

# **Instructions for Excel Spreadsheet**

**There are three tabs at the bottom of this worksheet**

Instructions tab is the one you are reading

## **Title Tab**

TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your risk assessment.

Do not enter any data other than Company name, Date and Assessor - the data will copy from the Fire risk assessment details

## **Fire Risk Assessment Tab**

Read each section and answer the question

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question : - either 1 or 0

If the question is not applicable score it as 1

Enter comments in the comments box

Once complete simply print of both the Title Page and the Risk Assessment details pages

You have now completed your Fire Risk Assessment.

# Fire Risk Assessment

**Insert Company Name Here**

**Insert Date Here**

**Insert Name of Assessor here**

STEP 1

**Identify Fire Hazards**

- sources of ignition
- sources of fuel
- work processes

STEP 2

**Identify the location of people at significant risk in case of fire**

STEP 3

**Evaluate the Risks**

- Are existing fire safety measures adequate?
- control of ignition sources/sources of fuel
  - fire detection/warning
  - means of escape
  - means of fighting fire
  - maintenance and testing of fire precautions
  - fire safety training of employees

**Carry out improvements needed**

STEP 4

**Record findings and action taken**

- prepare emergency plan
- inform, instruct and train employees in fire precautions

STEP 5

**Keep assessment under review**

Revise if situation changes

The information below summarises the report detailed on the following pages:

**A. SOURCES OF IGNITION**

A1	0
A2	0
A3	0
A4	0
A5	0
A6	0
A7	0
A8	0
A9	0
A10	0
A11	0
A12	0
A13	0
A14	0
A15	0

**B. FUEL - FLAMMABLE CHEMICALS**

B1	0
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**C. FUEL WITHIN THE WORKPLACE**

C1	0
C2	0
C3	0
C4	0
C5	0

**D. FUEL - FLAMMABLE GASES**

D1	0
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**E. FUEL - BUILDINGS,**

**- FIXTURES & FITTINGS**

E1	0
E2	0
E3	0

**F. OXYGEN**

F1	0
F2	0

**G. OXYGEN - CHEMICALLY**

**- PRODUCED**

G1	0
G2	0

**H. MAINTENANCE AND TESTING**

H1	0
H2	0

**J. MEANS OF ESCAPE**

J1	0
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**K. FIRE PROCEDURE AND TRAINING**

K1	0
K2	0

**L. MEANS OF FIRE FIGHTING**

L1	0
L2	0
L3	0

**M. DISABLED / SPECIAL NEEDS**

M1	0
M2	0
M3	0
M4	0
M5	0

**N. SAFETY CHECKS - END OF DAY**

N1	0
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**P. TRAINING**

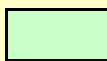
P1	0
P2	0

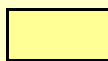
**Q. RECORD KEEPING**


Q1	0
Q2	0
Q3	0

**R. FIRE CERTIFICATE**

R1	0
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 Appears in order or not applicable

 Requires attention or action

 Urgent action required

## FIRE RISK ASSESSMENT REPORT

Expected Performance		Potential score	Actual Score	Percentage	Comments
<b>A. SOURCES OF IGNITION</b>					
A1. Smoking, smokers materials, cigarette ends, matches etc.	No smoking policy being enforced.	1			
	Smoking only allowed in designated areas within building.	1			
	Metal ashtrays and containers provided within smoking area	1			
	Smoking waste disposed of sensibly and not with general waste.	1			
	Notices posted of smoking arrangements and prohibitions	1			
	<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	
A2. Naked flames	No naked flames on day to day basis.	1			
	Permit to Work and Hot Work Permits to control additional risks	1			
	Permit to work system thoroughly supervised	1			
	<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	
A3. Electrical, gas or oil fired heaters. Fixed internal combustion engines (generators etc)	No such equipment on site.	1			
	Subject to maintenance by qualified persons.	1			
	Inspected in accordance with legislation.	1			
	Ducts, exhausts and flues kept clean.	1			
	All fuses or circuit breakers of the correct rating and suitable for purpose.	1			
	No flammable material near hot surfaces, flues or exhaust systems.	1			
	Fuel supply lines/pipes periodically inspected for damage or leaks.	1			
	Fuel lines marked to identify their contents.	1			
	Bund around storage tanks.	1			
	<b>Total</b>	<b>9</b>	<b>0</b>	<b>0</b>	
A4. Portable heaters	No portable heaters on site.	1			
	Electric heaters subject to PAT.	1			
	Portable heaters turned off after use.	1			
	Suitable gas cylinder storage.	1			
	<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>	

