Appendix 1  Fire Risk Assessment

This document is designed as an initial, detailed assessment and should be reviewed at least every 3 years or when significant changes are made to the working practices or environment. The results can be transferred to a simpler document an example of which is attached in Appendix 2 to allow for ease of communication to staff and visitors. Document 2 must be reviewed at least annually.

Assess each area individually although some similar areas may be grouped together e.g. a suite of offices or labs.

The assessment is split into the five disciplines of fire safety management:

**Prevention** - the measures to reduce risk

**Escape** - Fixed systems to evacuate the working environment effectively and efficiently

**Communication** - the instruction should a fire occur

**Confinement** - the measures needed to reduce the spread of fire

**Suppression** - Fixed systems to both identify and locate appropriate equipment quickly

The questionnaires have been divided into sections with the use of a colour code.

- **Red** represents Fire Safety Management and requires a response from a manager or head of the department.
- **Blue** represents Fire Safety Practice, are observation based and should be delegated by the manager to an employee
- **Green** represents joint responsibility and may be filled out by the person relevant to that area

When the questions have been completed, the ACTION ITEMS should then be prioritised and implemented accordingly.
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### Fire Prevention

**Flammables**

1. **List all flammable substances found in the assessment area.** Enter the name of any flammable substance used or stored in the assessment area or the name of any product that contains a flammable substance.

2. **Quantity held.** Indicate the maximum quantity of the flammable substance likely to be present at any given time.

3. **Can a non-flammable alternative be used?** To establish whether an acceptable alternative is available you may need to consult your supplier or purchasing department. You will need to ascertain that an alternative is not prohibitive in terms of cost.

4. **Can the quantity be reduced?** The amount of flammable substance in the work area should be kept to an absolute minimum and never be more than a half day's supply. The substance should be returned to a safe storage facility immediately.

5. **Are all the flammable substances stored in fire resisting stores away from ignition sources?** It is recommended that the maximum quantities that may be stored in cabinets and bins are no more than 50 litres for extremely, highly flammable and those flammable liquids with a flashpoint below the maximum ambient temperature of the workroom/working area; and no more than 250 litres for other flammable liquids with a higher flashpoint of up to 55°C.

6. **Can the ventilation of the store be improved?** Ventilation of the store is of paramount importance. Keep vents and all other openings clear and unobstructed. Other combustible materials should never be stored adjacent to vents and openings.

7. **Are sufficient "no smoking" and other prohibition signs in place?** Prohibition and warning signs must be prominently displayed around the work area. Signs should be large enough to allow them to be recognised and understood from a safe distance.

8. **Are containers marked correctly with appropriate signs?** All containers must be clearly identified by the appropriate graphical symbols. Of equal importance is that staff and others present understand the meaning of the symbols.

9. **Are all waste products disposed of safely?** Anything contaminated with flammable substances should be disposed of in metal containers with well-fitting lids. These units should be disposed of at least once a day.

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Fire Prevention

Combustible Materials

1. List all combustible materials in the assessment area. Enter here the types of combustible materials used, stored or displayed in the area, e.g. copy paper, packaging materials and anything else that can burn easily.

2. Quantity held. Indicate the maximum quantity of the combustible materials likely to be present at any given time.

3. Can non-combustible alternative be used? In order to establish whether an appropriate alternative is available, it is advisable to consult your supplier or purchasing department.

4. Can the quantity stored or displayed be reduced? The amount of combustible material should be kept to a minimum. Maximum storage capacities should be established. Storage areas should be defined and maintained.

5. Are any combustible materials adjacent to any flammable substances? Fire can quickly spread if sufficient combustible materials are present. Flammable materials should be stored well away from combustible materials.

6. Are any combustible materials adjacent to or within an escape route? Keep escape routes clear at all times.

7. Are all combustible materials stacked safely? Unstable storage of materials poses an even greater hazard during an evacuation, and hinders any intervention forces.

8. Are all combustible materials stored in a secure area? Unauthorised stacking, storing or removal of materials inevitably leads to poor housekeeping.

9. Are sufficient "no smoking" and other prohibition signs in place? Prohibition and warning signs must be prominently displayed around the work area. Signs should be large enough to allow them to be recognised and understood from a safe distance.

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### Fire Prevention

#### Combustible Waste

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<tr>
<td><strong>1.</strong> <strong>List all combustible waste within the assessment area.</strong> Enter here the types of combustible waste located, ed. Waste paper, polystyrene packing and other packing materials, shavings, oil, etc.</td>
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<td><strong>2.</strong> <strong>Quantity held.</strong> Indicate the maximum quantity of the combustible waste likely to be present at any given time.</td>
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<td><strong>3.</strong> <strong>Is the combustible waste removed on a regular basis?</strong> Agree an organised and regular system to remove all combustible waste.</td>
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<td><strong>4.</strong> <strong>Can the frequency of removal be improved?</strong> Combustible waste should be kept to a minimum. Maximum storage capacities should be established and the accumulation capacities should be established and the accumulation of waste should never exceed the storage capacity.</td>
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<td><strong>5.</strong> <strong>Is the combustible waste adjacent to any sources of ignition?</strong> Flammability is increased where combustible waste is poorly packed. Prohibit ignition sources in the vicinity.</td>
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<td><strong>6.</strong> <strong>Is the combustible waste adjacent to any flammable substances?</strong> Where there is sufficient fuel, fire will spread rapidly. Store waste materials away from flammable substances.</td>
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<td><strong>7.</strong> <strong>Is combustible waste allowed to accumulate in, or adjacent to, an escape route?</strong> Escape routes should be kept clear at all times. Never store or allow combustible waste to accumulate in an escape route.</td>
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<td><strong>8.</strong> <strong>Are any external waste stores or skips adjacent to or near the premises?</strong> Skips and waste stores can be prime targets for vandals, and a small fire can spread rapidly if situated close to a building.</td>
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<td><strong>9.</strong> <strong>Do signs and notices indicate waste disposal areas and procedures?</strong> Staff should be kept informed of safe working practices.</td>
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<td><strong>10.</strong> <strong>Are sufficient &quot;no smoking&quot; and other prohibition signs in place?</strong> Prohibition and warning signs must be prominently displayed around the work area. Signs should be large enough to allow them to be recognised and understood from a safe distance.</td>
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**Version 2 May 2015**
## Fire Prevention

### Interior Furnishings

1. **List all interior furnishings, i.e. wall linings, furniture and curtains with the assessment area.** Enter here a brief description of the furnishings found in the assessment area, including carpets, ceiling tiles, wall coverings, desks, chairs and foliage displays, etc.

