



# **Fire Risk Assessment**

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Qatar International Safety Centre

# FIRE SAFETY IN THE WORKPLACE

A guide to managing fire safety in  
your business

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Operational Excellence

# HSE HISTORY

I first took up Health & Safety at a very early age



When a giant squirrel named Tufty taught me dynamic risk assessment whilst crossing a road. (ROSPA)

# HSE HISTORY

This was further strengthened by my parents' Health & Safety guidance

“Watch where you're going or you'll hurt yourself”

“If you fall off that wall that'll teach you”

“Don't come running to me if you break your leg”

# HSE HISTORY

And at 16yrs of age as I began my engineering apprenticeship, I learnt that if you took air & compressed it became very dangerous if abused.



# HSE HISTORY

And when I joined the fire service in 1991, “smoke” was something we crawled under; & if our ears started dripping it was too hot & we should get out!



# HSE HISTORY

Fortunately, health & safety has moved on from there

What is Health & Safety?

Surely, it is COMMON SENSE?

***“Common sense is your natural ability to make good judgement & to behave in a practical & sensible way”***

Unfortunately, history tells us that common sense is not so common, which is why, historically, a lot of our health & safety has been retrospective

# WHY DO WE SHY AWAY FROM FRA?

Risk Assessment ✓

Dynamic Risk Assessment ✓

Fire Risk Assessment ?

What is a fire risk assessment?

And what is a risk assessment for?

Why do you even need this bit of paper anyway?



# FIRE RISK ASSESSMENT

A fire risk assessment is designed to minimise the probability of the event of a fire by identifying the potential hazards and fire risks within a building.

However, it doesn't just examine the structure of the building itself, but the contents of the building, the layout, and the use of the building.

How does the use of the building affect the fire risk?

How many people are in the building?

How will they escape?

What steps should be taken to minimise the dangers?

# WHO'S RESPONSIBLE?

- an employer
- the owner
- the landlord
- an occupier

anyone else with control of the premises, e.g. a facilities manager, building manager, managing agent or risk assessor

You're known as the 'responsible person'. If there's more than one responsible person, you have to work together to meet your responsibilities.

# RESPONSIBILITIES

As the responsible person you must:

- carry out a fire risk assessment of the premises and review it regularly
- tell staff or their representatives about the risks you've identified
- put in place, and maintain, appropriate fire safety measures
- plan for an emergency
- provide staff information, fire safety instruction and training

# FIRE RISK ASSESSMENTS

As the responsible person you must carry out and regularly review a fire risk assessment of the premises. This will identify what you need to do to prevent fire and keep people safe.

# CARRYING OUT THE ASSESSMENT

Identify the fire hazards.

Identify people at risk.

Evaluate, remove or reduce the risks.

Record your findings, prepare an emergency plan and provide training.

Review and update the fire risk assessment regularly.

# FIRE SAFETY RISK ASSESSMENT

You'll need to consider:

emergency routes and exits

fire detection and warning systems

fire fighting equipment

the removal or safe storage of dangerous substances

an emergency fire evacuation plan

the needs of vulnerable people, e.g. the elderly, young children or those with disabilities

providing information to employees and other people on the premises

staff fire safety training

# HELP WITH THE ASSESSMENT

You can do the fire risk assessment yourself with the help of standard fire safety risk assessment guides.

If you don't have the expertise or time to do the fire risk assessment yourself you need to appoint a 'competent person' to help, e.g. a professional risk assessor.

Your local fire and rescue authority might be able to give you advice if you're not sure your risk assessment's been carried out properly. However, they can't carry out risk assessments for you.



# FIRE SAFETY RISK ASSESSMENT

▶ Follow the 5 key steps ▶ Fill in the checklist ▶ Assess your fire risk and plan fire safety

## 1 Fire hazards

Fire starts when heat (source of ignition) comes into contact with fuel (anything that burns), and oxygen (air).

You need to keep sources of ignition and fuel **apart**.

### How could a fire start?

Think about heaters, lighting, naked flames, electrical equipment, hot processes such as welding or grinding, cigarettes, matches and anything else that gets very hot or causes sparks.

