



South Tyneside Council

Fire Risk Assessment.

This Fire Risk Assessment has been undertaken to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Identification of premises: Name of premises: -

Address of premises:

Post Code: -

Tele No: -

Name of Responsible Person*: -

Name of Assessor: -

Date of Risk Assessment: -

Date of next scheduled review: -

Preliminary Questions							
Number of persons	On the ground floor:	Employees		The Responsible Person*, before employing a child**, must provide the parent with comprehensive information on the risk of fire. Has this been done?	Yes	No	N/A
		Other ***					
	Elsewhere other than ground floor:	Employees					
		Other ***					
Number of floors							

Before continuing with the risk assessment, please read through this document and ensure that you understand what is required of you to ensure that the form is filled in correctly. You should refer to the Tyne and Wear Fire and Rescue Authority Fire Precautions Logbook at <http://www.twfire.gov.uk/community-safety/business/logbook/#.WTqtixGGPIU>

* The Responsible Person can be the building occupier or have control of the building and must ensure that a fire risk assessment is undertaken by a Competent Person.

** Any person under eighteen years of age.

*** Pupils, Service Users, etc.

Fire Risk Assessment.

The assessment will demonstrate an acceptable level of Fire Safety if all of the existing control measures are adequate. If the existing control measures are not adequate then further control measures should be detailed and put in place and the risk re-assessed. The process must be repeated until all the control measure stated proves adequate.

Stage 1 Fire Hazard Identification.

Hazard	Y/N	Detail Existing Control Measures.	Are they adequate? Yes / no	Detail any further control measures required.
Are there any highly flammable substances – i.e. gases, aerosols or liquids including paints or varnishes stored on premises?				
Are combustible materials kept on premises?				
Is combustible waste allowed to accumulate on premises?				
Are foam materials including seating and upholstery either stored or used on the premises?				
Are the wall or ceiling linings within the premises combustible?				
Others				

Please record any other information you may feel relevant to your risk assessment.

Stage II Ignition Source Identification.

Hazard	Y/N	Detail Existing Control Measures.	Are they adequate? Yes / no	Detail any further control measures required.
Is smoking prohibited on premises?				
Is it possible for a malicious fire to occur on the premises, even when unoccupied?				
Are there any cutting, welding or other heat / flame producing processes (including cooking) carried out?				
Are portable gas, oil or electric heaters prohibited on the premises?				
Are there any combustible materials stored near to a source of heat or sparks e.g. less than 500mm from lights or less than 1 metre from electrical switch gear?				
Has the electrical wiring installation been tested and inspected within the last five years (or 3 years if industrial premises, or within the time period specified by the Inspecting Engineer)?				
Other				

Please record any other information you may feel relevant to your risk assessment.

Stage III Risk to Persons on the Premises

Hazard	Y/N	Detail Existing Control Measures.	Are they adequate? Yes / no	Detail any further control measures required.
Are suitable controls in place within high fire risk areas?				
Are there any employees or other persons likely to be present that could not react to a fire alarm?				
Is it likely that there may be persons other than employees within the building? e.g. public, contractors				
Can the building be fully evacuated in less than 3 minutes?				
Other				

Please record any other information you may feel relevant to your risk assessment.

Stage IV Fire Safety Standards.

Hazard	Y/N	Detail Existing Control Measures.	Are they adequate? Yes / no	Detail any further control measures required.
Is there more than one exit route from any area in the premises?				
Are all routes able to allow a person in a wheelchair to evacuate?				
Are escape routes kept clear of obstructions?				
If there are more than 50 persons in the premises do the doors open in the direction of egress?				
Are all fire exit doors operable without use of a key when the building is occupied?				
Are the escape routes adequately signed?				
Do the escape routes have sufficient lighting levels?				
If the lighting failed would evacuation in an emergency be easily achievable?				
Are corridors/stairways fire protected where necessary?				
Are there identified fire assembly points in a safe location?				
Other				

Please record any other information you may feel relevant to your risk assessment.

Stage V Fire Safety Measures.

Hazard	Y/N	Detail Existing Control Measures.	Are they adequate? Yes / no	Detail any further control measures required.
Is automatic fire detection installed?				
Would all building occupiers be aware of a detected fire? (Including those who may be disabled)				
Is the fire alarm linked to a monitoring centre (Red Care) in the event of a fire being detected?				
Is the existing fire fighting equipment adequate maintained and serviced regularly?				
Have all staff received information and instruction in the fire action plan?				
Is your Fire Evacuation Plan adequate for your premises?				
Are persons with a disability at greater risk than able-bodied persons?				
Are fire evacuation drills undertaken at regular intervals?				
Other				

Please record any other information you may feel relevant to your risk assessment.

Having now completed your risk assessment make sure that all staff are aware of it and ensure that it is available for reading by them at any reasonable time and that it is also kept readily available for inspection by any fire safety officer who is inspecting your premises or any other authorised persons who may be involved in such matters.

Please remember that your risk assessment is DYNAMIC, that is to say, on going. It must be reviewed whenever there are any alterations, modifications or changes to the premises or any changes in the practises or processes carried out within the building. You should also ensure that if any persons as well as employees are allowed on to the premises, due regard is given to the safety provisions that may encompass them.

Please Note: you must retain this assessment and subsequent reviews at your location for inspection purposes.

Copies should also be sent to the Council's Corporate Health and Safety Team and Asset Management Section of Resources and Regeneration.

Should you have any queries regarding the Fire Risk Assessment process please contact the Council's Corporate Occupational Health and Safety Team.

Should you have any queries regarding structural issues please contact Asset Management.