

# Record of fire safety risk assessment

Adviceline: 0800 019 2211  
[www.healthyworkinglives.com](http://www.healthyworkinglives.com)  
[www.infoscotland.com/firelaw](http://www.infoscotland.com/firelaw)

Example



<b>Building use and address</b>	Printing works and warehouse area		
<b>Postcode</b>	Press Lane, 21 Ink Street, Presstown PR3 3SS		
<b>Name of person(s) with fire safety duties</b>	Mr T Jones (Managing Director)		
<b>Name and contact details of Assessor</b>	Mr T Jones (Managing Director) as above		
<b>Assessor signature</b>		<b>Date of assessment</b>	3 Sept 2007

## STEP 1 Identify people at risk

List all persons potentially at risk from fire, including employees, residents, visitors and contractors

At the time of the assessment the company employed 18 people; 12 in the production and distribution area and 6 in the offices.

This assessment covers the print room and warehouse area. All employees are familiar with the area, none of the employees have any impairments that need any special consideration in relation to this assessment.

On occasions external contractors and maintenance staff visit the premises to carry out routine inspection and maintenance.

## STEP 2 Identify fire hazards

Note: Action Points should be recorded at STEP 4

Fire hazards	Comments	YES	NO
Sources of ignition	Dryers		
Sources of fuel	Hot works		
Sources of oxygen	Fire raising		
	Flammable liquids		
	Action required (Please tick)		
	If you answered yes, record action at STEP 4	✓	
	Electrical appliances and fixtures		
	Printing machinery		
	Smoking, smoking materials		
	Heating		
	LPG powered forklift truck		
	Paper		
	Action required (Please tick)		
	If you answered yes, record action at STEP 4		✓

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

Note: Action Points should be recorded at STEP 4

a) Likelihood and consequences of a fire starting	Comments		
<p>Accidentally</p> <p>By act or omission</p> <p>Deliberately</p>	<p>Some hot work carried out by contractors on an intermittent basis, but no procedures in place to manage this work.</p> <p>Drying and curing process produces heat as part of the process, lack of maintenance of driers could lead to increased fire risk.</p> <p>Screen cleaner and other flammable solvents stored on the premises. All are stored in lockable flammable liquids cabinet and only small amounts used at a time, however, small quantities are kept beside machines in open containers and soaked rags not disposed of properly.</p> <p>Some pallets awaiting uplift were partially blocking the rear fire exit.</p> <p>Areas at bottom of fire escape staircases used to store paper and cardboard boxes etc.</p> <p>Local knowledge of recent fire raising on other premises nearby. Skips set alight in evenings. We use uncovered skips although they are situated well away from the building.</p>		
	<p>Action required (Please tick)</p> <p>If you answered yes, record action at STEP 4</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
		<p>✓</p>	
b) Adequacy of existing fire safety measures	Comments		
<p>Provision and protection of escape route</p> <p>Lighting and signage</p> <p>Fire detection and fire warning</p> <p>Fire fighting equipment</p> <p>Staff training and fire drills</p> <p>Management and fire safety policy</p> <p>Co-operation and co-ordination with other building owners/occupiers.</p>	<p>Number of escape routes OK, however, two existing doors opening into main fire escape staircase not fire resisting.</p> <p>Emergency lights not provided in the rear fire escape staircase.</p> <p>Fire exit routes not clearly indicated with signs.</p> <p>Fire alarm system installed. No regular tests carried out.</p> <p>Fire extinguishers sited at appropriate points but not all wall mounted.</p> <p>Staff not trained in use of fire extinguishers.</p> <p>Staff evacuation procedures in place but no record of last fire drill.</p> <p>No refresher training on general fire safety issues provided for staff.</p>		
	<p>Action required (Please tick)</p> <p>If you answered yes, record action at STEP 4</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
		<p>✓</p>	
	<p>Print/dryer machinery maintained.</p> <p>LPG truck maintained. Spare LPG cylinder stored in external cage.</p> <p>All electrical appliances inspected and tested; fixed installation regularly inspected (last 2006).</p> <p>No smoking policy in place. Shelter and disposal facilities available 10 metres from main entrance.</p> <p>Gas fired central heating system covered by maintenance contract.</p>		
	<p>Action required (Please tick)</p> <p>If you answered yes, record action at STEP 4</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
			<p>✓</p>

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

**Priority ratings and suggested timescales:**

**Low (L) 3 – 6 months**

**Medium (M) Up to 3 months**

**High (H) As soon as possible**

The above timescales are recommendations, however, risks should be removed as soon as possible.

STEP 4 Action points			
	Priority	Person responsible	Completion date
1 Introduce a system for hot working by contractors. Manager to review and assess any hot works. Hot work permit system should be considered.	H	Production Manager	
2 Implement inspection and maintenance programme for driers.	H	Production Manager	
3 Review the storage and use of flammable liquids. Provide appropriate containers where required and also bin for disposal of rags. Inform staff of proper procedures.	H	Production Manager	
4 Clear pallets from exit route. Carry out regular inspections to make sure that exits are kept clear at all times.	H	Production Manager	
5 Remove stored goods. Keep fire escape routes free of storage.	H	Production Manager	
6 Provide lockable or covered skips, minimise items disposed off, investigate recycling of products etc.	H	Production Manager	
7 Fit two fire resisting doors with self-closers.	H	Managing Director	
8 Provide emergency lights in rear fire escape staircase.	M	Managing Director	
9 Provide Fire Exit signage to clearly identify exit routes.	M	Production Manager	
10 Carry out and record details of regular tests of fire alarm system.	H	Production Manager	
11 Wall mount fire extinguishers at appropriate heights and locations.	M	Production Manager	
12 Consider training some employees in the use of fire extinguishers.	M	Managing Director	
13 Carry out a fire evacuation drill to determine suitability of arrangements and keep records.	H	Production Manager	
14 Provide refresher fire safety training to all staff to bring to their attention the fire precautions and evacuation procedures for the premises. Keep a record of training.	H	Managing Director	

Continue on separate sheet if necessary.

Review the fire risk assessment if there is a reason to suspect it is no longer valid or if there has been a significant change in the matters to which it relates.

**STEP 5** Assessment review

Review date

Reviewed by

Reason for review

Outcomes of review

The Scottish Centre for Healthy Working Lives is part of NHS Health Scotland. We provide information, advice and support on health and safety legislation, occupational health and health promotion. To arrange a workplace visit, call our adviceline free on **0800 019 2211**. Alternatively, contact your local Healthy Working Lives team based in your NHS board area. The contact details for each team are available from the adviceline and are given on our website at [www.healthyworkinglives.com](http://www.healthyworkinglives.com)

**The Scottish Centre for Healthy Working Lives is endorsed by:** the Confederation of British Industry (CBI Scotland), the Federation of Small Businesses (FSB), the Scottish Trades Union Congress (STUC), the Scottish Government, the Health and Safety Executive (HSE), NHS Scotland, the Convention of Local Authorities (COSLA), Jobcentre Plus, Scottish Enterprise and Highlands and Islands Enterprise (HIE).