2. **Quantity held.** Indicate the maximum quantity of each item/substance likely to be present at any given time.

3. **Is the item made from a fire resisting material?** Confirmation of the fire resistant qualities of materials are usually available. You may need to consult your supplier or purchasing department to ensure compliance to the current regulations and best practice.

4. **Are labels confirming the fire resistance attached to the items?** All modern furniture carries a confirmation of its fire resistance qualities.

5. **Can less flammable alternatives be used?** The fire resistance of wall, floor and ceiling coverings and many other items has improved immensely in recent years. Again you may need to consult your suppliers or purchasing department.

6. **Are any items adjacent to an ignition source?** Attention should be paid to temporary heat sources introduced into the assessment area during cold weather spells.

7. **Are there any "near miss" indications of burns or discolouring from heat?** Most fires initially develop slowly. Look out for scorch marks, cigarette burns, discolouring and odours.

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Fire Prevention

Heating Appliances

1. **List here all appliances used for heating the workplace.** Enter here a brief description of all heating appliances found in the assessment area, e.g. electric fans, space heaters, oil filled radiators, convector heaters, infra-red lamps, etc.

2. **Fuel used.** Indicate the type of fuel used e.g. paraffin, electricity, gas, hot water from boiler, etc.

3. **Does the heater use a naked flame?** A simple Yes or No.

4. **Can a safer heater be used?** It is advisable to use appliances that do not require a naked flame.

5. **Is the heater securely fixed to the wall or floor?** The appliance should be correctly fixed to ensure its stability. Particular attention should be paid to heaters introduced on a temporary basis during cold spells. The method of stabilising should also serve to prevent unauthorised movement.

6. **Is the heater maintained on a regular basis by a qualified engineer?** Manufactures' instructions on maintenance should be at hand and made available to service engineers prior to any work starting. Ensure that maintenance contractors and their engineers are properly registered and qualified to carry out any necessary service or repairs prior to any work starting.

7. **Are any flammable or combustible materials adjacent to the heater?** For example, using the heater as a clothes dryer during inclement weather should be prohibited. Heaters should be sited as far away as practicably possible from all combustible and flammable materials.

8. **Is the ventilation to the heater adequate?** Naked flame heaters may require an improved air supply. Overheating may occur if air intake vents are not kept clear. Dust and other airborne particles may gradually block vents. These should be checked on a regular basis.

9. **Are all ducts and flues in good condition?** Check that no cracks or damage to the ducting are apparent. Look for any discolouring around joints. Check that all external vents are clear.

10. **Is the heater turned off when the area is not occupied?** Check that automatic timers and thermostats are operating correctly. Where these are not available ensure that the last person to leave an area switches off heaters.

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**Fire Prevention**

**Electrical Appliances**

1. **List here all electrical appliances (excluding heating) used within the assessment area.** Enter the individual appliances being assessed.
2. **Is the appliance in a good state of repair and in good working order?** The appliance should operate in accordance with the manufacturers' instructions.
3. **Has the appliance been tested within the last 12 months?** A competent person should check all appliances. If the appliance has a three pin plug fitted, a small label confirming the result and the date of the last test is often found attached.
4. **Has a qualified electrician carried out all repairs?** All companies and their employees carrying out service and repair work should be suitably registered and qualified.
5. **Does the correct fuse rating protect the appliance?** The appropriate fuse rating can be found in the manufacturer’s instructions or is displayed on the appliance.
6. **Has the appliance recently blown any fuses?** Blown fuses can be caused by surges in the main supply. However, most blown fuses would indicate a fault of some description or an overload of the equipment. The repeated "tripping" of a circuit breaker can also indicate faults.
7. **Are there visible signs of overheating?** Check for discoloration of cables, plugs and sockets. Odours can often accompany severe overheating. Check air intake vents for motors and cooling fans.
8. **Are multi-point adapters in use?** Adapters should only be used as a temporary measure. Never "double up" by using a multi-point adapter into another multi-point adapter.
9. **Are cables trailed across walkways or escape routes?** Trip hazards are dangerous. Damage to cables will also occur if subject to pedestrian or vehicular traffic.
10. **Do signs identify all electrical hazards?** Staff should be informed and reminded of any electrical hazards within the work area.

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Fire Prevention

All Other Sources of Heat

1. **List all other sources of heat found in the assessment area and not listed in previous sections** Enter here all other sources of heat or ignition found in the assessment area and not detailed in previous sections e.g. forklift trucks, motors, fixed and mobile plant and machinery.

2. **Is the appliance in a good state of repair?** The equipment should have no visible defects and operate in accordance with the manufacturer's instructions.

3. **Has the appliance been tested within the last year?** Most equipment needs to be checked and serviced on a regular basis. Information and advice can be found in the manufacturer's instructions or from your supplier.

4. **Has a qualified engineer carried out all repairs?** All companies and their employees carrying out service and repair works should be suitably registered and qualified.

5. **Are there any signs of overheating?** Check for any discolouration of the equipment. Check for any unusual odours being emitted from the equipment. The equipment operative will often provide the best information.

6. **Are any flammable or combustible materials adjacent to the item?** If it is necessary for combustible materials to be present as part of a process, quantities should be kept to a minimum and stored or stacked as far away as practicably possible from the source of heat.

7. **Are all guards and other safety measures in place?** Safety guards should be securely fixed and in a good state of repair. Guards designed to allow air to pass through as a cooling process should be kept clean and clear of obstruction.

