



UKST Fire Risk Assessment

Fire Risk Assessment – Record of significant findings		
Risk assessment for		Assessment undertaken by
Building:		Date:
		Completed by:
		Signature:
Floor/area:		Use:
		By Community Day Care
		By the General Public
		By Visitors
		By various other User Groups for Training, Health and Leisure related activities
		As Facilities for Staff/Volunteers/Trainees
Step 1 – Identify fire hazards		
Sources of ignition	Sources of fuel	Sources of oxygen
cooking equipment	flammable chemicals, such as certain cleaning products and photocopier chemicals	natural airflow through doors, windows and other openings
faulty or misused electrical equipment	packaged foodstuffs	mechanical window opening systems
hot surfaces and obstruction of equipment ventilation	packaging materials	automatic ventilation systems in toilets and kitchen areas
heaters	stationery, advertising material and decorations	
	litter and waste products	
	upholstered seating and cushions, textiles and soft furnishings	
Step 2 – People at risk		
Children or parents with babies		
The elderly or infirm		
People who are unfamiliar with the premises, e.g. visitors and customers		



People with disabilities (including mobility impairment, or hearing or vision impairment, etc.)

Step 3 – Evaluate, remove, reduce and protect from risk

(3.1) Evaluate the risk of the fire occurring

Accidentally, such as when smoking materials are not properly extinguished or when mobile heaters are knocked over is **Low** due to a No Smoking Policy within the building and the design of any mobile heaters used

By act or omission, such as when electrical equipment is not properly maintained is **Low** due to ongoing visual inspections and our Portable Appliance Testing policy

By waste being allowed to accumulate near to a heat source is **Low** to good house keeping

Deliberately, such as an arson attack involving setting fire to external rubbish bins is **Low** due to them being positioned away from the building and chained to a wall

(3.2) Evaluate the risk to people from a fire starting in the premises

Means of escape and other fire precautions are more than adequate to ensure that everyone can make their escape to a place of total safety before any fire and its effects can trap them in the building.

All fire doors are correctly installed and maintained.

A suitable fire-detection and warning system is installed, tested and maintained on a regular basis.

Emergency lighting is installed, and tested on a regular basis.

Suitable fire-safety signs and displayed in prominent positions.

Training is provided for all staff or anyone else you may reasonably be expected to help in a fire.

(3.3) Remove and reduce the hazards that may cause a fire

To remove or reduce sources of ignition:

We operate a safe smoking policy in designated smoking areas outside, and prohibit smoking elsewhere within the building.

Any sources of heat are kept away from flammable materials such as curtains, scenery and displays.

Any electrical, mechanical and gas equipment that is installed, is used, maintained and protected in accordance with the manufacturer's instructions.

Any cooking and catering equipment that is installed, is used, maintained and protected in accordance with the manufacturer's instructions.

Precautions are taken to avoid arson.