### What could burn?

Packaging, rubbish and furniture could all burn, just like the more obvious fuels such as petrol, paint, varnish and white spirit. Also think about wood, paper, plastic, rubber and foam. Do the walls or ceilings have hardboard, chipboard, or polystyrene? Check outside, too.

- Have you found anything that could start a fire?

*Make a note of it.*

- Have you found anything that could burn?

*Make a note of it.*

## 2 People at risk

### People at risk

Everyone is at risk if there is a fire. Think whether the risk is greater for some because of when or where they work, such as night staff, or because they're not familiar with the premises, such as visitors or customers. Children, the elderly or disabled people are especially vulnerable.

### Have you identified?

- Who could be at risk?  
 Who could be especially at risk?

*Make a note of what you have found.*

## 3 Evaluate, and act

### Evaluate

First, think about what you have found in steps 1 and 2: what are the risks of a fire starting, and what are the risks to people in the building and nearby?

### Remove and reduce risk

How can you avoid accidental fires? Could a source of heat or sparks fall, be knocked or pushed into something that would burn? Could that happen the other way round?

### Protect

Take action to protect your premises and people from fire.

- Have you assessed the risks of fire in your workplace?  
 Have you assessed the risk to staff and visitors?

- Have you kept any source of fuel and heat/sparks apart?  
If someone wanted to start a fire deliberately, is there anything around they could use?  
 Have you removed or secured any fuel an arsonist could use?  
 Have you protected your premises from accidental fire or arson?

### How can you make sure everyone is safe in case of fire?

- Will you know there is a fire?  
 Do you have a plan to warn others?  
 Who will make sure everyone gets out?  
 Who will call the fire service?  
 Could you put out a small fire quickly and stop it spreading?

### How will everyone escape?

- Have you planned escape routes?  
 Have you made sure people will be able to safely find their way out, even at night if necessary?  
 Does all your safety equipment work?  
 Will people know what to do and how to use equipment?

*Make a note of what you have found.*

## 4 Record, plan and train

### Record

Keep a record of any fire hazards and what you have done to reduce or remove them. If your premises are small, a record is a good idea. If you have five or more staff or have a licence then you must keep a record of what you have found and what you have done.

### Plan

You must have a clear plan of how to prevent fire and how you will keep people safe in case of fire. If you share a building with others, you need to coordinate your plan with them.

### Train

You need to make sure your staff know what to do in case of fire, and if necessary, are trained for their roles.

- Have you made a record of what you have found, and action you have taken?

- Have you planned what everyone will do if there is a fire?  
 Have you discussed the plan with all staff?

### Have you?

- Informed and trained people (practised a fire drill and recorded how it went)?  
 Nominated staff to put in place your fire prevention measures, and trained them?  
 Made sure everyone can fulfil their role?  
 Informed temporary staff?  
 Consulted others who share a building with you, and included them in your plan?

## 5 Review

Keep your risk assessment under regular review. Over time, the risks may change.

If you identify significant changes in risk or make any significant changes to your plan, you must tell others who share the premises and where appropriate re-train staff.

### Have you?

- Made any changes to the building inside or out?  
 Had a fire or near miss?  
 Changed work practices?  
 Begun to store chemicals or dangerous substances?  
 Significantly changed your stock, or stock levels?  
 Have you planned your next fire drill?

## Completed the checklist? Do you need more information?

The checklist above can help you with the Fire Risk Assessment **but** you may need additional information especially if you have large or complex premises.

We have produced a series of guides for different business sectors. These guides will give you more information about how to carry out a Fire Risk Assessment, with specific advice for your type of premises. These guides are free to download at [www.communities.gov.uk/fire](http://www.communities.gov.uk/fire)



# FIRE SAFETY AND EVACUATION PLANS

Your plan must show how you have:

a clear passageway to all escape routes

clearly marked escape routes that are as short and direct as possible

enough exits and routes for all people to escape

emergency doors that open easily

emergency lighting where needed

training for all employees to know and use the escape routes

a safe meeting point for staff

# PEOPLE WITH MOBILITY NEEDS

You should also make special arrangements for people with mobility needs, e.g. make sure there are people to help wheelchair users get downstairs if there's a fire.

## Fire detection and warning systems

You must have a fire detection and warning system. You may need different types of detectors, depending on the type of building and the work carried out in it.

