

Fire Safety Risk Assessment

This form is to aid you in carrying out a fire safety risk assessment of a property.

The form is separated in to two parts:

Part 1 – initial assessment form and guidance notes

Part 2 – record sheet for significant findings and to detail where further control measures are needed

Premises

Assessment Carried out by

Date of Assessment

Date of next review

PART 1

| Management of Fire Safety (Preventative measures) | | Unsatisfactory ✖ Satisfactory ✔ Not Applicable n/a |
|--|--|--|
| 1 | Are regular and frequent fire safety inspections carried out? (see note 1) | |
| 2 | Are there adequate arrangements to review fire risk assessments? (see note 2) | |
| 3 | Is the 'responsible person' aware of their duties? (see note 3) | |
| 4 | Have all sources of ignition and combustible materials been identified, evaluated, removed, or reduced where possible? If not, have control measures been put in place to reduce the possibility of the hazard causing harm? | |
| 5 | Have all tenants and others been provided with adequate, comprehensive and relevant information on fire safety? (see note 3) | |
| 6 | Have all people at risk been identified? | |
| 7 | In multi owned/used buildings, have you co-operated & co-ordinated your fire risk assessment with other responsible persons / occupiers and the owner of the building? | |

| Electrical Ignition Risks (Preventative measures) | | Unsatisfactory ✖ Satisfactory ✔ Not Applicable n/a |
|--|---|--|
| 8 | Are all electrical circuits and fixed electrical installations examined and tested at an acceptable frequency? (see note 2) | |
| 9 | Are all portable electrical appliances examined and tested at an acceptable frequency, (PAT Test)? (see note 9) | |
| 10 | Is the use of adaptors and extension leads kept to a minimum? | |

| Other Ignition Risks (Preventative measures) | | Unsatisfactory ✖ Satisfactory ✔ Not Applicable n/a |
|---|---|--|
| 11 | Is there any factor regarding any ignition risks that should be taken into account? If yes, mark as unsatisfactory. | |

| Fire Procedures/Evacuation | | Unsatisfactory ✖ Satisfactory ✔ Not Applicable n/a |
|-----------------------------------|---|--|
| 12 | Are all occupants familiar with the fire alarm system? | |
| 13 | Are all occupants aware of the procedures for evacuation? | |

| Documentation (see notes 14 –18) | | Unsatisfactory ✖ Satisfactory ✔ Not Applicable n/a |
|---|---|--|
| 14 | Is maintenance and testing of emergency lights adequately recorded? | |
| 15 | Is checking, maintenance and testing of the means of raising the alarm adequately recorded? | |
| 16 | Are all checks and maintenance on fire fighting equipment adequately recorded? | |
| 17 | Are all electrical inspections and tests adequately recorded? | |
| 18 | Is the written fire procedure / evacuation procedure available & is it suitable and sufficient? | |

| Doors & Exits (Protective measures) | | Unsatisfactory ✖ Satisfactory ✔ Not Applicable n/a |
|--|--|--|
| 19 | Do all rooms and storeys have a sufficient number of exits available for the maximum number of people likely to use them? | |
| 20 | Do all final exits lead to a place of safety or from where people can safely disperse and no longer be in danger from fire or smoke? | |
| 21 | Can the final exit door on escape routes be opened readily and easily from the inside without the use of a key? | |
| 22 | Do all emergency exit doors (i.e. doors not in normal use) have clear instructions displayed on how to open? | |
| 23 | Do all fire resisting self-closing doors close freely into their frames? | |
| 24 | Do all fire doors meet current British Standard and are they installed in the premises in accordance with the local authority/fire authority fire safety standards? | |
| 25 | Have doors that do not conform to the above standard, been suitably treated with intumescent paints/papers etc by a competent person, and do you hold a certificate to show that it conforms (used on doors in listed buildings) | |
| 26 | Are all fire resisting self-closing doors free of devices or obstructions liable to prevent them closing? | |
| 27 | Where fire doors, or the area surrounding them, are provided with glazed areas, is the glazing fire resistant? | |

| Escape Routes (Protective measures) | | Unsatisfactory ✖ Satisfactory ✔ Not Applicable n/a |
|--|--|--|
| 28 | Are all escape routes, doors, and floor coverings, stairs and banisters visually in good condition and well maintained? | |
| 29 | Are all escape routes clear and unobstructed? | |
| 30 | Are external fire escapes adequately protected and maintained where necessary? (see note 30) | |
| 31 | In premises with only a single staircase is the means of escape acceptable as regards protection of the staircase and numbers of people? (see note 31) | |
| 32 | Are the means of escape from basements acceptable? (see note 32) | |
| 33 | Do all rooms used as sleeping accommodation lead directly to a means of escape? | |

| Miscellaneous | | Unsatisfactory ✖ Satisfactory ✔ Not Applicable n/a |
|----------------------|---|--|
| 34 | Are all wall and ceiling coverings, in the escape routes, suitable as regards preventing rapid spread of flame? i.e. not polystyrene based, flock wall paper or timber. | |
| 35 | Is there any other factor regarding the means of escape that should be taken into account? If yes, mark as unsatisfactory. | |

