



# FIRE RISK ASSESSMENT FOR SIMPLE PREMISES

## Useful Contacts

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## Useful Links

Surrey Fire and Rescue Service: [www.surreycc.gov.uk/people-and-community/fire-and-rescue](http://www.surreycc.gov.uk/people-and-community/fire-and-rescue)

# What is a Fire Risk Assessment?

**A Fire Risk Assessment is an organized and methodical look at your premises.**

**It should take into account the activities that occur there and the likelihood of a fire starting.**

**1. Identify fire hazards**

Identify: Source of ignition, source of fuel, sources of oxygen

**2. Identify people at risk**

Identify: People in and around the premises, people especially at risk

**3. Evaluate, remove reduce and protect from risk**

Evaluate the risk of a fire occurring

Evaluate the risk to people from fire

Remove or reduce fire hazards

Remove or reduce the risk of people

- Detection and warning

- Fire-fighting

- Escape routes

- Lighting

- Signs and notices

- Maintenance

**4. Record, plan inform, instruct and train**

Record significant findings and action taken

Prepare an emergency plan

**It aims to:**

Identify the fire hazards

Identify the people at risk

Reduce the risk of those hazards causing harm to as low as reasonably practicable.

Determine what physical precautions and management arrangements are necessary to ensure the safety of persons in or around your premises

## **Introduction**

The Regulatory Reform [Fire Safety] Order 2005 (RRFSO) replaces all previous fire safety legislation.

If you have previously conducted a Fire Risk Assessment under the Fire Precautions (workplace) Regulations 1999, you will)



# Fire Risk Assessment Form

## About the premises

Question	Answer
Name of premises	
Address of premises	
Telephone number	
Name of assessor	
Date assessed	
Premises description and fire safety measures provided (fire alarm, emergency lighting, sprinklers, escape routes etc.	
Are persons at work on the ground floor, how many persons are there? Please provide details	
Are persons at work above or below the ground floor, how many persons are there? Please provide details	



Hazard	Yes/ No	Detail existing control measures	Adequate? Yes/ No	Detail further measures required
Are the walls or ceiling linings within the premises combustible?				

Other relevant fire hazard information (If identified, please give as much information as possible)

### Stage 2 - Ignition Source Identification

Hazard	Yes/ No	Detail existing control measures	Adequate? Yes/ No	Detail further measures required
Is smoking allowed on premises?				
Is it possible for a malicious fire to develop on premises at any time?				

<b>Hazard</b>	<b>Yes/ No</b>	<b>Detail existing control measures</b>	<b>Adequate? Yes/ No</b>	<b>Detail further measures required</b>
Are there any naked flames on the premises?				
Are portable heaters used on the premises?				
Are any combustible materials stored close to a heat source?				

**Stage 2 - Ignition Source Identification (continued)**

**Hazard**

**Yes/  
No**

**Detail existing control measures**

**Adequate?  
Yes/No**

**Detail further measures required**



Other ignition sources or relevant information (Please give as much information as possible)

### Stage 3 - Risk to Persons on the Premises

<b>Hazard</b>	<b>Yes/ No</b>	<b>Detail existing control measures</b>	<b>Adequate? Yes/No</b>	<b>Detail further measures required</b>
Staff at work in a high risk area?				
Are there any persons unlikely to react or react slowly to the fire alarm?				

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**Stage 4 -**

### Stage 4 - Fire Safety Provision (continued)

Hazard	Yes/ No	Detail existing control measures	Adequate? Yes/ No	Detail further measures required
<p>Is the general standard of housekeeping within the premises satisfactory?</p> <p>Are all routes required for escape purposes clear of obstructions and c9.01 oW and</p>				



Other relevant fire safety system information (Please give as much information as possible)

### Maintenance and Testing of Fire Safety Equipment

<b>Question</b>	<b>Answer</b>
Is the fire alarm system Tested weekly?	Yes/ No
Is the fire alarm system serviced and maintained in accordance with BS-5839 Part 1?	Yes/ No
Is the emergency lighting System tested monthly?	Yes/ No
Is the emergency lighting system serviced and maintained In accordance with BS-5266 Part 1?	Yes/ No
Is the portable firefighting Equipment checked Monthly?	Yes/ No
Is the portable firefighting equipment serviced and Maintained in accordance with BS-5306?	Yes/ No
Are there any fixed Firefighting installations?	Yes/ No
Are all fixed firefighting installations serviced and maintained in accordance with relevant standards?	Yes/ No

The results of all fire safety testing should be recorded in a suitable Fire Logbook. If you do not have a logbook, you can download our example free of charge from: <https://www.surreycc.gov.uk/people-and-community/surrey-fire-andrescue> (Hyperlink to logbook template)

## Instruction and Training for Employees

Are all staff given fire safety instruction on a six-monthly basis? Three-monthly for staff on night duties: Yes/ No

These instructions should include:

- The action to take on discovering a fire
- How to raise the alarm
- What actions to take on hearing the fire alarm
- Arrangements for calling the fire service
- The evacuation procedure including location of escape routes, how to open escape doors
- Location of assembly point and procedures to be adopted there

Type and location of firefighting equipment and how to use it

Is an evacuation drill (where one of the exits is blocked by fire) conducted as often as necessary: Yes/ No

The results of all fire safety testing should be recorded in a suitable Fire Log Book (Hyper link)

Make a list of the fire safety deficiencies found from the fire risk assessment. Record the remedial works required. Prioritise them and assign a date and name for whoever is responsible for rectifying the deficiencies.

When the remedial works are completed amend the fire risk assessment to produce an up-to-date record of the fire safety provisions within the premises.

## Fire Safety Deficiencies to be rectified, by whom, priority and completion date

Date deficiency identified	Nature of deficiency and works required	Person responsible to action	Priority level (Low, Medium or High)	Date work completed

**Date deficiency  
identified**

**Nature of deficiency and  
works required**





# Schedule of Responsibilities

<b>Fire precautions</b>	<b>Recommendations</b>
<b>Signs and Notices</b>	Signs must be used where necessary to help persons identify escape routes and locate items of fire-fighting equipment. These signs should comply with the Health and Safety (Safety Signs and Signals) Regulations 1996, and incorporate a graphic symbol.
<b>Emergency Lighting</b>	(Where fitted) Should be in working order and maintained in accordance with the relevant code of practice.
<b>Fire Safety Training</b>	All employees and contractors employed to work in the premises should be trained in the emergency procedures, and up to date records of training kept. Employers/responsible persons should nominate employees to assist in implementing the fire safety measures where necessary (and offer the relevant training).
<b>Persons with mobility or sensory impairment</b>	Procedures in respect of persons with mobility or sensory impairment should be included in the emergency procedures, and special arrangements made as appropriate.

<b>Fire precautions</b>	<b>Recommendations</b>
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