## Fire fighting equipment

The types of equipment you need depend on your business premises. You'll need to have any equipment properly installed, tested and maintained and train your staff to use them if necessary.

# FIRE SAFETY EQUIPMENT, DRILLS AND TRAINING

## Maintenance and testing

You must carry out regular checks to make sure that:

all fire alarm systems are working

the emergency lighting is working

you record any faults in systems and equipment

all escape routes are clear and the floor is in good condition

all fire escapes can be opened easily

automatic fire doors close correctly

fire exit signs are in the right place

## Fire drills and training

You need to train new staff when they start work and tell all employees about any new fire risks.

You should carry out at least one fire drill per year and record the results. You must keep the results as part of your fire safety and evacuation plan.





**Thank you so  
much!**





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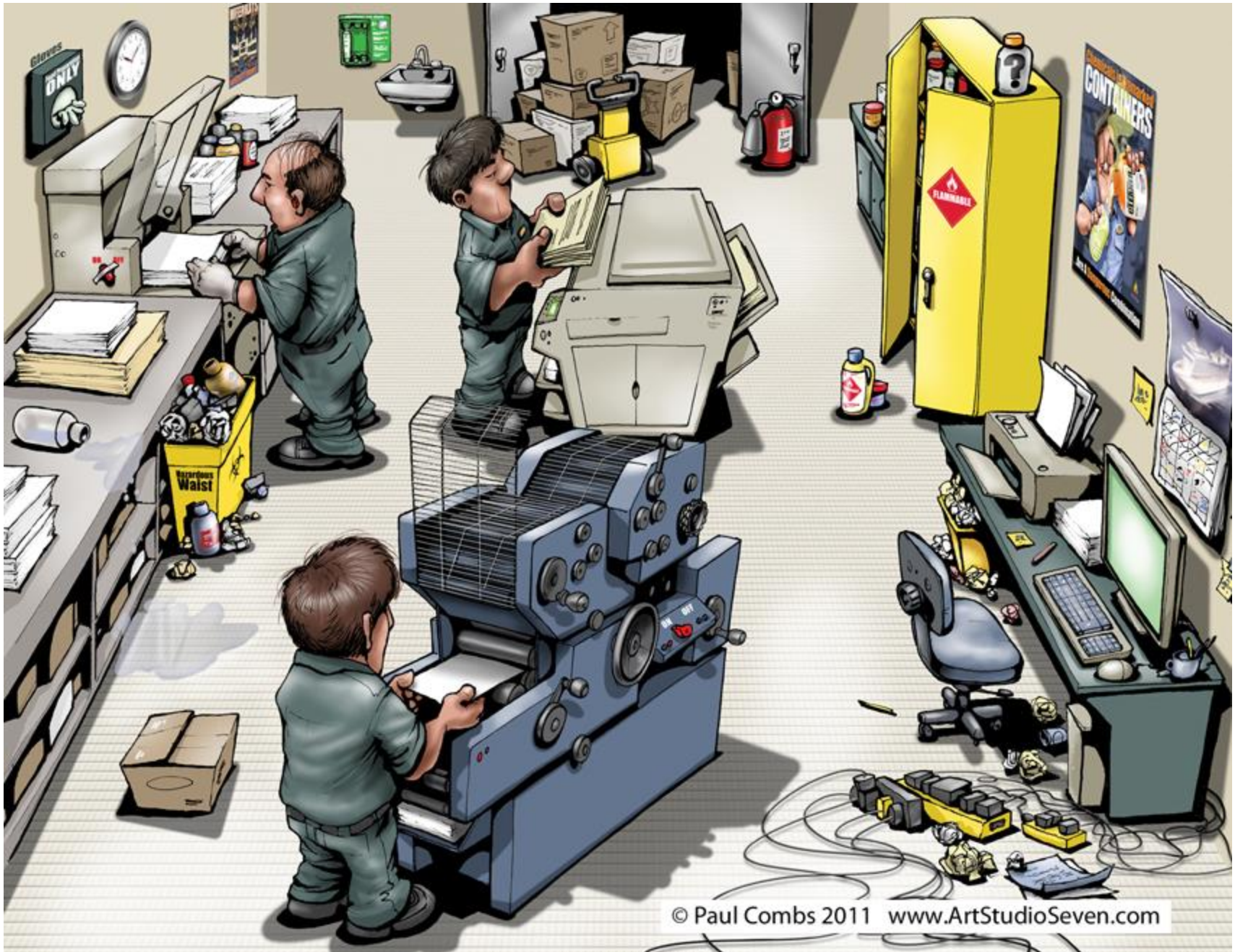


