

Fire risk assessment form

Premises:	Address:
Phone no:	

Identifying the hazards

1a Sources of ignition

1	Do work activities involve hot work? For example, incineration, welding, flame cutting, cooking or the use of ovens or other heating appliances?	Y	N
2	Are there light bulbs and fittings near combustible materials?	Y	N
3	Are there fluorescent light tubes and fitting near combustible materials?	Y	N
4	Are portable heaters used in the workplace?	Y	N
5	Are multi-point adapters or trailing socket extension leads used with electrical appliances?	Y	N
6	Are electrical extension leads plugged into adapters or other extension sockets?	Y	N
7	Are any portable electrical appliances damaged or faulty?	Y	N
8	Are there any faults with the electrical installation?	Y	N
9	Is smoking permitted in the workplace?	Y	N
10	Is arson potentially a problem?	Y	N
11	Are there any potential sources of heat or ignition in the workplace?	Y	N

If so, what are they?

If you answered no to all the above questions go to section 2.

1b Reducing the risk from sources of ignition

If you have answered yes to any of the questions in 1a can you:

1	Replace the work process with one that reduces the potential for ignition? For example, replace hot work method with one that doesn't employ flame or heat.	Y	N
2	Adopt a hot work permit system?	Y	N
3	Re-position light units to reduce the risk of contact with combustible materials?	Y	N
4	Replace radiant heaters and those employing flames with fixed convector heaters or central heating?	Y	N
5	Install additional socket outlets?	Y	N
6	Provide and maintain protective devices such as residual circuit devices (RCDs) and thermostats.	Y	N
7	Ensure that the electrical wiring and portable appliances are inspected regularly?	Y	N
8	Prohibit smoking or designate an area where smoking is permitted and provide suitable furniture and an adequate number of ashtrays and other receptacles?	Y	N
9	Provide and maintain appropriate security measures against arson?	Y	N

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2a Identifying combustible materials

The combustible materials that should be considered include those that:

- I Are used or stored during the business process.
- II Are part of the furniture or furnishings.
- III Form part of the structure or fittings.

1	Do your work processes involve the use of combustible materials such as paper, card or plastics?	Y	N
2	Are bulk quantities of combustible materials (either raw materials, finished goods or waste) kept in the workplace?	Y	N
3	Are large amounts of textiles and furniture (particularly furniture with large amounts of foam padding) displayed or stored in the workplace?	Y	N
4	Are items of furniture damaged with padding exposed?	Y	N
5	Are there large notice boards on escape routes with bundles of loose paper hanging from them?	Y	N
6	Are more than 20% of the walls covered with combustible linings such as hardboard, chipboard, plastic tiles or flock style wallpaper?	Y	N
7	Is there any area of the walls covered in carpet tiles?	Y	N
8	Is the ceiling covered in polystyrene tiles?	Y	N
9	Are any combustible artificial foliage plants used to decorate the workplace?	Y	N
10	Are there displays involving combustible materials and panels on escape routes or elsewhere?	Y	N
11	Are paper or other combustible materials in the workplace?	Y	N
12	Are there any other combustible materials in the workplace?	Y	N

If so, what are they?

If you answered no to all the above questions go to section 3

2b Reducing risk from combustible materials

If you have answered yes to any of the questions in 2a can you:

1	Replace any of the combustible materials used in the workplace with non-combustible alternatives?	Y	N
2	Reduce the amount/quantities of combustible materials stored in the premises?	Y	N
3	Store the combustible materials in fire-resisting stores or enclosures away from sources of ignition?	Y	N
4	Ensure upholstered items of furniture comply with the Furniture and Furnishing (Fire) (Safety) Regulations 1998.	Y	N
5	Reduce the amounts of materials that are being displayed?	Y	N
6	Improve housekeeping and the arrangements for disposal of waste and rubbish?	Y	N
7	Replace or repair damaged furniture?	Y	N
8	Remove or replace combustible wall linings with more suitable materials?	Y	N

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2b Reducing risk from combustible materials (continued)			
9	Remove combustible ceiling linings?	Y	N
10	Introduce real plants or use fire-resisting foliage for decorative purposes?	Y	N
11	Limit the size of displays or site them away from the main escape routes?	Y	N
12	Reduce the size of notice boards and the amount of paper hanging from them?	Y	N
13	Prohibit the hanging of combustible decorations especially near light fittings?	Y	N
3a Identifying flammable liquids and gases			
1	Are stocks of flammable liquids for use in any process being kept in the workplace?	Y	N
2	Are containers of flammable liquids left open with no tops on?	Y	N
3	Are flammable liquids kept in the workplace to be used by cleaning or maintenance staff?	Y	N
4	Are there any flammable liquids kept for any reason? If so why are they kept?	Y	N
5	Is natural gas being used on the premises?	Y	N
6	Are cylinders of flammable gas used or stored in or on the premises?	Y	N
7	Are cylinders of gases such as air or oxygen used or stored in or on the premises?	Y	N
8	Are any other forms of compressed gases including aerosols used or stored in or on the premises? If so, what are they?	Y	N
If you answered no to all the above questions go to section 4			
3b Reducing the risk from flammable liquids and gases.			
If you have answered yes to any of the questions in 3a can you:			
1	Reduce the volume of flammable liquids that are kept in the workplace?	Y	N
2	Reduce, remove or replace the flammable liquids used by cleaners and maintenance staff?	Y	N
3	Ensure that gas-fuelled equipment is serviced and regularly maintained?	Y	N
4	Reduce the number of cylinders of flammable and non-flammable gases that are kept in the workplace	Y	N
5	Ensure that all containers are kept closed when not in use?	Y	N
6	Replace a flammable liquid or solvent with a non-flammable alternative?	Y	N
7	Reduce the number of aerosol cans stored in the premises?	Y	N
8	Replace aerosol cans, especially those that use butane or propane as the propellant gas, with less hazardous products?	Y	N
9	Ensure that if it is necessary to store large quantities of aerosol cans that they are kept in purpose built cages?	Y	N

