

# Regulatory Reform (Fire Safety) Order 2005

## Fire Risk Assessment



This template has been provided to assist the Responsible Person with the preparation of a Fire Risk Assessment and is not intended for commercial profit or gain. It may not be suitable for use in some large or complex premises.

Whilst every care has been taken to ensure the adequacy and suitability of this template, Northamptonshire Fire & Rescue Service accepts no responsibility for any content added, edited or deleted by the user. Use of this template will not automatically guarantee the completed risk assessment will be regarded as 'suitable and sufficient'.

We recommend using this template in conjunction with the Northamptonshire Fire & Rescue Service Fire Risk Assessment Template Guidance, available on [our website](#).

### General Information

**Responsible Person**

Employer or other person having control of the premises

**Address of premises****Postcode****Assessor****Date of fire risk assessment**

This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates. You can record that you have completed these reviews below.

**Review Dates****Reviewer****Date****Reviewer****Date****Reviewer****Date**

## The Premises

**Number of floors in the building**

This should include basements

**Approximate floor area (m<sup>2</sup>)**

This should include all the floors for which you are responsible

**Brief details of construction**

Approximate date of construction, brick, timber, purpose built or converted

**Primary Use**

e.g. Office, shop

## The People

**Number of occupants**

Maximum number of persons in the premises

**Description of occupants**

**Occupants especially at risk from fire**

**Sleeping occupants**

Details of numbers – are they employees or members of the public?

**Occupants with disabilities**

Personal Emergency Evacuation Plans in use when necessary

**Occupants in remote areas**

Lone workers or those working in isolated areas

**Young persons**

An individual risk assessment should be provided for persons under 16 years old

**Visitors**

These people may not be familiar with the layout of the premises

**Others**

Persons who may be at greater risk due to age, infirmity or other limitation



## Identified fire hazards and primary control measures

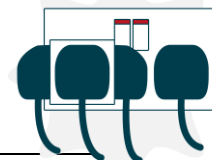
Note: On the following pages, where any answer is 'Yes' please describe the identified hazard(s) in the box below, along with the control measures that you already have in place.

Where the answer is 'No' please describe the deficiency in the 'Deficiencies' box below.

Where the question is not applicable to your premises please mark 'N/A'.

### Electrical sources of ignition

Measures taken to prevent fires of electrical origin.



**Are fixed installations periodically inspected and tested?**

This should happen every 5 years

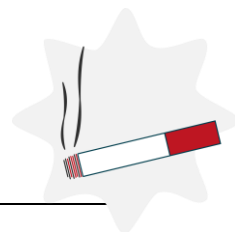
**Is Portable Appliance Testing (PAT) carried out on a risk assessed basis?**

**Is a suitable policy in place regarding the use of personal electrical appliances?**

**Is there suitable limitation and management of trailing leads and power adaptors?**

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required
<input type="text"/>	



## Smoking

Measures taken to prevent fires as a result of smoking.

**Is smoking prohibited in the building?**

**Is smoking permitted in appropriate areas?**

**Are there suitable arrangements for those who wish to smoke?**

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required



## Arson

Measures taken to prevent deliberate fires.

**Does basic security against arson by outsiders or other persons appear reasonable?**

**Is there potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?**

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required



## Cooking

Measures taken to prevent fires as a result of cooking.

**Does cooking take place on the premises?**

**Are filters and ductwork cleaned or changed regularly?**

**Are suitable extinguishing appliances available?**

Such as a fire blanket, wet chemical, etc.

**Are suitable shut down procedures in place?**

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required



## Dangerous substances

Measures taken to prevent fires caused by dangerous substances.