8. **Are all hazards attributed to this equipment indicated by signs?** Staff need to be informed and reminded of any hazards associated with this equipment.

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Fire Prevention

Lighting

1. List all types of lighting used within the assessment area. Enter here all of the various types of lighting found in the assessment area, e.g. fluorescent, tungsten bulbs, halogen, sodium, mercury vapour, desk lamps, portable lights, etc.
2. Are all light fittings working and in a good state of repair? The equipment should have no visible defects and should operate in accordance with the manufacturer's instructions.
3. Are all portable light units stable when in use? Where possible, all units should be securely fixed in position when in use. Mobile and portable equipment should be kept away from walkways, escape routes and combustible materials.
4. Are there any signs of overheating? Check for any signs of discolouration. Check for any noticeable odours being emitted. Check for any "near misses", e.g. scorch marks on adjacent materials.
5. Are any cables trailed across walkways or means of escape? Damage to cables may occur if repeatedly subjected to pedestrian or vehicular traffic. Trip hazards present an even greater risk to employees during an evacuation or other emergency.
6. Are all cables in good condition? Take care to inspect cables where they pass underneath other equipment or furniture and where they pass around tight angles or over abrasive surfaces. Extension leads should be fully extended from the drum prior to switching on.
7. Are fuses being blown on a regular basis? Blown fuses can be caused by surges in the main supply. However, most blown fuses would indicate a fault of some description or an overload of the equipment. The repeated "tripping" of a circuit breaker can also indicate faults.
8. Can tungsten filament bulbs be replaced with fluorescent tubes? Particular efforts should be made where tungsten bulbs are used in the vicinity of flammable or combustible materials.
9. Are lights turned off when the area is not occupied? Movement sensors or timers can provide a cost-effective solution especially in areas that are not normally occupied.
10. Are signs in place to remind staff to turn off lights? Staff may need to be informed and reminded of the procedures and working practices adopted.

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Fire Prevention

Smoking

1. **List all areas being assessed.** Enter here a description of all the areas being assessed.
2. **Is smoking permitted within the work area?** Every effort should be made to prevent smoking in the work area.
3. **Has a designated smoking area been established?** The provision of a designated smoking area is the preferred solution as this allows the employer to reduce or remove the fire risks associated with unauthorised smoking.
4. **Is there any evidence of unauthorised smoking?** Toilets and areas not normally occupied (stairs, stores and basements, etc.) are the most common areas for unauthorised smoking. Discarded cigarette ends may be found outside the building adjacent to windows within the affected areas.
5. **Are safe disposal units provided in the smoking area?** Disposal units should be made of metal, with a sealed lid. Separate facilities should be provided for waste papers, etc.
6. **Are any flammable or combustible materials stored in the smoking area?** All furniture provided within the smoking area should present the minimum fire hazard possible and comply with the current regulations and best practice.
7. **Is the smoking area checked before leaving and securing the premises?** Ashtrays should only be emptied into metallic containers and never disposed of with any other combustible waste.
8. **Are signs and notices displayed to advise visitors of the smoking policy.** Sign should be clearly displayed to inform visitors of the smoking policy prior to their entry to the area. Facilities should be provided adjacent to each sign to allow the safe disposal of smoking materials.
9. **Are signs displayed to prohibit smoking in the designated areas?** Staff, the public and visitors may need to be informed and reminded of the procedures adopted.

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### Fire Prevention

#### Deliberate or Suspicious Ignition

1. **List all areas being assessed.** Enter here a description of all the areas being assessed.
2. **Has there been any occurrence in the last 12 months?** Deliberate ignition is the most common cause of industrial fires. Any series of small, unexplained fires should be fully investigated and reported.
3. **Is the perimeter fence of the site secure?** Vandalism is a common cause of arson. Site security measures are often an effective means of fire prevention. Security lighting can also help deter unauthorised site entry.
4. **Are all windows secured at night?** Fires are often caused as means of destroying any evidence that intruders or vandals may leave behind.
5. **Is there an enclosed receptacle to capture items delivered through the letter box?** Arsonists often use an incendiary device disguised within a small parcel and deliver it when the building is unoccupied.
6. **Are regular security checks made of the visitor's toilets?** Toilets make an ideal target area for arsonists. Other preferred target areas include inside clothes or other items on display, hidden within furniture or other fixtures, waste baskets, windowsills and entrance lobbies.
7. **Is the visitor access control procedure adequate?** Consideration should be given to restricting access to high-risk areas where flammable materials or large quantities of combustibles are stored. The easy recognition of staff uniforms will assist the identification of any unauthorised entry.
8. **Have staff been informed of their actions upon receipt of a threatening call?** A guidance sheet should be used. Staff who may answer calls made from outside your organisation should have a copy at hand.

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Fire Prevention

Hot Work
1. List all "Hot Work" undertaken in the assessment area. Enter here any "hot work" such as welding, the use of blow lamps or flame cutting, portable grinding, etc. that are, or are likely to be, present in the assessment area.
2. Is a "permit to work" procedure in use?
3. Is the Hot Work area inspected prior to hot work starting? An inspection of the area affected should be carried out prior to any hot work commencing.
4. Are all flammable/combustibles removed or protected prior to the Hot Work starting? The removal of any combustible materials or waste prior to work commencing is advisable. Where this is not possible, combustible materials should be protected against any heat, sparks of falling hot debris.
5. Are the times of the start and completion of the Hot Work agreed? Other employees around the "hot work" area should be informed of the process and the time scales involved.
6. Are adequate and appropriate extinguishers available in the Hot Work area? Ensure that the type of extinguisher provided is suitable for all the materials involved in the hot work process and any adjacent materials.
7. Has an operator been positioned to observe the Hot Work? If the operator is unable to monitor the surrounding area of the hot work due to obstruction or protective eye wear, and observer should be positioned.
8. Have the operators and observers been trained in the use of extinguishers? The provision of fire fighting equipment will only prove effective if the intended operator is adequately trained.
9. Are automatic fire detection systems isolated prior to the Hot Work starting? False alarms not only cause a disruption to the work process of the site but may cause complacency when a real evacuation is required. During any period that the fire detection system is isolated, extra vigilance should be imposed throughout the entire affected area.
10. Are the fire detection systems reinstated after the Hot Work is completed? The re-instatement of the fire detection system is of paramount importance. It should be completed as soon as practicably possible after the hot work has been completed and any residual smoke dispersed.

