

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment Reviewed 24 Nov 2023

This template has been provided to assist the Responsible Person with the preparation of a Fire Risk Assessment and is not intended for commercial profit or gain. It may not be suitable for use in some large or complex premises.

Whilst every care has been taken to ensure the adequacy and suitability of this template, Shropshire Fire & Rescue Service accepts no responsibility for any content added, edited or deleted by the user. Use of this template will not automatically guarantee the completed risk assessment will be regarded as "suitable and sufficient".

For further assistance, please refer to the Shropshire Fire & Rescue Service Fire Risk Assessment Template Guidance at the back of this document.

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	Neil Hornby (CEO)		
Address of Premises	Bridge Business Centre Sixways Industrial Estate Barnard's Green Malvern		
Postcode	WR14 3NB		
Assessor:	John Roe		
Date of Fire Risk Assessment	19th December 2023 replacing 06 Jan 2023		
<i>(This risk assessment should be reviewed annually or at such an earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
Subsequent Review Dates			
Reviewed by		Date	
Reviewed by		Date	
Reviewed by		Date	

General Information

The Premises	
Number of floors in building: <i>(To include basements)</i>	Two (2) plus an outside cabin.
Approximate floor area: (m ²) <i>(To include all floors of responsibility)</i>	180m ²
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	Brick construction with concrete and timber floors, timber stairs and flat roof. Cabin is metal box construction with windows and doors.
Primary usage: <i>(e.g. Hotel, Shop)</i>	Business Training
Secondary usage: <i>(e.g. Kitchen, Bar, Function Room, Offices)</i>	Educational and counselling facility

Occupancy Profile						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400	0		0000 to 0400	0	
	0400 to 0800	0		0400 to 0800	0	
	0800 to 1200	35		0800 to 1200	2	
	1200 to 1600	35		1200 to 1600	2	
	1600 to 2000	35		1600 to 2000	2	
	2000 to 2400	0		2000 to 2400	0	
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None					
Description of Occupants	Mobility Issues	X	Average Mobility	Good	Vulnerability Issues	Anxiety

Occupants Especially At Risk From Fire	
Sleeping occupants <i>(Details of numbers - public/staff)</i>	0
Disabled occupants <i>(Personal Emergency Evacuation Plans in use when necessary)</i>	0
Occupants in remote areas <i>(Lone working/isolated areas)</i>	0
Young person's <i>(Individual Risk Assessment provided for those persons under 16 yrs)</i>	Possible Visitors
Others <i>(Details of Elderly/Infirm/Mental Ability)</i>	Many with high anxiety and Autism. Count as ALL present.

Visitors	Occasional. All registered on entry.
Occupants whose first language is not English	None at time of review

Identified Fire Hazards And Primary Control Measures

Note: On the following pages, where the answer is 'Yes', please describe in the Identified Hazards boxes below.

Where the answer is 'No', please complete the deficiencies boxes below.

Where the answer is 'N/A', please describe in the General Comments box provided.

[For further guidance, please see page 28](#)

Electrical Sources Of Ignition		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (e.g. every 5 years)	YES	
Portable appliance testing carried out on a risk assessed basis?	YES	
Suitable policy in place regarding the use of personal electrical appliances?	YES	
Suitable limitation and management of trailing leads and adaptors?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

--	--

Smoking		
Measures taken to prevent fires as a result of smoking.		
Smoking prohibited in the building?		YES
Smoking permitted in appropriate areas?		NA
Suitable arrangements for those who wish to smoke?		NA
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Arson/Deliberate Ignition		
Basic security against arson by outsiders or other persons appears reasonable. <i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>	YES	
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?	NO	
Intruder alarm and door entry systems provided and CCTV installed around premises	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Portable Heaters		
Portable heaters are used within the premises.		YES
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		Yes
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Portable Heater	PAT Tested Kept clear of obstructions and away from close contact in a well ventilated environment	Consider the temperature in the quiet rooms. - Ventilation being explored - Blankets supplied
Deficiencies:	Remedial Action Required:	
General Comments:		

--

Fixed Heating Installations		
Fixed heating installations such as boilers are used within the premises.		YES
Are fixed heating installations subject to regular maintenance?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Close proximity to heat source	Nothing kept on the boiler top.	
Deficiencies:	Remedial Action Required:	
General Comments:		
Oil fired central heating is provided. All heating appliances are controlled by the timer on the boiler.		
Records of maintenance are kept electronically and on site.		

