Fire

Risk Assessment

**Fire Risk assessment Using This Step By Step Guide**

As the Responsible Person, it is your job to manage the risk of fire at your workplace, and the first step in doing this is to carry out a **Fire Risk Assessment**. You may well have excellent procedures in place to ensure the safety of your staff and premises, but a Fire Risk Assessment will help to confirm this, and ensure that the systems and precautions you have in place are effective and working properly.

Your Fire Risk Assessment will be the foundation for all your Fire Safety Measures. It is not an end in itself, but a tool to help you identify issues that require attention, and help you plan ahead to protect your staff and your business.

**The Purpose of the Fire Risk Assessment is to:**

* identify possible fire hazards
* reduce the risk from these hazards to an acceptable level
* identify what action you need to take to ensure the safety of people on your premises if a fire does break out.

Producing a Fire Risk Assessment is a logical and systematic process, and you need to go through each step properly for the next one to make sense.

Remember you need to look at all areas of your workplace, including any outside premises you have, rarely used storage areas, cellars, roof voids, etc. If you are responsible for very large or multiple premises, you will probably want to split it into separate chunks.

**How To Carry Out The Fire Risk Assessment**

There are five steps involved in producing your Fire Risk Assessment - four to actually produce it, and an all-important fifth step which is to Review and Revise the assessment as necessary. These simple steps are set out below - follow the links for full guidance on each step:

1. [Identify The Hazards](http://www.fire-riskassessment.com/fire-risk-assessment/fire-hazards.html)
2. [Identify the People Who Are At Harm](http://www.fire-riskassessment.com/fire-risk-assessment/people-at-risk.html)
3. [Evaluate The Risks](http://www.fire-riskassessment.com/fire-risk-assessment/evaluate-risks.html) are precautions adequate or is further action required?
4. [Record Your Findings](http://www.fire-riskassessment.com/fire-risk-assessment/record-findings.html) Provide information and training, prepare emergency plans, etc
5. [Review](http://www.fire-riskassessment.com/fire-risk-assessment.html#review) (see comments below)

**Fire Risk Assessment Form**

Government Guidance advises this five step process, so it is a good idea to follow this format. You may wish to create your own Fire Risk Assessment Form so that it is more directly relevant to your particular workplace and practices, which is of course absolutely fine,

but do ensure you always include the following key elements:

* name of your organisation/premises
* name of exact location being assessed, if necessary
* name of the Assessor
* date of the assessment, and the date that it should be reviewed

You could perhaps include an additional space for any additional comments.

Then for the main pages that you will use when you walk around and do your assessment should feature at least six columns to record the following:

* details of the fire hazard identified
* the people affected by it
* existing controls you use to minimise the risk
* what further action is required to reduce or remove the hazard
* an indication of the urgency of this action (some sort of simple key)
* a space for signing when the action is complete

It is probably a good idea to have a space at the bottom of the form for the Assessor to sign and date.

When these stages are complete, you have a Fire Risk Assessment. However, depending what you find during the process will determine whether that is the end of the process for now, or whether you have identified things that need to be done. These might include changes to your [fire extinguishers](http://www.fire-riskassessment.com/fire-safety/fire-extinguishers.html), [staff training](http://www.fire-riskassessment.com/fire-training.html) required, the need to create an emergency plan, etc.

The Act says that you need to appoint one or more 'competent persons' to implement any necessary action brought to light by the assessment. This Competent Person may be yourself, but must have (to quote the Act) "Sufficient training, experience and knowledge" to carry out what you are asking of them. Depending what it is that needs doing, you may wish to consider using [Fire Consultants](http://www.fire-riskassessment.com/fire-consultant.html).

**And Don't Forget the Fifth Step: REVIEW**

What you absolutely must not do is complete the Fire Risk assessment then forget about it. You should review it regularly, I would suggest annually, but you will also need to monitor it to see if the risk management measures you have put in place are working properly.

You could need to amend your Fire Risk Assessment at any time if there are changes to your workplace or work practices. If there are physical changes to the buildings, changes to furniture or storage areas, new materials of chemicals being used, etc.

