

# RISK MANAGEMENT PROGRAMME FOR FIRE RISK ASSESSMENT

The Regulatory Reform Order (Fire Safety) 2005 or Fire (Scotland) Act 2005 replaced much of the previous fire safety legislation such as the Fire Precautions Act and The Licensing Act. It applies to virtually all premises and covers nearly every type of building, structure and open space, with the exception of private homes occupied by a single family group. The Order requires a Responsible Person who exercises some level of control in the premises to:

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

The following information is provided for guidance on how to undertake the risk assessment

## 1) IDENTIFY THE FIRE HAZARDS

Identify the following fire hazards within the premises, e.g.

- a) sources of ignition e.g. naked flames, heaters or commercial processes
- b) sources of fuel e.g. accumulated waste, textiles, overstocked products or the construction of the premises
- c) sources of additional oxygen e.g. forced air circulation or medicinal or commercial oxygen supplies.

## 2) IDENTIFY PEOPLE AT RISK

Identify those who may be especially at risk, e.g.

- a) people working in close proximity to fire hazards
- b) people working alone or in isolated areas e.g. roof spaces or storerooms
- c) children or parents with babies
- d) the elderly, infirm or disabled.

## 3) EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK

Evaluate the level of risk in the premises and remove or reduce such risks where possible, e.g.

- a) replace highly combustible materials with those which are less combustible
- b) ensure adequate separation between combustibles and ignition sources
- c) operate a safe policy on hot works.

Once the risk has been reduced as far as possible, the residual risk must be assessed in order to ascertain if further measures are necessary to ensure a reasonable level of fire safety.

## 4) RECORD, PLAN, INSTRUCT, INFORM AND TRAIN

Record the hazards and people identified as especially at risk and make an emergency plan, tailored to the premises, which should include the actions to be taken in the event of a fire in the premises or those adjoining. Staff and others at risk, e.g. guests, contractors or visitors to be provided with instructions in the event of a fire and all employees to receive adequate training.

## 5) REVIEW

The fire risk assessment to be kept up to date and the assessment re-examined every time there is a significant change to the level of risk at the premises such as a change in the type of people using it or in the nature of the processes. The assessment to be re-examined regularly, even if no changes have occurred, to ensure it remains current.

## 6) COMPLETING A FIRE RISK ASSESSMENT

To assist in the completion of the fire risk assessment the following should be considered:

### IDENTIFYING THE FIRE HAZARDS

- a) is there a system for controlling the amounts of combustible materials, flammable liquids and gases that are kept?
- b) are all combustible materials and flammable liquids and gases stored safely?



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- c) are all heaters fitted with suitable guards and fixed away from combustible materials?
- d) are all portable electrical appliances inspected regularly and fitted with correctly rated fuses?
- e) is the wiring of the electrical installation inspected periodically by a competent person?
- f) is the use of extension leads and multi-point adapters kept to a minimum?
- g) are flexes run in safe places where they will not be damaged?
- h) is furniture upholstery in good condition?
- i) is the workplace free from rubbish and combustible materials?
- j) is smoking controlled as per the Smoke-Free (Premises and Enforcement Regulations) 2006?
- k) have adequate measures been taken to prevent arson?
- l) have measures been taken to ensure smoke and fire cannot spread from one compartment to another?

#### **IDENTIFYING THE PEOPLE WHO COULD BE AT RISK**

- a) are there sufficient number of exits of suitable width for the people present?
- b) are the people at risk familiar or unfamiliar with the premises layout?
- c) do the exits lead to a place of safety?
- d) are gangways and escape routes free from obstruction, trip and slip hazards?
- e) are steps and stairs in good repair?
- f) are final exits always unlocked when the premises are in use?
- g) are the devices securing the final exits capable of being opened immediately and easily without a key?
- h) are internal fire doors appropriately labelled and normally closed?
- i) are the self-closers on fire doors operating correctly?
- j) do the doors on escape routes open in the direction of travel?
- k) are escape routes clearly signed?
- l) are escape routes adequately lit?
- m) have plans for disabled staff and visitors to evacuate the premises been made and rehearsed?

#### **ELIMINATE, CONTROL OR AVOID THE FIRE HAZARDS**

- a) do procedures and practices avoid the use of combustible materials or processes that use heat?
- b) has consideration been given to all cost effective measures that could be taken to prevent the occurrence of arson?
- c) have staff been trained in how to call the fire brigade, the use of fire extinguishers and basic fire prevention?
- d) have NFU Mutual been asked for advice regarding the fire protection of the premises?

#### **CONSIDER WHETHER EXISTING FIRE SAFETY PROVISIONS ARE ADEQUATE**

- a) is any escape lighting in working order and maintained regularly?
- b) is the fire alarm system in working order?
- c) is the fire alarm tested weekly?
- d) can the fire alarm be raised without placing anyone in danger?
- e) are the fire alarm call points clearly visible and unobstructed?
- f) are an adequate number of suitable fire extinguishers provided?
- g) are fire extinguishers and fire blankets located suitably and ready to use?
- h) are the fire extinguishers serviced annually by a competent company or person?
- i) is any fixed fire fighting equipment or automatic fire detection system in working order?

#### **RECORD THE FINDINGS**

- a) if there are five or more employees have the findings of the fire risk assessment been recorded?
- b) have staff or their representatives been informed about the findings?
- c) if a formal report has been prepared, has it been shown to staff or their representatives?
- d) if premises are shared with others, do they know about the risks identified?
- e) have the findings been communicated to any owner or landlord of the premises?

## 7) PREPARE AN EMERGENCY PLAN

- a) are fire action notices displayed in prominent positions throughout the premises?
- b) has an emergency plan been drawn up in case of a major fire?
- c) is a copy of the emergency plan kept in a place other than the premises?

## 8) CARRY OUT PERIODIC REVIEW

Has a procedure been established to review the fire risk assessment periodically or in the event of a change?

## 9) FURTHER GUIDANCE

Further information and guidance may be found at the web site for the Department for Communities and Local Government [www.communities.gov.uk](http://www.communities.gov.uk)



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### IMPORTANT NOTE

The information contained herein is designed for guidance only and NFU Mutual cannot accept responsibility for any errors or omissions arising from its use.

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