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Description automatically generated**Fire Risk Assessment**

It’s a legal requirement for you to conduct a fire risk assessment: -

* before you start operating in any premises
* where there are changes of use in any area of the building
* if there is an expected significant increase in people on site at any one time
* there are any management changes

The risk assessment is usually broken down into five elements: -

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| **1.** | **Identify the hazards** |
|  | This is usually broken into 3 areas: -   * Sources of the ignition * Materials that are prone to burning * Flammable liquids   Example  Lighting; sockets; machinery; electrical equipment including computers; cooking equipment; Fire pits, BBQs; log burners  Tee-pees; furniture, curtains and blinds, wood panelling; plastics; displays  Cleaning products; fuel, BBQ lighters |
| **2** | **Identify what / who is at risk** |
|  | This will be anyone that comes into contact with your premises.  When assessing the people/environment it’s important to work out where these people might be in relation to any fire; how many might be there at any one time and whether anyone might need special assistance  Example  Customers, staff, contractors, other visitors, neighbours, passers-by. |
| **3** | **Take each hazard in turn and take measures to remove, reduce or put in place measures to protect people from the risk** |
|  | It is almost impossible to remove fire risk entirely, but there are measures that can be taken to reduce the risk of a fire starting. For example: -  With the potential sources of ignition   * Ensuring that sockets are not overloaded * Having all electrical appliances Portable Appliance Tested (PAT) regularly * Prohibiting smoking on the premises * Replacing any open flame cooking equipment with electric   With materials prone to burning including flammable liquids   * Ensuring any materials used (including furniture) are fire retardant * Ensure that there are no combustible materials hanging over, being stacked against a potential source of ignition – for examples curtains  over heaters or towels near boilers * Keeping flammable liquids well away from any potential source of ignition * Removing rubbish regularly   With protecting people by:   * Consider how you will know there is a fire (smoke detectors) * Considering how you will quickly alert everyone throughout the building if there is a fire (smoke alarms) * Considering which type of fire extinguishers you should have and where these should be placed throughout the building * Considering the quickest and safest exit point for people who may be located in different parts of the building   + It is recommended that there are at least 2 escape routes from all parts of the building * Designing the premises so that there is easy access/wide corridors and passageways for people to pass along * Installing emergency lighting so that people can easily find their way out of the building (if yours is a small property, can you provide torches?) * Ensure that there is good, clear signage so that people know where to go in an emergency |
| **4** | **Record, plan, inform, instruct and train** |
|  | Even though it is only a legal requirement to record/document this information if you have 5 or more employees, it is good business practice for you to not only to keep a written record of your risk assessment but also to:-   * Create an emergency plan that will detail the steps that will be taken and by whom in the event of a fire.   + This plan should be displayed in staff and guest areas (for accommodation businesses, it needs to be in the guest bedrooms and in plain sight – often the inside of the door at eye level is a good place to ensure it is seen)   + The plan should form part of every staff induction * Identify who is responsible for each element of a fire emergency including: -   + Sounding the alarm   + Using the fire extinguishers   + Assisting any vulnerable people to leave the building   + Liaising with the fire services   + Keeping guests, staff informed * Ensure that all staff are properly trained to do what’s required of them and check their knowledge through regular fire drills and top up refresher training days |
| **5** | **Review your plans** |
|  | Review the fire risk assessment, emergency plan, training records and check all equipment periodically – logging each assessment and findings within a Fire Log Book. |

* Did you know that your local fire authority are good ports of call to check that you haven’t overlooked anything?
* There are also some great on-line resources that are venue/business specific:-

[Outdoor attractions and events](https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues)

[Theatres, cinemas and music halls](https://www.gov.uk/government/publications/fire-safety-risk-assessment-theatres-cinemas-and-similar-premises)

[Zoos, Farm Parks, Stables](https://www.gov.uk/government/publications/fire-safety-risk-assessment-animal-premises-and-stables)

[Sleeping accommodation](https://www.gov.uk/government/publications/fire-safety-risk-assessment-sleeping-accommodation)

[Places where up to 300 people assemble](https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly)

[Places where more than 300 people assemble](https://www.gov.uk/government/publications/fire-safety-risk-assessment-large-places-of-assembly)