FIRE RISK ASSESSMENT – Self Assessment

Important! This fire risk assessment form is to be filled in by the responsible person within a business or organisation. As this is a free download for the use of end users, this form must not be used by professional fire risk assessors. This form, while provided free of charge by Safelincs, has NOT BEEN completed by Safelincs! This fire risk assessment form helps to address the majority of fire safety considerations stated in the official fire risk assessment guides related to the Regulatory Reform (Fire Safety) Order 2005. However, before filling in this form you must nevertheless read the relevant fire risk assessment guide(s). This assessment form must be used in conjunction with the official fire risk assessment guide(s)!

There might be fire safety risks not addressed in this form. These risks must be assessed and recorded on separate sheets which must be attached to this form.

If the building is materially altered or the occupancy changes the fire risk assessment must be updated.

<table>
<thead>
<tr>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Premises or Company</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Post Code</td>
</tr>
<tr>
<td>Name of Assessor(s)</td>
</tr>
<tr>
<td>Signature of Assessor(s)</td>
</tr>
<tr>
<td>Date of Assessment</td>
</tr>
</tbody>
</table>

Building

<table>
<thead>
<tr>
<th>Property Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of floors</td>
</tr>
<tr>
<td>Approx area in m² of footprint of building</td>
</tr>
<tr>
<td>Brief details of construction</td>
</tr>
</tbody>
</table>

Building Occupants

<table>
<thead>
<tr>
<th>Occupancy Profile:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Number of persons, in the most highly occupied compartment</td>
</tr>
<tr>
<td>Weekdays</td>
</tr>
<tr>
<td>Are people sleeping in premises?</td>
</tr>
<tr>
<td>If so, how many</td>
</tr>
<tr>
<td>Description of Occupants:</td>
</tr>
<tr>
<td>Predominant Type</td>
</tr>
<tr>
<td>Atypically mobile for this type of occupancy</td>
</tr>
<tr>
<td>Average mobility for this type of occupancy</td>
</tr>
<tr>
<td>Untypically vulnerable for this type of occupancy</td>
</tr>
</tbody>
</table>
Building Plan

Insert plan of your building here or if you do not possess one, use this space to draw your building floor plan (this does not have to be to scale). **Further guidance can be found in Part 1 Section 4.1 of the appropriate guide.** Mark on all fire precautions equipment e.g. Fire doors, Extinguishers, Emergency lighting, Fire alarm and any fire detection.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
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</tbody>
</table>

**KEY**

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Issued: 19/06/2013
Reviewed: 31/10/2016
FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1. SOURCES OF FUEL

1.1 Are there any highly flammable substances in the premises. E.g. paints, thinners, flammable gases etc, flammable chemicals, plastics, rubber, foams – polystyrene / polyethylene?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace them with safer alternatives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove or significantly reduce any highly flammable substances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep them in fire resisting stores</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Separate them from heat sources by use of fire resisting construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep minimum quantity in workroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure all containers are kept closed when not in use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.2 Are flammable liquids or gases used or stored in areas without adequate ventilation?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve ventilation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.3 Are there quantities of combustible material stored, on display, or in use in the premises. E.g. Paper, cardboard, packaging, fabrics, wood?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace stocks of combustible materials with non-combustibles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduce stocks of readily combustible materials to a minimum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Separate such materials from heat sources or by fire resisting construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4 Are quantities of combustible waste allowed to accumulate in the premises such as Paper, cardboard, wood shavings, dust?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Control Measures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improve the arrangements for the disposal of waste and rubbish</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improve the general housekeeping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure staff are aware of the standard of housekeeping required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Give specific additional training to the staff responsible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.5 Does the premises contain foam filled furniture which is not combustion modified (see label) or is worn to the point that it exposes the foam interior?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Measures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace or repair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.6 Are areas of walls or ceilings covered with combustible linings? such as walls covered with carpet tiles, ceilings covered with polystyrene tiles. Do notice boards have large amounts of loose paper on them?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Measures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treat with fire resisting solution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cover</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace large notice boards with small</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1.7 Are combustible seasonal or promotional decorations, artificial foliage or plants used to decorate the premises?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treat with fire retardant spray/liquid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduce real plants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace with non combustible plants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.8 Are there additional sources of oxygen stored or used, such as oxidising chemicals, oxygen cylinders or piped systems?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move oxidising material away from any heat or flammable materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control use and storage of oxygen and chemicals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remove sources of ignition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Note any significant findings from section 1:
## 2. SOURCES OF IGNITION