Basically if anything changes with regard to the work environment or practices, ask yourself whether this changes the potential fire hazard or risk to people. If it does, or could, you need to amend your Fire Risk Assessment to deal with the change.

**Fire Safety - General Advice and Guidance**

**Fire Safety**

This section looks at Fire Safety in a slightly broader context than just how to carry out a Fire Risk Assessment. It is useful to focus on fire safety and fire prevention by looking at several key areas which need monitoring and managing on an ongoing basis.

**These important areas of fire safety are covered in more detail on separate pages:**

[Fire alarm systems](http://www.fire-riskassessment.com/fire-safety/fire-alarm-systems.html)
[Preventing False Alarms](http://www.fire-riskassessment.com/fire-safety/prevent-false-alarms.html)
[Fire Extinguishers](http://www.fire-riskassessment.com/types-of-fire-extinguisher.html)
[Emergency Lighting](http://www.fire-riskassessment.com/fire-safety/emergency-lighting.html)
[Fire Safety Signs](http://www.fire-riskassessment.com/fire-safety/fire-safety-signs.html)
[Equipment Testing and Inspection](http://www.fire-riskassessment.com/fire-safety/fire-safety-equipment-inspection-testing.html)

While anyone who enters your building should be helping to ensure fire safety, it is the 'Responsible Person' for your organisation who must follow up on the issues highlighted in the Fire Risk Assessment, and ensure that steps are taken to reduce fire hazards.

In addition to the key areas listed above, the following will also have a bearing on fire safety in general and on your Fire Risk Assessment.

**Escape Routes**

It is of vital importance to your fire safety that your means of escape are maintained free from obstructions at all times, and that all emergency exit doors are functioning properly. The last thing you want is to find in an emergency that your one remaining escape route is has a padlocked door and no-one has the key!

Similarly, you need to be very aware of the whole route of escape and ensure everyone knows that nothing can be stored or even left temporarily in those areas. It is not sufficient to have your emergency exit doors clear and functioning if no-one can get at them because of the large boxes in the corridor. Ensure your staff know that fire safety comes before convenience.

**Storage**

If you have worked through the Fire Risk Assessment, you will know that much of the contents of your workplace can be described as potential 'fuel'. Of significant importance to your fire safety is the way you manage the storage of combustible material. This will make a huge difference to whether a fire can start, and the way a fire can spread.

If you have a sprinkler system in any part of your premises, ensure that you are not storing things in a way that will prevent the system operating as it should, and therefore jeopardising your fire safety precautions.

Making sure you have sufficient storage space is also important. If there is nowhere to put things (or people don't put things where they belong) the effect of this can then be that escape routes are affected and your fire safety is compromised. Also, if material is stored haphazardly in a way that is not easily accessible, there is more chance of a concealed fire starting and not being detected.

If you have bins on wheels, keep them chained up so that they can't be moved against a building. You should ensure that combustible waste does not build up - arrange regular collection, or if you have to store it, keep it in a separate dedicated space suitable for the purpose.

**Electrical Safety**

Many fires are caused by incorrectly installed, poorly maintained or overloaded electrical equipment. If you have any portable electrical equipment (and who doesn't) you have a legal duty to ensure that it is [PAT Tested](http://www.fire-riskassessment.com/pat-test.html) at appropriate intervals.

Don't 'do-it-yourself' when it comes to electricity. All electrical installations should be maintained by a competent person, in accordance with the Electricity At Work Regulations 1989.

**Consider issues such as:**

Regular [inspections and testing](http://www.fire-riskassessment.com/fire-safety/fire-safety-equipment-inspection-testing.html)

Correct fuse ratings

Don't overload equipment

Use RCDs (Residual Current Devices) to protect against short circuits

Keep anything electrical away from any environment with moisture or dust

**Machines and Equipment**

The range of machinery and equipment that might be in use in the workplace is obviously vast, so I will not attempt to cover all eventualities here. Consider the following situations which compromise fire safety and are the main causes of fire with machines and equipment:

* Poor maintenance or cleaning (especially cooking equipment, ducts, etc, where grease can build up).
* Obstructed or clogged up ventilation or extract grilles (causing overheating).
* Valves leaking oil or other flammable liquids
* Poor lubrication or maintenance on drive belts, leading to friction and heat. Interference with safety features such as emergency cut-outs.

