

# Record of fire safety risk assessment

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Example



<b>Building use and address</b>	Care home with sleeping accommodation for up to 40 residents with 8 members of staff. Lapsley Memorial Care Home, 87 David Street.		
<b>Postcode</b>	Paisley KA2 4PP		
<b>Name of person(s) with fire safety duties</b>	Mr & Mrs R Smyth (Owners)		
<b>Name and contact details of Assessor</b>	Gordon Prophet (Fire Safety Advisor), 25 Quarter Street, Edinburgh EH1 2JS		
<b>Assessor signature</b>		<b>Date of assessment</b>	27 July 2007

## STEP 1 Identify people at risk

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide.  
 List all persons potentially at risk from fire, including employees, tenants, visitors and contractors.

At the time of assessment, the home had 37 long stay residents of varying ages from 41 to 89 and with different levels of need, each accommodated in bedrooms which had been adapted for single occupancy. Most residents suffer from mental health problems and are heavily reliant on staff supervision. Some residents frequently leave the building without informing staff of their intentions. Other residents have mobility problems. In terms of the Care Homes Guide some of the residents fall within the high dependency category.

Residents are vulnerable to fire, as a result of their age, capabilities, needs and in some cases lack of mobility.

Visitors may be relatives, friends, professionals (e.g. social workers, hairdressers, GPs etc) or voluntary service workers. Some visitors have disabilities, including mobility problems. Some will have knowledge of and familiarity with layout of the building, others will not.

Permanent employees are familiar with the layout of the building, however, some agency workers, including some with limited English language skills; only have such knowledge relating to their immediate roles and responsibilities.

There is normal potential for contractors etc. to be working in the premises and for a range of visitors as described above. No young persons under the age of 18 years were employed at the time of assessment.

**STEP 2 Identify fire hazards**

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide.  
 Note: Action Points should be recorded at STEP 4

Sources of ignition e.g. electrical fittings, smoking, heating, open flames

*Electrical fittings*

Normal range of electrical appliances for a care home environment. This includes appliances belonging to the care home and to the residents. Washing and drying appliances in laundry room. No evidence of misuse.

Action required (Please tick)  
 If you answered yes, record action at STEP 4

YES	NO
	✓

*Smoking*

Smoking is allowed in a designated smoking room in accordance with current smoking legislation. Staff normally supervise and it is management policy that matches and lighters are retained by staff and kept away from residents. No signs are displayed prohibiting smoking for non-residents.

Action required (Please tick)  
 If you answered yes, record action at STEP 4

YES	NO
✓	

*Heating*

Gas-fired central heating system is under a maintenance contract.

Action required (Please tick)  
 If you answered yes, record action at STEP 4

YES	NO
	✓

*Open flames*

None evident other than cookers. Candles are normally prohibited but there have been cases of visitors bringing scented candles in for residents. The only exception regarding the use of candles is when used under staff control for residents' birthday parties. Firmer control is required regarding the unauthorised use of scented candles in residents' rooms.

Action required (Please tick)  
 If you answered yes, record action at STEP 4

YES	NO
✓	

Cooking			
Meals are prepared and cooked in the premises. Kitchen is in ground floor annexe. Employees and residents have access to the kitchen for their own personal use but gas cookers are under the control of kitchen employees at all times.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓
Laundry			
Laundry in ground floor annexe. Electric wash and dry appliances. Evidence that dryer filters not cleaned regularly.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		✓	
Fire-raising			
No known history of fire-raising in the care home. None of the current residents appear to have any pre-disposition to starting fires. Residents are not allowed to have matches or lighters. Staff retain these items. When contacted, local fire and rescue service officers, advised that there had been several incidents of wilful fire raising, mainly within external waste bins, in other premises in the immediate vicinity of the Care Home.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓
Hot processes			
No additional hot processes other than already recorded.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓
Sources of fuel e.g. furniture, textiles and fabrics			
Furniture, textiles and fabrics			
Normal provision of furniture etc for care home environment. Care provider aware of Care Home Guide standards. Due to cuts in fabric on chairs in day room some do not meet acceptable standards.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		✓	

<i>Refuse disposal arrangements</i>			
<i>External waste containers are of metal construction and sited well away from the main building. The bins were overflowing at the time of assessment and were not fitted with a lid or cover capable of being locked. With the exception of wastebaskets referred to in Housekeeping and storage there is a generally good system for the efficient removal of all waste from premises.</i>			
<i>Note: See Fire -raising above. Local fire and rescue service officer confirmed that wilful fire-raising had occurred in waste bins outside some properties in the area.</i>			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
		✓	
<i>Other</i>			
<i>Mains gas to kitchen and gas central heating boiler.</i>			
<i>Fire retardant seasonal decorations used.</i>			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
			✓
<i>Sources of oxygen e.g. ventilation</i>			
<i>Ventilation</i>			
<i>Normal airflow through windows and doors.</i>			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
			✓
<i>Cylinders</i>			
<i>Currently no residents require oxygen therapy but potential for future use. Risk assessment to be revised if oxygen is used in the premises.</i>			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
			✓

### STEP 3 Evaluate the risk and adequacy of existing fire safety measures

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide

Note: Action Points should be recorded at STEP 4

#### Likelihood of a fire starting

Likelihood of fire occurring is normal for the type of occupancy, fuel load, ignition sources and people present.