### 2.1 Does the work activity involve hot work processes such as welding or flame cutting, hot surfaces, sparks? Are hazards introduced by outside contractors and building works?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace with a cold system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implement a hot work permit system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimise the amount of combustible materials on the work area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrange so that hot metal and sparks are safely contained</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eliminate hot surfaces/sparks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure satisfactory control over works carried out by outside contractors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impose fire safety conditions on outside contractors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2.2 Does the work activity involve processes such as incinerating or Cooking?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure that cookers, incinerators, etc. are used in accordance with manufacturer instructions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure they are cleaned regularly including surfaces, ducts or flues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure food cooking is not left unattended</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Give additional specific training to staff responsible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure correct type of extinguisher if deep fat fryers are used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 2.3 Are heating appliances portable or of a radiant or open flame type?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace equipment with fixed convector heaters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure that gas or oil burning equipment is used in accordance with manufacturers instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure that all heaters are adequately guarded</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure all portable heaters are stable and void of flammable materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2.4 Is smoking permitted?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implement a smoking policy which provides for a safe smoking area and prohibition elsewhere</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure suitable arrangement for informing visitors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enforce the prohibition of matches and lighters in high-risk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2.5 Are there light fittings near combustible materials?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove combustible materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace tungsten/halogen bulbs with fluorescent tubes in areas where there is a possibility that combustible materials may be ignited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 2.6 Is electrical equipment and wiring: Faulty, damaged or not used in accordance with the Manufacturers Recommendations?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair or replace faulty or damaged equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portable Appliance Testing carried out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed installations periodically inspected and tested</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suitable policy regarding the use of personal electrical appliances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure all fuses are the correct rating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2.7 Are inspection lamps or extension leads used?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure extension leads are fully uncoiled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Limit extension leads and adaptors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure extension leads are not overloaded</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suitable guards are covering inspection lamps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure flexible power cables are kept as short as possible and safely routed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 2.8 Is Arson a potential problem?

**Control Measures**

- Improve security measures e.g. lighting, cameras
- Remove combustible storage / waste bins from perimeter of building
- Ensure combustible storage is contained with lid secure
- Install anti-arson letterboxes
- Train occupants about handling of arson
- Ensure that occupants are aware of the alternative exits
- Other (state here)

### 2.9 Is lightning a potential problem?

**Control Measures**

- Install lightning protection system
- Extend fire detection to cover roof void
- Incorporate measures in your emergency plan
- Other (state here)
Note any significant findings from section 2:
### 3. IDENTIFY PEOPLE AT RISK

#### 3.1 Are there any groups of people at increased risk from fire i.e. work in remote areas, lone working, sleeping?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Control Measures**

- Can they be re-located
- Improve the means for warning them about fire i.e. alarm and detection system
- Improve means of escape
- Other (state here)

#### 3.2 Are there people present who may be unable to react quickly to a fire due to safety critical work process?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Control Measures**

- Introduce appropriate close down procedure
- Improve means of warning / means of escape
- Other (state here)

#### 3.3 In the event of a fire are there people present whose disabilities would put them at a disadvantage when required to evacuate in an emergency?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Control Measures**

- Incorporate Measures in your Emergency Plan
- Provide additional specialist equipment
- If staff are required to assist in an evacuation ensure sufficient numbers and appropriate training
- Provide safe refuges
- Other (state here)
### 3.4 Are visitors or members of the public likely to be unfamiliar with the escape routes?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Control Measures**

- Ensure employees are adequately trained to assist with evacuation
- Improve signage (Fire Action Signs, escape route signs etc)
- Install maintained emergency exit signs
- Ensure escape procedure is explained to visitors
- Other (state here)

### 3.5 Are builders, contractors or maintenance workers temporarily on site?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Control Measures**

- Ensure they are aware of fire safety arrangements and emergency plan
- Other (state here)
Note any significant findings from section 3:
4. MEANS OF ESCAPE FROM FIRE

### 4.1 In the event of fire can everyone safely escape from the premises?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure existing exit routes and exits are available and unobstructed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improve fire alarm / detection system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide additional routes and exits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide training for safe evacuation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secure reasonable arrangements for disabled occupants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implement routine checks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.2 In the event of fire can everyone turn their back on the fire and evacuate to a place of safety?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide additional escape routes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide and maintain protected routes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide compensating features i.e. smoke detection, engineer solution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.3 Do doors on escape routes, where necessary, open in the direction of travel?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduce number of people using exit to less than 60 people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-hang in direction of travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 4.4 Are door fastenings on exit routes and final exits easily operable?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace with a more suitable fastening</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide notices giving information on how to operate exit doors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide training on operating techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.5 Is there a need for additional fire doors?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install fire doors (specify where and the rating)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fit surface mounted fire door seals (specify intumescent or intumescent/smoke)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.6 Are any fire doors a poor fit or requiring fitment or attention to a self closing mechanism?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fit self closers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure doors fit correctly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implement routine check on door operation and maintain as required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 4.7 Are any of the fire door intumescent or intumescent/smoke seals missing or damaged?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace fire door seals</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Fit surface mounted fire door seals (specify intumescent or intumescent/smoke)</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Other (state here)</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