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**Persons at Risk - Audit**

1. **Detail the areas of the assessment.** Enter here all areas of the assessment area.
2. **Total number of staff employed in this area.** Enter here the maximum number of staff likely to be present in the work areas.
3. **Number of mobility impaired staff.** Enter here the maximum number of mobility impaired staff likely to be present in the work areas.
4. **Number of visually impaired staff (with uncorrected vision).** Enter here the maximum number of visually impaired staff likely to be present in the work areas.
5. **Number of hearing impaired staff (with uncorrected hearing).** Enter here the maximum number of hearing impaired staff likely to be present in the work areas.
6. **Number of staff with learning difficulties.** Enter here the maximum number of staff with learning difficulties likely to be present in the work areas.
7. **Number of staff and public that have sleeping accommodation provided.** Enter here the maximum number of occupants with sleeping accommodation likely to be in the areas.
8. **Maximum number of public, visitors and contractors likely to be present.** Enter here the maximum number of public, visitors and contractors likely to be present in the areas.
9. **Total estimated occupancy including visitors.** Enter here the total anticipated occupancy of the area.

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**Escape**

**Occupancy Profile - Special Risk**

1. **Enter the number of occupants of each type in the assessment areas.** Indicate the maximum number of occupants of each type who are likely to be present in the assessment area.
2. **Has a person been nominated to assist with escape?** Care should be taken to identify all disabilities. Some disabilities are not immediately obvious. Employees with medical problems may be unable to respond to an evacuation as quickly as anticipated. Employees with temporary disabilities, injury or the heavily pregnant should also be considered.
3. **Can special risk employees be relocated to a lower fire risk area?** It may prove to be beneficial to consider relocating the less able staff to a lower fire risk area.
4. **Can public access be restricted?** Signs and security devices prohibiting public access to High Fire Risk Areas should be considered here.
5. **Can the fire risk in this area be reduced?**
6. **Is there a personal emergency egress plan and/or a standard emergency egress plan?** Personal emergency egress plans (PEEP) written by management should involve each disabled person in their own evacuation procedure. For buildings that are occupied or used regularly by disabled people standard emergency egress plans (SEEP) may be issued. These are provided to all personnel and are there to help the evacuation of disabled occupants.

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Persons at Risk - Public

1. **List all areas in the assessment area.** Enter here a description of each area being assessed that allows the public entry.
2. **Is the public allowed uncontrolled access?** In some areas such as retail and entertainment, the public generally enters and exits as they choose. In other environments, i.e. offices, production and storage, access for the general public should be restricted, accompanied or prohibited.
3. **Is the maximum permissible occupancy of the area adhered to?** Places of public entertainment will usually have this restriction imposed. You may need to consult your local fire authority to establish this, or refer to an issued licence. If a restriction is imposed it is there to ensure that a safe evacuation within the permitted time scale is possible.
4. **Are notices in place to inform the public of the restricted access areas?** Signs can be used to inform the public of prohibitions and to remind staff. Care should be given not to provide conflicting information.
5. **Is a nominated Fire Marshal present in all public areas at all times?** The response of the public to an evacuation signal will often be dictated by the response of your staff.
6. **Can the Fire Marshal be easily identified during an emergency?** It is important that the public can identify the Fire Marshal immediately and that the image creates a degree of authority.
7. **Does a procedure exist to ensure that ALL public access areas are evacuated?** The public may respond to an evacuation signal much slower than anticipated. Canteen, restaurants, toilets and changing rooms may prove to be the areas with the slowest response without the intervention of a fire marshal.

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### Escape

#### Persons at Risk - Visitors

1. **List all sections in the assessment area.** Enter here a description of each area being assessed that allows visitor access.
2. **Are ALL visitors required to register on arrival?** Registration of visitors is vital for the process of ensuring that all occupants of a site can be accounted for after an evacuation.
3. **Are ALL visitors required to display identification?** The easy recognition of visitors will assist in security and safety measures.
4. **Are ALL visitors accompanied at all times?** Site entry and exit routes for visitors may not be the nominated escape route from the area that they visit. Unaccompanied visitors can become disoriented.
5. **Are ALL visitors required to register on departure?** Equally as important as registration on entry, intervention forces need to account for all occupants of a site. Misinformation may result in time wasting and unnecessary risk.
6. **Are ALL visitors informed of the evacuation procedure?** Fire action routines should be sited adjacent to the visitor registration area. Visitors should be required to familiarise themselves with the procedure prior to entry.
7. **Has an assembly point been designated for visitors?** The rapid identification and accenting of visitors is a vital part of the fire plan.
8. **Has a Fire Marshal been nominated to carry out a roll call of ALL visitors after an evacuation?** Staff members remaining with visitors at a separate assembly point may be reported missing from their own assembly point. A Fire Marshal dedicated to accounting for all visitors can often prove more effective.

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**Escape**

**Persons at Risk - Contractors**

1. List any regular work carried out by contractors in the assessment area. Enter here works carried out by contractors within the assessment area.
2. Are ALL contractors required to register on arrival to the site? Registration of contractors is vital for the process of ensuring that all occupants of a site can be accounted for after an evacuation.
3. Is any Hot Work carried out? Hot Work is the cause of many large fires.
4. Is a permit to work issued prior to the Hot Work starting? A "Permit to Work" procedure can help to manage the risks presented by contractors. It will also enable you to ensure that different contractors do not undermine the contractual safety procedures, e.g. "Hot Work" in the vicinity of other staff/contractors using solvents, etc.
5. Has a Fire Marshal been nominated to ensure their evacuation? Contractors may prove reluctant to evacuate from their work area and often consider themselves outside from many "main-site" procedures.
6. Are all contractors informed of their procedure in case of fire? Fire Action Routines should be displayed adjacent to the contractors' registration area. Contractors should be required to familiarise themselves with the procedure and escape routes prior to work commencing. This should form part of the contractors' induction process.
7. Are all contractors informed of their means of escape? Many site entry and exit routes for contractors may not be the nominated escape routes from the contractors' work area.