--

Cooking		
Measures taken to prevent fires as a result of cooking.		
Filters cleaned or changed and ductwork cleaned regularly?		YES
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)		YES
Suitable Shut Down Procedures in place?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Fan access to outside is a potential source of oxygen to a fire.	If the alarm sounds and if it is possible to do so without endangering themselves kitchen staff will shut off the fan system.	
Deficiencies:		Remedial Action Required:

General Comments:	

Lightning		
The building has a lightning protection system.		NO
Is the lightning protection system subject to a suitable maintenance regime?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:
General Comments:		
Such protection was not considered essential by the original risk assessor (See Nov 19 assessment) and nothing has altered to change this view.		

--

Dangerous Substances		
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>	YES	
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Flammable liquids in workshop	Kept in metal cabinets away from heat source	
Deficiencies:	Remedial Action Required:	

General Comments:	

Housekeeping		
Standards of housekeeping.		
Combustible materials appear to be separated from ignition sources?		YES
Appropriate storage of hazardous materials?		YES
Escape routes kept clear of any combustibles? (Storage /furniture)		YES
Appropriate measures for the safe storage and disposal of waste?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
General Comments:	

Hazards Introduced By Contractors And Building Works		
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?		YES
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details:		N/A
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details:		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:	
General Comments:		
Other Significant Fire Hazards That Warrant Consideration		
Are there any other fire hazards that warrant consideration within the premises? <i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i>		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
1. Cooking Oils and Fats 2. Solvents, adhesives, aerosols 3. Kerosene	Stored in small quantities in appropriate containers. Stored appropriately in COSHH Cupboard Stored in an external bunded tank	

Deficiencies:	Remedial Action Required:	

Arrangements for Evacuation

Evacuation Strategy	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p>State which strategy (ies) have been adopted.</p>	
<p>Single Stage Evacuation</p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	YES
<p>Progressive Horizontal Evacuation</p> <p>Relevant persons are dependent on staff to assist with their escape.</p> <p>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.</p> <p>NOTE - Progressive Horizontal Evacuation is subject to the following</p> <p>Protected areas should be designed to provide:</p> <ul style="list-style-type: none"> • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. <p>The number and size of the protected areas depends on a number of factors:</p> <ul style="list-style-type: none"> • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases; 	NA

<h2>Delayed Evacuation</h2> <p>Relevant persons are dependent on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.</p> <p>NOTE - Delayed Evacuation is subject to the following</p> <p>Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).</p> <p>A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.</p> <p>If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.</p> <p>Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive.</p> <p>Arrangements for delayed evacuation should only be based on a pre-planned basis.</p>		<p>NA</p>
Written copies of Evacuation Procedures are located as follows:		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

--	--

Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape		
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	YES	
Adequate design of escape routes?	YES	
Reasonable distances of travel when:		
Where there is escape in a single direction? State the distance of maximum travel. Under 10m	YES	
Where are alternative means of escape? State the distance of maximum travel. Under 10m	YES	
Suitable protection of escape routes? (Fire resisting construction)	YES	
Adequate provision of exits? State the capacity of each exit. Single person exits	YES	
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?	YES	
Escape routes unobstructed?	YES	
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.	NO/NA	
Not currently configured for disabled access/egress		
Does the evacuation plan fit with the floor space factors?	YES	
Identify dead end corridors. Are they appropriately covered?	NA	
Identify inner rooms. Are they appropriately covered?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

--	--

Measures To Limit Fire Spread And Development	
--	--

It is considered that there is:	
Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.	YES
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)	YES
As far as can be reasonably ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	N/A

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies: Fire doors badly fitted during refurb	Remedial Action Required: Correct fitting arranged for over Xmas break.
---	---

General Comments:

