

# 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)



Building use and address			
Postcode			
Name of person(s) with fire safety duties			
Name and contact details of Assessor			
Assessor signature		Date of assessment	

<b>STEP 1</b>	<b>Identify people at risk</b>
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.	

<b>STEP 2</b>	<b>Identify fire hazards</b>		
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			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>

Sources of fuel e.g. furniture, textiles and fabrics			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Sources of oxygen e.g. ventilation			
	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			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>

Consequences to people from a fire starting in the building			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Managing fire safety See Chapter 5 of the relevant Scottish Government sector specific, practical fire safety guide			
Fire safety policy			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Emergency fire action plan			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Fire safety information and training			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>

Fire drills

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	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>

Maintenance of fire safety measures

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	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>

Recording information and keeping records

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	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>

Reducing the likelihood of fire See Chapter 6 of the relevant Scottish Government sector specific, practical fire safety guide			
Housekeeping and storage			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Restricting the spread of fire and smoke See Chapter 7 of the relevant Scottish Government sector specific, practical fire safety guide			
Fire separation			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Cavities			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Internal linings			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
From external			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>

Means of escape See Chapter 8 of the relevant Scottish Government sector specific, practical fire safety guide			
Escape routes			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
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			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Signs and notices			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>
Means for detecting fire and giving warning See Chapter 10 of the relevant Scottish Government sector specific, practical fire safety guide			
System type			
	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>

Means of fighting fire

See Chapter 11 of the relevant Scottish Government sector specific, practical fire safety guide

Fire fighting equipment for use by persons

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	Action required (Please tick) If you answered yes, record action at STEP 4	<b>YES</b>	<b>NO</b>

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.

<b>STEP 4 Action points</b>			
	<b>Priority</b>	<b>Person responsible</b>	<b>Completion date</b>

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).