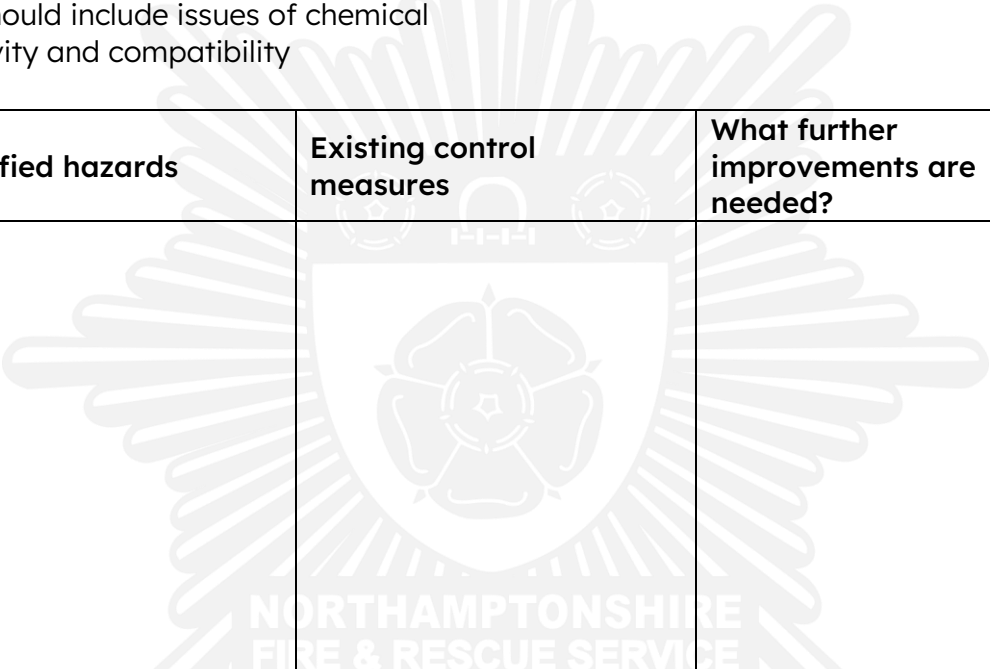
**Are dangerous substances stored or used within the premises?**

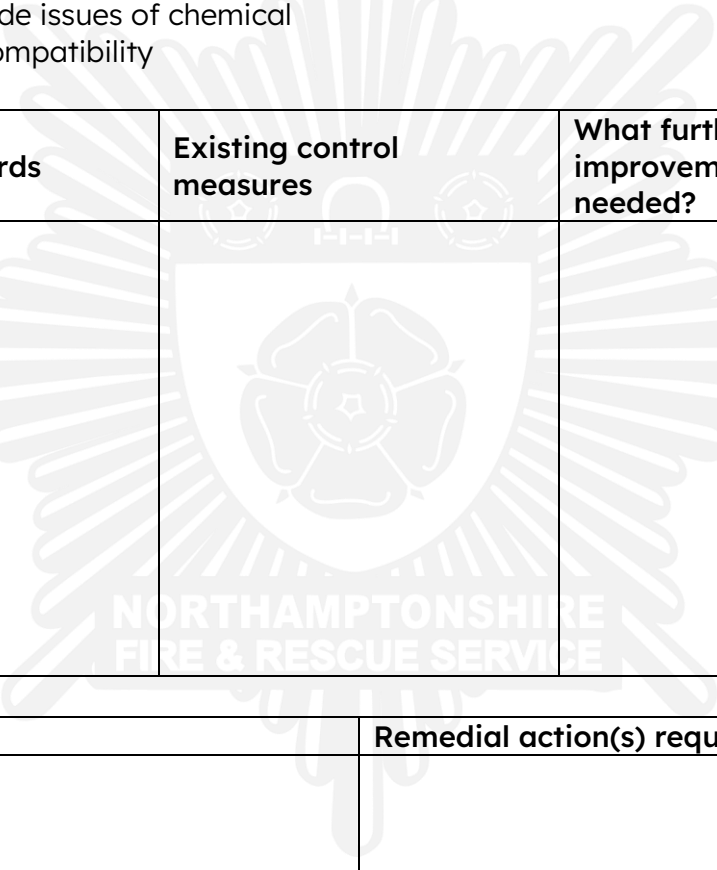
e.g. highly flammable materials

**Has a risk assessment been carried out as required by The Dangerous Substances and Explosive Atmosphere Regulations 2002, where necessary?**

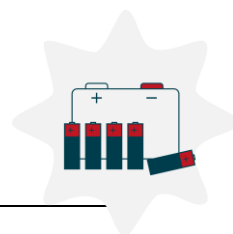
**Are dangerous substances stored in suitable areas and containers away from potential sources of ignition?**

This should include issues of chemical reactivity and compatibility

Identified hazards	Existing control measures	What further improvements are needed?
		

Deficiencies	Remedial action(s) required
	





## Lithium-ion batteries on site

Measures taken to prevent fires involving lithium-ion batteries.

