

Record of fire safety risk assessment

Adviceline: 0800 019 2211
www.healthyworkinglives.com
www.infoscotland.com/firelaw

Example



Building use and address	Printing works and warehouse area Press Lane, 21 Ink Street, Presstown		
Postcode	PR3 3SS		
Name of person(s) with fire safety duties	Mr T Jones (Managing Director)		
Name and contact details of Assessor	Mr T Jones (Managing Director) as above		
Assessor signature		Date of assessment	3 Sept 2007

STEP 1 Identify people at risk

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

At the time of the assessment the company employed 18 people; 12 in the production and distribution area and 6 in the offices.

This assessment covers the print room and warehouse area. All employees are familiar with the area, none of the employees have any impairments that need any special consideration in relation to this assessment.

On occasions external contractors and maintenance staff visit the premises to carry out routine inspection and maintenance.

STEP 2 Identify fire hazards

Note: Action Points should be recorded at STEP 4

Fire hazards	Comments		
Sources of ignition	Dryers		
Sources of fuel	Hot works		
Sources of oxygen	Fire raising		
	Flammable liquids		
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		✓	
	Electrical appliances and fixtures		
	Printing machinery		
	Smoking, smoking materials		
	Heating		
	LPG powered forklift truck		
	Paper		
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓

This example uses benchmarks from *Practical Fire Safety Guidance for Factories and Storage Premises*.

STEP 3 Evaluate the 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		
<p>Accidentally</p> <p>By act or omission</p> <p>Deliberately</p>	<p>Some hot work carried out by contractors on an intermittent basis, but no procedures in place to manage this work.</p> <p>Drying and curing process produces heat as part of the process, lack of maintenance of driers could lead to increased fire risk.</p> <p>Screen cleaner and other flammable solvents stored on the premises. All are stored in lockable flammable liquids cabinet and only small amounts used at a time, however, small quantities are kept beside machines in open containers and soaked rags not disposed of properly.</p> <p>Some pallets awaiting uplift were partially blocking the rear fire exit.</p> <p>Areas at bottom of fire escape staircases used to store paper and cardboard boxes etc.</p> <p>Local knowledge of recent fire raising on other premises nearby. Skips set alight in evenings. We use uncovered skips although they are situated well away from the building.</p>		
	<p>Action required (Please tick)</p> <p>If you answered yes, record action at STEP 4</p>	<p>YES</p> <p>✓</p>	<p>NO</p>
b) Adequacy of existing fire safety measures	Comments		
<p>Provision and protection of escape route</p> <p>Lighting and signage</p> <p>Fire detection and fire warning</p> <p>Fire fighting equipment</p> <p>Staff training and fire drills</p> <p>Management and fire safety policy</p> <p>Cooperation and coordination with other building owners/occupiers.</p>	<p>Number of escape routes OK, however, two existing doors opening into main fire escape staircase not fire resisting.</p> <p>Emergency lights not provided in the rear fire escape staircase.</p> <p>Fire exit routes not clearly indicated with signs.</p> <p>Fire alarm system installed. No regular tests carried out.</p> <p>Fire extinguishers sited at appropriate points but not all wall mounted.</p> <p>Staff not trained in use of fire extinguishers.</p> <p>Staff evacuation procedures in place but no record of last fire drill.</p> <p>No refresher training on general fire safety issues provided for staff.</p>		
	<p>Action required (Please tick)</p> <p>If you answered yes, record action at STEP 4</p>	<p>YES</p> <p>✓</p>	<p>NO</p>
	<p>Print/dryer machinery maintained.</p> <p>LPG truck maintained. Spare LPG cylinder stored in external cage.</p> <p>All electrical appliances inspected and tested; fixed installation regularly inspected (last 2006).</p> <p>No smoking policy in place. Shelter and disposal facilities available 10 metres from main entrance.</p> <p>Gas fired central heating system covered by maintenance contract.</p>		
	<p>Action required (Please tick)</p> <p>If you answered yes, record action at STEP 4</p>	<p>YES</p>	<p>NO</p> <p>✓</p>

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

Priority ratings and suggested timescales:

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

STEP 4		Action points		
	Priority	Person responsible	Completion date	
1	H	Production Manager		
2	H	Production Manager		
3	H	Production Manager		
4	H	Production Manager		
5	H	Production Manager		
6	H	Production Manager		
7	H	Managing Director		
8	M	Managing Director		
9	M	Production Manager		
10	H	Production Manager		
11	M	Production Manager		
12	M	Managing Director		
13	H	Production Manager		
14	H	Managing Director		

Continue on separate sheet if necessary.

This example uses benchmarks from *Practical Fire Safety Guidance for Factories and Storage Premises*.

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	
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Reason for review

Outcomes of review

The Scottish Centre for Healthy Working Lives is part of NHS Health Scotland. We provide information, advice and support on health and safety legislation, occupational health and health promotion. To arrange a workplace visit, call our adviceline free on **0800 019 2211**. Alternatively, contact your local Healthy Working Lives team based in your NHS board area. The contact details for each team are available from the adviceline and are given on our website at www.healthyworkinglives.com

The Scottish Centre for Healthy Working Lives is endorsed by: the Confederation of British Industry (CBI Scotland), the Federation of Small Businesses (FSB), the Scottish Trades Union Congress (STUC), the Scottish Government, the Health and Safety Executive (HSE), NHS Scotland, the Convention of Local Authorities (COSLA), Jobcentre Plus, Scottish Enterprise and Highlands and Islands Enterprise (HIE).