Emergency Escape Lighting		
Is it considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Fire Safety Signs And Notices		
Is it considered that there is a reasonable standard of fire safety signs and notices? This includes fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

Means Of Giving Warning In Case Of Fire		
Reasonable manually operated fire warning system provided?	YES	
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc)		
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc)	YES	
BS5839:Part 1:2017 and BS5839:Part 6:2019		
Throughout Main Premises	YES	
Cabin	NO	
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES	
Remote transmission of alarm signals to a monitoring station or other?	NO	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Manual Fire Extinguishing Appliances		
Reasonable provision of portable fire extinguishers?		YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES
Is suitable wall signage provided relevant to the extinguisher?		YES
Are hose reels provided?		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:

Relevant Automatic Fire Extinguishing Systems		
Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:		Remedial Action Required:

General Comments:

Other Relevant Fixed Systems And Equipment

Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)	N/A
All fire doors, self closing Devices, intumescent smoke strips, cold smoke seals and hinges should be periodically inspected for faults and damage.	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Annual inspection to be carried out every November.

Firefighter Switch – High Voltage Luminous Tube Signs Etc		
Suitable provision of fire fighters switch(s) for high voltage luminous tube signs, etc (to include location)?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Management of Fire Safety

Procedures And Arrangements		
Fire safety is managed by:	Neil Hornby	
Deputy or assistant:	John Roe	
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?		YES
State name and responsible element of fire safety		
John Roe.....		
Mark Hornby.....		
.....		
Is there a suitable record of the fire safety arrangements?		YES
Appropriate fire procedures in place?		YES
Are procedures in the event of a fire appropriate and properly documented?		YES
Are there suitable arrangements for summoning the Fire and Rescue Service?		YES
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to firefighters?		YES
Is there a plan of the building available indicating basic layout and any areas of significant risk?		YES
Are there suitable arrangements for ensuring that the premises have been evacuated?		YES
Is there a suitable fire assembly point(s)?		YES
Are there adequate procedures for evacuation of any disabled people who are likely to be present?		NA
Persons nominated and trained to assist with evacuation, including evacuation of disabled people?		YES
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?		NA
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Liaison with Fire Service	Not done as would cause too much distress to trainees	Consider 'Quiet' arrival practice.

Deficiencies:	Remedial Action Required:	

Training And Drills		
Fire safety training is managed by:	Neil Hornby	
Deputy or assistant:	John Roe	
Are all staff given adequate fire safety instruction and training on induction?	YES	
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals? Each term.	YES	
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?	YES	
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):		
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? NOT DONE with all staff Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?	YES	
Are fire drills carried out at appropriate intervals and a record of such drills maintained?	YES	
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	YES	
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	YES	
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:
General Comments:	
Need to train more staff on Fire Extinguishers. Need to ensure Fire plan is included in new staff induction.	

Testing And Maintenance		
Testing and Maintenance is managed by:	Neil Hornby	
Deputy or assistant :	John Roe	
Adequate maintenance of the workplace?		YES
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)		YES
Monthly and annual testing routines for emergency escape lighting?		YES
Annual maintenance of fire extinguishing appliances?		YES
Periodic inspection of external escape staircases and gangways?		YES
Six monthly inspections and annual testing of rising mains?		N/A
Weekly and monthly testing, six monthly inspections and annual testing of fire fighting lifts?		N/A
Weekly testing and periodic inspection of sprinkler installations?		N/A
Routine checks of final exit doors and/or security fastenings?		YES
Annual inspection and testing of lightning protection systems?		N/A
Other relevant inspections or tests:		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	

General Comments:	

Recording		
Appropriate records held for:		
Fire drills?		YES
Fire training?		YES
Fire alarm tests?		YES
Emergency escape lighting tests?		YES
Maintenance and testing of other fire precaution systems?		YES
Location of Records: (Available for inspection by Fire Authority if required)		
Give Details: Electronically on Google Shared Drive/BBC/Fire Risk Folder		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

--

Priority	Meaning
High	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low	Low priority to be actioned within 6 months-1year <i>Items of non urgent priority or for future consideration</i>

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

[For an example, see page 32.](#)

Significant Findings – Remedy Action Plan					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Fire doors, skirting need fixing	urgent	Start Term Jan 24	Mark & Carpenter	Mark 01/12/23
2					
3					

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment Template Guidance

This guidance document has been produced to assist the Responsible Person to complete a Fire Risk Assessment **using the template provided by Shropshire Fire & Rescue Service.**

This template has been provided to assist the Responsible Person with the completion of a Fire Risk Assessment for their premises. Shropshire Fire & Rescue Service accept no responsibility for the suitability or sufficiency of the added content of the completed document.

