

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

This template has been provided to assist the Responsible Person with the preparation of a Fire Risk Assessment and is not intended for commercial profit or gain. It may not be suitable for use in some large or complex premises.

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For further assistance, please refer to the Shropshire Fire & Rescue Service Fire Risk Assessment Template Guidance at the back of this document.

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	Anthony Ryan / The Committee, Hawkshaw Tennis Club		
Address of Premises	Two Brooks Lane Hawkshaw Bury		
Postcode	BL8 4LA		
Assessor:	Anthony Ryan		
Date of Fire Risk Assessment	16/05/2021		
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
Subsequent Review Dates			
Reviewed by		Date	
Reviewed by		Date	
Reviewed by		Date	

General Information

The Premises	
Number of floors in building: <i>(To include basements)</i>	One
Approximate floor area: (m²) <i>(To include all floors of responsibility)</i>	67 sqm (10 x 6.7)
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	Brick with pitched tile roof
Primary usage: (e.g. Hotel, Shop)	Tennis clubhouse
Secondary usage: (e.g. Kitchen, Bar, Function Room, Offices)	None

Occupancy Profile						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400			0000 to 0400		
	0400 to 0800			0400 to 0800		
	0800 to 1200	A		0800 to 1200	A	
	1200 to 1600	A		1200 to 1600	A	
	1600 to 2000	A		1600 to 2000	A	
	2000 to 2400	A		2000 to 2400	A	
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0=None					
Description of Occupants	Mobility Issues	N/A	Average Mobility	Yes	Vulnerability Issues	N/A

Occupants Especially At Risk From Fire	
Sleeping occupants <i>(Details of numbers - public/staff)</i>	None
Disabled occupants <i>(Personal Emergency Evacuation Plans in use when necessary)</i>	None
Occupants in remote areas <i>(Lone working/isolated areas)</i>	None
Young person's <i>(Individual Risk Assessment provided for those persons under 16 yrs)</i>	None
Others <i>(Details of Elderly/Infirm/Mental Ability)</i>	None
Visitors	Attendees will be tennis players from Hawkshaw Tennis Club or visitors from other tennis clubs
Occupants whose first language is not English	None

Identified Fire Hazards And Primary Control Measures

Note: On the following pages, where the answer is 'Yes', please describe in the Identified Hazards boxes below.

Where the answer is 'No', please complete the deficiencies boxes below.

Where the answer is 'N/A', please describe in the General Comments box provided.

[For further guidance, please see page 28](#)

Electrical Sources Of Ignition		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (e.g. every 5 years)	YES	
Portable appliance testing carried out on a risk assessed basis?	YES	
Suitable policy in place regarding the use of personal electrical appliances?	NO	
Suitable limitation and management of trailing leads and adaptors?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<i>Fire from fixed electrical installation</i>	<i>Hard wire check and remedial works carried out</i>	<i>No</i>
<i>Fire from portable appliances</i>	<i>PAT testing carried out September 2020</i>	<i>No</i>
<i>Fire from leads</i>	<i>No trailing leads evident</i>	<i>No</i>
Deficiencies: <i>use of personal electrical appliances</i>	Remedial Action Required: <i>No policy in place as there is no expectation of any members using the club's electrical supply for their own purposes</i> <i>This will be considered should club members' use or request to use personal electrical appliances change. We would envisage this to be restricted to mobile phone charging or playing of music via a stereo system</i>	

Smoking		
Measures taken to prevent fires as a result of smoking.		
Smoking prohibited in the building?		YES
Smoking permitted in appropriate areas?		NO
Suitable arrangements for those who wish to smoke?		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Fire from smoking materials	Smoking is not permitted in the building	N/A
Deficiencies: Smoking not permitted in appropriate areas and no arrangements for those that smoke	Remedial Action Required: The clubhouse is not intended for occupation, as such. Usage will be confined to the use of welfare facilities and for refreshments, and there is no intention for the building to be occupied on an 'extended' basis. Smokers can avail themselves of the outside areas surrounding the clubhouse.	
Arson/Deliberate Ignition		
Basic security against arson by outsiders or other persons appears reasonable. <i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>		YES
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Arson	Existing security assessed by contractor and upgraded where possible. Insurers have agreed that existing security is adequate	N/A

Deficiencies:	Remedial Action Required:
Potential fireload /combustibles in close proximity	No combustibles kept / to be kept in close proximity to the clubhouse