**Wilful Fire Raising**

Statistics show that there are over 2,000 fires started deliberately every week! That’s why you need to take precautions through your fire safety measures.

Consider the following precautions:

* If possible, secure the perimeter of your premises
* Fit CCTV to cover the outside of your building (this will need to include lighting so that footage shows up at night)
* Fit a secure metal letterbox on the inside of your premises, in case of burning material being pushed through
* Keep any storage areas secured at all times, and restrict who has access.
* Have a locking-up procedure which ensures that all possible entry points are secured at night.
* Do not store rubbish - have it collected regularly - and never keep bins or skips right next to your buildings.
* Make sure nothing is left lying around outside that could be used as ready fuel to start a fire.

**Fire Alarm Systems**

Legislation tells us that you have to have an adequate means of detecting a fire and giving warning. The fire alarm system you use depends very much on your workplace and the risks involved. It can range from one of the sophisticated, zoned fire alarm systems with smoke detectors, heat detectors, sprinklers, siren and flashing lights, to a member of staff ringing a bell and shouting "FIRE!"

The 'Responsible Person' for your premises has a duty under the Order to ensure that any fire alarm systems are managed efficiently and maintained in good working order by a competent person.

In other words, it isn't enough just to have a fire alarm system fitted.

Ask yourself the following questions:

* Is there a person in your organisation who has specific responsibility for fire alarm systems?
* Are written records kept of testing, servicing and false alarms?
* Is your system serviced and maintained by a person competent in dealing with fire alarm systems? (usually a specialist contractor)
* Are false alarms and faults with fire alarm systems investigated quickly, and action taken to address the problem that caused it?

**Manual Fire Alarm Systems**

The most basic electrical fire alarm systems will typically consist of manual call points (break glass points), a sounding system (siren or bells) and probably a control panel.

The idea with such fire alarm systems is that when someone discovers a fire they smash a call point and raise the alarm, which is the signal for everyone to leave. One disadvantage with this manual system, of course, is that if a fire breaks out in the middle of the night when no-one is there, your premises are likely to be in a pretty bad state before anyone knows about it.

**Automatic Fire Alarm Systems**

Your Fire Risk Assessment should highlight whether your current fire alarm system is adequate to minimise the risks to your staff and premises. If you find that you have staff working alone where they may be unaware of a fire starting, then one of the fire alarm systems which include automatic fire detection would seem like the way to go.

Another key reason for having an automatic fire alarm system would be if you had areas where, if a fire broke out, you might not know about it for some time. For example, storage areas or rooms with electrical equipment that staff only rarely enter.

If you do move to an automatic fire alarm system for the first time, you need to ensure that the system is designed around your Emergency Plan. Your plan should dictate what the safest mechanism is for detecting fire and getting staff out of the building - and your fire alarm system must be tailored to this Plan.

All automatic fire alarm systems should have a control panel that will tell you exactly where in the building the fire has been detected. When the panel is installed, it will include decisions on how to divide the premises up into zones. Think very carefully about how you name these zones - consider whether you would understand what the name meant if you did not work there. For example, is a fireman more likely to understand where he might find the 'second floor meeting room' or the 'Johnson Suite'?

While many electrical contractors will install fire alarm systems for you, I would strongly recommend using a specialist contractor, and discussing your requirements thoroughly before you go ahead. You may even wish to consult a [Health and Safety Consultant](http://www.fire-riskassessment.com/health-and-safety-consultants.html) who specialises in commercial fire alarm systems.