Potential for fire-raising confirms the need for ongoing prevention measures and vigilance (see Refuse disposal arrangement, under Step 2).

Action required (Please tick)

If you answered yes, record action at STEP 4

YES

NO



#### Consequences to people from a fire starting in the building

Due to the dependency of residents and assessment of the existing fire safety measures any incidence of fire would put residents at significant risk, particularly at night when staffing levels are reduced. The controlled efficient evacuation of elderly, confused, disabled or slow moving residents particularly with limited numbers of staff (many of whom have never been notified of, or practised, establishment emergency procedures) could prove very difficult to implement successfully. Any failure by staff to implement the correct emergency procedures and in particular the appropriate horizontal phased evacuation strategy could have major detrimental repercussions for all concerned (see Emergency fire action plan below).

Action required (Please tick)

If you answered yes, record action at STEP 4

YES

NO



#### Managing fire safety

See Chapter 5 of the relevant Scottish Government sector specific, practical fire safety guide

#### Fire safety policy

A fire safety policy has been established, however, employees were unclear what the policy entailed and who had overall responsibility at management level for dealing with fire issues.

Action required (Please tick)

If you answered yes, record action at STEP 4

YES

NO



#### Emergency fire action plan

An emergency fire action plan, identifying a phased horizontal evacuation strategy, was generally adequate, however:

- the plan/procedures were not regularly tested; and some staff had never participated in a fire drill
- no fire drill has ever been undertaken to confirm that the emergency plan/procedures could be successfully implemented during periods of minimum personnel levels and highest risk i.e. overnight periods
- agency staff have not been advised of the emergency plan and procedures
- some employees were unaware of their specific roles and responsibilities in relation to fire.

Action required (Please tick)

If you answered yes, record action at STEP 4

YES

NO



Fire safety information and training			
<p>Some deficiencies in staff training were evident in respect of:</p> <ul style="list-style-type: none"> <li>– fire extinguisher use</li> <li>– emergency procedure fire drills</li> <li>– some staff, especially agency staff, were unaware of the reason for and use of manual overrides (in green boxes) on doors fitted with electrically operated locks.</li> </ul> <p>Some Fire Action notices were missing from staff areas.</p>			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO
Fire drills			
No fire drills take place			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO
Maintenance of fire safety measures			
<p>The fire alarm was being tested, however, it was being done sporadically rather than on a weekly basis. Emergency lighting was not being tested. Fire extinguishers had not been maintained within the previous 12 month period.</p>			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO
Recording information and keeping records			
No suitable records of maintenance and testing of fire safety measures (see Maintenance of fire safety measures above) were kept on the premises.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO
Reducing the likelihood of fire See Chapter 6 of the relevant Scottish Government sector specific, practical fire safety guide.			
Housekeeping and storage			
<p>Generally reasonable standard maintained, however, at the time of inspection it was noted that several bags of bedclothes were left on landings inside fire escape staircases following a bed linen change some hours before. Office areas were generally tidy however waste bins were overflowing with paper.</p> <p>The roof space was partially floored and used for mixed storage of residents' personal items in cardboard boxes. Consumable stock including large quantities of absorbent pads, aerosol sprays and cleaning materials (some of which are combustible or flammable and could therefore contribute to fire spread). Some boxes and their contents had fallen over.</p>			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO

Restricting the spread of fire and smoke See Chapter 7 of the relevant Scottish Government sector specific, practical fire safety guide			
Fire separation			
Premises are 'compartmented' with fire resisting construction to staircases, bedrooms and corridor escape routes. Premises are generally satisfactory although it was noted, following recent refurbishment works, that holes for the passage of pipes/ducting through fire resisting walls in staircases and other protected routes serving bedrooms had not been fire stopped.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO
Cavities			
Building constructed/modified/extended generally in accordance with building standards and considered satisfactory and therefore it is assumed that cavity barriers have been fitted.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO ✓
Internal linings			
Generally wallpaper and emulsion paint to walls and ceilings, however, polystyrene tiles were noted on walls and ceiling of upper corridor fire escape route.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO
From external			
Timber hut sited close to external wall. Potential for fire to spread to main building through window. Refuse bins stored under overlapping eaves of garages. Potential for wilful fire-raising.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO
Means of escape See Chapter 8 of the relevant Scottish Government sector specific, practical fire safety guide			
Escape routes			
Upholstered furniture located in fire escape staircase at Reception area. Fire exit door at first floor level only capable of being unlocked with the use of a key. Some fire doors wedged open.			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES ✓	NO