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TEST



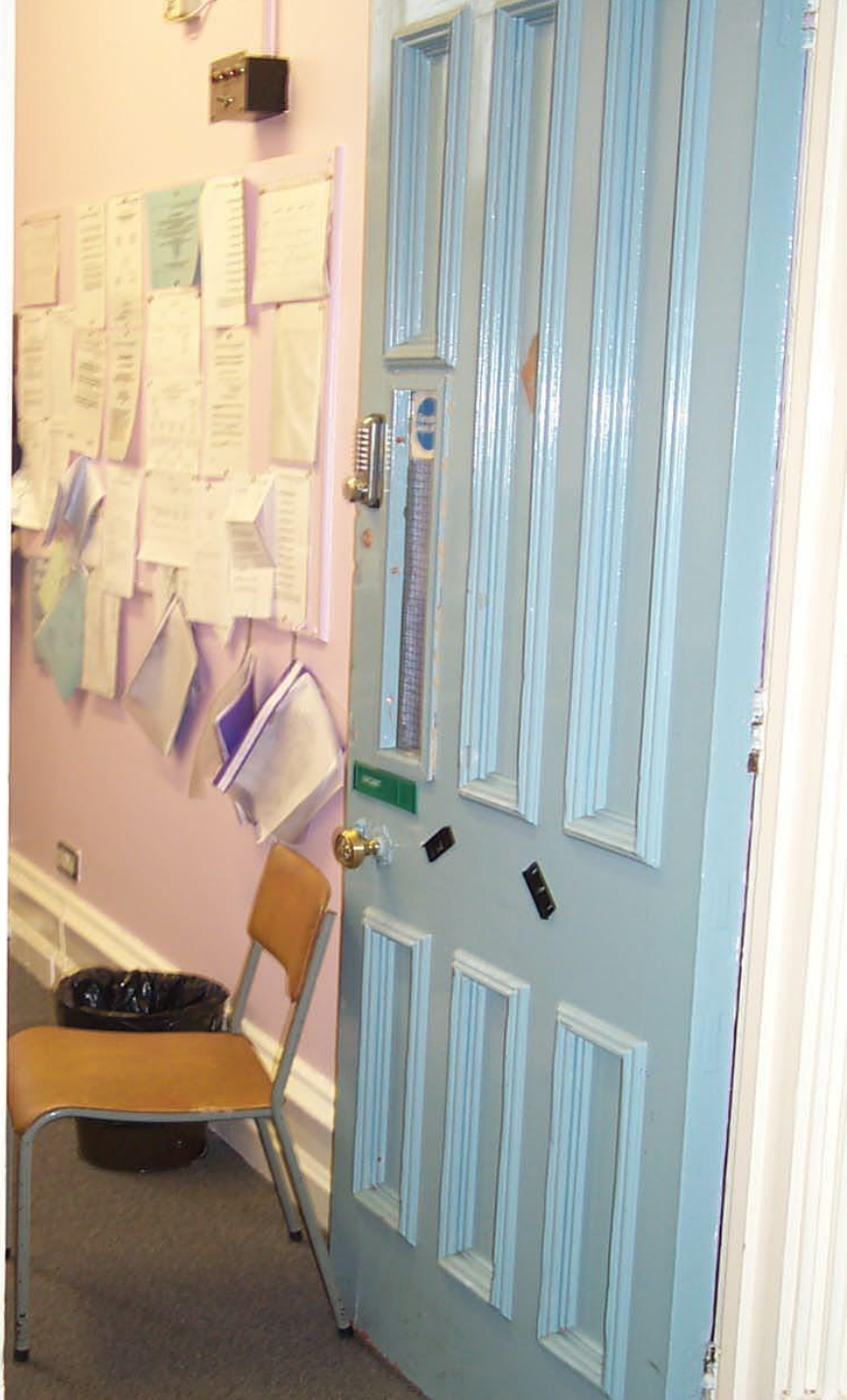


















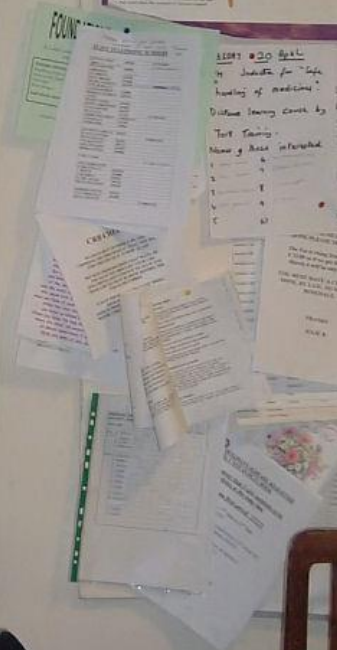








































**1. Description**  
**Hydrophobic Material**  
**Chemical Name**

| Item | Quantity | Unit | Remarks              |
|------|----------|------|----------------------|
| 1    | 1        | kg   | Hydrophobic Material |
| 2    | 1        | kg   | Hydrophobic Material |
| 3    | 1        | kg   | Hydrophobic Material |
| 4    | 1        | kg   | Hydrophobic Material |
| 5    | 1        | kg   | Hydrophobic Material |
| 6    | 1        | kg   | Hydrophobic Material |
| 7    | 1        | kg   | Hydrophobic Material |
| 8    | 1        | kg   | Hydrophobic Material |
| 9    | 1        | kg   | Hydrophobic Material |
| 10   | 1        | kg   | Hydrophobic Material |
| 11   | 1        | kg   | Hydrophobic Material |
| 12   | 1        | kg   | Hydrophobic Material |
| 13   | 1        | kg   | Hydrophobic Material |
| 14   | 1        | kg   | Hydrophobic Material |
| 15   | 1        | kg   | Hydrophobic Material |
| 16   | 1        | kg   | Hydrophobic Material |
| 17   | 1        | kg   | Hydrophobic Material |
| 18   | 1        | kg   | Hydrophobic Material |
| 19   | 1        | kg   | Hydrophobic Material |
| 20   | 1        | kg   | Hydrophobic Material |
| 21   | 1        | kg   | Hydrophobic Material |
| 22   | 1        | kg   | Hydrophobic Material |