**Fire Alarm Systems - Testing and Maintaining**

Fire alarm systems should be supervised by a named Responsible Person in your organisation. In addition to this, though, it will need to be properly serviced and maintained, and this is too important to leave to anyone other than a specialist.

I would strongly recommend you set up an ongoing service contract with a specialist contractor to service your fire alarm systems at regular intervals. This is then one less thing for you to have to remember, making it more likely that it will always be properly maintained.

In addition to servicing and maintenance by a contractor, there are things that you need to do in-house to ensure that your fire alarm system is functioning properly. Have a look at the control panel once a day just to see that it is on, the status is normal and there are no faults being indicated. You also need to set up a regime for testing your break glass call points, the easiest way being to do it at a set time each week. You activate the call point by inserting a special test key.

The best way to do this is to test a different call point each week, gradually working your way around the building. Number all of your call points and keep a written record of when you test them and the outcome of the test. You can record this on a simple form. If you look at the bottom of the [Equipment Testing](http://www.fire-riskassessment.com/fire-safety/fire-safety-equipment-inspection-testing.html) page to find a selection of [templates for inspection and testing forms](http://www.fire-riskassessment.com/fire-safety/fire-safety-equipment-inspection-testing.html).

Regular testing and maintenance of Fire Alarm Systems is essential, and you should keep records of this in case it is asked for by the Fire Authority.

**Types of Fire Extinguishers**

**Employer Responsibilities**

In respect of fire extinguishers, the 'Responsible Person' ( Fire (Scotland) Act 2006 Fire Safety Regulations 2006) is responsible for checking that all fire fighting equipment is where it ought to be in full working order. This page will give you the information you require to understand the type and number of extinguishers you need to provide.

**Types of Fire Extinguishers - How Many Do I Need?**

For fires in general areas you should use water-based fire extinguishers, and have one for every 200 sq metres of floor space, with a minimum of two on every floor.

Where the fire extinguishers are not being provided to deal with a specific fire risk, they should be located on escape routes, close to fire exit doors and near any doors that are the main exits from rooms, floors or buildings.

For more specific fire risks (eg in kitchens with deep fat fryers, or where flammable chemicals are being used) the fire extinguishers should be located near to the hazard.

All fire extinguishers should be on dedicated fixings, hooks or stands. While free-standing holders are available, the best option is for a fixing to a wall, so that the handle of the fire extinguishers are about 1m from the floor for larger fire extinguishers and about 1.5m for smaller ones.

**Types of Fire Extinguishers, Fire Extinguisher Colours**

Colour coding of fire extinguishers in the UK changed some time ago to bring the UK in line with other European Union countries. Moving away from a system where the different types of fire extinguisher were different colours to a system of colour coding using a small block of colour could be perceived as a retrograde step. The UK had a very effective system with each different type of fire extinguisher easily identifiable, but it was seen as easier to drop down to EU standard that try to bring all the other countries up to UK standard.

The colour coding system now is that most fire extinguishers are red in colour, with a block of colour corresponding to the extinguisher type just above the operating instructions. The colour codes are as follows:

* Water: red
* Carbon Dioxide: black
* Foam: cream
* Dry Powder: blue
* Wet Chemical: yellow
* Vapourising Liquid: Green

**Types of Fire Extinguishers, List of The Main Extinguisher Types:**

[Water Fire Extinguisher](http://www.fire-riskassessment.com/fire-extinguishers/water-fire-extinguisher.html) (Colour Code: Red)

Suitable only for use on solid materials such as paper, wood, textiles, etc.

* DO NOT use on live electrical equipment.
* Used for directing a jet of water onto a fire
* [Carbon Dioxide Fire Extinguishers](http://www.fire-riskassessment.com/fire-extinguishers/carbon-dioxide-fire-extinguisher.html) (Colour Code: Black)
* These fire extinguishers are perfect for fires involving electrical equipment, as they can extinguish the fire without causing any further damage to the equipment (excluding electronics, IT, etc).