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## Escape

### Persons at Risk - Asleep

1. List all areas where sleeping accommodation is provided in the assessment area. Enter here a description of the area where sleeping accommodation is provided for staff or the public.
2. Number of persons provided with sleeping accommodation. Indicate here the maximum number of persons likely to be present in the area.
3. Is the area protected by an automatic fire detection and alarm system? Smoke detectors and alarms are normally connected to a central control panel. Small installations may consist of self-contained combined detector and alarm units and connected direct to other units.
4. Is the alarm sufficiently loud in the sleeping area? Specialist equipment may be required to measure this. You may need to consult your alarm maintenance company or the fire authority for advice and assistance.
5. Are facilities provided to ensure that people with impaired hearing are informed of an emergency? Many types of equipment are available to assist in this area. You may also consider appointing a staff member to ensure that these occupants have responded to the alarm as part of your evacuation procedure.
6. Are staff levels adequate to assist with the evacuation of people with impaired mobility? You may have to consider the limitation of the facilities available for people with disabilities or increasing the number of staff trained and available to assist. The provision of specialist equipment may prove beneficial.
7. Are fire action notices displayed in ALL bedrooms? The notice should give precise instructions and use graphical symbols wherever possible to endorse the instructions.
8. Are cooking facilities provided within the sleeping area? All equipment provided should be well maintained. All safety devices should be checked on a regular basis.
9. Are all bed linen and furniture made from fire redundant materials? All fixtures and furniture within the sleeping area should present the minimum fire hazard possible and comply with the current regulations and best practice.
10. Is smoking allowed in the sleeping area? Unauthorised smoking may present a greater hazard if appropriate disposal items are not provided.
11. Are there any signs of unauthorised smoking? Look for smoking debris that may accumulate outside the area adjacent to windows.

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### Escape

**Persons at Risk - Disabled**

1. **List all areas that allow the access of people with disabilities.** Enter here a description of the area in which people with disabilities are employed or the disabled public have access.

2. **Number of persons.** Indicate here the maximum number of people with disabilities likely to be present.

3. **Are disabled persons allowed access to High Fire Risk areas?** Consideration should be given to the ability of the person to escape within the permissible times.

4. **Are you made aware of new employees with temporary disabilities?** Departmental managers and personnel departments should provide information.

5. **Are all escape routes capable of accommodating wheelchairs?** Doors and corridors need to be at least 1.2 metres wide to allow a wheelchair to pass through.

6. **Are staff members nominated to assist with the evacuation of disabled persons?** Staff members allocated to assist should be aware of the areas in which disabled people may be present.

7. **Have the nominated staff members been trained on how to assist?** Training in the technique and use of any special equipment should be provided. Fire drills should form an integral part of this training.

8. **Are staff levels adequate to assist with an evacuation of all disabled persons?** You may have to consider limiting the number of disabled persons allowed in one area or increasing the number of trained staff nominated to assist. Advice from your personnel department may be of benefit.

9. **Are Safe Areas provided within a place of safety and clearly identified with signs?** A "Safe Area" is an area of relative safety, e.g. protected lobby, protected staircase or an area in open air (flat roof, etc). It should have a protected escape route direct to the outside of the premises allowing the unimpeded safe exit of disabled evacuees to where assistance is at hand.

   Staff and the public need to be informed and reminded of the location of "refuge" areas. Are the disabled public and visitors informed of the emergency evacuation procedure as they enter? Notices providing details of the procedures should be sited at conspicuous positions in the public access areas.

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**Escape Rooms**

1. **List all rooms forming part of the assessment area.** Enter here a description of each room being assessed.

2. **How many escape routes exist from each room?** Indicate the number of escape routes. Escape routes should be independent of each other and designed to allow the occupants to move away from any fire towards a place of safety.

3. **Can the means of escape accommodate an evacuation within the time limits?** Specified time limits for evacuation are determined by the fire risk and the number of escape routes. In complex or large premises, professional advice should be sought to establish evacuation times and the escape route suitability.

4. **Are escape doors from the room clearly identified?** Signs may be needed to identify the escape route if there is a chance of any confusion, i.e... more than one door fitted. Occupants of the room may be visitors or may be unfamiliar with the building layout.

5. **Do any "inner rooms" exist?** An Inner Room is a room that has been created within an existing room (access room) and the escape is limited to via the access room only.

6. **Is automatic fire detection installed to protect the "inner rooms"?** Fire detection in the "access room" is required to alert the occupants of the "inner room" in the very early stages of a fire.

7. **Does the layout of the fixtures and fittings allow a safe evacuation?** The layout of the furniture and fixings should not hinder the movement towards an escape door or increase the ravel distance required.

8. **Is the room occupied after the hours of darkness?** Consideration should be given to the reduced daylight hours during winter months.

9. **Is the escape route illuminated adequately?** This can be provided by emergency lighting or photo-luminescent safety way-guidance systems. In small premises or small areas a torch may be deemed adequate.

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**Escape Corridors**

1. **List all corridors in the assessment area that may be used as an escape route.** Enter here a description of all corridors that may be used during an evacuation as an escape route.