## FIRE RISK ASSESSMENT REPORT

Expected Performance		Potential score	Actual Score	Percentage	Comments
A5. Machinery and equipment	None on site	1			
	Subject to routine maintenance by competent person.	1			
	Inspected as required by legislation.	1			
	<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	
A6. Ventilation equipment	None on site.	1			
	Subject to routine maintenance by competent person.	1			
	Switches off when fire alarm sounds.	1			
	<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	
A7. Friction, i.e. worn bearings, slipping belts etc.	No equipment on site likely to give rise to friction.	1			
	All faulty equipment stopped and isolated subject to repair or replacement	1			
	All equipment subject to regular inspection and maintenance	1			
	<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	
A8. Hot processes such as welding and grinding	No such process as part of the work activity.	1			
	Carried out in a controlled area, i.e.welding bay.	1			
	Subject to Permit to Work and Hot Work Permit.	1			
	Permit system thoroughly supervised	1			
	<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>	
A9. Hot surfaces	No hot surfaces present.	1			
	Protection of hot surfaces preventing contact with flammable materials.	1			
	Warning signs posted	1			
	Regular cleaning of hot surfaces	1			
	<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>	
A10. Metal impacts i.e. tools striking metal	No such processes on site.	1			
	Housekeeping regime in immediate working area	1			
	Housekeeping regime adequately supervised	1			
	<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	
A11. Cooking	No cooking on site.	1			
	Catering contracted out.	1			
	Cooking only allowed in specific and suitable areas.	1			
	Contractor complies with all relevant legislation.	1			
	Contractor is independently audited on behalf of the company.	1			

# FIRE RISK ASSESSMENT REPORT

Expected Performance		Potential score	Actual Score	Percentage	Comments
	Ducts and ventilation equipment kept clean.	1			
	Ducts and ventilation equipment serviced and maintained.	1			
	<b>Total</b>	<b>7</b>	<b>0</b>	<b>0</b>	

## FIRE RISK ASSESSMENT REPORT

Expected Performance		Potential score	Actual Score	Percentage	Comments
A12. Electrical supplies and equipment. Faulty/misused electrical equipment. Lighting equipment	All electrical installations apparently installed by competent persons.	1			
	Fixed electrical installations and equipment subject to routine testing and inspection by a competent person.	1			
	All portable equipment subject to PAT regime.	1			
	All fuses, circuit breakers etc. of correct rating and suitable for purpose.				
	All fixed electrical equipment subject to maintenance regime by competent person.	1			
	All fixed electrical equipment inspected in accordance with legislation.	1			
	All faulty electricity switched off and isolated while awaiting repair or replacement.	1			
	<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	
A13. Static electricity	No apparent risks from static discharge.	1			
	Adequate earth bonding to discharge static electricity safely.	1			
	<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	
A14. Lighting equipment	Lighting so arranged that heat from the bulbs cannot give rise to a fire.	1			
	<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	
A15. Arson	Substantial security measures in place to guard against unauthorised entry.	1			
	Security guards present and active 24 hours per day	1			
	Restricted access to unmanned areas.	1			
	Restricted access to site.	1			
	<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>	