[AFFF Foam Fire Extinguishers](http://www.fire-riskassessment.com/fire-extinguishers/afff-fire-extinguisher.html) (Colour Code: Cream)

* Can be used on the same sort of fires as the water extinguishers, and also on flammable liquids, such as oils and petrol, etc. Particularly suitable for petrol and diesel fires.
* While these fire extinguishers are good for flammable liquids, they are NOT suitable for fires in deep fat fryers.

[Powder Fire Extinguishers](http://www.fire-riskassessment.com/fire-extinguishers/dry-powder-fire-extinguisher.html) (Colour Code: Blue)

* These fire extinguishers can be used on most types of fire, including fires on electrical equipment, but may well damage that equipment.
* Not generally suitable for confined places, and can affect visibility and people with breathing problems.

[Wet Chemical Fire Extinguishers](http://www.fire-riskassessment.com/fire-extinguishers/wet-chemical-fire-extinguisher.html) (Colour Code: Yellow)

* These extinguishers are ideal for fires involving cooking oil and other fat such as lard, butter, etc.
* Wet chemical extinguishers are very effective as they quickly extinguish the flames, cool down the burning oil and react chemically to seal the surface with a soap-type substance, preventing it from re-igniting.

Fire Blankets

* These are available as either light duty or heavy duty and should be located near the specific hazard they are provided for.
* Light duty ones are widely used in catering establishments for dealing with small fires in fat fryers and pans, and for wrapping around clothing.
* Heavy duty blankets are more likely to be employed in an industrial setting as a barrier to molten materials.

**Provision of Emergency Lighting**

Another duty of the 'Responsible Person' is to ensure that escape routes and exits are in place and that these are "provided with emergency lighting of adequate intensity in the case of failure of their normal lighting".

The main purpose of your emergency lighting systems is to illuminate escape routes in the event of a power failure, so that everyone can still find their way safely out of the building. When doing your Fire Risk Assessment you should follow all the escape routes and ensure that they are sufficiently lit.

The type of emergency lighting systems that will work best for your premises is going to depend very much on the physical properties of your accommodation, and the complexity of the layout. The best approach is to be clear where you need light first, and then consult a specialist with regard to finding the best solution to meet that need.

**Your emergency lighting systems will need to cover the following areas:**

* Every exit door
* Emergency escape signs
* All emergency escape routes
* Lifts
* Fire extinguishers
* Break glass call points
* Any safety equipment or machinery that would need to be closed down in an emergency
* Outside each exit from the building

The length of time that emergency lighting systems needs to stay on after being activated can vary from about one to three hours. As well as obviously being on long enough to evacuate the building, it is more helpful if they are on long enough so that occupancy of the building can continue during a short power cut.

Emergency lighting systems can be either 'maintained' (on all the time) or 'non-maintained' (they only come on when the power is cut off). If you have a large building with maintained emergency lighting, you are going to use a lot of electricity over the course of the year. Very low energy LED 'tubes' are currently being developed, which could be used in your emergency lighting instead of fluorescents, last about ten years, and use a fraction of the electricity.

**Emergency Lighting Tests And Maintenance**

The Responsible Person must make arrangements to regularly test all the emergency lighting in the premises. While some modern systems have self-testing facilities, the majority of emergency lighting systems will need testing manually.

The testing method will vary depending on the type of emergency lighting systems you have installed. Usually there will be a switch operated by a 'fishtail key' (a small forked key that fits into a tamper-proof slot). This sort of test should be carried out regularly, probably monthly, activating the emergency lighting just long enough to make sure they illuminate correctly.

A 'full discharge test' should be carried out annually. This is when the emergency lights are activated and allowed to stay on until they go off, fully discharging the batteries. The timing of such tests is important, as the premises should not be occupied for the following 24 hours while the batteries recharge.

It is highly recommended to have your whole emergency lighting system checked over by a suitably qualified contractor once a year.

More details of testing and maintenance of emergency lighting and other safety equipment can be found on the [Equipment Testing and Maintenance](http://www.fire-riskassessment.com/fire-safety/fire-safety-equipment-inspection-testing.html) page. You will also find a several templates for [Maintenance and Testing Forms](http://www.fire-riskassessment.com/fire-safety/fire-safety-equipment-inspection-testing.html) at the bottom of that page.