2. **Are any of the "prohibited" items present in the corridor?** The following items should not be located, even on a temporary basis, in escape routes, corridors or staircases:
   - Portable heaters of any kind, cooking appliances, fixed heaters using naked flames or radiant bars, lighting units that use naked flames, electrical equipment other than the normal lighting, etc.
   - Coat racks and stands, upholstered stores of goods, timber, furniture bins, etc.
   - Gas boilers, gas meters or other gas fittings unless approved and in accordance with the "gas safety regulations"
   - Vending machine, gaming machines, photocopiers, faxes or other office equipment

3. **Are all doors leading on to the corridor fire resistant?** Check this with your facilities management department, or with the person responsible for the building.

4. **Are these doors fitted with effective self-closing devices?** Self-closing devices should ensure that the door returns fully into the frame and does not inhibit or prevent the easy opening of the door.

5. **Are there any flammable wall or ceiling coverings used in the corridor?** Carpet should never be used to line walls. Polystyrene tiles should not be used on the ceilings.

6. **Are there any notice boards in the corridor?** Notice boards should be positioned in areas outside of the escape route.

7. **Are there any mirrors in the corridor?** Mirrors may disorientate evacuees, particularly if the evacuation is in low light levels.

8. **Are any doors wedged or propped open?** Corridors will quickly become smoke logged and fire will spread much more rapidly if fire doors are propped open.

9. **Are all fire doors fitted with "Fire Door - Keep Shut" signs?**

10. **Is the corridor clear from obstruction?** Obstructions and hazards within an escape corridor should not be allowed.

11. **Are escape route corridors illuminated adequately?** Walk the length of the escape route corridors in order to check this.

Adequate illumination can be provided by emergency lighting or photo-luminescent safety way-guidance systems.

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**Escape**

**Stairways**

1. **List all staircases being assessed.** Enter here a description of each staircase being assessed.

2. **Are all doors leading onto the stairway fire resistant?** Only those doors leading onto the staircase from toilet areas should not be fire resistant.

3. **Are these doors fitted with effective self-closing devices?** Self-closing devices should ensure that the door returns fully into the frame and do not retard or prevent the door from being easily opened.

4. **Are all stair nosing and handrails of sound fixing and condition?** Unsecure footing, instability and trip hazards can retard or completely undermine the evacuation process.

5. **Have all pipes, ducts and building services passing through the stairway been adequately fire stopped?** Specialist materials and equipment may be required to "fire Stop" openings through escape routes, compartment walls and stairways. Advice may be needed from the fire authority or contractor.

6. **Are any of the "prohibited" items present in the stairways?** The following items should not be located, even on a temporary basis, in escape routes, corridors or staircases:
   - Portable heaters of any kind, cooking appliances, fixed heaters using naked flames or radiant bars, lighting units that use naked flames, electrical equipment other than the normal lighting, etc.
   - Coat racks and stands, upholstered stores of goods, timber, furniture bins, etc.
   - Gas boilers, gas meters or other gas fittings unless approved and in accordance with the "gas safety regulations"
   - Vending machine, gaming machines, photocopiers, faxes or other office equipment

7. **Are escape route signs sited in similar positions on each landing?** Escape route signs provide reassurance for evacuees when travelling along an unfamiliar escape route and can help to give confidence and ensure a speedy exit.

8. **Is the area outside the final exit kept clear from obstruction?** Vehicles parked, or other obstructions, adjacent to final exits can severely impede an evacuation.

9. **Is the stairway adequately illuminated?** Walk the length of stairway in order to check this. Photo-luminescent material is a good solution for stairway illumination.

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**Escape**

**Areas 'not normally occupied'**

1. **List all areas not normally occupied** Enter here a description of areas being assessed that may be left unoccupied while employees are elsewhere.
2. **Is the escape route illuminated adequately?** Walk the length of the escape route in order to check this. This can be provided by emergency lighting or photo-luminescent safety way-guidance systems.
3. **Does a procedure exist to inform people of an intended entry?** This can be a simple process of recording an entry in a file held by a responsible person outside the isolated area.
4. **Are escape routes easily identified?** The very nature of the area would suggest that occupants may not be totally familiar with the escape route and become more dependent on escape route signs and cues for reassurance.
5. **Is the area secured when not in use?** Unauthorised access into remote or isolated areas can pose a serious risk to the individuals as well as increased fire and/or security risk.
6. **Are any flammable materials stored here?** See relevant section
7. **Are any combustible materials stored here?** See relevant section
8. **Is the general housekeeping satisfactory?** Housekeeping is an integral part of fire safety.
9. **Is there automatic fire detection within this area and can the fire alarm be heard?** In small premises, a person shouting "FIRE" may be an adequate means of raising the alarm if it can be heard throughout the premises. A self-contained smoke detector and alarm unit may also be sufficient. Rotary gong bells, battery-operated call-points and more sophisticated systems should also be considered. Testing this area should form an important part of the regular fire alarm test and evacuation drills.

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### Escape

#### Emergency Lighting

1. **List all areas in the assessment area.** Enter here a brief description of all areas in the assessment area.
2. **Is adequate lighting installed?** Yes or no?
3. **Has the system been fully tested in the last 12 months?** A qualified and competent person should carry out testing of emergency lighting.
4. **Does the system illuminate the escape route corridors?** If possible, test the effectiveness of the system during the hours of darkness. Seek the advice of a professional consultant or the fire authority.
5. **Does the system illuminate all escape route signs?** The use of photoluminescent signs may be an advantage?
6. **Does the system illuminate all fire fighting equipment?** The use of photoluminescent signs may be an advantage?
7. **Does the system illuminate all fire alarm call points?** The use of photoluminescent signs may be an advantage?
8. **Does the system illuminate all other hazards and obstructions?** The use of photoluminescent signs may be an advantage?
9. **Does the system illuminate the area immediately outside the exit?** Evacuees need to travel clear of the final exit from a building in order to allow the evacuation to continue.
10. **Does the system illuminate all changes in floor level?** The use of photo-luminescent signs may be an advantage?