In order to produce a suitable and sufficient risk assessment for your premises, it should be used in conjunction with a series of guide books published by the Department for Communities and Local Government (CLG). These books provide additional information (type of premises specific) in order to assist those preparing fire risk assessments, giving detailed information on risk assessments and other issues.



All of the above guidance books are available to download direct free of charge from the CLG website or alternatively they can be found by visiting www.shropshirefire.gov.uk and following the links.

Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 became law in October 2006 and introduced significant change to workplace fire safety responsibilities. As well as simplifying the legislative regime by bringing all fire safety legislation together into one Order, it introduced the need for employers, building owners and occupiers a 'responsible persons' to carry out, implement and maintain a fire safety risk assessment.

All non-domestic premises, including the common or shared parts of blocks of flats or houses in multiple occupation are covered by the Order, and may be inspected by their local Fire and Rescue Authority.

Under the order, Fire & Rescue Authorities have a statutory duty to ensure compliance and enforce the requirements where necessary.

What are the main requirements of the order?

The responsible person is required to:

- Carry out a fire risk assessment identifying the risks and hazards.
- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general precautions to deal with any residual risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are stored.
- Create a plan to deal with any emergency and, in most cases, document your findings.
- Review the findings as necessary.

In carrying out a fire risk assessment the responsible person may decide that given the nature of the premises or the people involved, they may need to appoint one or more competent persons to assist them. The level of necessary competence is not prescribed in the Order. It recognises that the extent of competency will vary according to the nature and complexity of the premises involved.

The Fire Safety Order requires that you give effect to arrangements for the planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified as a consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- You employ five or more employees in your undertaking (regardless of where they are employed);
- A licence under other legislation is in force; or
- An alterations notice is in force requiring a record to be kept.

Where does it apply?

The Order applies to virtually all premises and covers nearly every type of building, structure and open space. For example:

- Offices and shops
- Premises that provide care • Community halls
- The common areas of houses in multiple occupation including common fire warning systems etc.
- Pubs, clubs and restaurants
- Schools
- Tents and marquees
- Hotels, B&Bs, guest houses, hostels and self catering accommodation
- Factories and warehouses
- Stables

What does this mean for me?

The main effect of the changes will be a move towards greater emphasis on fire prevention in all non-domestic premises, including the voluntary sector and self-employed people with premises separate from their homes.

Responsibility for complying with the Fire Safety Order will rest with the 'responsible person'. In a workplace, this is normally the employer or any other person who may have control of any part of the premises, e.g. the occupier or owner. If there is more than one responsible person in any type of premises, they must take all reasonable steps to consult with one another regarding matters of fire safety.

If you are the responsible person you will have to carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain.

The fire risk assessment should consider dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment must consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

Shropshire Fire & Rescue Service Fire Risk Assessment Template

The Shropshire Fire & Rescue Service Fire Risk Assessment Template is divided into sections as follows:

- Front page
- General Information
- Identified Fire Hazards and Primary Control Measures
- Arrangements for Evacuation
- Provision of Elements of Fire Safety as Secondary Control Measures
- Management of Fire Safety
- Remedy Action Plan

The Responsible Person must ensure that each section is fully completed with additional details included where necessary.

The location of any further written information such as General Evacuation Plans, Personal Emergency Evacuation Plans, Personal Staff Training Records, Testing and Maintenance Records for alarms/lights etc, should be contained within the Fire Risk Assessment.