**Are electric vehicles stored or recharged on the premises?**

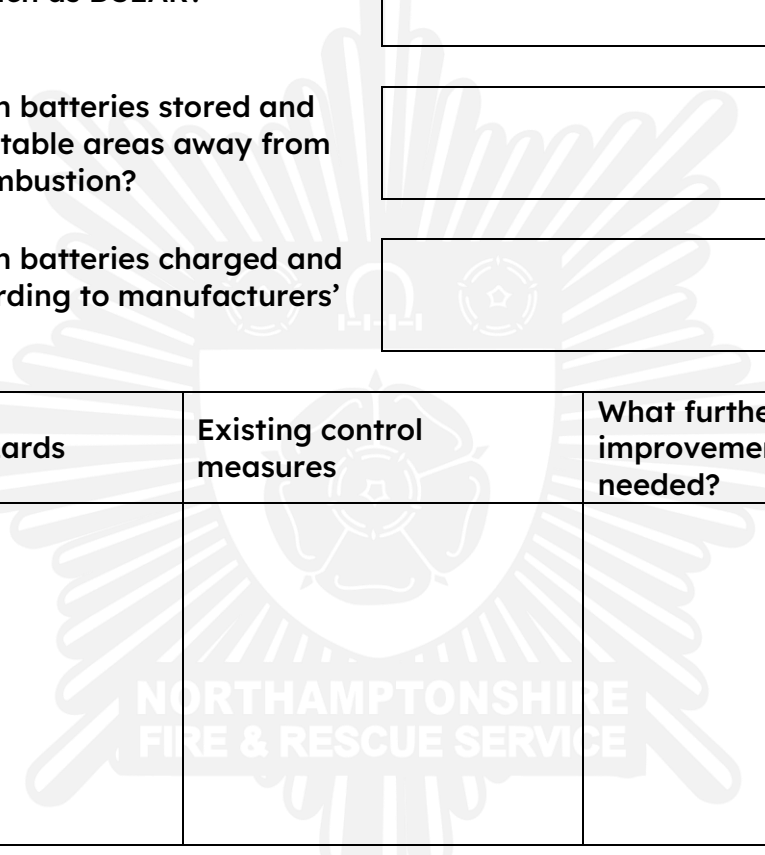
e.g. electric cars, e-scooters, bicycles

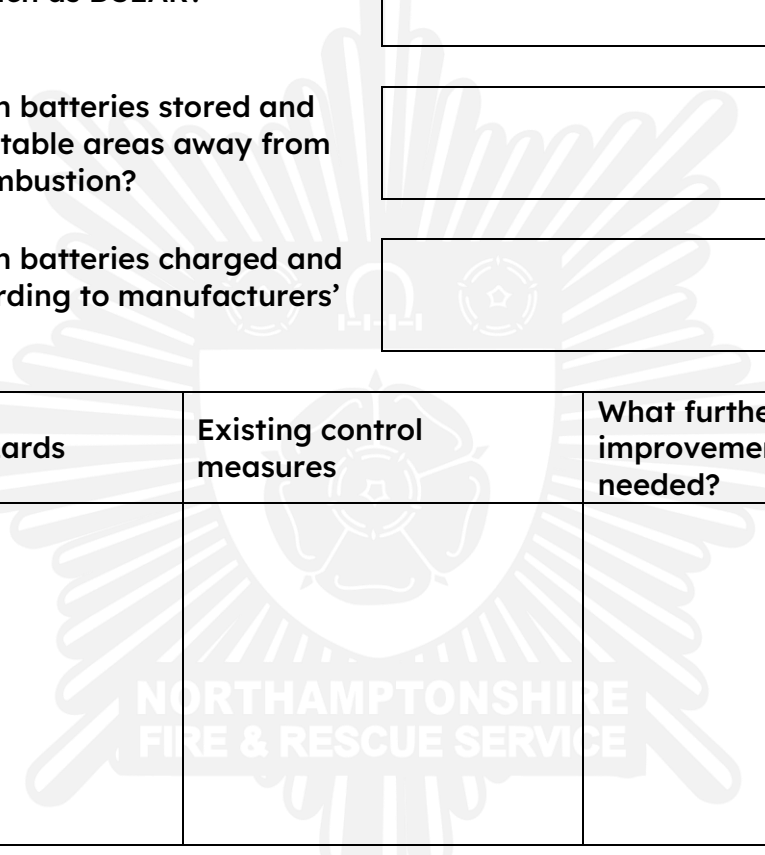
**Are any building systems powered by lithium-ion batteries?**

**Has a suitable risk assessment been carried out, such as DSEAR?**

**Are lithium-ion batteries stored and charged in suitable areas away from sources of combustion?**

**Are lithium-ion batteries charged and serviced according to manufacturers' instructions?**

Identified hazards	Existing control measures	What further improvements are needed?
		

