

RISK ASSESSMENT Fire		Ref No. F05
Baseline <input checked="" type="checkbox"/>	Site Specific <input type="checkbox"/>	Vulnerable Person <input type="checkbox"/>
		Temporary <input type="checkbox"/>
Activity covered by this assessment:	Fire Risk	Hazard References: F05/01 – F05/04
Assessors:	John Robson (H&S Advisor)	Reviewers:
References:	Fire Safety Risk Assessment – Offices and Shops (2006) Fire Safety Risk Assessment – Sleeping Accommodation (2006) Fire Safety Risk Assessment – Educational Premises (2006) Fire Safety Risk Assessment – Small and Medium Places of Assembly (2006) FAC-OST-005 Fire BRA February 2011 (withdrawn)	
Date of issue:	27/02/12	Review/Withdrawal date: End February 2013

HAZARDS

Hazard Ref.	Hazard description	Activities giving rise to risks	Control Measures	
			Static	Dynamic
F05/01	Sources of ignition	Faulty portable electric appliances such as kettles or lamps	S094	
		Faulty fixed wiring, particularly if circuits are overloaded	S155, S156	
		Heat from flames or electric elements on stoves, ovens, grills, toasters, fryers, etc. in kitchens	S155, S157 S158	D156
		Heat from portable electric, oil or gas heaters	S094, S162	
		Matches, lighters and discarded cigarettes from smokers	S159, S160 S161, S173	
		Faulty oil or gas appliances such as boilers, tumble driers, catering equipment	S162	
		Open flames such as candles or gas welders and blow torches used in maintenance functions		D156, D157
		Sparks from grinders or arc welders used in maintenance functions		D156, D157
		Overheating of appliances due to obstructed ventilation or failure of cooling systems	S163	D158
		Ignition through fire spreading from other areas through conduits, ducting or other routes	S164, S165	D159
	Arson, either by guests or external agents	S166		
F05/02	Sources of combustible materials	Waste materials placed in waste bins inside buildings, e.g. office waste, paper, packaging, wrappings, etc.		D160, D161
		Waste materials placed in skips outside buildings, e.g. kitchen waste, recycling bins, maintenance waste, etc.	S166	D160
		Materials held in storage, e.g. stationery, building materials, paints and solvents, linen, furniture	S167, S168	
		Furniture and soft furnishings	S169	
		LPG or oil fuel in storage tanks	S170, S171, S172, S173	
		Fuel and oil held in storage for motor sports or site vehicles	S174	
		Detritus accumulations in filters, e.g. kitchen extraction filters, tumble drier lint filters	S175	
F05/03	Inadequate warning	Inadequate automatic detection facilities	S176, S177, S178, S179	
		Failure of automatic detection facilities to operate correctly	S180, S184	D162
		Inadequate automatic warning facilities	S181, S182	
		Failure of automatic warning facilities to operate correctly	S183, S184	D162
		Deliberate disablement of automatic detection or warning facilities	S185	D162
F05/04	Impediments to escape	Escape route too long to reach place of safety in reasonable time	S186, S189	
		Escape route too small to accommodate likely users and allow evacuation in reasonable time	S187	
		Escape route blocked	S188	D163
		Escape route inadequately marked with directional signs	S190	
		Insufficient fire fighting equipment to aid escape	S191	D162
		Failure of fire fighting equipment	S192	D162
		Inadequate emergency escape lighting	S193	
		Failure of emergency escape lighting	S194	
		Unfamiliarity with building layout and escape route locations	S190, S195	

RISK ANALYSIS

Ref.	Hazard	Who may be harmed	Likelihood	Severity	Risk
F05/01	Sources of ignition	Visitors, Guests, Staff	Low	Major	Marginal
F05/02	Sources of combustible materials	Visitors, Guests, Staff	Medium	Minor	Acceptable
F05/03	Inadequate warning	Visitors, Guests, Staff	Low	Major	Marginal
F05/04	Impediments to escape	Visitors, Guests, Staff	Low	Major	Marginal