## FIRE RISK ASSESSMENT REPORT

Expected Performance		Potential score	Actual Score	Percentage	Comments
<b>B. FUEL - Flammable Chemicals</b>					
B1. Flammable liquids & solvents such as petrol, white spirit, methylated spirits & paraffin. Flammable liquid based products such as paints, varnish, thinners & adhesives.	No highly flammable or flammable substances on site.	1			
	All such substances subject to COSHH regime with suitable storage facilities provided.	1			
	Only minimal quantities held.	1			
	Alternative and less flammable substances used where possible.	1			
	Correct storage of flammable substances.	1			
	Terms contractors are independently audited for Company.	1			
	<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	
<b>C. FUEL - Within the Workplace</b>					
C1. Waste materials.	All waste removed daily.	1			
	Good housekeeping policy.	1			
	Cleaning contracted out and independently audited on behalf of Company.	1			
	<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	
C2. Wood	No significant quantities stored.	1			
	Quantities stored in specific areas with low fire risks.	1			
	<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	
C3. Paper & cardboard	No significant quantities stored.	1			
	Quantities stored in specific areas with low fire risks.	1			
	<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	
C4. Plastic, rubber & foam such as	No significant quantities stored.	1			
	Quantities stored in specific areas with low fire risks.	1			
	<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	
C5. Textiles.	No significant quantities stored.	1			
	Quantities stored in specific areas with low fire risks.	1			
	<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	

## FIRE RISK ASSESSMENT REPORT

Expected Performance		Potential score	Actual Score	Percentage	Comments
<b>D. FUEL - Flammable Gases</b>					
D1. Flammable gases.	No such substances used as part of the work process.	1			
	All gas cylinders stored in accordance with Regulations.	1			
	No cylinders left in areas other than the designated storage or use area.	1			
	Term contractors independently audited on behalf of Company.	1			
	Contractors subject to Permit to Work & Hot Work Permit regimes.	1			
	<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	
<b>E. FUEL - Buildings, Fixtures &amp; Fittings</b>					
E1. Board walls and ceilings including hardboard, blockboard, chipboard etc.	Walls and ceilings apparently constructed of fire retardant material.	1			
	<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	
E2. Furniture including fixtures & fittings, decorations & artificial flowers & shrubs.	Furniture apparently constructed of fire retardant material.	1			
	Furniture well maintained.	1			
	Purchases of furniture to suitable quality & specifications.	1			
	All artificial flowers and shrubs fire proofed periodically.	1			
	All decorations fire proof & removed after the event.	1			
	<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	
E3. Synthetic wall & ceiling coverage such as polystyrene tiles.	All synthetic wall and ceiling covering is fire retardant and maintained in good order.	1			
	<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	



## FIRE RISK ASSESSMENT REPORT

Expected Performance		Potential score	Actual Score	Percentage	Comments
<b>F. OXYGEN - in the Air</b>					
F1. Natural airflow.	Strict regime of fire doors etc. remaining closed and where necessary locked.	1			
	All doors, windows and other openings kept closed when not required for ventilation and after hours.	1			
	The integrity of all riser cupboards and passageways regularly inspected.	1			
	<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	
F2. Air conditioning & air handling.	No air conditioning or air handling on site.	1			
	All air conditioning and air handling switched off on activation of the fire alarm.	1			
	Air conditioning equipment subject to routine maintenance	1			
	<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	
<b>G. OXYGEN - Chemically Produced</b>					
G1. Oxidising agents and materials.	No oxidising agents or materials on site.	1			
	Oxidising materials subject to COSHH regime, used and stored appropriately.	1			
	Oxidising agents clearly identified on their containers.	1			
	Contractors are independently audited on behalf of the Company.	1			
	<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>	
G2. Oxygen supplies.	No oxygen supplies on site.	1			
	Strict control on the use and storage of oxygen cylinders.	1			
	Oxygen cylinders stored externally	1			
	<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	