Deficiencies	Remedial action(s) required
	



## Housekeeping

Measures taken to ensure adequate standards of housekeeping.

**Are combustible materials kept separately from ignition sources?**

**Are hazardous materials stored appropriately?**

**Are escape routes kept clear of any combustibles?**

**Are appropriate measures in place for the safe storage and disposal of waste?**

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required



## Hazards introduced by contractors and building works

Measures taken to prevent fires caused by maintenance and building works.

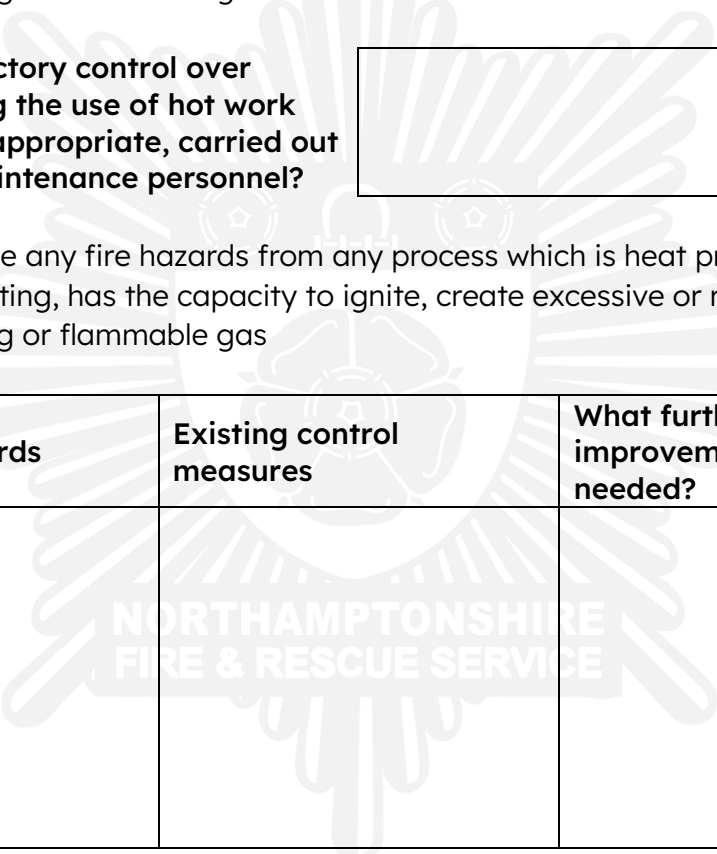
**Are fire safety conditions imposed on both external contractors and internal maintenance staff?**

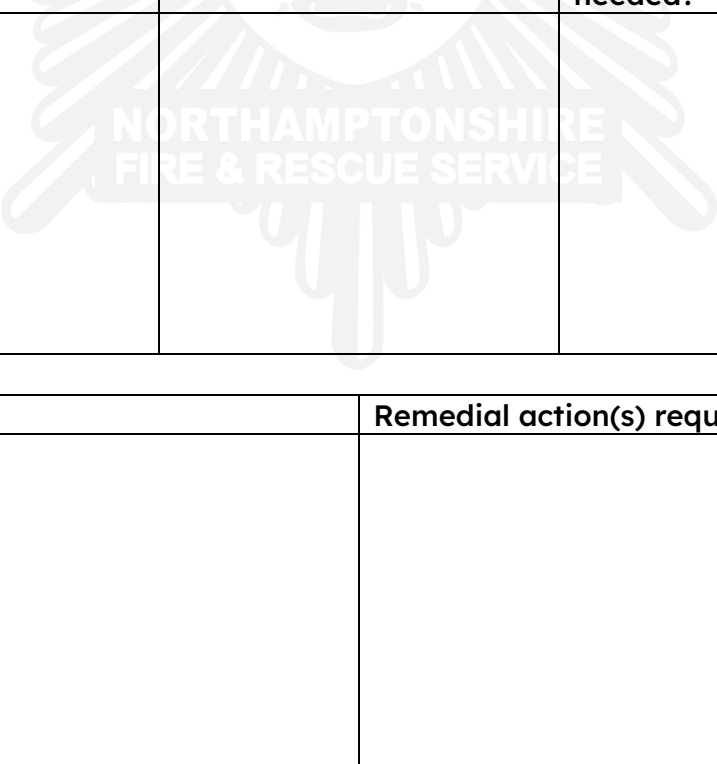
**Is there satisfactory control over works, including the use of hot work permits where appropriate, carried out by external contractors?**

This should include any fire hazards from any process which is heat producing, spark or friction generating, has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas

**Is there satisfactory control over works, including the use of hot work permits where appropriate, carried out by in-house maintenance personnel?**

This should include any fire hazards from any process which is heat producing, spark or friction generating, has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas

Identified hazards	Existing control measures	What further improvements are needed?
		

