



**Devon & Cornwall Fire Protection Ltd**  
**0800 389 7050**

## ***Fire Risk Assessment for small to medium size Premises***

The Fire Risk Assessment must be holistic and dynamic, recognising that the use of the building and its occupancy is rarely static. In cases of doubt it may be necessary to seek further advice or a second opinion.

Devon & Cornwall Fire Protection can provide this service if you require it.

This Tick Box Fire Risk Assessment consists of a series of prompts and considerations to steer the assessor through the existing fire safety features of a building. It is designed to get you thinking along the route of identifying the risks. There may be the need to explain your decisions in more depth and provide proof of certificates etc.

There are basically five steps to complete a Fire Risk Assessment;

1. Look for the fire hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
4. Record your findings
5. Review your assessment and revise it at least annually or if the building or its use changes.

Consider each room or space in turn and assume initially that it is unoccupied when a fire occurs. Assess where a fire is likely to start (ignition source); how is it likely to spread (fire loading).

You will need to be honest with yourself when completing this assessment and any tick in the "NO" box will require either an explanation or corrective action.

Once completed you will need to prioritise the significant findings and action them as you see fit.

For more information please visit our web site [www.dcfire.co.uk](http://www.dcfire.co.uk)  
Or call us 0800 389 7050

Paul Bannister  
Director

**Name of Company:**

**Address:**

**Responsible Person:**

**Use or uses of premises:**

**Date of risk assessment:**

**Carried out by:**

**Grid reference:**

**Location of nearest Fire Hydrant:**

<b>Means of Escape</b>	<b>YES</b>	<b>NO</b>
<b>1</b> Are all final exit doors unobstructed, clearly identifiable, fitted with suitable fastenings and readily available for use?		
<b>2</b> Do all emergency routes and exits lead, directly as possible, outside the building to a place of safety?		
<b>3</b> Do all emergency exit doors open in the direction of escape? (i) Give consideration to the occupancy. (ii) Sliding or revolving doors on escape routes are usually unsuitable)		
<b>4</b> Are the exit routes clearly indicated, and free from combustible storage and equipment at all times?		
<b>5</b> Are the number, distribution and dimensions of emergency routes and exits adequate? (consider the dimensions of the premises; the use; the equipment and the number of persons in the premises at any one time)		
<b>6</b> Do all self closing fire doors close fully into the door frame?		
<b>7</b> Are all self closing fire doors fitted with smoke seals?		
<b>8</b> Are all self closing devices on fire doors in good working order?		
<b>9</b> Is there a fire evacuation (fire drill) procedure for the premises?		
<b>10</b> In the event of an emergency is it possible for all persons to evacuate the premises safely and quickly?		
<b>11</b> Have arrangements been made for the safe evacuation of persons with mobility difficulties?		
<b>12</b> Is training given in fire evacuation procedures?		
<b>13</b> Are fire drills carried out?		
<b>14</b> How long did it take to evacuate the premises? (2.5 minutes or less is a reasonable target for most premises) Can it be done in less than 2.5 minutes?		
<b>Emergency Escape Lighting</b>	<b>YES</b>	<b>NO</b>
<b>15</b> In the event of failure of the main lighting system, is escape lighting provided to illuminate escape routes? (consider late afternoon on a dark winters day)		
<b>16</b> Is it sufficient to enable all persons to evacuate the premises safely to a place of safety?		
<b>17</b> Is it tested monthly?		
<b>18</b> Are the tests recorded in the fire log book?		
<b>19</b> Are records kept of maintenance?		
<b>Fire Alarm/Warning System</b>	<b>YES</b>	<b>NO</b>
<b>20</b> Is the premises provided with a system for giving warning in case of fire?		
<b>21</b> Is the alarm clearly audible and recognisable, in all parts of the premises?		
<b>22</b> If a fire started in an un-occupied room would it be detected? (give consideration to the fact that automatic detection of fire could provide early warning of fire which would otherwise go undetected until a very serious situation had developed, putting persons at risk).		
<b>23</b> Is it tested weekly?		
<b>24</b> Are the tests recorded in the fire log book?		
<b>25</b> Are records kept of false alarms?		
<b>26</b> Are records kept of maintenance?		