## FIRE RISK ASSESSMENT REPORT

Expected Performance		Potential score	Actual Score	Percentage	Comments
<b>H. MAINTENANCE AND TESTING - Fire</b>					
H1. Fire Doors, Escape Routes, Lighting, & Signs.	Not subject to Fire Certificate.	1			
	Complies with Fire Certificate.	1			
	Fire doors meet legislative requirements and are subject to inspection & maintenance regimes.	1			
	Escape routes clearly identified using signage in accordance with legislation, leading to safe place & are regularly inspected to ensure that they are kept clear.	1			
	Emergency lighting subject to inspection, testing & maintenance regimes.	1			
	Clear fire evacuation instructions posted for employees, visitors and contractors.	1			
	<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	
H2. Fire Alarm & Detection System.	Complies with Fire Certificate, if relevant.	1			
	Fire alarm system installed and audible throughout the building.	1			
	Automatic detectors installed where required.	1			
	System maintained by competent person.	1			
	Weekly testing of fire alarm.	1			
	Full inspection of alarm system carried out at least annually.	1			
	Clear operating instructions posted for employees, visitors and contractors.	1			
	<b>Total</b>	<b>7</b>	<b>0</b>	<b>0</b>	

## FIRE RISK ASSESSMENT REPORT

Expected Performance		Potential score	Actual Score	Percentage	Comments
<b>J. MEANS OF ESCAPE</b>					
J1. Means of escape.	All occupants able to escape to a place of safety within a reasonable time.	1			
	Enough exits provided, in the right place and clearly signed.	1			
	Types and sizes of exits suitable and sufficient for the number of people likely to need to use them (e.g. wide enough for wheel chair users).	1			
	Alternative routes available should one be affected by fire.	1			
	All escape routes clearly identifiable, free from obstruction and adequately illuminated.	1			
	Staff are trained in using means of escape.	1			
Total		6	0	0	
<b>K. FIRE PROCEDURE &amp; TRAINING</b>					
K1. Fire Procedure & Emergency Plan.	Fire Procedure in place.	1			
	Emergency Plan takes into account all foreseeable circumstances.	1			
	Emergency plan made available to all those who need to be aware of it.	1			
	Procedures to be followed clearly indicated throughout the workplace.	1			
	Consideration given to all people likely to be present in the workplace & others who share the building.	1			
Total		5	0	0	
K2. Training in Fire Procedure & Emergency Plan	Employees familiar with plan, trained in its use and involved in testing it.	1			
Total		1	0	0	

## FIRE RISK ASSESSMENT REPORT

Expected Performance		Potential score	Actual Score	Percentage	Comments
<b>L. MEANS OF FIGHTING FIRE</b>					
L1. Fire fighting equipment: Fire extinguishers. Hose reels. Fire blankets	Equipment suitable for the risk and have been inspected and serviced by a competent person within the last 12 months.	1			
	Employees have received instructions in the use of the equipment and their personal limitations.	1			
	Adequate fire fighting equipment throughout the workplace.	1			
	Correct type of fire fighting equipment located close to hazards where users can gain access to them without exposing themselves to the risk.	1			
	Clear instructions posted on the equipment.	1			
	All portable fire fighting equipment kept clear and available for use.	1			
	<b>Total</b>		<b>6</b>	<b>0</b>	<b>0</b>
L2. Sprinkler systems.	Sprinkler system subject to weekly test regime.	1			
	No storage within 1 metre of sprinkler heads.	1			
	<b>Total</b>		<b>2</b>	<b>0</b>	<b>0</b>
L3. Chemical full flood system.	System inspected and serviced by a competent person within the last 12 months.	1			
	Persons in full flood areas fully aware of the operations and safety requirements of full flood systems.	1			
	<b>Total</b>		<b>2</b>	<b>0</b>	<b>0</b>

