



Fire Safety Risk Assessment

(Article 9 of The Regulatory Reform (Fire Safety) Order 2005)



Location:	COMPANY - Site
Contact:	Contact
Date:	7th September 2017
Assessor:	A J Barton



Location:	Location
Address:	Address
Contact:	Contact
Occupancy:	Approximately X persons (site intensity dependent)
Building Type:	Modern, industrial estate complex, Two floor unit of approximately X square feet
Risk Profile:	Risk Profile
Management Level:	Management Level



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1 – FIRE HAZARDS – Ignition Sources	Outcome	Comments	Action
1. Are any of the following sources of ignition present (or likely to be present) on site?	Yes	<i>List of potential ignition sources that might be on site</i>	
2. Portable and fixed electric heaters	Yes	There are fixed electric heaters on site (office), which are securely and safely positioned (with one exception – kitchen area – see Q28)	Observation
3. Cooking (Tea Point / Kitchenette / Larger Kitchen)	Yes	The office areas within the building are equipped with a small functional kitchen (microwave / kettle). There are no sources of open flames / hot cooking elements that could be a source of ignition	
4. Electrical equipment	Yes	The site houses a limited number of items of work equipment over and above those installed as part of the site. There is a large HVAC unit on the roof area (9th floor) that is not physically maintained by COMPANY	
5. Overloaded electrical sockets	No	There was no obvious sign of electrical sockets being overloaded whilst in use	
6. Arson	No	There is no local or anecdotal evidence of any greater than average arson problem. Maintenance of site security is enhanced by CCTV / recording facilities available to the site (and at the CCC) Reasonable measures are taken to prevent fires as a result of arson; rubbish bins are emptied at regular intervals to prevent a build-up of combustible material. This appears satisfactory and should be maintained.	
7. Smoking materials	Yes	There is no smoking 'allowed' on site (limited signage reinforcing that message). Evidence of smoking on site can easily be seen hence careful management and monitoring will always be required to ensure that the overarching message is supported.	Observation
8. Hot work	Yes	There is the capacity for hot works on site (undertaken by COMPANY approved contractors). Some repair work to the upper decks is scheduled. The current PTW procedure does not appear to provide adequate control of the increased fire risk that such work would comprise	Non Conformance
9. Static electricity	Yes	The potential for static electricity build up cannot be negated	
10. General overview of ignition sources	Yes	Given the above items, the control measures in respect of sources of ignition in the building are considered to be adequate, with relatively minor improvements required	



2 – FIRE HAZARDS – Fuel Sources	Outcome	Comments	Action
11. Are any of the following sources of fuel present (or likely to be present) on site?	Yes	<i>List of potential fuel sources that might be on site</i>	
12. Paper and card	Yes	The site has office facilities and many of the items that are stored therein would contribute to any fire situation	
13. Wood	Yes	Limited by the concrete / steel / open sided nature of the site design	
14. Furniture including fixtures and fittings,	Yes	Limited basic office furniture	
15. Flammable liquids	Yes	Although contained within vehicles in normal operating conditions, there will be an amount of fuel present on site – relatively uniformly distributed	
16. Flammable gases	No	Not a feature of this site	
17. Waste materials	Yes	Waste is collected in a skip situated near to the external wall of the car park	
18. General overview of fuel sources	Yes	Given the above items, control measures in respect of fuel sources in / around the building are considered to be adequate, with only minor improvements required	

3– FIRE PREVENTION	Outcome	Comments	Action
19. Are any (highly) flammable liquids or gases kept in or on the premises stored and used safely?	Yes	Although contained within vehicles in normal operating conditions, there will be a considerable amount of fuel present on site – relatively uniformly distributed on the day of the FRA visit	
20. Are stock levels of all sources of fuel kept to a minimum?	Yes	No extra fuel loading present on site	
21. Is housekeeping adequate? With combustible waste kept to a minimum and/or adequately controlled and segregated from sources of ignition?	Yes	Housekeeping is appropriate for the nature of the site (the skip ensures that accumulated material is removed from site before large quantities are allowed to build up) Although there is no requirement for the office corridor to be a protected corridor, it is recommended that it be kept free from combustible items	Observation



<p>22. Are any plastics, rubber and/or foam plastics kept in or on the premises stored and used safely? Are paper, cardboard, textiles and wooden or upholstered furniture kept sufficiently far away from ignition sources?</p>	<p>Yes</p>	<p>Housekeeping is appropriate for the nature of the site (the skip ensures that accumulated material is removed from site before large quantities are allowed to build up). Located outside the footprint of the site.</p>	
<p>23. Is an effective waste management system in place and observed?</p>	<p>Yes</p>	<p>Housekeeping is appropriate for the nature of the site</p>	
<p>24. Does the building have a lightning protection system fitted and is the lightning protection system provided tested annually by a competent contractor?</p>	<p>No</p>	<p>Lightning Protection is installed on site and is subject to periodic inspections (though observed date of last inspection is just over 12 months ago) Unable to ascertain audit standard evidence on site that these checks are being undertaken by a competent body, with appropriate certification provided.</p>	<p>Non Conformance</p>
<p>25. Have the electrical mains been certified within the past five years? (BS7671)</p>	<p>Yes</p>	<p>At the time of the Fire Risk Assessment the fixed electrical installation testing was up to date. The fixed electrical system must be tested according to BS7671. [I.E.E. Regulations] with the inspection carried out by a certificate holder of the National Inspection Council for Electrical Installation Contracting (NICEIC)</p>	