**Health & Safety Sign: The writings on the wall...**

The most important workplace safety signs in respect of fire safety are escape signs directing people along escape routes to the fire exits. All workplace safety signs marking escape routes must now feature a pictograph in order to comply with signs and signals regulations. This is the now familiar 'running man' sign. Pictographs may be used on their own or with additional explanatory text, but text may no longer be used on its own.

Workplace safety signs for escape routes may include directional arrows, but arrows on their own are not permitted. An arrow on its own does not give sufficient information about what the sign means. Care should be taken not to obscure any workplace safety signs with stored equipment, temporary signs and notices, etc. All workplace safety signs marking your escape routes should be consistent in design and positioning. Don't have a wide range of sizes or design schemes, even if you share the building with other organisations.

Check the adequacy of your signing by walking through all your escape routes as if you did not know the building and had to rely on following signs to get out. From wherever you stand along the escape route, you should be able to see the next sign telling you where to go.

**Health and Safety Sign - Guidance on Positioning:**

* Fire Safety Signs mounted on walls should be located between 1.7m and 2.0m from floor level
* Fire Exit signs for doors should be located above the door rather than on the door itself
* Fire safety signs mounted above doors should be located between 2.0m and 2.5m from floor level

**Other Types of Health and Safety Signs**

Any fire doors fitted with door closers should be fitted with 'Fire Door Keep Shut' signs.

Fire Doors on storage areas, cupboards, etc should have signs reading 'Fire Door Keep Locked'. Both these types of workplace safety signs for doors are standard signs featuring white text on a solid blue circle background.

If you have any fire exit doors fitted with panic bars, the door just above the bar should be fitted with a sign saying 'Push Bar To Open'. This is obviously in addition to the 'fire exit' workplace safety sign.

In larger buildings or premises with lots of visitors or members of the public, you should have 'Fire Action' safety signs. These give brief instructions on the action to take on discovering a fire. Various designs are available so that you can adapt them to suit your own Emergency Plan, such as writing on the location of the Assembly Point, etc.

Illuminated 'Fire Exit' safety signs are very important in all buildings. All fire safety signs need to be illuminated, and while this can be by external lighting positioned to light the sign, the best method for exit signs is to use ones which have internal illumination (the sign itself lights up).

**How often Should You Test Your Safety.** Equipment Testing and Inspecting Emergency Equipment

It is a good idea to have a central logbook that you keep on site with records of all your safety equipment checks and maintenance records. If you are inspected by the Fire Authority you can hand this over to easily demonstrate the steps you have taken to ensure your fire safety equipment is in working order. This is the best way of demonstrating your compliance with the current [fire safety legislation](http://www.fire-riskassessment.com/fire-risk-assessment/regulatory-reform-order.html).

During inspection or testing of any type of fire safety equipment, it is important that any malfunction should be recorded and actively followed up and rectified. When carrying out tests, check that any problem recorded at the previous test has been dealt with. Please be aware that it is an offence to knowingly record false information in such a logbook.

**Inspection and Testing of** [**Fire Extinguishers**](http://www.fire-riskassessment.com/types-of-fire-extinguisher.html)

* Inspect at least once a month to check properly located, not discharged, not damaged, etc. This can be done in-house.
* Check at least annually by a 'Competent Person', which should be a trained representative of the manufacturer or suitably qualified contractor.
* All fire extinguishers need to be tested by discharging them at set intervals. These intervals vary with the type of extinguisher and are as follows:
Water Extinguishers (stored pressure or gas cartridge type) - every five years
Foam Extinguishers (stored pressure or gas cartridge type) - every five years
Powder Extinguishers (gas cartridge or stored pressure valve types) - every five years
Carbon Dioxide Extinguishers - every ten years\* for the first twenty years of service and thereafter every five years
Powder Extinguishers (stored pressure primary sealed) - as for Carbon Dioxide above

\* If the extinguisher is subject to a full annual inspection from the beginning of its service, the first discharge test can be extended to twenty years, followed by ten years then five thereafter.

