

Fire Safety Protocol 7



**Fire Risk
Assessment**

The following information is to be used by a competent fire safety specialist to assess the risk of fire within a premise. The information is provided as non-statutory guidance as provided by the Department of Health's suite of documents: Firecode - fire safety in the NHS Health Technical Memorandum 05-03: Operational provisions *Park K: Guidance on fire risk assessments in complex healthcare premises.*

Fire Risk Assessment

This fire risk assessment has been undertaken to demonstrate compliance with the Regulatory Reform (fire safety) Order 2005. The assessment process was undertaken using the guidance provided in: Firecode - HTM 05-03: Part K.

This Fire Risk Assessment template has been discussed and agreed with the Chief Fire Officers' Association.

Premise

The purpose of this report is to provide an assessment of the risk to life from fire in these premises and where appropriate to make recommendations to ensure compliance with fire safety legislation.

Fire Risk Level

<i>Fire Risk Level</i>	<i>Tick ✓</i>	<i>SEVERITY OF OUTCOME</i>
Negligible		Negligible
Low		Minor injury to occupants, first aid required.
Moderate		Minor Injury to occupants, medical attention may be required.
High		Occupants require hospitalisation
Extreme		Significant injury or loss of life

GENERAL INFORMATION

1. Premise address (including postcode)

2. Occupier

3. Owner (if different to occupier)

4. General description of building/premise

Example: the premise is a traditional brick-built building with slate and timber roof, it has internal accommodation located on XX Floors providing both administration and healthcare services to residential/non-residential service users. The building is occupied by:

- 1.
- 2.
- 3.
- 4.

5. Date of construction

6. Number of floors in building

7. Number of basements

8. Name of the person conducting the FRA:

Note: The person undertaking this FRA is deemed competent.

I certify that to the best of my knowledge, the information contained in this fire risk assessment is correct, based on information provided at the time the assessment was undertaken.

Signature of Assessor:

9. Assessment Area:

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Premises: Original design guidance (if known) or guidance at last upgrade: (please tick)	Red Fire Engine Book <input type="checkbox"/>	HTM 81 (yellow) <input type="checkbox"/>
	HTM 81 (grey) <input type="checkbox"/>	HTM 05-02 <input type="checkbox"/>
	Nucleus <input type="checkbox"/>	Other (state) <input type="checkbox"/>

Other

--

Use of assessment area:

--

Hours premise is use:

--

Details of other employers in building:

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Name of the person(s) providing the information

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Contact details:

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Maximum number of persons:

Staff	Service users	Others

Minimum number of staff on duty at the time:

Typical occupant dependency: (please tick)

Independent	Dependent	Very High Dependency

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MANAGEMENT REPORT AND MAIN SIGNIFICANT FINDINGS

Introduction

Having undertaken a fire risk assessment of the premise assessment area I am providing this report to you which needs to be read in conjunction with action plan

Summary

Example: *In general the building is in good condition with equipment located in a logical manner to ensure that the fire escape routes are freely available. The building has a suitable Automatic Fire Detection (AFD) System installed within circulation escape routes, fire hazard rooms, residential sleeping and general office accommodation. A suitable and sufficient quantity of portable fire-fighting appliances are provided in designated locations which are easily accessible and located in close proximity to fire alarm call points in circulation routes and fire hazard rooms. Emergency lighting is provided throughout the building, Internal office accommodation whilst having large quantities of combustible materials present are generally kept in good condition with defective, surplus equipment and waste materials disposed of in a timely manner. Local managerial arrangements for fire prevention are considered suitable however; there are some issues that I will report on have the potential to put staff, patients and any visitors the building and business at risk. Any issues which give significant cause for concern are provided below:*

Main Findings

1. (Title, e.g. fire detection)

*The present defect breaches legislation: The Regulatory Reform (Fire Safety) Order 2005
– Article:*

2. (Title, e.g. defective fire doors)

*The present defect breaches legislation: The Regulatory Reform (Fire Safety) Order 2005
– Article:*

3. (Title, e.g. storage of combustibles)

*The present defect breaches legislation: The Regulatory Reform (Fire Safety) Order 2005
– Article:*

4. (Title, e.g. breach of compartmentation)

*The present defect breaches legislation: The Regulatory Reform (Fire Safety) Order 2005
– Article:*

5. (Title, e.g. training)

*The present defect breaches legislation: The Regulatory Reform (Fire Safety) Order 2005
– Article:*

Considerations

Example: *Whilst the above are the most critical issues identified within the assessment there are a number of items requiring attention and reference must be made to the fire risk assessment summary sheets and observation sheets that are attached.*

Conclusion

Having taken into consideration the fire preventative and precautionary fire safety measures employed within the premise a level of fire risk has been assessed as:

Fire Risk Level	Tick ✓	SEVERITY OF OUTCOME
Negligible		Negligible
Low		Minor injury to occupants, first aid required Slight damage to property
Moderate		Injury to occupants, medical attention required Partial evacuation required Moderate damage to property
High		Occupants require hospitalisation Complete evacuation required Large scale damage to property
Extreme		Significant, loss of life Significant damage, loss of property

FIRE RISK ASSESSMENT REVIEW DATE

Assessments should be kept under constant review and in any case reviewed whenever circumstances change which affect the validity of the current assessment. Whilst there is no maximum period between assessments, it is recommended that the review should not exceed 12 months.