Portable Heaters

Portable heaters are used within the premises.	YES
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?	YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
2 X electrical portable heaters in use	PAT testing completed September 2020. Heaters not used when clubhouse unattended	No
More hazardous types of heater	No such heaters in use	No
Minimise ignition of combustibles due to use of such heaters	There is no combustible material in close proximity to the heaters when in use	No

Deficiencies:	Remedial Action Required:

General Comments:

Fixed Heating Installations		
Fixed heating installations such as boilers are used within the premises.	NO	
Are fixed heating installations subject to regular maintenance?	N/A	
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
None	There is no fixed heating / boiler in situ	N/A
Deficiencies:	Remedial Action Required:	
General Comments:		
There is no fixed heating / boiler in situ		

Cooking		
Measures taken to prevent fires as a result of cooking.		
Filters cleaned or changed and ductwork cleaned regularly?		N/A
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)		YES
Suitable Shut Down Procedures in place?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Fire as a result of cooking / overheating	Fire blanket and extinguishers are to hand	No
Deficiencies:	Remedial Action Required:	
General Comments:		
<p>We do not anticipate any cooking being carried out at site although there may be potential for foodstuffs to be warmed in the oven. If this is carried out, we expect this to be overseen and attendance in place until complete</p>		

Lightning		
The building has a lightning protection system.	NO	
Is the lightning protection system subject to a suitable maintenance regime?	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<i>No lightning protection</i>	<i>None in place - the height and usage of the building does not warrant such an installation</i>	
Deficiencies:	Remedial Action Required:	
General Comments:		

Dangerous Substances		
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>	YES	
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Dangerous substances stored	There may be occasions where court cleaner is stored in the clubhouse. This is corrosive rather than hazardous but is stored in manufacturer's containers and away from any ignition / electrical source	To be removed as soon as the cleaning is complete
Deficiencies:	Remedial Action Required:	
General Comments: No Risk Assessment required		

Housekeeping

Standards of housekeeping.

Combustible materials appear to be separated from ignition sources?	YES
Appropriate storage of hazardous materials?	YES
Escape routes kept clear of any combustibles? (Storage /furniture)	YES
Appropriate measures for the safe storage and disposal of waste?	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<i>Combustible material storage</i>	<i>See "Dangerous Substances" above. Any combustible materials are kept isolated from other materials and ignition source</i>	<i>No</i>
<i>Escape routes / egress</i>	<i>There are 2 routes out of the clubhouse, and neither is obstructed</i>	<i>No</i>
<i>Waste disposal</i>	<i>There is little waste produced due to the usage of the building and bins are emptied regularly</i>	<i>Regular weekly checks to ensure no waste retained on site</i>

Deficiencies:	Remedial Action Required:

General Comments:

Hazards Introduced By Contractors And Building Works		
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?	NO	
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details:	NO	
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details:	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
External contractor attendance	The usage of the building is such that there is little maintenance and any required is carried out by accredited contractors conversant with H&S legislation	No
Deficiencies:	Remedial Action Required:	
General Comments:		

Other Significant Fire Hazards That Warrant Consideration

<p>Are there any other fire hazards that warrant consideration within the premises?</p> <p><i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i></p>	<p>NO</p>
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<p>Other fire hazards</p>	<p>The property has minimal occupation / usage and there are no other hazards warranting consideration</p>	

<p>Deficiencies:</p>	<p>Remedial Action Required:</p>
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Arrangements for Evacuation

Evacuation Strategy	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p>State which strategy (ies) have been adopted.</p>	
<p>Single Stage Evacuation</p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	<p>YES</p>
<p>Progressive Horizontal Evacuation</p> <p>Relevant persons are dependant on staff to assist with their escape.</p> <p>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.</p> <p>NOTE - Progressive Horizontal Evacuation is subject to the following</p> <p>Protected areas should be designed to provide:</p> <ul style="list-style-type: none"> • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. <p>The number and size of the protected areas depends on a number of factors:</p> <ul style="list-style-type: none"> • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases; 	<p>NO</p>

<p>Delayed Evacuation</p> <p>Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.</p> <p>NOTE - Delayed Evacuation is subject to the following</p> <p>Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).</p> <p>A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.</p> <p>If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.</p> <p>Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.</p>		<p>NO</p>
Written copies of Evacuation Procedures are located as follows:		
N/A		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
No evacuation strategy	The building is of a size and occupancy that an evacuation strategy is not warranted	No
Deficiencies:		Remedial Action Required:

Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape		
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	YES	
Adequate design of escape routes?	YES	
Reasonable distances of travel when:		
Where there is escape in a single direction? State the distance of maximum travel. 6 metres	YES	
Where there are alternative means of escape? State the distance of maximum travel. 7 metres	YES	
Suitable protection of escape routes? (Fire resisting construction)	YES	
Adequate provision of exits? State the capacity of each exit.	YES	
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?	YES	
Escape routes unobstructed?	YES	
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.	NO	
Does the evacuation plan fit with the floor space factors?	N/A	
Identify dead end corridors. Are the appropriately covered?	YES	
Identify inner rooms. Are the appropriately covered?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<i>Means of Escape</i>	<i>Exits unobstructed and easily accessed. The two exits are marked as fire exits and the size and shape of the building allow safe evacuation. There are no hidden corridors</i>	
Deficiencies:	Remedial Action Required:	

Measures To Limit Fire Spread And Development		
It is considered that there is:		
Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.		NO
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)		NO
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		
The property is of basic brick construction with no specific fire retardant materials or compartmentation		

Emergency Escape Lighting		
It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
No emergency escape lighting	The premises size and construction does not require emergency lighting and the premises are not occupied at night	
Deficiencies:	Remedial Action Required:	

Fire Safety Signs And Notices		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Signage	Fire exit signs are clearly displayed above points of egress.	The fire extinguisher and fire blanket signage should be more prominent
Deficiencies:	Remedial Action Required:	
Signage	The fire extinguisher and fire blanket signage should be more prominent	

Means Of Giving Warning In Case Of Fire		
Reasonable manually operated fire warning system provided?	NO	
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc)		
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc)	N/A	
Throughout Premises	NO	
Part of Premises only	NO	
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	NO	
Remote transmission of alarm signals to a monitoring station or other?	NO	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<i>No fire warning</i>	<i>There is no specific manual warning measure, however the nature and usage of the building does not require its implementation</i>	
Deficiencies:	Remedial Action Required:	
General Comments:		

Manual Fire Extinguishing Appliances		
Reasonable provision of portable fire extinguishers?		YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES
Is suitable wall signage provided relevant to extinguisher?		NO
Are hose reels provided?		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Extinguishment appliances	0.6kg dry powder extinguisher 1m x 1m Fire Blanket	
Deficiencies:	Remedial Action Required:	
Signage / visibility	Signage and identification of extinguishers to be more prominent	

Relevant Automatic Fire Extinguishing Systems		
Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		
No system in situ		

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Other Relevant Fixed Systems And Equipment		
Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		
<i>No such system in situ</i>		

Firefighter Switch – High Voltage Luminous Tube Signs Etc		
Suitable provision of fire fighters switch(s) for high voltage luminous tube signs, etc (to include location)?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		
<i>No such system in situ</i>		

Management of Fire Safety

Procedures And Arrangements		
Fire safety is managed by:	Hawkshaw Tennis Club Committee	
Deputy or assistant:	N/A	
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	YES	
State name and responsible element of fire safety		
Anthony Ryan.- maintenance of Risk Assessment Other committee members TBC		
Is there a suitable record of the fire safety arrangements?	NO	
Appropriate fire procedures in place?	NO	
Are procedures in the event of a fire appropriate and properly documented?	NO	
Are there suitable arrangements for summoning the Fire and Rescue Service?	NO	
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	YES	
Is there a plan of the building available indicating basic layout and any areas of significant risk?	YES	
Are there suitable arrangements for ensuring that the premises have been evacuated?	NO	
Is there a suitable fire assembly point(s)?	NO	
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	NO	
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	NO	
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	NO	
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	NO	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
No Fire Safety Plan	Fire Safety Plan to be drawn up, albeit this will simply comprise methodology to contact F&RS and confirming designated Assembly Points	

Training And Drills		
Fire safety training is managed by:	N/A	
Deputy or assistant:	N/A	
Are all staff given adequate fire safety instruction and training on induction?	NO	
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	NO	
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?	NO	
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):		
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?	NO	
Are fire drills carried out at appropriate intervals and a record of such drills maintained?	NO	
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	NO	
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	NO	
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies: <i>No training or drills</i>	Remedial Action Required: <i>Committee to discuss and arrange for fire drill, if necessary, during summer camps, but otherwise the occupancy of the building does not necessitate detailed fire safety training</i>	
General Comments:		