### 4.8 Are any fire doors wedged or propped open?

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove any wedges etc</td>
<td>☐</td>
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<tr>
<td>Install Fire Door Retainers to hold open doors legally</td>
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<tr>
<td>Explain fire doors and the need to allow them to close to occupants</td>
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<td>Other (state here)</td>
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</table>

### 4.9 Are all exit routes and exits adequately signed?

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<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Install sufficient signs to enable people to find their way out</td>
<td>☐</td>
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<tr>
<td>Ensure signs are unobstructed and clearly visible from an appropriate distance</td>
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<tr>
<td>Other (state here)</td>
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<tr>
<td>4.10 Are all exit routes and exits adequately illuminated?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Control Measures</td>
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<tr>
<td>Install emergency lighting</td>
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<tr>
<td>Improve existing emergency lighting</td>
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<td>Other (state here)</td>
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</table>

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<thead>
<tr>
<th>4.11 If the building is compartmentalised, are the walls and ceilings of sufficient fire resistance?</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Control Measures</td>
<td></td>
<td></td>
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<tr>
<td>Carry out detailed survey</td>
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<tr>
<td>Strengthen fire resistance</td>
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<td>Other (state here)</td>
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</table>

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<thead>
<tr>
<th>4.12 If the building is compartmentalised, are there openings that could allow the spread of fire between compartments?</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Control Measures</td>
<td></td>
<td></td>
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<tr>
<td>Seal openings</td>
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<tr>
<td>Install passive fire protection</td>
<td></td>
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<tr>
<td>Other (state here)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>4.13 Are there structural features that could promote the spread of fire and therefore affect escape routes. Eg open plan floors?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Measures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compartmentalise</td>
<td></td>
<td></td>
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<tr>
<td>Create additional escape routes</td>
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<tr>
<td>Other (state here)</td>
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</tbody>
</table>
Compliance Section 4

Indicate the preventative and protective fire safety measures taken to show compliance with Part 2 of the Order for **Emergency routes and exits.**
## 5. FIRE FIGHTING AND FIRE DETECTION

### 5.1 Are there sufficient extinguishers and hose reels of the appropriate type for the risk and are they located correctly?

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<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</thead>
</table>

**Control Measures**

- Provide suitable additional fire fighting equipment including specialist equipment for special hazards
- Locate on stands or brackets
- Make visible and unobstructed
- Provide additional signage
- Other (state here)

### 5.2 Are inspection labels on fire fighting equipment in date? Where self-maintained portable fire extinguishers are installed, is there an inspection record?

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<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</thead>
</table>

**Control Measures**

- Carry out service/inspection of fire fighting equipment
- Other (state here)

### 5.3 Have sufficient people been trained in the use of fire fighting equipment?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</table>

**Control Measures**

- Implement training programme
- Other (state here)

### 5.4 In the event of fire are there suitable arrangements for giving warning, including where necessary automatic fire detection?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</thead>
</table>

**Control Measures**

- Install a more effective fire alarm system and or detection system
- Other (state here)
### 5.5 Does the automatic fire detection system comply with industry guidelines for this type of building/occupancy? (Specify current arrangements in the compliance field at the end of section 5)

<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Install a more effective fire alarm system and or detection system</td>
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<tr>
<td>Other (state here)</td>
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</table>

### 5.6 Is the signage for the fire fighting equipment and fire alarm satisfactory?

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<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Improve signage</td>
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<td>Other (state here)</td>
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</table>

### 5.7 Are all appropriate persons trained on how to operate the fire warning system and the action they should take upon hearing it?

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<thead>
<tr>
<th>Control Measures</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Implement training programme</td>
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<tr>
<td>Provide clear instructions</td>
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<tr>
<td>Other (state here)</td>
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</tbody>
</table>
Compliance Section 5

Indicate the preventative and protective fire safety measures taken to show compliance with Part 2 of the Order for **Fire fighting and Fire detection**.
### 6. PROCEDURES, ARRANGEMENTS AND TRAINING

