Version 5 – January 2020

Fire Risk Assessment

University of BRISTOL

General Information											
Address of premises:											
Assessor / job title:											
Date of fire risk assessment:											
Date of previous fire risk assessment:											
Suggested date of next review: (based on risk level indicator)											
Building risk profile (A, B, Ci, Cii)											
Risk Level Indicator											**Total points score**
	0-99		100 – 399		400 – 699		700 – 999		1000+		
(a) Hazard(s) total =	**Trivial**		**Tolerable**	**10**	**Moderate**	**15**	**Substantial**	**3**	**Intolerable**		**500**
(b) Points award	**1 point**		**5 points**		**20 points**		**50 points**		**100 points**		
Points total (a x b)			**50**		**300**		**150**				

Systems	Last Test Date	Systems	Last Test Date	Systems	Last Test Date
5 year electrical		Fire alarm system			
Dry risers		Fixed appliance testing			
Emergency lighting		Lightning conductors			
Fire drill		PAT testing			
Fire fighting equipment		Gas service visit			

Guidance notes on completing the template

Article 9 of The Regulatory Reform (Fire Safety) Order 2005 (RRO) requires the responsible person to make a suitable and sufficient assessment of the risks to which relevant persons are exposed. This document should be used in conjunction with the relevant building regulations and associated guidance.

- The **building risk profile** is established from the guidance in BS9999. A = Occupants who are awake and familiar with the building; B = Occupants who are awake and unfamiliar with the building; Ci = long-term individual occupancy (individual flats without 24 h maintenance and management control on site) and Cii = long-term managed occupancy (serviced flats, halls of residence, sleeping areas or boarding schools). Combine this with a fire growth rate of 1) slow 2) medium 3) fast 4) ultra-fast to create the profile e.g. A2 (occupants awake but unfamiliar with a medium fire growth rate)

- The '**total points score**' box on page 1 should be 'filled' with the appropriate colour indicating the level of risk. In the example below, 500 points = Moderate (400-699) which is orange.

- The '**Total Points Score**' is calculated from the hazards identified in the action register at the end of the document. Total up the number of hazards assessed as 'trivial', 'tolerable', 'moderate' etc and insert into the table (below, for example, there are 10 actions recorded as tolerable, 15 as moderate and 3 as substantial). This enables you to produce a point score for each range which, totalled, is the 'Total Points Score'.

Risk Level Indicator										Total points score
	0-99		100 – 399		400 – 699		700 – 999		1000+	
(a) Hazard(s) total =	Trivial		Tolerable	10	Moderate	15	Substantial	3	Intolerable	500
(b) Points award	1 point		5 points		20 points		50 points		100 points	
Points total (a x b)			50		300		150			

- The '**Suggested date of next review'** is based on the risk level indicator. In the example above, a score of 500 means the risk is 'Moderate' requiring a review every six months.

Trivial (1)	Every two years or when there is a significant change affecting fire precautions
Tolerable (2)	Every two years or when there is a significant change affecting fire precautions
Moderate (3)	Every six months until the risk reduces to tolerable (or when there is a significant change affecting fire precautions)
Substantial (4)	Every month until the risk reduces to moderate (or when there is a significant change affecting fire precautions)
Intolerable (5)	Every week until the risk reduces to substantial (or when there is a significant change affecting fire precautions)

In addition, you should continually review the action log in order to see that the fire risk is being progressively reduced.

Fire Risk Level Indicator

Likelihood of fire	Classification of fire risk		
	Likely consequences of fire: Slight harm	Moderate harm	Extreme harm
Low	Trivial risk (1)	Tolerable risk (2)	Moderate risk (3)
Medium	Tolerable risk (2)	Moderate risk (3)	Substantial risk (4)
High	Moderate risk (3)	Substantial risk (4)	Intolerable risk (5)

In the process of every fire risk assessment, an assessment should be made of the fire risk in the building. It is usual and acceptable for the fire risk to be expressed in terms of one of a number of predetermined categories of risk (e.g. “trivial”, “tolerable”, “moderate”, “substantial” or “intolerable”).