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Communication

Escape Route - Signs

1. **List all areas in the assessment area.** Enter here a brief description of each area being assessed.
2. **Do signs indicate all final exits?** Doors used to evacuate the site which are also used as a normal entry route should be indicated as an "EXIT". Doors used to leave the premise during an evacuation only should be indicated as a "FIRE EXIT".
3. **Can you identify the final exit or a directional sign from any position in the area?** If you cannot see an "EXIT" or "FIRE EXIT" door and the sign above it you should be able to see a "Directional" sign.
4. **Are arrows on signs being used correctly?**
5. **Are all signs suitably fixed?** Signs should be permanently fixed. Escape route signs above doors should be sited at a height of between 2.0m and 2.5m. Other escape route signs on walls should be fixed at between 1.5 and 2 metres high and clear from obstruction.
6. **Do you understand the meaning of all Fire and Safety signs in the work area and can you find your way out using just the signs?** The use of supplementary text may assist with the comprehensibility and on-going training and education

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### Escape

#### Detection and Alarm

1. **List all areas in the assessment area.** Enter here a description of all areas being assessed.
2. **Are all areas permanently occupied?** Particular attention should be paid to areas that may be left unoccupied.
3. **Could a person shouting, "FIRE" be heard throughout the premises?** If no automatic fire detection alarm system is installed, it may be worth considering a simple rotary gong type bell or a self-contained call point and alarm. You may need to seek advice from your insurers, the fire authority or a specialist consultant before proceeding. The ability to detect and raise the alarm effectively will always need to be demonstrated - testing and evacuation exercise will need to be logged and proven without defect or failure.
4. **Are sufficient fire alarm call point installed?** Fire alarm call points should be positioned along the escape routes and at all final exits from the premises.
5. **Do signs indicate all call-points?** The ability to identify call points easily upon the discovery of a fire is of paramount importance.
6. **Is the fire alarm sounder different from all other sounders in the premises?** There should be a distinct difference between the fire alarm sounder and ALL other sounders used in the workplace, i.e. intruder alarm, lunch break indicators, etc.
7. **Has the system been serviced during the last 12 months?** A competent and qualified engineer should carry out all service work.
8. **Can the fire alarm be heard throughout the area?** This check should form an integral part of the regular fire alarm test and evacuation drills.

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Communication
Training and Education

1. **List all areas in the assessment area.** Enter here a description of all areas under assessment.
2. **Total number of staff present.** Indicate the maximum number of staff likely to be present in each area.
3. **How many staff have been nominated as Fire Marshals?** Indicate here the number of Fire Marshals appointed in each area.
4. **Have the Fire Marshals been trained on the evacuation procedure?** Newly appointed staff and general public will be influenced greatly by the confident actions of the Fire Marshals.
5. **Have the Fire Marshals been trained to operate fire extinguishers?** The use of First Aid Fire Fighting equipment may place employees in greater danger if they are not trained in the selection and use of the equipment.
6. **How many other members of staff have been trained to operate fire extinguishers?** Indicate here the number of staff who have received training on the use of fire extinguishers during the last 12 months.
7. **Have all staff members been trained on the evacuation procedure?** The actions of staff during an evacuation can be rehearsed and improved during fire drills, induction and an on-going training programme.
8. **Has an evacuation drill been carried out during the last six months?** Evacuation drill should be used to identify potential problems before an emergency situation occurs.
9. **Is a record kept of all fire training given?** A logbook recording staff training should be maintained on site.

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Staff Training Audit
This form is to be completed by individual members of staff.

1. List all members of staff within the assessment area.
2. Years employed here. Indicate here the number of years you have been employed here.
3. Did you receive fire safety training as part of your induction? Induction Fire Safety Training should include:
   - Hazards and safe practice in your work area including housekeeping, storage, fire doors, etc.
   - Escape route, fire and safety signs identification, their meaning and familiarity
   - Actions to take on discovering a fire and on hearing the alarm
4. Are you trained in the use of extinguishers? This training should include:
   - An explanation of how fires develop, different types of fires, different types of extinguishers, practical use of extinguishers
5. Are you familiar with the evacuation procedure for your work area?
6. Are you familiar with all escape routes from your work area? Your evacuation route may not be the route that you regularly take to enter the premises.
7. Do you know what to do if you discover a fire? You should be aware of how to raise the alarm, how to call the fire brigade, how to escape how to prevent the fire from spreading, how to shut down the plant
8. Do you know what to do if the fire alarm sounds? You should be aware of:
   - How to escape, the stages of a multi-stage evacuation, and where all escape routes are
9. Have you taken part in an evacuation drill in the last 6 months? This drill should simulate an evacuation during a real emergency.
10. Do you know the meaning of all Health and Safety and Fire Safety signs in the work area? Ensure that you are aware of the meaning of all signing within your work area, this should include Health and Safety signs as well as Fire Safety signing.

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**Communication**

**Fire Action Notices**

**What to do in case of fire?**

The display of these mandatory notices reinforce the education and training process and should totally reflect the instructions given. Good fire action instructions should be as short and succinct as possible. It is possible that some staff will have greater responsibility than others and it is advisable to keep these instructions separate from the main message. Clearly labelled fire action notices for certain staff and/or the general public can assist to ensure comprehension.

1. **List all Fire Action Notices in the assessment area** Enter here all areas within the assessment area.
2. **Does the content of the fire action notice reflect the actual procedure?** It is extremely important that the notice complements formal instruction and does not complicate the process.
3. **Are fire action notices displayed at every alarm call point?** It is important that this information is readily available for referral and reminder. The fire alarm call point will always place this instruction into context.
4. **Have all "blank" areas been completed on the fire action notice board?** If staff are required to use the telephone to call the fire brigade it is essential that the telephone number including internal switchboard connection numbers be displayed. The indication of designated assembly locations where the important roll call is carried out to account for the safety of occupants is also essential to an effective fire action instruction.
5. **Do the fire action notices indicate the prohibited actions?** Prohibited actions are an important part of risk reduction. Going back for the collection of belongings has proven to cause fatalities.
6. **Are all fire action notices in good condition and legible?** It is a legislative requirement to maintain all sign as you would and fire precaution or fire fighting equipment. Visual inspection and audit on a regular basis is good fire safety management practice.