RISK CONTROL

Control Ref.	Static Risk – Operational Controls
S094	All portable electrical equipment must be inspected periodically by a competent person to ensure its continued safety and serviceability.
S155	All fixed electrical installations must be tested by a competent person at least every five years
S156	Electric sockets must not be overloaded by multi-socket adapters or extension leads with trailing sockets. Where additional sockets are required on a permanent basis, these must be wired in to the ring circuit in preference to the use of trailing sockets or adapters
S157	Kitchens and Laundries served by gas must have the gas isolation valve clearly marked and all catering and housekeeping staff aware of its purpose and method of operation
S158	Fryers must be fitted with thermostatic control devices to prevent oil from overheating
S159	Smoking is not permitted inside the building
S160	Designated smoking areas must be provided in accordance with the Smoke-free (Premises and Enforcement) Regulations 2006 and the Smoke-free Premises etc. (Wales) Regulations 2007.
S161	Suitable receptacles must be provided at all designated smoking areas for the safe extinguishing and disposal of cigarette butts, matches, etc, and these emptied regularly to ensure combustible materials do not accumulate
S162	All oil and gas appliances must be subject to annual inspection and servicing by a competent person to ensure their continued safe operation
S163	Any appliance that requires ventilation as part of its normal operation must have its ventilation grilles marked with a notice indicating that these must not be covered
S164	Any conduits through which fire may spread, such as ducting, above false ceilings, lift shafts, service pipe routes, etc. must be blocked off as far as possible to prevent the spread of smoke and flames
S165	All fire doors fitted to prevent the spread of smoke and flames must be fitted with a self closing device and bear a notice indicating that it must remain shut
S166	Wherever possible skips and outside bins must not be left against buildings or near to external boundaries where they are accessible to the public
S167	Stocks of office stationery, building materials, etc. must be kept to a minimum quantity and stored away from obvious sources of ignition such as naked flames or heating appliances
S168	Flammable products such as paint, fuel and solvents should be kept in fire retardant storage containers
S169	All furniture and soft furnishings such as curtains should be of a fire retardant composition and comply where necessary with the Furniture and Furnishings (Fire) (Safety) Regulations 1988
S170	LPG and oil storage tanks should be sited or otherwise guarded to prevent collision by moving vehicles
S171	LPG and oil storage tanks must have their supply pipes etc. correctly earthed to prevent build up of static charges
S172	LPG and oil storage tanks must be sited away from work activity likely to produce sparks or hot elements, and such work activity must be prohibited from the areas immediately adjacent to the tanks
S173	'No smoking / no naked flames' prohibition signs must be displayed in the vicinity of LPG and oil storage tanks
S174	Fuel held for motor sports or site vehicles must be kept in portable plastic containers or metal Jerry cans, and these should be stored in marked flameproof containers
S175	Kitchen extraction and tumble drier filters must be cleaned regularly and lint etc. removed and disposed of. The regularity of emptying should reflect the level of use and proximity of ignition sources
S176	All dormitories, bedrooms, corridors stairways and circulation spaces in buildings used for sleeping accommodation must be fitted with an automatic smoke detector
S177	All communal spaces such as corridors, offices, classrooms, ICT labs, meeting rooms, dining areas, etc. in buildings not used as sleeping accommodation must be fitted with an automatic smoke detector
S178	All areas such as boiler rooms, kitchens, etc. where a fire risk may be present but where the provision of a smoke detector may lead to false alarms must be fitted with a heat detector
S179	All buildings with regular, foreseeable occupancy must have manual call points fitted at storey exits/final exits or other points as appropriate to ensure the fire alarm can be easily raised by an individual needing to do so
S180	All automatic detectors and manual call points must be tested periodically by a competent person to ensure their continued safe operation
S181	All areas of buildings with regular, foreseeable occupancy must be fitted with fire warning devices (such as sirens or bells) that are easily audible against the expected level of background noise in the areas or rooms that they cover. In sleeping accommodation these warnings must be sufficient to wake someone from sleep
S182	Areas of buildings which have foreseeable occupancy by individuals who have a hearing impairment and who may not respond to an audible alarm must have visual warning devices installed, or alternative means for raising the alarm with hearing impaired individuals must be devised on a case by case basis
S183	All automatic warning devices must be tested periodically by a competent person to ensure their continued correct operation
S184	All automatic detectors, manual call points and warning devices must be serviced periodically by a competent person to ensure their continued safe operation
S185	Periodic inspection of accommodation, particularly staff accommodation, must be conducted to ensure fire safety equipment has not been tampered with
S186	All building occupants must be able to reach a place of safety, whether this is a storey exit, final exit or fire protected area within a building in as short a distance as possible
S187	Passages and doorways leading to places of safety must be wide enough to accommodate the likely number of people using them in the event of an evacuation
S188	Doors in escape routes must not be locked when the building is in use, and preferably be fitted with a secure push-bar device or thumb-twist lock rather than a lock requiring a key
S189	External escape routes must be over even ground free of serious slip and trip hazards. These should lead as directly as possible to the fire assembly area
S190	Final exits and storey exits should be marked with appropriate exit signs. Directional signs should also be installed in corridors, etc. to indicate escape routes where these may not be obvious
S191	Fire fighting equipment must be provided of an appropriate type and sufficient quantity to aid the escape of an occupant from a building if they encounter a fire during their evacuation