Definitions

Risk level	Action and timescale
Trivial (1)	No action is required and no detailed records need be kept.
Tolerable (2)	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate (3)	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial (4)	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable (5)	Building (or relevant area) should not be occupied until the risk is reduced.

Background	
Provide an outline of the building, its location and its use	
Materials used	
Roof construction	
Cladding (ACM, HPL?) Detail location and type	
Lifts	
Number of floors	
Number of basements	
Total floor area	
Number of staircases	
Number / location of any lightning control devices	
Occupancy (staff/visitors)	
Fire history	
Assessment Review history (include details/dates of previous reviews)	

A1 **GENERAL FIRE PRECAUTIONS**			
LIMITATION OF FIRE SPREAD	**COMMENTARY** Provide an outline of the building's structural provisions ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing these structural provisions. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Structural provisions and standards they have been installed to meet. *Is the integrity of fire-resisting compartmentation maintained (wall and ceiling linings, roof spaces and ducts through fire-resisting partitions)?* *Are all exits and staircases protected from ingress of smoke and fire?* *Are escape routes protected for a minimum of 30 minutes?* *Are fire doors in good condition, functioning correctly and not wedged open?* *Are lifts in protected shafts?* *Higher risk areas sufficiently separated with fire-resistant construction?* *What about separation between adjacent buildings?* *Look at any cladding on the building, its composition and potential to spread fire externally.*			

A2 **OCCUPANTS AT RISK**	**COMMENTARY** Provide an outline of the people who use the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: All people who use the building, paying particular attention to people who may be especially at risk. Is there a risk for people in the vicinity of the building? These could be sleeping persons, disabled persons, lone workers, non-English speaking persons, contractors or visitors.			

A3 **EMERGENCY PLAN AND PROCEDURES**	
Outline your emergency plan and evacuation drills. State the person nominated to implement those drills	

A4 **COMPETENT PERSONS**	
Identify any person who is responsible for the day to-day fire management of the premises and any levels of competency they may hold	
Identify any person who is responsible (at area or regional level) to assist the local manager and any levels of competency they may hold in that area	
Identify where fire marshals or wardens are provided, the level of training received and specific roles	
Identify any other person (including anyone who provides training or advice) with their relevant level of competency	
Outline the procedures you have in place for working with others who have responsibilities for coordinating fire safety measures for the building.	

A5 **MANAGEMENT OF DANGEROUS SUBSTANCES / PROCESSES**	
Outline the procedures and policies in place to: a) Manage dangerous substances or processes b) Deal with incidents involving dangerous substances or processes. Remember to provide details of training and information given. Remember to spot check that policies / procedures are being followed in labs, offices etc.	

B1 **PRINCIPLES OF PREVENTION**			
IGNITION SOURCES (a) **Smoking**	**COMMENTARY** Explain how smoking is managed ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing smoking If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Is smoking restricted to safe locations? Is there good housekeeping in these areas? Is there a no smoking policy?			
IGNITION SOURCES (b) **Arson**	**COMMENTARY** Explore areas vulnerable to arson ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Building security Proximity of waste receptacles Accumulation of waste materials Awareness of anti-arson precautions			

IGNITION SOURCES (c) **Hot processes and naked flames**	**COMMENTARY** Provide an outline of the hot processes within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Used by authorised and competent persons Is equipment clean? Are thermostats and flame failure devices regularly tested and working? Are combustible materials kept away from ignition sources? Is equipment used in correct locations?			
IGNITION SOURCES (d) **Electrical**	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Is wiring in good condition? Is there evidence of overloading including use of multi-block adapters? Trailing leads Are electrical intake areas clear of combustible materials? To what standard was the electrical system installed Is PAT testing up to date? Is equipment used in correct locations Are equipment and cables visually in sound condition?			