Revision	Date	Name of Assessor	Signature
Initial assessment			
Revision 1			
Revision 2			
Revision 3			
Revision 4			
Revision 5			
Revision 6			
Revision 7			
Revision 8			
Revision 9			
Revision 10			
Revision 11			
Revision 12			
Revision 13			
Revision 14			
Revision 15			
Revision 16			
Revision 17			
Revision 18			
Revision 19			
Revision 20			

ASSESSMENT AREA PLAN

INSERT AN ASSESSMENT AREA PLAN DETAILING MEANS OF ESCAPE AND OTHER EXITING PREVENTATIVE AND PROTECTIVE MEASURES

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FIRE RISK ASSESSMENT

The following assessment process will be undertaken when considering the level of fire risk:

1 Identify fire hazards

Identify

Sources of ignition

Sources of fuel

Sources of oxygen

2 Identify people at risk

Identify:

People in and around the premises

People especially at risk

3 Evaluate, remove, or reduce, and protect from risk

Evaluate the risk of a fire occurring

Evaluate the risk to people from fire

Remove or reduce fire hazards

Remove or reduce the risks to people

- Detection and warning
- Fire-fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

4 Record, plan, inform, instruct and train

Record significant finding and action taken

Prepare an emergency plan

Inform and instruct relevant people, co-operate and co-ordinate with others

Provide training

5 Review

Keep assessment under review

Revise where necessary

Remember to keep to the fire risk assessment under review

Step 1 - Identify the hazard

1.1 Examples of sources of fuel that might be present (tick those identified)

- | | | | |
|--|--------------------------|-------------------|--------------------------|
| Paper and card | <input type="checkbox"/> | Flammable liquids | <input type="checkbox"/> |
| Wood | <input type="checkbox"/> | Waste materials | <input type="checkbox"/> |
| Furniture including fixtures and fittings (window blinds etc.) | <input type="checkbox"/> | Other (specify) | <input type="checkbox"/> |

1.2 Examples of sources of ignition that might be present (tick those identified)

- | | | | |
|-------------------------------------|--------------------------|-------------------|--------------------------|
| Portable and fixed electric heaters | <input type="checkbox"/> | Arson | <input type="checkbox"/> |
| Cooking | <input type="checkbox"/> | Smoking materials | <input type="checkbox"/> |
| Electrical equipment | <input type="checkbox"/> | Hot work | <input type="checkbox"/> |
| Overloaded electrical sockets | <input type="checkbox"/> | Other (specify) | <input type="checkbox"/> |
| Static electricity | <input type="checkbox"/> | | |

FIRE RISK ASSESSMENT SUMMARY SHEET

Sources of ignition		Yes	No	N/A
1.3	Does the activity involve processes such as cooking, welding or frictional heat?			
1.4	Is there gas or burning oil equipment?			
1.5	Are there light bulbs etc. near flammable materials?			
1.6	Does electrical equipment have current PAT test?			
1.7	Are there wander- or extension leads/multi point adapters in sockets?			
1.8	Are portable heaters in use, unobstructed and secured?			
1.9	Is arson a potential problem?			
Sources of fuel				
1.10	Are highly flammable materials stored or used?			
1.11	Is combustible waste allowed to accumulate?			
1.12	Are excessive quantities of combustible materials used/stored?			
1.13	Are substantial areas of walls or ceilings covered with flammable linings or materials?			
1.14	Are there any other combustible materials that represent a hazard i.e. aerosols?			
1.15	Is smoking permitted or smoking materials present?			
Sources of oxygen				
1.16	Is there piped oxygen in use?			
1.17	Are there oxygen cylinders used/stored?			
1.18	Are nitrous oxygen cylinders used/stored?			
1.19	Is storage and use of cylinders in accordance with legislation/guidance?			
1.20	Are medical gas shut off switches identifiable and suitably located?			
1.21	Is there an operational procedure for isolation?			
1.22	Are oxidising materials used or stored?			