Deficiencies	Remedial action(s) required
	



## Other significant fire hazards that warrant consideration

Including structural features

**Are there any other fire hazards that warrant consideration within the premises?**

This is to include structural features such as atria, external cladding, lifts or poor compartmentation.

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required



## Arrangements for evacuation

### Evacuation Strategy

Typical evacuation strategies within the premises are likely to involve one of the following arrangements. Please indicate which evacuation strategy is used in your premises. **The strategy must be planned so as not to rely on fire service intervention.**

#### Single stage evacuation

It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.

#### Progressive horizontal evacuation

*If you believe that this evacuation strategy is relevant in your premises to an individual or group of people and you are comfortable to do so then continue to complete this section.*

*If you are **not** comfortable you should seek further advice from Northamptonshire Fire & Rescue Service Fire Protection Team or another fire safety professional.*

Relevant persons are dependent on staff to assist with their escape.

Provisions have been made to move such persons from an area affected by fire, through a fire-resisting barrier, to an adjoining fire protected area on the same level where they can wait in a place of safety while the fire is dealt with or await further evacuation along a protected route to total safety.

Note that a progressive horizontal evacuation strategy is only suitable subject to the following:

Protected areas should be designed to provide:

- Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be of sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area.
- Progressive movement away from a fire via sequential adjoining protected areas.
- Means of escape via stairway(s) should this become necessary.

The number and size of the protected area(s) depends on a number of factors:

- The time it will take to evacuate people from the area of a fire to an adjacent protected area
- The number of people to be evacuated

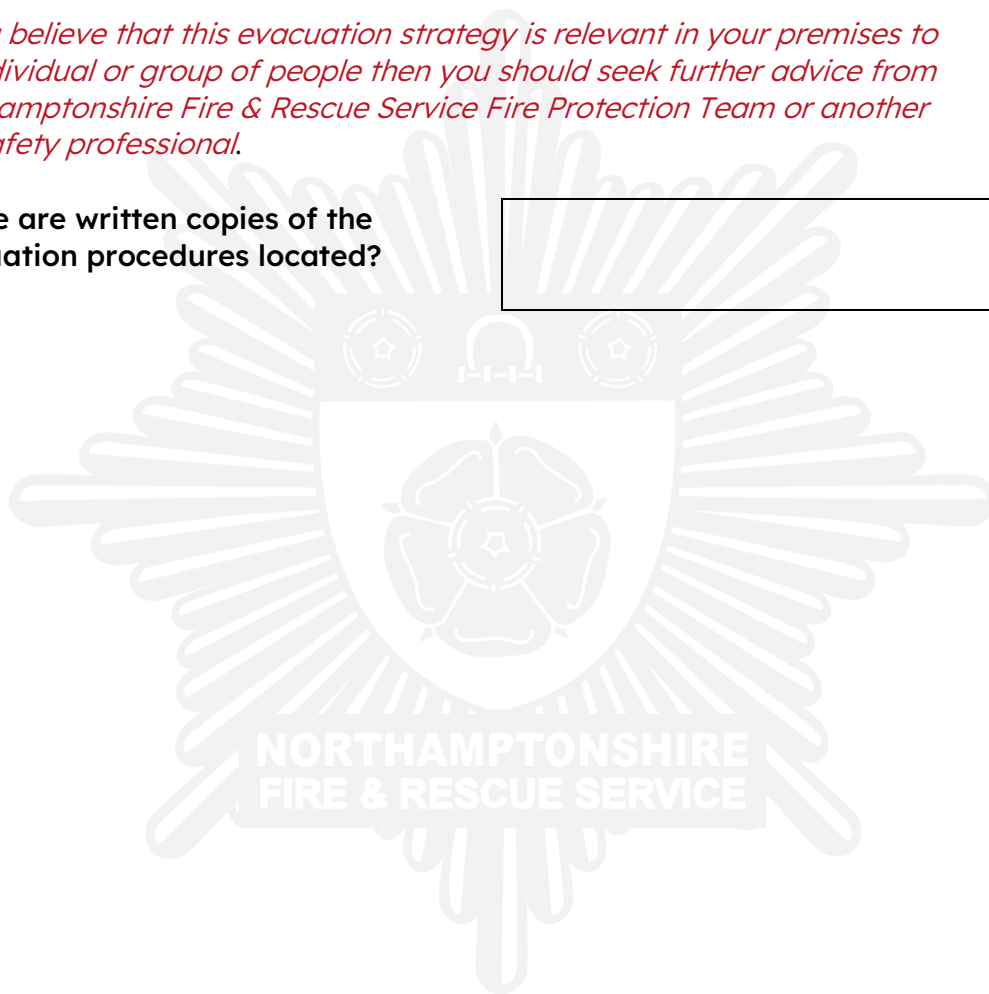
- The degree of any mobility impairment(s)
- The number of staff available to assist in evacuation
- The fire protection arrangements
- The layout of the premises
- The location and number of staircases

