

Record of fire safety risk assessment

Adviceline: 0800 019 2211
www.healthyworkinglives.com
www.infoscotland.com/firelaw

Example



Building use and address	Island View Hotel 56 Wilson Road Largs		
Postcode	KA1 4RG		
Name of person(s) with fire safety duties	Joan McDougal		
Name and contact details of Assessor	Joan McDougal (Owner) as above		
Assessor signature			Date of assessment 15 June 2007

STEP 1 Identify people at risk	
List all persons potentially at risk from fire, including employees, residents, visitors and contractors	
<p>In addition to adults of all ages, including a specific group of disabled elderly adults who visit the premises annually, the premises also frequently accommodate children of all ages including infants accompanied by adults.</p>	

STEP 2 Identify fire hazards					
Note: Action Points should be recorded at STEP 4					
Fire hazards	Comments				
Sources of ignition	unguarded log burning fire in lounge.				
Sources of fuel	Large bottle of white spirit and one LPG cylinder stored in cupboard under fire escape staircase.				
Source of oxygen					
	Action required (Please tick) If you answered yes, record action at STEP 4				
	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>✓</td> <td></td> </tr> </table>	YES	NO	✓	
YES	NO				
✓					

STEP 3 Evaluate 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		
Accidentally By act or omission Deliberately	Sparks from wood fire could cause a fire in surrounding area. White spirit in unlocked cupboard could be used to deliberately start a fire. LPG cylinder could increase severity of fire.		
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		✓	

b) Adequacy of existing fire safety measures	Comments		
Provision and protection of escape route Lighting and signage Fire detection and fire warning Fire fighting equipment Staff training and fire drills Management and fire safety policy Co-operation and co-ordination with other building owners/occupiers.	Self-closing device on door to first floor bedroom (front) removed. Cardboard boxes stored within staircase (ground floor) partially block exit route. Fire extinguishers not positioned adjacent to storey exits e.g. at the access into the staircase at first floor level. Fire alarm not being routinely checked. Fire exit sign needed at first floor corridor level to lead guests to escape route. Several fire resisting doors not fitted with 'Fire Door - Keep Shut' signs. No 'Fire Action' notices provided in guest bedrooms. Emergency procedures do not cover disabled guests.		
	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:

Low (L) 3 – 6 months	Medium (M) Up to 3 months	High (H) As soon as possible
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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 fireguard.	H	Joan McDougal	
2. Remove white spirit and LPG cylinder from below stair. Store externally in locked hut.	H	Joan McDougal	
3. Fit self-closing device to bedroom door.	H	Joan McDougal	
4. Remove cardboard boxes from escape route and keep clear.	H	Joan McDougal	
5. Fire extinguishers to be wall mounted on hooks and sited adjacent to storey exits.	M	Joan McDougal	
6. Fire alarm to be checked weekly. Record of test to be kept.	H	Joan McDougal	
7. Provide Fire Exit sign at first floor level.	M	Joan McDougal	
8. Provide 'Fire Door – Keep Shut' signs on self closing doors.	M	Joan McDougal	
9. Provide 'Fire Action' notices in all guest bedrooms.	M	Joan McDougal	
10. Review emergency procedures to include measures to cover periods when disabled guests stay in the premises.	M	Joan McDougal	

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	
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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**

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).