 **Inspection and Testing of** [**Fire Alarm Systems**](http://www.fire-riskassessment.com/fire-safety/fire-alarm-systems.html)

* Before testing your fire alarm system, always ensure you have warned any neighbouring businesses who may be linked to your fire alarm system or affected by your test, and alert the alarm monitoring company if you have one.
* Check the control panel daily for normal function and power
* Activate the fire alarm by a different call point each week
* When the fire alarm is activated, check that any fire doors linked to the fire alarm system are operating properly (ie do they close when the alarm is activated?)
* Quarterly and annual inspections by a suitably qualified engineer, or a specially trained member of your own team.

 **Inspection and Testing of** [**Emergency Lighting**](http://www.fire-riskassessment.com/fire-safety/emergency-lighting.html)

* Daily check that any maintained units you have are lit, and that any system faults are dealt with urgently
* Monthly check of all lighting by simulating a loss of power, to ensure all bulbs are working. This could be by using a 'fish key' if your system has this facility, or via a fuse box, etc.
* Six monthly test of system by simulating loss of power, for a period of at least one hour
* At least once a year a suitably qualified service engineer should check the entire emergency lighting system, including discharge for the full specified duration of your units. Maintained emergency units should last for 3 hours, and non-maintained units for 2 hours

**Fire Safety Equipment - Door Maintenance**

* Monthly check on all fire doors to check that they close on their own when released, and that they form a tight seal against the door frame. No holes in doors or large gaps above or below doors
* During monthly inspections check that all necessary fire exit and fire door signs are in place
* Monthly check on all fire exit doors to ensure they are easily opened, all opening/closing mechanisms are fully functioning, and that doors can be fully opened without obstruction. Check also that doors or exit routes are not obstructed by anything
* Any automatic fire doors that are linked into the fire alarm system should be checked at the same time as the fire alarm system
* If you have lots of fire doors it is a good idea to have a maintenance contract set up to ensure they are kept in good working order

**Fire Safety Records - Staff Fire Training**

All new staff should have fire safety training at least twice in their first month of employment. This will include action in the event of a fire, emergency evacuation procedures and anything else of relevance contained in the Emergency Plan or Fire Risk Assessment.

Thereafter staff should have training every six months, or if they are night workers, every three months.

**Emergency Fire Action Plans**

• How people will be warned if there is a fire?

• What staff should do if they discover a fire?

• What staff should do in the event of a fire?

• The arrangements for calling the Fire and Rescue Service;

• The specific action to be taken by the person in charge when the fire alarm activates or a fire is discovered;

• The procedure to be followed to evacuate the premises, taking into account any personal emergency egress plans;

• Where persons should assemble or be taken after they have left the premises and procedures for checking whether the premises have been evacuated;

• Arrangements for fighting fire by staff trained in the use of portable fire extinguishers;

• Any processes, machines or power supplies that need to be stopped or isolated if there is a fire; and

• Procedures for meeting the Fire and Rescue Service on its arrival and notifying it of the circumstances of the incident, whether all persons are accounted for and the presence of any special dangers.

1. Harm

Staff, Customers, Contractors

1. Hazard

Fire, possible ignition sources

1. Evaluate

Fire Risk assessment, Fire action Plan, Staff training, IEE, PAT, Gas, Extraction systems Emergency lighting, Fire alarm (test & maintain) Fire extinguishers, contractor policy

1. Record

Fire Risk Assessment, significant findings & test records

1. Review

Annual or when significant changes occur to building or staff changes

**FIRE ACTION**

**Any person discovering a fire**

**Shout Fire Fire Fire**

**Dial 999 to call the Fire Brigade**

**Attack the fire if possible using**

**the appliance provided**

**On hearing the fire alarm**

**Leave the building by**

**the nearest door**

**Close all doors behind you**

**Report to assembly point**

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