Description of hazard	Identify necessary measures to eliminate (or reduce ALARP) hazards

Step 2 - Identify people at risk

2.1 People in and around the premises (tick those identified)

- Medical staff (including agency or temporary staff)
- Non-medical staff including cleaners/security/maintenance staff etc.
- Member of the public – both visitors and patients
- Others including contractors

2.2 Also consider (tick those identified)

- Lone workers (including cleaners/security/maintenance staff esp. at night)
- Those with language difficulties
- Non-patients with disabilities
- Other people in the immediate vicinity of the premises

2.3 Special consideration for young persons (tick those identified)

- Have young people been given special consideration, due to their immaturity and inexperience, the nature and duration of work, the physical properties of materials used and the training they require.

2.4 Other considerations (tick those identified)

- Are Personal Emergency Evacuation Plans (PEEPs) required/in place
- Are there specific risks that might affect fire-fighter safety, are they controlled?

2.5 People at risk: Independent/Dependent/Very High Dependency			
Staff		No.	Dependency category/times at risk
2.5.1	Days		
2.5.2	Nights		
2.5.3	Lone workers		
	Patients – is the assessment area	Y/N	Dependency category/number/times at risk
2.5.4	A sleeping area		
2.5.5	A patient access area (e.g. OPD, Physiotherapy, Radiology etc.)		
2.5.6	A non-patient area		
	Others in the immediate vicinity who may be affected	No.	Control measures
2.5.9	Visitors		
2.5.10	Contractors		
2.5.11	Others		

General comments and observations	Existing control measures	Further control measures required

Step 3 - Evaluate, remove or reduce and protect from risk

Principle of Prevention Applied (article 10 and schedule 1, part 3)
Areas for Consideration (hierarchy)

- Avoid risks
- Remove risks
- Evaluate risks which cannot be avoided
- Combat risks at source
- Adapt a technical progress
- Replace dangerous substances by non-dangerous or less dangerous substances, (refer to DSEAR Regulations)
- Develop coherent overall prevention policy which covers technology
- Give collective protective measures priority over individual protective measures and:
- Give appropriate instruction to employees

FIRE RISK ASSESSMENT SUMMARY SHEET			
3.1 Evaluate the risk of a fire occurring			
Cause and ignition source		Observations	Inc. Risk Level
3.1.1	Is smoking a cause for concern?		
3.1.2	Have there been and incidence of fire started by patient?		
3.1.3	Have there been any incidences of arson?		
3.1.4	Are hot work processes in place?		
3.1.5	Are there any fire hazard rooms?		
3.1.6	Is equipment fit for purpose?		
3.1.7	Non-patient areas (e.g. example from table 1 in HTM 05-02)		
3.1.8	Is lighting tested and recorded?		
3.1.9	Is electrical equipment PAT tested and recorded?		
3.1.10	Is portable equipment tested and recorded?		
3.1.11	Is cooking carried out on premise?		
3.1.12	Are contractors managed and issued with appropriate information?		

General comments and observations	Existing control measures	Further control measures required

FIRE RISK ASSESSMENT SUMMARY SHEET		
3.2 Evaluate the risk to people from fire		
Means of Escape		Comment
3.2.1	Is there an alternative direction of escape?	
3.2.2	Is the travel distance acceptable?	
3.2.3	Are escape routes free from obstruction and combustible materials?	
3.2.4	Are escape routes clearly indicated with correct signage?	
3.2.5	Is escape lighting provided and adequate?	
3.2.6	Are fire/smoke dampers and control systems maintained and tested?	
3.2.7	Are elements of structure adequate?	
3.2.8	Is sub-compartmentation integrity adequately maintained?	
3.2.9	Are suitable refuge areas provided?	
3.2.10	If refuge areas are provided, are communications provided and tested?	
3.2.11	Are all internal fire doors clearly marked	
3.2.12	Is fire door integrity/strips/seals and all furniture adequately maintained?	
3.2.13	Are fire doors wedged open?	
3.2.14	Is patient observation adequate for risk?	
3.2.15	Are staff numbers adequate for risk?	
3.2.16	Are staff trained in correct evacuation procedures?	
3.2.17	Do staff carry out evacuation drills yearly?	

3.2.18	Are staff/visitors fire notices adequate?	
3.2.19	Are high risk rooms adequately protected?	
3.2.20	Are there rooms utilised as fire hazard rooms which do not meet current standards. Identify the room and the strategy to upgrade?	
3.2.21	Are security devices on doors suitable, acceptable and comply with App. C in HTM 05-03 K?	
3.2.22	Is the maintenance appropriate and are records kept?	
3.2.23	If vertical evacuation is necessary (internal/external) are stairway suitable in size and width?	