| Hazard Identification | Control Measures | Action Required |
**Confinement**

**Integrity**

1. **List of all areas in the assessment area.** Enter here a brief description of all areas in the assessment area.
2. **Are all fire-resisting doors in good condition and a good fit?** Panels, glazing and other components of the door should be intact and of sound condition. Doors should fit closely into the frame.
3. **Are all fire doors fitted with an effective self-closing device and signs?** Self-closing devices should ensure that the door returns fully into the frame and does not retard or prevent the door from being opened easily. 'Fire Door - Keep Shut' signs should be installed on all fire doors.
4. **Are panels adjacent to or above fire doors fire resistant?** The panels fitted at the sides and above fire doors are equally as important as the door itself, and should have the same degree of integrity and fire resistance as the door.
5. **Have holes around the pipes, cables and building services been "Fire Stopped"?** Specialist materials and equipment may be required to "Fire Stop" openings around cables, pipes and other services. "Fire Stopping" should be effective at the point where services pass through compartment walls or floors.
6. **Have there been any changes to the structure of the building during the last 12 months?** Indicate here if any new doorways, rooms or other changes have been made. You may need to consult site plans.
7. **Are all ducts fitted with effective dampers?** Fire dampers should be installed at the point where ducts pass through compartments, walls or floors. The operating mechanism should be maintained, kept clean and clear of obstruction.
8. **Are all automatic door release mechanisms effective and unobstructed?** These may be found fitted to doors in corridors with heavy pedestrian use. Check that the automatic and manual release mechanisms operate and the door closes fully without aid.
9. **Are there any features that could allow the spread of fire or smoke in the building?** Smoke will travel swiftly through a building if allowed to do so. Special features or suspended ceilings not "Fire Stopped", etc. may allow rapid smoke logging to develop.

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**Hazard Identification**

**Control Measures**

**Action Required**
**Suppression - Fire Fighting Equipment**

**Extinguishers**

1. **List all areas in the assessment area.** Enter here a description of all the areas being assessed.

2. **How many extinguishers are located in the assessment area?** Indicate here the total number of extinguishers found in each area.

3. **Are all fire risks provided with adequate protection?** It is advised that all premises should satisfy the minimum requirement for the provision of fire extinguishers:
   - 2 extinguishers on the ground floor, 1 extinguisher on all upper floors
   - an additional extinguisher for every 200 additional sq.m. of floor area and a maximum distance of 30 metres between extinguishers.
   Special risks, e.g. electricity, boiler houses, flammable liquids, etc. may need specialist equipment. Consult your service provider or the fire authority for further advice before purchasing any additional equipment.

4. **Are all extinguishers fully operational and visually inspected each month?** Most extinguishers have a "tamper indicator" or "used indicator". Stored pressure equipment will have a pressure gauge. A visual inspection should ascertain that:
   - All equipment is in its correct position, no tampering with the appliance is apparent, the pressure gauge (if fitted) indicates "ok"
   - the appliance is still suitable for adjacent prevailing risk

5. **Have all extinguishers been serviced within the last 12 months?** Most service providers attach a label to extinguishers and indicate the last date of service.

6. **Are all extinguishers securely mounted to the wall?** Extinguishers may be moved to inappropriate areas of risk if not securely mounted, used as door stops, and even mislaid if left free standing.

7. **Are all extinguishers indicated by a sign?** Signs may serve to locate the equipment during a fire and also assist you with ensuring that all equipment is correctly sited; act as a reminder if an appliance is removed and educate your staff as to the meaning of the fire classification graphical symbols recently introduced.

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## Risk reduction - Fixed Fire Fighting Installations

### Systems

1. **List all fixed fire fighting systems installed in the assessment area.** Enter here a list of all fixed fire fighting installations in use within the assessment area, e.g. sprinklers, gas flood, deluge or foam systems, dry and wet rising mains, hydrants.

2. **Is the system fully operational and has it been serviced during the last 12 months?** Contractors, landlords, facilities management and service companies may have to be contacted to ascertain this. A service logbook should be maintained and available on site.

3. **Did a qualified engineer carry out the service?** Fixed fire fighting installations can be complex, sophisticated systems. Contractors and engineers should be required to demonstrate their competency.

4. **Are all security devices functional?** Landing valves of wet or dry rising mains are usually padlocked closed. Sprinkler valves are usually padlocked open. These and any other security devices should be intact and functional. The location of keys should only be known by appropriate personnel.

5. **Are instructions for use clearly visible?** Staff and intervention forces may be unfamiliar with these systems and may need guidance during an emergency.

6. **Are discharge heads clear from obstruction and showing no sign of damage?** Check that changes made in the layout or storage area etc. within the work place have not obscured or impaired the effectiveness of the system. Check for any obvious damage. Ensure that engineers carry out a full inspection of all discharge heads during any regular service inspection.

7. **Is the location of the system control point indicated by signs?** Signs may serve to locate the equipment during an emergency for its operation or shut down.

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<th>Hazard Identification</th>
<th>Control Measures</th>
<th>Action Required</th>
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Risk Reduction

Fire Fighting Equipment - Other Equipment

1. **List all fire fighting equipment except extinguishers and fixed systems found in the assessment area.**
   Enter here a list of fire fighting equipment in the assessment area other than standard fire extinguisher units, e.g. fire blankets, hose reels, wheeled foam units, etc.

2. **Number of units.** Indicate here the total number of each type of equipment found in the assessment area.

3. **Is the equipment suitably sited?** You may need to seek advice.

4. **Has the equipment been serviced during the last 12 months by a qualified engineer?** A service logbook should be maintained and available on site. Contractors and service engineers should be required to demonstrate their competency.

5. **Are instructions for use clearly visible?** Intervention forces and staff may need to be informed and reminded of any instructions for use.

6. **Is the location of the equipment indicated by signs?** Signs may serve not only to locate the equipment during an emergency but may also easily identify if any equipment is missing or has been wrongly replaced.

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