| 23   | 1        | kg   | Hydrophobic Material |
| 24   | 1        | kg   | Hydrophobic Material |
| 25   | 1        | kg   | Hydrophobic Material |
| 26   | 1        | kg   | Hydrophobic Material |
| 27   | 1        | kg   | Hydrophobic Material |
| 28   | 1        | kg   | Hydrophobic Material |
| 29   | 1        | kg   | Hydrophobic Material |
| 30   | 1        | kg   | Hydrophobic Material |
| 31   | 1        | kg   | Hydrophobic Material |
| 32   | 1        | kg   | Hydrophobic Material |
| 33   | 1        | kg   | Hydrophobic Material |
| 34   | 1        | kg   | Hydrophobic Material |
| 35   | 1        | kg   | Hydrophobic Material |
| 36   | 1        | kg   | Hydrophobic Material |
| 37   | 1        | kg   | Hydrophobic Material |
| 38   | 1        | kg   | Hydrophobic Material |
| 39   | 1        | kg   | Hydrophobic Material |
| 40   | 1        | kg   | Hydrophobic Material |
| 41   | 1        | kg   | Hydrophobic Material |
| 42   | 1        | kg   | Hydrophobic Material |
| 43   | 1        | kg   | Hydrophobic Material |
| 44   | 1        | kg   | Hydrophobic Material |
| 45   | 1        | kg   | Hydrophobic Material |
| 46   | 1        | kg   | Hydrophobic Material |
| 47   | 1        | kg   | Hydrophobic Material |
| 48   | 1        | kg   | Hydrophobic Material |
| 49   | 1        | kg   | Hydrophobic Material |
| 50   | 1        | kg   | Hydrophobic Material |



7.1



















How did you  
do?

**Thanks you**