Testing And Maintenance		
Testing and Maintenance is managed by:	Hawkshaw Tennis Club Committee	
Deputy or assistant :	N/A	
Adequate maintenance of workplace?	YES	
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	YES	
Monthly and annual testing routines for emergency escape lighting?	N/A	
Annual maintenance of fire extinguishing appliances?	YES	
Periodic inspection of external escape staircases and gangways?	N/A	
Six monthly inspection and annual testing of rising mains?	N/A	
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A	
Weekly testing and periodic inspection of sprinkler installations?	N/A	
Routine checks of final exit doors and/or security fastenings?	YES	
Annual inspection and testing of lightning protection system?	N/A	
Other relevant inspections or tests:		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<i>Adequate maintenance</i>	<i>Annual maintenance of extinguishment appliances carried out. Security is verified upon closure</i>	
<i>Adequate testing</i>	<i>PAT testing of portable appliances</i>	
Deficiencies:	Remedial Action Required:	
General Comments:		

Recording		
Appropriate records held for:		
Fire drills?		NO
Fire training?		NO
Fire alarm tests?		N/A
Emergency escape lighting tests?		N/A
Maintenance and testing of other fire precaution systems?		N/A
Location of Records: (Available for inspection by Fire Authority if required) Give Details:		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies: <i>No records kept</i>	Remedial Action Required: <i>Basic recording to be instigated</i>	
General Comments:		

Priority	Meaning
High	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low	Low priority to be actioned within 6 months-1year <i>Items of non urgent priority or for future consideration</i>

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

For an example, see page 32.

Significant Findings – Remedy Action Plan					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Improve visibility and signage for extinguishment equipment	High	End July 2021	Committee	
2	Better recording of fire drills & implement fire safety plan	Medium	By start of new tennis season; March 2022	Committee	
3	Ensure removal of corrosive court cleaner	Low	Ongoing	Committee	

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment Template Guidance

This guidance document has been produced to assist the Responsible Person to complete a Fire Risk Assessment **using the template provided by Shropshire Fire & Rescue Service.**

This template has been provided to assist the Responsible Person with the completion of a Fire Risk Assessment for their premises. Shropshire Fire & Rescue Service accept no responsibility for the suitability or sufficiency of the added content of the completed document.

In order to produce a suitable and sufficient risk assessment for your premises, it should be used in conjunction with a series of guide books published by the Department for Communities and Local Government (CLG). These books provide additional information (type of premises specific) in order to assist those preparing fire risk assessments, giving detailed information on risk assessments and other issues.



All of the above guidance books are available to download direct free of charge from the CLG website or alternatively they can be found by visiting www.shropshirefire.gov.uk and following the links.

Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 became law in October 2006 and introduced significant change to workplace fire safety responsibilities. As well as simplifying the legislative regime by bringing all fire safety legislation together into one Order, it introduced the need for employers, building owners and occupiers a 'responsible persons' to carry out, implement and maintain a fire safety risk assessment.

All non-domestic premises, including the common or shared parts of blocks of flats or houses in multiple occupation are covered by the Order, and may be inspected by their local Fire and Rescue Authority.

Under the order, Fire & Rescue Authorities have a statutory duty to ensure compliance and enforce the requirements where necessary.

What are the main requirements of the order?

The responsible person is required to:

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

In carrying out a fire risk assessment the responsible person may decide that given the nature of the premises or the people involved, they may need to appoint one or more competent persons to assist them. The level of necessary competence is not prescribed in the Order. It recognises that the extent of competency will vary according to the nature and complexity of the premises involved.

The Fire Safety Order requires that you give effect to arrangements for the planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified as a consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- You employ five or more employees in your undertaking (regardless of where they are employed);
- A licence under other legislation is in force; or
- An alterations notice is in force requiring a record to be kept.

Where does it apply?

The Order applies to virtually all premises and covers nearly every type of building, structure and open space. For example:

- Offices and shops
- Premises that provide care • Community halls
- The common areas of houses in multiple occupation including common fire warning systems etc.
- Pubs, clubs and restaurants
- Schools
- Tents and marquees
- Hotels, B&Bs, guest houses, hostels and self catering accommodation
- Factories and warehouses
- Stables

What does this mean for me?

The main effect of the changes will be a move towards greater emphasis on fire prevention in all non-domestic premises, including the voluntary sector and self-employed people with premises separate from their homes.

Responsibility for complying with the Fire Safety Order will rest with the 'responsible person'. In a workplace, this is normally the employer or any other person who may have control of any part of the premises, e.g. the occupier or owner. If there is more than one responsible person in any type of premises, they must take all reasonable steps to consult with one another regarding matters of fire safety.

If you are the responsible person you will have to carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain.