## FIRE RISK ASSESSMENT REPORT

Expected Performance		Potential score	Actual Score	Percentage	Comments
<b>M. DISABLED PERSONS AND THOSE WITH SPECIAL NEEDS</b>					
M1. Disabled persons and those with special needs	Plans & provisions take into account disabled persons & others with special needs.	1			
	Total	1	0	0	
M2. Physical Disabilities.	Wheelchair access provided where required.	1			
	Safe havens provided for wheelchair users to await specialist help.	1			
	Persons given special responsibility to look after the safety of wheelchair users.	1			
	Total	3	0	0	
M3. Mental Disabilities.	Persons given special responsibility to look after the safety of persons with mental disabilities.	1			
	Total	1	0	0	
M4. Deaf Persons and Noisy Environments.	Visual warning devices where deaf persons may be or where the environment or use of PPE makes hearing the audible warnings difficult.	1			
	Total	1	0	0	
M5. Blind Persons.	Special provisions made for those who may be blind or partially sighted.	1			
	Total	1	0	0	

## FIRE RISK ASSESSMENT REPORT

Expected Performance		Potential score	Actual Score	Percentage	Comments
<b>N. SAFETY CHECKS - End of the Day</b>					
1. End of day safety checks.	All windows and doors are closed, including doors held open by automatic release units.	1			
	Electrical equipment not in use is switched off, and where appropriate, unplugged.	1			
	Smokers materials are not left smouldering and ash trays are left in a safe location.	1			
	All naked flames are extinguished or left in a safe condition.	1			
	All flammable rubbish and waste is removed to a safe place.	1			
	All highly flammable materials are stored in a safe location.	1			
	The workplace and storage areas are secured against unauthorised entry.	1			
Total		7	0	0	

## FIRE RISK ASSESSMENT REPORT

Expected Performance	Potential score	Actual Score	Percentage	Comments
<b>P. TRAINING</b>				
P1. Induction: Prior to commencing work, new employees are given information about:	The location and use of the escape routes from where they may be on site.	1		
	The location,operation and meaning of the fire warning system where they may be on site	1		
	The location, operation and limitations of any firefighting equipment that may be on site	1		
	Consideration is given to treating contractors as new employees	1		
	<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>
P2. General fire training: Training package periodically used for employees covering:	Fire procedures.	1		
	Location and use of fire fighting equipment.	1		
	The action to take on discovering a fire.	1		
	How to raise the fire alarm.	1		
	Fire prevention including housekeeping.	1		
	The arrangements in place for calling the fire brigade.	1		
	How to isolate a machine or process in the event of a fire.	1		
	The importance of fire check doors.	1		
	<b>Total</b>	<b>8</b>	<b>0</b>	<b>0</b>

## FIRE RISK ASSESSMENT REPORT

Expected Performance		Potential score	Actual Score	Percentage	Comments
<b>Q. RECORD KEEPING</b>					
Q1. Records retained covering the maintenance and testing of fire fighting equipment.	Landlord's responsibility	1			
	Records kept covering the maintenance and testing of Fire extinguishers,	1			
	Records kept covering the maintenance and testing of Hose reels,	1			
	Records kept covering the maintenance and testing of Sprinkler systems,	1			
	Records kept covering the maintenance and testing of Full flood systems.	1			
	<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	
Q2. Records retained covering the maintenance and testing of fire prevention equipment.	Landlord's responsibility	1			
	Records kept covering the maintenance and testing of Fire alarm weekly test.	1			
	Records kept covering the maintenance and testing of Fire alarm annual service.	1			
	Records kept covering the maintenance and testing of Fire check doors.	1			
	Records kept covering the maintenance and testing of Riser doors.	1			
	Records kept covering the maintenance and testing of Steel shutter doors.	1			
	Records kept covering the maintenance and testing of Smoke extraction systems.	1			
	<b>Total</b>	<b>7</b>	<b>0</b>	<b>0</b>	
Q3. Records retained covering training.	Induction fire training.	1			
	General staff fire fighting training.	1			
	Fire marshal's training.	1			
	Evacuations.	1			
	<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>	
<b>R. FIRE CERTIFICATE</b>					
R1. Conditions applying to fire certificate are being	Certificate held on site.	1			
	Issuing authority notified prior to any structural changes.	1			
	<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	