### Delayed Evacuation

Relevant persons are dependent on staff to assist with their escape, however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms while the fire is dealt with and the danger has passed.

*If you believe that this evacuation strategy is relevant in your premises to an individual or group of people then you should seek further advice from Northamptonshire Fire & Rescue Service Fire Protection Team or another fire safety professional.*

**Where are written copies of the evacuation procedures located?**





## Specific fire protection measures

### Means of giving warning in case of a fire

**Is a reasonable manually operated fire warning system provided?**

e.g. hand bell, air horn, shout, call points

**If yes, give details**


**Is an automatic fire detection system provided?**

**If yes, to what standard?**

**Does the automatic system extend throughout the premises?**

**Is the extent of the system generally appropriate for the fire risk?**


**Are alarm signals transmitted to an alarm receiving centre or similar?**

--

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required



## Means of escape

**Is the premises provided with reasonable means of escape in case of fire based on the number of people likely to be on the premises?**

An annotated plan identifying the means of evacuation and escape routes should be attached.

**Is there suitable protection of escape routes?**

**Is there adequate provision of exits?**

You may find our [occupancy guide](#) useful in answering this question.

**Do the exits open easily and immediately without the use of a key?**

**Are all escape routes unobstructed?**

**Is the premises provided with reasonable arrangements for means of escape for persons with disabilities?**

**Describe these arrangements**

**Is the emergency evacuation plan fit with the floor space factors?**

See our [floor space calculator](#)

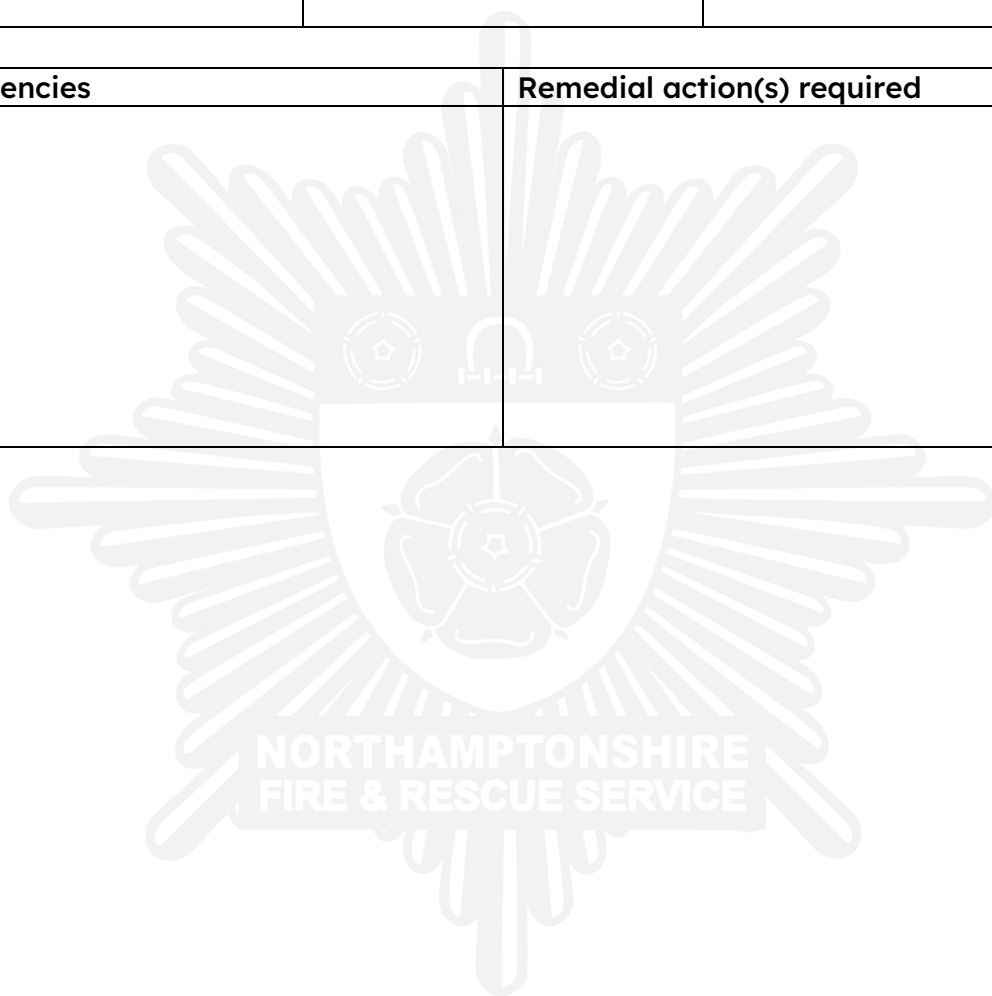
**Are any dead end corridors appropriately covered?**

