Record of fire safety risk assessment

Adviceline: 0800 019 2211
www.healthyworkinglives.com
www.infoscotland.com/firelaw

HEALTHY WORKING LIVES

safer scotland

Print Form

Building use and address **Postcode**	These will be burns, smoke inhalation, fear and anxiety, crushing injuries
Name of person(s) with fire safety duties	Volunteers / Stewards will be given a pre-event briefing The assembly point is detailed on the site plan and cove
Name and contact details of Assessor	

Assessor signature	Patrick Gascoigne	**Date of assessment**	20 Jan 20

STEP 1 Identify people at risk

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide.
List all persons potentially at risk from fire, including employees, tenants, visitors and contractors.

Volunteers / Stewards> will be given a pre-event briefing detailing actions to take in the event of a fire.
The site plan drawing is submitted detailing access/egress points, emergency egress points, assembly points,
Fire exits are clearly marked by signage and must be kept clear.
Good housekeeping practices are in place to manage combustibles waste.

STEP 2 Identify fire hazards

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide.
Note: Action Points should be recorded at STEP 4

Sources of ignition e.g. electrical fittings, smoking, heating, open flames

o Evacuation procedures are discussed at the pre-event briefing.
o Alarm is raised using <public address system / loud speaker / loud voice / insert method>.
The event organiser will contact the fire service on '999'.
Means to fight fire manually:
Maintained and inspected hand-held firefighting equipment are positioned at appropriate locations with information on which fire type they can be used
Staff will only tackle a fire where they are comfortable to do so.
Assembly point(s) are in place
Means of escape
Fire exits are clearly marked by signage and will be kept clear- Stewards will be briefed
On hearing the alarm, attendees and participants will be directed to the nearest exit.
Once evacuated, no persons will re-enter the premise until the fire service

	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		☐	✔

Sources of fuel e.g. furniture, textiles and fabrics			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔

Sources of oxygen e.g. ventilation			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔

STEP 3	**Evaluate the risk and adequacy of existing fire safety measures**		
See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide Note: Action Points should be recorded at STEP 4			
Likelihood of a fire starting			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔

Consequences to people from a fire starting in the building			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔

Managing fire safety
See Chapter 5 of the relevant Scottish Government sector specific, practical fire safety guide

Fire safety policy			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔

Emergency fire action plan			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔

Fire safety information and training			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔

Fire drills			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔
Maintenance of fire safety measures			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔
Recording information and keeping records			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔

Reducing the likelihood of fire See Chapter 6 of the relevant Scottish Government sector specific, practical fire safety guide			
Housekeeping and storage			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	☐
Restricting the spread of fire and smoke See Chapter 7 of the relevant Scottish Government sector specific, practical fire safety guide			
Fire separation			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔
Cavities			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔
Internal linings			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔
From external			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔

Means of escape
See Chapter 8 of the relevant Scottish Government sector specific, practical fire safety guide

Escape routes

	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔

Ensuring that means of escape can be used
See Chapter 9 of the relevant Scottish Government sector specific, practical fire safety guide

Escape route lighting

	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔

Signs and notices

	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔

Means for detecting fire and giving warning
See Chapter 10 of the relevant Scottish Government sector specific, practical fire safety guide

System type

	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔

Means of fighting fire See Chapter 11 of the relevant Scottish Government sector specific, practical fire safety guide			
Fire fighting equipment for use by persons			
	Action required (Please tick) If you answered yes, record action at STEP 4	**YES**	**NO**
		☐	✔

The assessor completing the following section should prioritise remedial measures, based on the level of risk.

Priority ratings and suggested timescales:

Low (L) 3 – 6 months	**Medium (M) Up to 3 months**	**High (H) As soon as possible**

The above timescales are recommendations, however, risks should be removed as soon as possible.

STEP 4 Action points			
	Priority	**Person responsible**	**Completion date**

Continue on separate sheet if necessary.

Review the fire risk assessment if there is a reason to suspect it is no longer valid or if there has been a significant change in the matters to which it relates.

STEP 5	Assessment review		
Review date		**Reviewed by**	
Reason for review			
Outcomes of review			

The Scottish Centre for Healthy Working Lives is part of NHS Health Scotland. We provide information, advice and support on health and safety legislation, occupational health and health promotion.
To arrange a workplace visit, call our adviceline free on **0800 019 2211.** Alternatively, contact your local Healthy Working Lives team based in your NHS board area. The contact details for each team are available from the adviceline and are given on our website at **www.healthyworkinglives.com**

The Scottish Centre for Healthy Working Lives is endorsed by: the Confederation of British Industry (CBI Scotland), the Federation of Small Businesses (FSB), the Scottish Trades Union Congress (STUC), the Scottish Government, the Health and Safety Executive (HSE), NHS Scotland, the Convention of Local Authorities (COSLA), Jobcentre Plus, Scottish Enterprise and Highlands and Islands Enterprise (HIE).

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