Ensuring that means of escape can be used See Chapter 9 of the relevant Scottish Government sector specific, practical fire safety guide			
Escape route lighting			
<i>Normal lighting and emergency lighting satisfactory.</i>			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓
Signs and notices			
<i>Some escape routes not clearly indicated. Walk through building confirmed that some additional Fire Exit signage with directional arrows is necessary.</i>			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		✓	
Means for detecting fire and giving warning See Chapter 10 of the relevant Scottish Government sector specific, practical fire safety guide			
System type			
<i>There is an electrical fire warning system. Manual call points are sited next to exit doors. System incorporates automatic fire detectors, smoke detectors in circulation areas and heat detectors in bedrooms. No detection in roof space storage area.</i>			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		✓	
Means for fighting fire See Chapter 11 of the relevant Scottish Government sector specific, practical fire safety guide			
Fire fighting equipment for use by persons			
<i>Adequate range and number of extinguishers for occupancy. Some extinguishers neither wall mounted on hooks nor placed on purpose designed floor base blocks or stands.</i>			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		✓	



The assessor completing the following section should prioritise remedial measures, based on the level of risk.

**Priority ratings and suggested timescales:**

<b>Low (L) 3 – 6 months</b>	<b>Medium (M) Up to 3 months</b>	<b>High (H) As soon as possible</b>
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The above timescales are recommendations, however, risks should be removed as soon as possible.

STEP 4 Action points			
	Priority	Person responsible	Completion date
1. Provide suitably worded 'No Smoking' signs.	H	Mr Smyth	
2. Notify all staff that candles are prohibited in resident's rooms. Staff to notify all visitors of prohibition. (Prohibition does not affect supervised birthday celebrations for residents.)	H	Mrs Smyth	
3. Establish a routine filter cleaning programme for tumble dryers.	L	Mrs Smyth	
4. Survey premises and surrounding grounds. Implement any measures necessary to remove opportunities for wilful fire raising.	M	Mr Smyth	
5. Repair or replace furniture to ensure compliance with current appropriate standards.	M	Mr Smyth	
6. External waste bins to be fitted with lockable lids, also consider waste reduction strategies.	L	Mr Smyth	
7. Reconsider all aspects of fire safety policy. Inform employees of all relevant aspects of policy. Clearly identify person with overall management responsibility for fire safety issues in the premises.	H	Mrs Smyth	
8. Ensure all employees including agency staff are aware of the contents of the emergency fire action plan. Confirm the plan is capable of being successfully implemented at all times, including overnight periods when staffing levels are at their lowest. Test plan by implementing fire drills. (See Fire drills section above).	H	Mrs Smyth	
9. Review staff training.	H	Mrs Smyth	
Ensure all appropriate employees are trained in the use of fire extinguishers.	M	Mrs Smyth	
Implement fire drills to test roles and responsibilities of staff during a fire situation. (See Item 10 below)	H	Mrs Smyth	
Information regarding use of manual overrides for locks on doors to be given to all employees.	H	Mr Smyth	
Agency staff, to be given a sufficient limited level of training and information to enable them to fulfil their responsibilities when working within the premises.	H	Mrs Smyth	
Replace Fire Action notices.	M	Mr Smyth	
10. Carry out fire drills to test the emergency plan and to confirm all staff understand their respective roles and responsibilities and that they can implement the plan effectively.	H	Mrs Smyth	

STEP 4 Action points			
	Priority	Person responsible	Completion date
11. A suitable programme of tests and maintenance to be carried out in respect of fire safety measures, including fire alarm, emergency lighting and fire extinguishers within the building.	H	Mr Smyth	
12. A record of test and maintenance in respect of fire safety measures to be kept in a fire log book held on the premises for inspection by any authorised person.	M	Mr Smyth	
13. Ensure all laundry bags are removed from within fire escape staircases as soon as possible after bed linen changes. Notify all staff.	M	Mrs Smyth	
Waste bins to be emptied at least once per day.	M	Mrs Smyth	
Remove all storage from roof space, alternatively consider construction of suitable fire rated store room with roof space.	M	Mr Smyth	
14. Infill all openings in fire resisting walls with fire resisting materials.	H	Mr Smyth	
15. Remove polystyrene tiles and replace with suitable wall covering or paint finish.	M	Mr Smyth	
16. Re-site timber hut and refuse bins to a position at least 3 metres away from site buildings.	M	Mr Smyth	
17. Remove upholstered furniture from Reception within fire escape staircase. Consider potential use of a few non-combustible fixed chairs in a position that does not obstruct the escape route.	M	Mr Smyth	
Change locking mechanism on fire exit door on first floor level to one, such as electronic or magnetic, that does not rely on the use of a key to unlock.	H	Mr Smyth	
Prohibit the use of wedges to hold open doors designed to be self closing and fire resisting. If necessary consider alternative types of acceptable hold open devices.	H	Mr Smyth	
18. Review escape route signage. Provide additional Fire Exit directional signs as required.	M	Mr Smyth	
19. Provide smoke detection within the roof space.	M	Mr Smyth	
20. Mount fire extinguishers on wall hooks or, alternatively, on floor base blocks or stands.	L	Mr Smyth	