**Are any inner rooms appropriately covered?**



Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required





## Emergency escape lighting

Is there a reasonable standard of emergency escape lighting to ensure the safe use of escape routes?

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required



## Manual fire extinguishing appliances

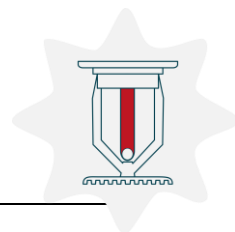
Is there reasonable provision of portable fire extinguishers, appropriate to the risks presented on the premises?

Are all fire extinguishing appliances readily accessible and unobstructed?

Is suitable wall signage provided, relevant to the extinguisher?

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required



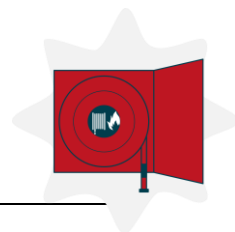
## Automatic fire suppression systems

Are there any automatic fire suppression systems in the premises?

What type of fixed system(s) do you have and where are they?  
Sprinkler/misting systems, gas suppression systems, etc.

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required



## Other relevant fixed systems and equipment

Are there any other fire safety systems in the premises?

What type of fixed system(s) do you have and where are they?

Dry/wet risers, fireman's lift control, smoke ventilation or curtains, etc.

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required



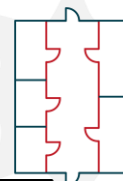
## Fire safety signs and notices

**Is there a reasonable standard of fire safety signs and notices?**

Fire exit, fire door and hazard signage.

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required



## Measures to limit fire spread and development

**Is compartmentation of a reasonable standard?**

Indicate compartmentation on your plan

**Is there reasonable limitation of wall and ceiling linings which may promote fire spread?**

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required



## Management of fire safety

### Procedures and arrangements

Fire safety is managed by:

Deputy or assistant:

Are competent person(s) appointed to assist in undertaking the preventative and protective measures?

If so please give their name(s) and the element(s) of fire safety for which they are responsible.

Is there a suitable record of the fire safety arrangements?

Are appropriate fire procedures in place?

Is there a plan of the building available, indicating the basic layout and any areas of significant risk?

Is there a suitable fire assembly point?

Are there adequate procedures for evacuation of any people with disabilities who are likely to be present?

Are there routine in-house inspections of the fire precautions?



Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required



## Training and drills

**Fire safety training is managed by:**

**Deputy or assistant:**

**Are all staff given adequate fire safety instruction and training on induction?**

**Are all staff given adequate periodic refresher training at suitable intervals?**

**If yes, what intervals?**

**Are staff with special responsibilities given additional training?**

Such as fire wardens or staff that assist Disabled People with evacuation

**Are fire drills carried out at appropriate intervals?**

**Is a record of fire drills maintained?**

**Is there suitable communication of fire safety information between employer and employee?**

Health & Safety meetings, noticeboard

**Are external contractors provided with adequate instructions and appropriate information?**

e.g. information on fire risks and fire safety measures

**Is there adequate co-operation and co-ordination between different Responsible Persons to ensure compliance with the Fire Safety Order?**

This is typically applied where all or part of a premises is under the control of more than one occupier.