3.24 Detail any necessary action to eliminate or reduce ALARP identified risk	

FIRE RISK ASSESSMENT SUMMARY SHEET		
3.3 Remove or reduce the fire hazards		
Controls in Place		
3.3.1	Are stock levels kept to a minimum?	
3.3.2	Are flammable liquids stored correctly?	
3.3.3	Is an effective waste management system in place and observed?	
3.3.4	Is housekeeping to a high standard?	
3.3.5	Is electrical, mechanical and gas equipment used and maintained correctly?	
3.3.6	Are extension, wander leads or socket adaptors used?	
3.3.7	Are portable heaters in temporary use, if so, can they be replaced with fixed heaters or secured?	
3.3.8	Are the recommendations of HTM 05-03 Part F on arson being adopted?	
3.3.9	Are combustible materials/surface finishes and notice boards etc. to appropriate standards?	
3.3.10	Are contractors 'work; and 'hot work' permits issued and monitored?	
3.3.11	Can hazardous substance be removed or replace with a less dangerous substance?	

3.3.12 General comments and observations	3.3.13 Existing control measures	3.3.14 Further control measures required

3.4 Remove and reduce the risks of people from fire		
Means of Escape		
3.4.1	Is an AFD system installed, tested and maintained to HTM 05-03 Part B?	
3.4.2	If the AFD system does not conform to HTM 05-03 Part B what is the standard	
3.4.3	Are alarm call points clearly visible and accessible?	
3.4.4	Is the fire alarm/AFD linked to an alarm centre?	
3.4.5	Are appropriate fire action notices at all call points?	
3.4.6	Are fixed suppression systems adequately maintained and tested?	
3.4.7	Are hose reels provided and maintained?	
3.4.8	Are appropriate portable extinguishers provided?	
3.4.9	Are extinguishers suitably located, indicated and readily available?	
3.4.10	Has all fire-fighting equipment been serviced /recorded in the last 12 months?	
3.4.11	Are smoke control systems adequately maintained and tested?	
3.4.12	Are staff trained in the required level (HTM 05-03 Part A)?	
3.4.13	Is there clear access for Fire Service vehicles/personnel?	
3.4.14	Are all textiles and furniture to HTM 05-03 Part D?	
3.4.15	Do all commercial enterprises conform to HTM 05-03 Part D?	

3.4.16 Detail any necessary action to eliminate or reduce ALARP identified risk		

3.5 Management Issues		
Management issues		Comments / Action required
3.5.1	Is there a suitable emergency plan in place and has it been practiced within the past 12 months?	
3.5.2	Have all staff received all appropriate training in the last 12 months?	
3.5.3	Are these Trust policies available and do staff know where/how to access the Trust Fire/Arson/Security Policy?	
3.5.4	Were sufficient fire wardens present on the day of audit?	
3.5.5	Are fire wardens completing and recording their routine checks?	
3.5.6	Are maintenance records available for AFD/emergency lighting/FFE?	
3.5.7	Are test records available for AFD?	
3.5.8	Is co-ordination/co-operation with other Trusts working and recorded?	
3.5.9	Has a Disability Discrimination Act (DDA) assessment been completed?	
3.5.10	Are the requirements of the DDA being met	
3.5.11	Is this area subject of an action plan or Enforcement Notice from the fire service?	
3.5.12	Are staff proactive in the avoidance of unwanted fire signals?	
3.5.13	Detail the number of fires and unwanted signals in this area in the last 24 months. Including action taken to reduce UwFS	
3.5.14	Are there any special evacuation aids present? If so, are staff trained in their use?	
3.5.15	Are there any special evacuation aids present, are staff trained in their use?	
3.5.16	Is there a plan on the wall indicating fire safety measures?	
3.5.17	Have employees, contractors etc. been made aware of all relevant factors relating to the Trust's fire safety arrangements?	

3.5.18 Detail any necessary action to eliminate or reduce ALARP identified risk

Step 4 - Significant findings and action plans

RISK VALUE MATRIX

LIKELIHOOD(L)	VALUE	SEVERITY OF OUTCOME (S)
Negligible	1	Negligible
Low	2	Minor injury to occupants, first aid required Slight damage to property
Moderate	3	Injury to occupants, medical attention required Partial evacuation required Moderate damage to property
High	4	Occupants require hospitalisation Complete evacuation required Large scale damage to property
Extreme	5	Significant, loss of life Significant damage, loss of property

Likelihood/Severity

1	2	3	4	5
2	4	6	8	10
3	6	9	12	15
4	8	12	16	20
5	10	15	20	25

Note: Beware of low likelihood, but high severity

Risk Rating	Action
1 – 3	Record findings and review in twelve months
4 – 6	Moderate risk - Implement additional controls within 12 months
8 – 12	High risk - Implement interim measures immediately and full controls within 3 months
15 – 25	Extreme risk - Cease use of area until additional controls have been applied

Significant Findings and Action Plans

Ref No.	Location	Findings	Variation/justification or action required	Interim-control measures	Final Control Measures and Date	Initial/Final risk rating		Person responsible	Date completed/ competent persons initials

Additional information and details:

