Your Company Name stating 'FFR label seen' should not be interpreted to mean that the item complies with the 'Furniture and Furnishings' (Fire) (Safety) (Amendments) 1993. The reference 'FFR label seen' is merely a record that the item was seen to have a label attached at the time that the Inventory Report was compiled, similar to or the same as that described in the Guide to the Furniture and Furnishings' (Fire) (Safety) Regulations that was originally published by the Department of Trade & Industry in January 1997 (or subsequent editions). Under no circumstances should the note 'FFR label seen' be deemed as a specific statement of fact that the applicable item complied with the aforementioned Regulations.

21 DECLARATION

This report is for the use of the party to whom it is addressed and should be used within the context of instruction under which it has been prepared.

Surveyed By	Surveyor 1
Signature	<i>This is a signature</i> For Your Company Name
Date	22nd June 2017
Checked By	
Signature	For Your Company Name
Date	

PS Sample

APPENDIX: FIRE RISK ASSESSMENT METHODOLOGY

Fire Risk Assessments (FRA) are a legal requirement of the Regulatory Reform (Fire Safety) Order 2005 (RRO). The legislation requires the responsible person to look at (risk assess) the fire precautions within their premises. The general areas to look at are:

- Means of detection & giving warning in case of fire
- Means of escape
- Means of fighting fire
- Staff training
- Maintenance and recording.

Note: If 5 or more people are employed, a record of the risk assessment's significant findings must be kept.

The Fire Risk Assessment's significant findings can be identified and produced in a format suitable to the premises. However a certain methodology should be followed. This methodology has been identified in the guidance documents which accompany the RRO. The guidance documents are available at stationery office bookshops or downloaded from the website of the Department for Communities and Local Government ([Click for Website](#)). The methodology described in these documents is called "The 5 steps to risk assessment."

Step 1: Identify any fire hazards

Step 2: Identify who could be harmed

Step 3: Evaluate the risks

Step 4: Record the significant findings

Step 5: Review and revise assessment

Step 1: Identifying fire hazards

Three areas should be looked at:

- Ignition sources – electrical, cooking, smoking, hot surfaces, arson, naked flames, etc.
- Fuel sources – flammable solids, liquids & gases
- Oxygen sources – Present in the air, but also from oxidising agents/chemical products, etc.

Walk around your premises and identify all areas which have the potential to contribute to a fire.

Step 2: Identifying people at risk

If a fire was to start, look at the people who would be at risk. Do they have any special needs?

Consider the following:

- Workers, Customers, Visitors, Contractors

Pay attention to people at risk such as:

- Disabled
- Elderly
- Lone workers
- Working out of normal hours
- People in isolated areas

Step 3: Evaluate, remove, and protect from risks

Consider the measures needed to prevent fire by:

- Evaluating the likelihood of a fire occurring
- Evaluating the risk to people from a fire starting somewhere in the building
- Removing or reducing the hazards that may cause a fire
- Removing or reducing the risk to people from a fire

Look at the measures within your premises to protect people from fire. Are they suitable and sufficient? These measures include:

- Fire detection and warning systems
- Means of escape (escape routes, fire resistance, fire doors, etc)
- Fire-fighting equipment
- Signs and notices
- Lighting (normal and emergency)
- Staff training
- Maintenance

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Step 4: Record, plan, instruct, inform & train

If 5 or more people are employed, or your premises are licensed, or an Alterations Notice is in force which requires you to do so, the significant findings of your risk assessment and control measures must be recorded.

A plan of "Action to be taken in an emergency" should be produced. The plan should be:

- Based on the outcomes of your fire risk assessment
- Appropriate to your premises
- A plan of exactly what you want your staff to do in an emergency
- Available to all relevant persons

All staff should be given information instructions on what to do in an emergency. This should be given:

- As soon as possible after appointment
- Regular intervals thereafter.

The information and instruction given must include:

- Significant findings of your risk assessment
- Measures in place to reduce risk
- Action to take in the event of a fire
- Identity of people nominated with fire safety responsibilities
- Any special arrangements for serious imminent danger

Staff training should include:

- Action on discovering a fire
- How to raise the alarm
- Action on hearing fire alarm
- Procedure for alerting members of the public/visitors
- Evacuation procedure to reach the assembly point
- Location and, when appropriate, use of fire-fighting equipment
- Importance of closing fire doors
- Isolation of machinery
- Reason for not using lifts (unless specifically designed for evacuation)
- Information on specific hazards in your premises

Co-operation & Co-ordination

In multi-occupied premises, it is important that you liaise with the other occupiers and inform them of any significant risk you have identified.

You should co-ordinate your resources to ensure your actions and working practices do not place others at risk in the event of a fire and the co-ordinated emergency plan operates effectively.

Step 5: Review and revise assessment

An FRA is a working document, which should be reviewed and revised on a regular basis. Timescales are not set. However, as a guide, a review should be undertaken as a risk or hazard changes or as new ones are introduced to the workplace. To ensure compliance, assessments should be checked at least once every 12 months.

If in any doubt, consult your local Fire Safety department.

APPENDIX: PHOTOGRAPHS

[Photo 1](#)