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>6.1 Are sufficient person(s) available to assist in implementation of fire safety measures?</td>
<td></td>
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<tr>
<td>6.2 Are appropriate fire procedures in place, recorded and available for relevant persons to read?</td>
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<tr>
<td>6.3 Are people nominated to respond to fire and assist with evacuation?</td>
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<tr>
<td>6.4 Is there appropriate liaison with the Fire and Rescue Authority?</td>
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<tr>
<td>6.5 Are routine in-house inspections of fire precautions undertaken?</td>
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<tr>
<td>6.6 Are new employees, tenants or building users given fire safety instruction on induction or taking over use of the premises?</td>
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<tr>
<td>6.7 Are all staff given periodic refresher training at suitable intervals?</td>
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<tr>
<td>6.8 Are building occupants aware of specific actions if there is a fire?</td>
<td></td>
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<tr>
<td>6.9 Are staff with special responsibilities e.g. Fire Marshals/Wardens/stewards given additional training?</td>
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<tr>
<td>6.10 Have the Employers of contractors working at the premises ie. cleaners been informed of significant findings and fire procedures?</td>
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<tr>
<td>6.11 Are persons under 18 employed, if so has an assessment been made of risks special to them and have their parents been informed of significant findings and fire procedures?</td>
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<tr>
<td>6.12 Are fire drills carried out at appropriate intervals?</td>
<td></td>
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</tbody>
</table>
Indicate any deficiencies in this section :-
### 7. MAINTENANCE AND TESTING

<table>
<thead>
<tr>
<th>Section</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>Are the premises adequately maintained?</td>
<td></td>
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<tr>
<td></td>
<td>Control Measures</td>
<td></td>
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<tr>
<td></td>
<td>Correct any deficiencies and implement maintenance programme</td>
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<td></td>
<td>Other (state here)</td>
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<tr>
<td>7.2</td>
<td>Are door fastenings on all exit doors adequately maintained?</td>
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<td></td>
<td>Control Measures</td>
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<td></td>
<td>Correct any deficiencies and implement maintenance programme</td>
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<td></td>
<td>Other (state here)</td>
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<tr>
<td>7.3</td>
<td>Do all self closing devices and hold open devices work correctly?</td>
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<td></td>
<td>Control Measures</td>
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<td></td>
<td>Correct any deficiencies and implement maintenance programme</td>
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<td>Other (state here)</td>
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<tr>
<td>7.4</td>
<td>Has the emergency lighting system been tested and serviced (Monthly, Six-monthly, Annually) and according to manufacturers instructions?</td>
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<td></td>
<td>Control Measures</td>
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<td></td>
<td>Correct any deficiencies and implement maintenance programme</td>
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<td>Other (state here)</td>
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<td>7.5</td>
<td>Has the fire alarm / detection system been regularly tested and serviced (Weekly, Annually) and according to manufacturers instructions?</td>
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<td></td>
<td>Control Measures</td>
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<td></td>
<td>Correct any deficiencies and implement maintenance programme</td>
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<tr>
<td>7.6</td>
<td>Have all fire extinguishers and hose reels been regularly inspected and Serviced (Monthly, Annually) in accordance to manufacturer’s instructions?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Control Measures</td>
<td>Correct any deficiencies and implement maintenance programme</td>
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<tr>
<td>Other (state here)</td>
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<table>
<thead>
<tr>
<th>7.7</th>
<th>Has the sprinklers and fixed fire fighting systems been regularly tested and serviced (Weekly, Quarterly, Six-monthly, Annually) and according to manufacturers instructions?</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Control Measures</td>
<td>Correct any deficiencies and implement maintenance programme</td>
<td></td>
<td></td>
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<td>Other (state here)</td>
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</table>
Compliance Section 7
Indicate the preventative and protective fire safety measures taken to show compliance with Part II of the Order for Maintenance.
8. FIRE SAFETY RECORDS

<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Have fire safety arrangements been recorded in a way that can be easily interpreted?</td>
<td></td>
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<tr>
<td>8.2</td>
<td>Are there details of any significant findings from the fire risk assessment and any actions taken?</td>
<td></td>
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<tr>
<td>8.3</td>
<td>Are there records of testing and checking of escape routes, including final exit locking mechanisms such as panic devices, emergency exit devices and any electromagnetic devices?</td>
<td></td>
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<tr>
<td>8.4</td>
<td>Are there records of testing and maintenance of emergency lighting?</td>
<td></td>
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<tr>
<td>8.5</td>
<td>Are there records of testing and maintenance of fire alarm / detection systems?</td>
<td></td>
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<tr>
<td>8.6</td>
<td>Are there records of false fire alarms?</td>
<td></td>
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<tr>
<td>8.7</td>
<td>Are there records of testing and maintenance of fire extinguishers, hose reels and sprinkler systems etc.?</td>
<td></td>
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<tr>
<td>8.8</td>
<td>Are there records of relevant training of employees including evacuation drills?</td>
<td></td>
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<tr>
<td>8.9</td>
<td>Are there records of emergency plans and actions for the relevant people to take in the event of fire?</td>
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</table>

Indicate any deficiencies in this section
### Significant Findings (filled in by Assessor)

<table>
<thead>
<tr>
<th>Item No</th>
<th>Section and Sub Paragraph</th>
<th>Description of Unsatisfactory Condition</th>
<th>Proposed Remedial Action</th>
</tr>
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<tbody>
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<td>Date</td>
<td>Item No</td>
<td>Section and Sub Paragraph</td>
<td>Remedial Action agreed</td>
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