The fire risk assessment should consider dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment must consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

Shropshire Fire & Rescue Service Fire Risk Assessment Template

The Shropshire Fire & Rescue Service Fire Risk Assessment Template is divided into sections as follows:

- Front page
- General Information
- Identified Fire Hazards and Primary Control Measures
- Arrangements for Evacuation
- Provision of Elements of Fire Safety as Secondary Control Measures
- Management of Fire Safety
- Remedy Action Plan

The Responsible Person must ensure that each section is fully completed with additional details included where necessary.

The location of any further written information such as General Evacuation Plans, Personal Emergency Evacuation Plans, Personal Staff Training Records, Testing and Maintenance Records for alarms/lights etc, should be contained within the Fire Risk Assessment.

Front page

This section gives information as to who is the designated “Responsible Person” for the premises under the Regulatory Reform (Fire Safety) Order 2005 and information regarding who carried out the assessment, the date of completion and any subsequent reviews.

General Information

This section gives basic information about the premises itself (Number of floors, size, construction and usage).

Include details and numbers of occupants especially at risk from fire (i.e. sleeping, disabled, lone workers, young persons, elderly, infirm etc).

The fire safety measures required within your premises will be wholly determined by those likely to occupy it.

Identified Fire Hazards and Primary Control Measures

It is important that each section is **fully completed**, including the identified hazards, existing control measures, and if any additional control measures are subsequently required. CLG guidance books will assist in the identification of most generic hazards and control measures which may be relevant to your premises.

An example is as follows:

ELECTRICAL SOURCES OF IGNITION		
1. Fixed installation periodically inspected and tested? (Every 5 years)		YES
2. Portable appliance testing carried out on a risk assessed basis?		YES
3. Suitable policy in place regarding the use of personal electrical appliances?		YES
4. Suitable limitation and management of trailing leads and adaptors?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
1. Fixed installation testing	Testing carried out and completed March 2021	
2. Portable electrical equipment	All items over 12 months PAT tested annually.	
3. Personal equipment	Staff prohibited from using personal equipment	
Deficiencies:	Remedial Action Required:	

Arrangements for Evacuation

The determined strategy of evacuation within your premises is paramount to the safety of all occupants.

Any evacuation strategy must be carried out without Fire Service intervention.

If Personal Emergency Evacuation Plans (PEEPS) are in use, then details of these should also be made reference to.

Means of Escape for Disabled People (Supplementary Guide)

Further information on fire safety provisions for disabled persons can be found by visiting www.shropshirefire.gov.uk, and following the relevant links to the CLG website

Provision of Elements of Fire Safety as Secondary Control Measures

Primary Control Measures are taken to prevent, as far as reasonably practical, a fire from starting.

Secondary Control Measures are taken to ensure that if a fire does start; all occupants are alerted and evacuated quickly and safely as possible.

It is therefore important that you have suitable:

- Fire warning and detection;
- Means of escape (design of, travel distances, number of exits, etc)
- Compartmentation (fire resisting walls, glazing and doors);
- Emergency lighting;
- Signage;
- Fire extinguishers.

CLG guidance books provide more detailed information as to the minimum required standards.

Fire warning and detection systems are installed to British Standard 5839. Some examples of grading are as follows:

- Type L5: Life safety generally when specific fire engineering solutions or where PI insurance is required.
- Type L4: Life safety system, same as a manual system plus smoke detection on escape route.
- Type L3: Life safety system, same as a manual system plus smoke detection on escape route and heat or smoke detection in adjacent rooms.
- Type L2: Life safety system, same as L3 but additional detection provided in fire hazard/risk of ignition areas (i.e. kitchens, sleeping areas and other specified areas.)
- Type L1: Life safety system, detection provided in all areas, including voids and unused spaces.

Fire Inspecting Officers may require to see any relevant certificates required for a fire alarm installation, these are as follows:

- Installation Certificate
- Commissioning Certificate
- Alteration Certificate (if appropriate)
- Test Certificate

Management of Fire Safety

This section determines responsibility for different elements of fire safety within the premises.

It also should include information regarding initial and remedial fire safety training provision for members of staff and information provided to external contractors, testing and maintenance regimes for all fire safety measures and subsequent recording requirements.

A Testing and Maintenance Logbook may be downloaded free of charge from www.shropshirefire.gov.uk and following the links

Remedy Action Plan

This section should be used to make a written record of any additional action/control measures identified when carrying out the initial or subsequent review of your Fire Risk Assessment. (i.e. - a things to do list!)

Remedial action should be prioritised accordingly and remedied as necessary.

Please note, Fire Inspecting Officers focus on this section to determine whether any issues they may identify during any subsequent fire safety audit, have previously been identified during the original risk assessment and suitable steps taken to remedy by the Responsible Person.

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1					
2					
3					