Front page

This section gives information as to who is the designated “Responsible Person” for the premises under the Regulatory Reform (Fire Safety) Order 2005 and information regarding who carried out the assessment, the date of completion and any subsequent reviews.

General Information

This section gives basic information about the premises itself (Number of floors, size, construction and usage).

Include details and numbers of occupants especially at risk from fire (i.e. sleeping, disabled, lone workers, young persons, elderly, infirm etc).

The fire safety measures required within your premises will be wholly determined by those likely to occupy it.

Identified Fire Hazards and Primary Control Measures

It is important that each section is **fully completed**, including the identified hazards, existing control measures, and if any additional control measures are subsequently required. CLG guidance books will assist in the identification of most generic hazards and control measures which may be relevant to your premises.

An example is as follows:

ELECTRICAL SOURCES OF IGNITION		
1. Fixed installation periodically inspected and tested? (Every 5 years)		YES
2. Portable appliance testing carried out on a risk assessed basis?		YES
3. Suitable policy in place regarding the use of personal electrical appliances?		YES
4. Suitable limitation and management of trailing leads and adaptors?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
2. Portable electrical equipment	All items over 12 months PAT tested annually	
3. Personal equipment	Staff prohibited from using personal equipment	
4. management	Maintenance Team inspect all leads, adaptors and plugs periodically Staff instructed to visually check leads and cables periodically	
Deficiencies: 1.	Remedial Action Required:	

Arrangements for Evacuation

The determined strategy of evacuation within your premises is paramount to the safety of all occupants.

Any evacuation strategy must be carried out without Fire Service intervention.

If Personal Emergency Evacuation Plans (PEEPS) are in use, then details of these should also be made reference to.

Means of Escape for Disabled People (Supplementary Guide)

Further information on fire safety provisions for disabled persons can be found by visiting www.shropshirefire.gov.uk, and following the relevant links to the CLG website

Provision of Elements of Fire Safety as Secondary Control Measures

Primary Control Measures are taken to prevent, as far as reasonably practical, a fire from starting.

Secondary Control Measures are taken to ensure that if a fire does start; all occupants are alerted and evacuated quickly and safely as possible.

It is therefore important that you have suitable:

- Fire warning and detection;
- Means of escape (design of, travel distances, number of exits, etc)
- Compartmentation (fire resisting walls, glazing and doors);
- Emergency lighting;
- Signage;
- Fire extinguishers.

CLG guidance books provide more detailed information as to the minimum required standards.

Fire warning and detection systems are installed to British Standard 5839. Some examples of grading are as follows:

- o Type L5: Life safety generally when specific fire engineering solutions or where PI insurance is required.
- o Type L4: Life safety system, same as a manual system plus smoke detection on escape route.
- o Type L3: Life safety system, same as a manual system plus smoke detection on escape route and heat or smoke detection in adjacent rooms.
- o Type L2: Life safety system, same as L3 but additional detection provided in fire hazard/risk of ignition areas (i.e. kitchens, sleeping areas and other specified areas.)
- o Type L1: Life safety system, detection provided in all areas, including voids and unused spaces.

Fire Inspecting Officers may require to see any relevant certificates required for a fire alarm installation, these are as follows:

- Installation Certificate
- Commissioning Certificate
- Alteration Certificate (if appropriate)
- Test Certificate

Management of Fire Safety

This section determines responsibility for different elements of fire safety within the premises.

It also should include information regarding initial and remedial fire safety training provision for members of staff and information provided to external contractors, testing and maintenance regimes for all fire safety measures and subsequent recording requirements.

A Testing and Maintenance Logbook may be downloaded free of charge from www.shropshirefire.gov.uk and following the links

Remedy Action Plan

This section should be used to make a written record of any additional action/control measures identified when carrying out the initial or subsequent review of your Fire Risk Assessment. (i.e. - a things to do list!)

Remedial action should be prioritised accordingly and remedied as necessary.

Please note, Fire Inspecting Officers focus on this section to determine whether any issues they may identify during any subsequent fire safety audit, have previously been identified during the original risk assessment and suitable steps taken to remedy by the Responsible Person.

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Fixed installations require inspecting	LOW		Maintenance Person	
2					
3					