<b>Fire Fighting Equipment/Extinguishing Medium</b>	<b>YES</b>	<b>NO</b>
<b>27</b> Are suitable and sufficient fire extinguishers provided?		
<b>28</b> Are they unobstructed and readily available for use?		
<b>29</b> Are they properly located and indicated with Identification Signs?		
<b>30</b> Are persons trained to use fire fighting equipment?		
<b>31</b> Are the extinguishers maintained?		
<b>32</b> Are weekly checks carried out on the fire extinguishers?		
<b>33</b> Are records kept of maintenance?		
<b>Fire Action</b>	<b>YES</b>	<b>NO</b>
<b>34</b> Are arrangements in place for calling the fire service?		
<b>35</b> Have fire action notices been displayed around the building?		
<b>36</b> Is there a fire assembly point located outside the building at a place of safety?		
<b>37</b> Is there a visitor's book for signing in and out of the building?		
<b>38</b> Are there enough fire wardens to cover holidays and sickness?		
<b>39</b> Are there enough first aiders to cover holidays and sickness?		
<b>Security</b>		
<b>40</b> Do the premises have CCTV?		
<b>41</b> Do the premises have an intruder alarm system?		
<b>42</b> Are the bins locked and secured?		
<b>43</b> Is access to the premises controlled?		
<b>44</b> Do contractors book in and out?		
<b>45</b> Do you feel the site is adequately protected against arson?		
<b>Safety Shut Off</b>	<b>YES</b>	<b>NO</b>
<b>46</b> Is the main gas shut off vale clearly signed and easily accessible?		
<b>47</b> Is the main electrical shut off switch clearly signed and easily accessible?		
<b>48</b> Do all relevant staff know the locations of the shut off devices and how to operate them when required?		
<b>Training</b>	<b>YES</b>	<b>NO</b>
<b>49</b> Are all personnel familiar with the correct use of gas / electrical appliances? i.e. is competency training provided		
<b>50</b> If arrangements been made for the safe evacuation of persons with mobility difficulties parents with babies, persons in wheelchairs, persons with sight or hearing impairment etc. have the staff been trained to do this? I.e. Manual Handling.		
<b>51</b> Are all staff aware of their own fire safety responsibilities towards maintaining a safe working environment for themselves and their colleagues?		
<b>52</b> Are all visitors and contractors briefed on arrival of the location of the fire assembly point and what to do in the event of an emergency?		
<b>Hot Works and Flammable Substance Storage</b>	<b>YES</b>	<b>NO</b>
<b>53</b> Is it true to say that no open flames are to be found in or around the premises? E.g. cutting / welding tools or other hot work?		
<b>54</b> If the answer to above is no, is there a Permit to work scheme in place?		
<b>55</b> Is it true to say that no other gases are used or stored on the premises?		

<b>56</b> Is it true to say that there are no spark generating tools /equipment used in or around the premises? E.g. electrical, mechanical, engine exhausts, chimney flues grinding machines – anything which can liberate sparks or embers?		
<b>57</b> If the answer to above is no, have all systems been Risk assessed separately?		
<b>58</b> Has a designated smoking area been established outside the building?		
<b>59</b> Has the smoking area been located in a place of safety away from all risks with dedicated butt bins?		
<b>60</b> Could cooking appliances and heating appliances pose any risk?		
<b>61</b> If any flammable liquids / substances are stored or used on the Premises are they stored in lockable metal cupboards with the front signed of its contents? (HAZMAT)		
<b>62</b> Is it true to say there is no significant fire loading anywhere within or in close proximity to the premises? E.g. core products, combustible materials, cooking risks, furnishings, waste products etc?		
<b>63</b> Is there adequate fire separation between areas of significant fire loading and the parts of the premises to which personnel, contractors or members of the public may be present?		
<b>64</b> Is there any ignition source (that which starts a fire) in close proximity to any significant fire loading?		
<b>65</b> If present is the storage, and supply arrangements for LPG satisfactory?		
<b>66</b> If present is the storage, and supply arrangements for oil satisfactory?		

**Any items above achieving a 'No' should be risk assessed, and if necessary prioritised for action using the Significant Findings table on the last page if this document.**

Date of last Gas Safety Inspection?	
Date of last Portable Appliance Test?	
Date of last 5 Yearly Electrical Safety Check?	

**Please attach copies of the above Service Report/Certificates.**

<b>Question Number</b>	<b>Significant Findings</b>	<b>Proposed Action</b>