Fire Risk Assessment
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FIRE SAFETY IN THE WORKPLACE

A guide to managing fire safety in your business
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)
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”
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.
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!
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?
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
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

1. Fire hazards
   - Fire starts when heat (source of ignition) comes into contact with fuel (anything that burns), and oxygen fuel.
   - 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?**
   - Paper, plastic, rubber and foam. Do the walls or ceilings have hardboard, chipboard, or polystyrene? Check outside, too.

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

3. Evaluate, and act
   - 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**
   - Could a source of heat or sparks fall, be knocked over or penetrate into something that would burn? Could that happen the other way round?

   **Protect**
   - Take action to protect your premises and people from fire.

4. Record, plan and train
   - Record all the information you have found and take action.

   **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.

   **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.

5. Review
   - Keep your risk assessment under regular review.

   **Have you?**
   - Made any changes to the building or its contents?
   - Had a fire or near miss?
   - Changed work practices?
   - Stores chemicals or dangerous substances?
   - Significantly changed your stock, or stock levels?
   - 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
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
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.
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!
How did you do?
Thanks you