<p>(3.4) Remove and reduce the risks to people from a fire</p>	<p>To remove or reduce sources of fuel:</p> <p>By ensuring that all upholstered furniture, curtains, drapes and other soft furnishings, are fire-retardant, or have been treated with a proprietary fire-retardant treatment designed to enhance their fire performance.</p> <p>By ensuring that display materials (including artificial and dried foliage), scenery and stands, are fire-retardant, or have been treated with a proprietary fire-retardant treatment designed to enhance their fire performance.</p> <p>By the storage of stocks of flammable materials, and liquids in dedicated storerooms or storage areas.</p> <p>By keeping the minimum required for the operation of the business.</p> <p>By the development of a formal system for the control of combustible waste by ensuring that waste materials and rubbish are not allowed to build up and are carefully stored until properly disposed of, particularly at the end of the day.</p> <p>To remove or reduce sources of oxygen:</p> <p>We reduce the potential source of oxygen supplied to a fire by:</p> <p>Closing all doors, windows and other openings not required for ventilation, particularly out of working hours.</p> <p>To remove or reduce the risks to people:</p> <p>By early warning of any fire using automatic fire detection.</p> <p>By reducing the fire risk by removing or reducing combustible materials and/or ignition sources.</p> <p>By control the number of people allowed into the premises.</p> <p>By limiting certain areas to trained staff only (no public).</p> <p>By increased staff training and awareness.</p> <p>By having a managed fire evacuation plan in place.</p> <p>By the operation of the alarm system activated from any single point using an electrical system incorporating sounders and manually operated call points (break-glass boxes).</p> <p>By having installed an automatic fire detection system with a control panel which is able to identify the zone or specific location where the alarm has been raised.</p> <p>By having arrangements in place to brief the fire and rescue service when they arrive.</p> <p>By having appropriate, suitable Firefighting equipment and facilities sited in suitable locations to reduce the risk of any small</p>
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	<p>fire, developing into a larger one.</p> <p>By the indication of the location of extinguishers with suitable signage, located in areas where they can be easily accessed by trained members of staff, and are not in areas open to misuse or vandalism.</p> <p>By the use of Fire Wardens, who will be expected to take a more active role in the event of a fire.</p> <p>By a daily check to ensure that there is clear access available for fire engines.</p> <p>By having the necessary procedures in place to maintain any facilities that have been provided for the safety of people in the building.</p> <p>By ensuring that there are at least two escape routes from all parts of the Premises.</p> <p>By ensuring exit doors on escape routes and final exit doors open in the direction of travel, and are quickly and easily open able without the need for a key.</p> <p>By the provision of a means of escape suitable for the evacuation of everyone likely to be in the premises, including emergency evacuation of persons with mobility impairment through the provision of additional planning and allocation of staff roles – with appropriate training.</p> <p>Through the provision for emergency evacuation of disabled persons using: stairways, “Evac” chairs and the refuge area.</p> <p>By ensuring that people in the premises are able to find their way to a place of total safety if there is a fire by using escape routes that have enough lighting.</p> <p>By ensuring that people can escape to a place of total safety in a reasonable time.</p> <p>By the provision of escape routes adequate for the numbers and type of people that may need to use them e.g. staff and members of the public, including disabled people.</p> <p>By ensuring that escape routes and final exits are kept clear at all times.</p> <p>By ensuring that final exit doors be opened easily and immediately if there was an emergency.</p> <p>By making aware any people who work in the building of the importance of maintaining the safety of the escape routes, e.g. by ensuring that fire doors are not wedged open and that combustible materials are not stored within escape routes.</p> <p>By the use of signs where necessary, to help people identify escape routes, find firefighting equipment and emergency fire telephones. These clearly state the locations of escape routes and firefighting equipment, and are positioned so that they can</p>
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	<p>be easily seen and understood.</p> <p>By the keeping of any existing equipment, devices or facilities that are provided in our premises for the safety of people, such as fire alarms, fire extinguishers, lighting, signs, fire exits and fire doors, in effective working order.</p> <p>By ensuring regular checks, periodic servicing and maintenance are carried out and any defects are put right as quickly as possible.</p> <p>Daily checks (and/or checks before an event) Escape routes are checked to ensure they are clear from obstructions and combustible materials, and in a good state of repair.</p> <p>The fire alarm panel is checked to ensure the system is active and fully operational.</p> <p>Where practicable, emergency lighting units are visually checked to ascertain that they are in good repair and apparently working.</p> <p>All safety signs and notices are checked.</p> <p>Weekly tests and checks Test fire detection and warning systems and manually-operated warning devices weekly following the manufacturer's or installer's instructions. Fire extinguishers are checked that they are correctly located and in apparent working order.</p> <p>Monthly tests and checks All emergency lighting systems and safety torches are tested to make sure they have enough charge and illumination according to the manufacturer's or supplier's instructions.</p> <p>Fire doors are checked that they are in good working order and closing correctly and that the frames and seals are intact.</p> <p>Six-monthly tests and checks A competent person tests and maintains the fire-detection and warning system.</p> <p>Annual tests and checks The emergency lighting and all firefighting equipment, fire alarms and other installed systems are tested and maintained by a competent person.</p>
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Assessment review

Assessment/review date	Completed by	Signature



Review outcome (where substantial changes have occurred a new record sheet should be used)		

Notes:

(1) The risk assessment record of significant findings should refer to other plans, records or other documents as necessary.

(2) The information in this record should assist you to develop an emergency plan; co-ordinate measures with other 'responsible persons' in the building; and to inform and train staff and inform other relevant persons.