The Remaining Sections have been edited for the purposes of a shorter example document

<p>4 – FIRE SYSTEMS & DETECTION</p>	<p>Outcome</p>	<p>Comments</p>	<p>Action</p>
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<p>5 – MEANS OF ESCAPE / EXIT ROUTES</p>	<p>Outcome</p>	<p>Comments</p>	<p>Action</p>
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<p>6 – EMERGENCY EVACUATION PLANS</p>	<p>Outcome</p>	<p>Comments</p>	<p>Action</p>
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<p>7 – BUILDING MAINTENANCE</p>	<p>Outcome</p>	<p>Comments</p>	<p>Action</p>
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NOTE – As with any ‘dynamic’ Risk Assessment process, the identification and determination of risk is on a "probable" basis, recognising the degree to which this Fire Risk Assessment is based on sampling and items that can be viewed, inspected and evidenced on the day; undetected risks may still exist.



8 – RISK RATING – Current Operational Observation

Using the simple risk level estimator of the type contained in BS 8800 (referenced in PAS 79) and taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Risk:	COMPANY - Site	Medium
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- Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to proper controls (other than minor shortcomings).
- High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Risk:	COMPANY - Site	Moderate
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- Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
- Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
- Extreme harm: Significant potential for serious injury or death of one or more occupants.

Overall Risk:		
Trivial	No action is required and no additional detailed records need be kept	
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost, and various corrective actions may be required	
Moderate	It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures	X
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.	
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.	



9 – RISK ASSESSMENT MATRIX / ACTION PLAN & GUIDANCE NOTES

No.	Identified Non conformance / Insufficiently controlled risk	Likelihood	Severity	Risk	Corrective Action Required	Likelihood	Severity	Residual Risk	Actioned
1.	There is the capacity for hot works on site (undertaken by approved contractors). Some repair work to the upper decks is scheduled. The current PTW procedure does not appear to provide adequate control of the increased fire risk that such work would comprise	3	5	15	The way in which the PTW system is implemented at site level needs some attention. The site have pointed towards documentation that is actually used as a mechanism to add new contractors to the approved supply list – not manage PTW / Hot Works.	2	5	10	
2.	Lightning Protection is installed on site and is subject to periodic inspections (though observed date of last inspection is just over 12 months ago) - Unable to ascertain audit standard evidence on site that these checks are being undertaken by a competent body, with appropriate certification provided.	2	5	10	Information regarding this check having been completed should be provided as part of building maintenance schedules and entered into the site fire logbook / records (as appropriate)	1	5	5	
3.	The portable heater located in the kitchen area is not secured positioned on the wall	2	5	10	This heater should be correctly affixed to the wall	1	5	5	
4.	Records pertaining to statutory checks undertaken by competent external bodies are not held on site. Items where test failures have occurred show no audit trail or indication that the fault has been fixed by appropriate contractors or that the FSM team have sought to confirm that the failure mode has been rectified.	2	5	10	Information regarding these checks having been completed should be provided as part of building maintenance schedules and entered into the site fire logbook / records (as appropriate)	1	5	5	

High	Very limited or no controls in place - significant breach of Fire / H&S legislation, non-compliance with COMPANY policy and procedures, non-compliance with best practice. Intolerable risk to the organisation in terms of personal injury, civil or criminal litigation.
Medium	Partial controls exist - possible breach of Fire / H&S legislation, non-compliance with COMPANY policy and procedures, non-compliance with best practice. Possible risk to the organisation in terms of personal injury, civil or criminal litigation.
Low	Controls exist - unlikely breach of Fire / H&S legislation, partial non-compliance with COMPANY policy and procedures, best practice. Low risk of personal injury. Low risk of improvement notice being served by the enforcing authorities.



10 – RISK RATING – Residual Risk After Action Plan is Completed

Considering the level of fire safety management / fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

Risk:	COMPANY - Site	Low
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Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Risk:	COMPANY - Site	Moderate
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Following completion of ALL recommendations of this fire risk assessment it is considered that the risk to life from fire at this building is:

Overall Risk:		
Trivial	No action is required and no additional detailed records need be kept	
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost, and various corrective actions may be required	X
Moderate	It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures	
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.	
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.	

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This Fire Risk Assessment has been conducted in accordance with Article 9 of The Regulatory Reform (Fire Safety) Order 2005 and follows industry guidance in terms of fire safety management documentation (including PAS 79).

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