| Signs & Notices (Protective measures) | | Unsatisfactory ✖ Satisfactory ✔ Not Applicable n/a |
|--|--|--|
| 36 | Where emergency lighting is provided are all escape routes correctly signed at changes of direction and at suitable distances? | |
| 37 | Is all firefighting equipment immediately visible or correctly signed? | |
| 38 | Is there an adequate number of fire procedure notices displayed? | |
| 39 | Are all signs and notices in good condition, unobstructed, legible and firmly fixed? (see note 39) | |

| Lighting (Protective measures) | | Unsatisfactory ✖ Satisfactory ✔ Not Applicable n/a |
|---------------------------------------|--|--|
| 40 | Is the building adequately lit by normal or borrowed light? | |
| 41 | Where necessary, is there a sufficient number of emergency lights to adequately illuminate all internal escape routes, exit doors and signs? | |
| 42 | Are all emergency lights clean and visually in good condition? | |
| 43 | Are the emergency lights being adequately checked and maintained or inspected? | |
| 44 | Are external escape routes adequately lit by normal lighting and emergency lighting where necessary? | |

| Fire Alarm (Protective measures) | | Unsatisfactory ✖ Satisfactory ✔ Not Applicable n/a |
|---|--|--|
| 45 | Where automatic fire detection is deemed to be necessary are all detectors of a suitable type and correctly sited? | |
| 46 | Is there adequate means of raising the alarm? | |
| 47 | Where the means of raising the alarm is by means of break glass fire alarm points, are there an adequate number of points? | |
| 48 | Is the means of raising the alarm visually in good condition? | |
| 49 | Where an electric fire alarm system is installed is it being adequately checked, tested and maintained? (see note 2) | |
| 50 | Where an electric fire alarm system is installed, is it audible throughout the building? | |
| 51 | Where an electric fire alarm system is installed do all the sounders sound the same? | |

| Fire-fighting Equipment (Protective measures) | | Unsatisfactory ✖ Satisfactory ✔ Not Applicable n/a |
|--|---|--|
| 52 | Is there an adequate number of fire extinguishers in the building? | |
| 53 | Are all extinguishers hung on brackets, stood on fixed bases or otherwise specifically located? | |
| 54 | Are all extinguishers and their brackets or bases visually in good condition? | |
| 55 | Are all extinguishers checked and maintained at an acceptable frequency? (see note 2) | |
| 56 | Are all fire blankets suitably located? (see note 56) | |
| 57 | Are the instructions on how to use the fire blanket clear and legible? | |

A fire risk assessment should be carried out on all rented property and any significant findings recorded. However it is not necessary to use this form, it may be that you can achieve the equivalent outcomes using an alternative method.

Guidance Notes

1. Checks to be carried out when visiting the property.
 - Can all doors be opened easily? Are escape routes clear?
 - Is the panel showing normal?
 - Are all emergency light luminaires and exit signs in good condition?
 - Are all extinguishers in place & fully operational?
 - Test fire alarm using a different manual call point each time
 - Are door seals and self closing devices in good condition? Do all self-closing fire doors work correctly?
 - Are external escape stairs safe?
 - Are all extinguishers in their correct location and fully pressurised?
2. Review at least 12 monthly, at the change of tenants or if there is a significant change to the fabric of the property whichever is the sooner
3. A landlord as the 'Responsible Person' defined in the Regulatory Reform (Fire Safety) Order 2005:
 - Is legally responsible for the safety from risk of fire of tenants, their visitors and any persons employed to work on the property
 - Is required to carry out a fire risk assessment at his/her property and take such fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe
 - Should have sufficient training and experience or knowledge and other qualities to be competent to undertake a fire risk assessment and to undertake preventative and protective fire safety measures
 - Should ensure that persons acting on his behalf in assisting with fire safety similarly have sufficient training and experience or knowledge and other qualities to be competent to undertake that responsibility
 - Should provide tenants with the necessary fire safety information to enable them to live in and if necessary evacuate the premises safely in the event of a fire
9. It is a recommendation that appliances provided by a landlord are PAT (portable appliance test) tested and marked as satisfactory (normally a label with a tick and green writing)
- 14-18. It is recommended that all findings are recorded in an appropriate logbook i.e. small exercise book or alternatively download a logbook from the business safety section on <http://www.northyorksfire.gov.uk/>
30. External staircases may be required in certain properties, if the property has 5 storey's or more you should seek advice from North Yorkshire Fire and Rescue or your local authority.
31. Protection of staircase relates to fire doors and other fire safety measures to separate high risk room from the means of escape (for further information see North Yorkshire Fire Safety Standard)
32. Does the basement have an alternative exit and is there adequate detection and protection (for further information see North Yorkshire Fire Safety Standard)
39. Persons not familiar with the building should be able to look up and see a fire exit sign. When the person reaches this sign they should be able to see the next exit sign along the route (unless absolutely obvious).
56. Fire blankets should be suitably located in the vicinity of the fire hazard where they are needed, but in a position that can be safely accessed in the event of a fire. Eg. Sited on a wall in the kitchen away from the oven in the direction of the fire escape route.

PART 2

| Item No. | Detail Significant Finding | Existing Control Measures | Additional control measures required | Actioned by | Review date |
|----------|----------------------------|---------------------------|--------------------------------------|-------------|-------------|
| | | | | | |

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|----------|----------------------------|---------------------------|--------------------------------------|-------------|-------------|
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