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4a Identifying structural features that could lead to the spread of fire			
1	Are stocks of raw material and finished products separated from the workplace by a fire resistant structure?	Y	N
2	Are the compartments enclosed by a fire resistant structure?	Y	N
3	Are all holes in compartment walls, floors and ceilings around services such as pipes and cables etc fire stopped?	Y	N
4	Have dampers been installed in ductwork where it passes through compartment walls, floors and ceilings?	Y	N
5	Are holes in the floors and ceilings of vertical service ducts or cupboard fire stopped?	Y	N
6	Are there any undivided voids beneath the floors?	Y	N
7	Are there any undivided voids above the ceilings?	Y	N
8	Are there any voids behind panelling or other features that could lead to a fire spreading to the floor above?	Y	N
9	Are there any other features that could lead to the spread of flames or smoke in the event of a fire? If yes, what are they?	Y	N
If you answered no to all the above go to section 5			
4b Reducing the risk from structural features.			
If you have answered yes to any of the questions in 4a can you:			
1	Separate stacks of raw material and finished products from the workplace by a fire resistant structure?	Y	N
2	Divide voids beneath floors?	Y	N
3	Divide voids above ceilings?	Y	N
4	Fire stop hidden areas such as those behind panelling?	Y	N
5	Fire stop all holes around services to the same standard as the fire resistance of the element of construction in which they are situated?	Y	N
6	Install dampers in ducts in line with compartment walls?	Y	N
7	Install automatically operating fire resistant doors or shutters to protect openings in compartment walls?	Y	N
5a Identifying the people who could be at risk			
1	Do people sleep in the workplace?	Y	N
2	Is there a large number of staff in the workplace?	Y	N
3	Do large numbers of members of the public visit the workplace?	Y	N
4	Will people be unfamiliar with the layout of the building and the escape routes?	Y	N
5	Is the workplace used or visited regularly by people whose mobility is impaired?	Y	N
6	Is the workplace used or visited regularly by people with other forms of disability?	Y	N
7	Do people work in remote areas of the premises?	Y	N
8	Are contractors and maintenance workers unaware of the dangers posed by fire?	Y	N

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5a Identifying the people who could be at risk (continued)			
9	Do any staff work in areas where there is a high risk of fire occurring?	Y	N
10	Are there any other factors which put people in the building at risk? If yes, what are they?	Y	N
5b Reducing the risk to people			
1	Ensure that if people sleep in the workplace: - There is an early warning of fire? - That people sleeping areas have been evaluated?		
		Y	N
		Y	N
2	Can you provide a sufficient number of trained staff to ensure a speedy and orderly evacuation if there is a large number of people present, particularly members of the public?	Y	N
3	Ensure that if the workplace is used regularly by people with impaired mobility: - Is there a sufficient number of trained staff to ensure safe evacuation? - The escape routes are suitable for the people who have to use them?		
		Y	N
		Y	N
4	Review the layout and escape routes which may not be familiar to the people present: - To ensure that the escape routes are adequately signed? - Can you provide instructions and advice to be given, by a voice alarm or public address system?		
		Y	N
		Y	N
5	Implement safe evacuation arrangements for people present that may be unaware of the dangers posed by fire?	Y	N
6	Implement training for people at work who are exposed to a high risk of fire: - Appropriate to the hazard? - In the action to take in the event of a fire?		
		Y	N
		Y	N
If the answer to any of the above is no, the fire safety measures for the workplace need to be re-evaluated before the emergency plan is drawn-up.			
6 Compensating Features			
Depending on your answers to the previous sections you may consider the following compensating features in your assessment.			
1	In the case of small workplaces, can the work activity be arranged so that any outbreak of fire can be seen immediately by people present?	Y	N
2	Can an automatic fire detection and alarm system be provided?	Y	N
3	Can an automatic sprinkler or other suitable fixed fighting installation be provided?	Y	N
4	Can a smoke control system be provided?	Y	N
5	Can the source of ignition be contained by providing fire-resisting walls, doors or shutters?	Y	N
Comments:			
Date:		Signed:	

Safe and Healthy Working partners

Health Scotland, Federation of Small Businesses, HSE Scotland, Edinburgh Trade Union Centre, Local Authority Environmental Health, Job Centre Plus, NHS Boards, NHS Health Promotion, NHS Occupational Health & Safety, OHSAS, RCN Occupational Health Nurses Forum, SALUS, Scottish Executive Health Department, Scotland's Health at Work, Scottish Health and Safety Revitalisers Forum, Society of Occupational Medicine, STUC