--

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required



## Testing, maintenance and records

**Testing and maintenance is managed by:**

**Deputy or assistant:**

**Is weekly testing and periodic servicing of fire detection and alarm system(s) carried out?**

Including ancillary equipment such as hold-open devices and locks.

**Is monthly testing and annual servicing of emergency lighting system(s) carried out?**

**Is annual maintenance of fire extinguishing appliances carried out?**

**Is periodic inspection of external escape staircases and gangways carried out?**

**Is six-monthly inspection and annual testing of any rising mains carried out?**

**Is weekly and monthly testing, six-monthly inspection, and annual testing of fire-fighting lifts carried out?**

**Is weekly testing and periodic inspection of sprinkler installations carried out?**

**Are routine checks of final exit doors and/or security fastenings carried out?**

**Is regular inspection of fire-resisting doors, walls and partitions carried out?**

**Are there any other relevant inspections or tests that you carry out on the premises?**

--

Identified hazards	Existing control measures	What further improvements are needed?

Deficiencies	Remedial action(s) required

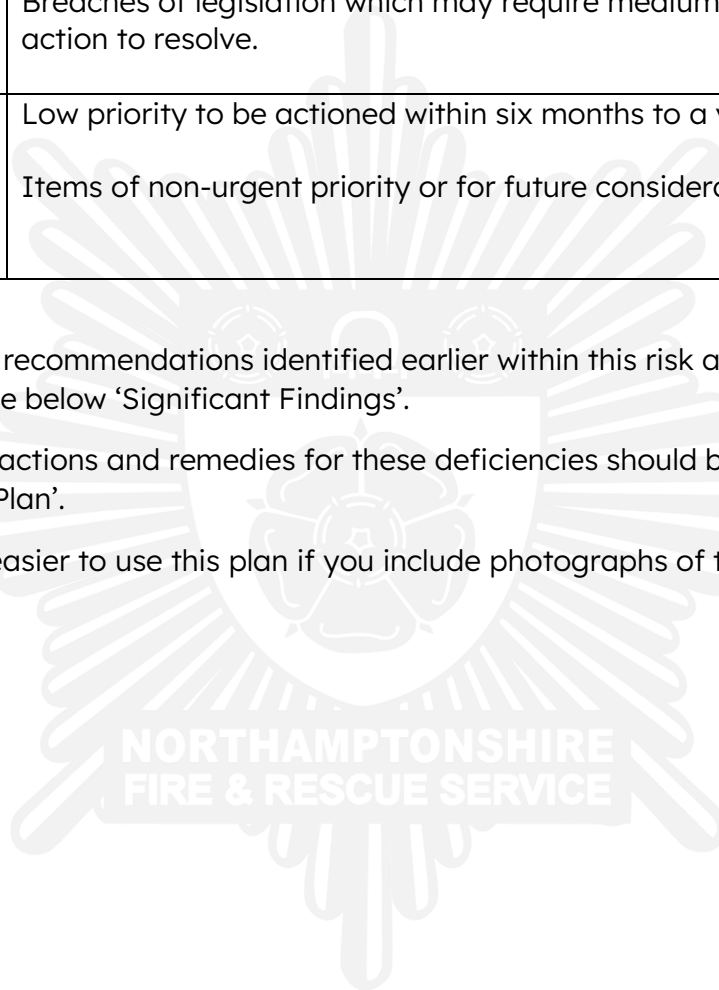
## Significant findings and remedy action plan

Priority	Meaning
<b>High</b>	Immediate priority to be actioned within 24 hours to eight weeks  Breaches of legal requirements which could cause injury and require immediate short-term action. Also includes matters that can be resolved at minimal cost
<b>Medium</b>	Medium priority to be actioned within two to six months  Breaches of legislation which may require medium- or long-term action to resolve.
<b>Low</b>	Low priority to be actioned within six months to a year  Items of non-urgent priority or for future consideration

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the below 'Significant Findings'.

The appropriate actions and remedies for these deficiencies should be entered into the 'Remedy Action Plan'.

You may find it easier to use this plan if you include photographs of the deficiencies you have found.



## Significant Findings

1	
2	
3	
4	
5	
6	
7	
9	
10	
11	
12	

**Remedy action plan**

Nº	Action to be taken	Priority	Target Completion Date	Action owner	Date action completed
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					