IGNITION SOURCES (e) **Heating**	COMMENTARY Provide an outline of the heating system within the building ensuring you identify potential fire hazards and risk areas within the premises	EXISTING CONTROL MEASURES Record systems and procedures in place including training and information given. If action is needed record this in the action log.	FIRE RISK Control/condition satisfactory? **Yes/No**
Items to consider: Give a description of the system installed Is it correctly ventilated? Is it physically guarded? Is appliance clear of combustibles? Are boiler rooms locked? Is appliance or system properly installed and serviced to required standards? Is appliance secured in position? What are the arrangements for fuel storage? What are the arrangements for changing gas cylinders? What are the arrangements for refuelling portable heaters?			

B2 **PRINCIPLES OF PREVENTION**			
COMBUSTIBLES	**COMMENTARY** Look at housekeeping, particularly areas of storage and on escape routes ensuring you identify potential fire hazards and risk areas within the premises.	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing housekeeping and storage If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Storage, trip hazards			
DANGEROUS SUBSTANCES	**COMMENTARY** Explain what dangerous substances are present and in what quantities ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Gases, chemicals, radioactive substances, lasers, bio-hazards, sources of fuel that would assist fire growth			

C1 **FIRE FIGHTING AND DETECTION SYSTEMS**			
DETECTION SYSTEMS and firefighting equipment	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Type and category of detection External assistance Unwanted fire signals Portable firefighting equipment (also CF with E1)			
MANAGEMENT PROCESSES	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Give a basic statement of system configuration *i.e. conventional or addressable? Cause and effect? No. of zones? Location of panel / MCP's etc?* If the system is installed to different standards in parts of the building state what these are and location. Is firefighting equipment suitable for the risk? Who is authorised to use the equipment? Have you taken steps to prevent misuse? Do you have a testing regime in place?			

D1 EMERGENCY ROUTES AND EXITS			
Size, number and distribution of exit routes	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Sufficient escape routes with capacity for the maximum number of people likely to be present? Note any external escape routes. Are you displaying the correct signage? Is it consistent? Do escape routes lead to a place of ultimate safety? Are external escape stairs safe?			
Stair sizes and protection	**COMMENTARY**	**EXISTING CONTROL MEASURES** Record systems and procedures in place If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Are there sufficient numbers of staircases? Are all staircases protected from the ingress of smoke and fire? Is the capacity of staircases adequate for people to escape?			
Consideration of emergency routes/exits/lifts for the safe evacuation of disabled persons	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Consider refuge areas, evac lifts, strobes/sounders, steps etc			

EMERGENCY ROUTES AND EXITS			
Dead end corridors and basements	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Are they covered by automatic detection or fire resisting construction and fire doors? No. of stairways serving the basement, whether the stairway also serves upper floors, how it is separated from the other escape routes?			
Emergency lighting	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Do you have a testing regime? Is there compliance to BS5266 (i.e. lighting sufficient at each exit door, final exits, changes in floor level, equipment which may need shutting down, windowless rooms and toilets exceeding 8m2 etc			
Final exits	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Consider size, number, where do final exits lead? Door fastenings – are they quickly openable and sufficient in relation to the no. of people using them			

EMERGENCY ROUTES AND EXITS			
Occupancy	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify likely occupancy figures, whether staff, students or visitors and floor space factors Is the building multi-occupancy?			
Adjoining premises link	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: How does it work in line with evacuation procedures? Are there shared escape routes?			
Management	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Are means of escape useable and available? Are routes covered in staff training? Are routes kept clear and hazard free? Are routes adequately lit?			

EMERGENCY ROUTES AND EXITS			
Travel distances	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Do travel distances to a final exit meet the guidelines? Do inner rooms or rooms with initial travel on one direction meet guidance?			

E1 MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS			
Wet/dry risers	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Do you have a testing regime? Is correct signage in place?			
Suppression systems	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Give a brief description of the system Identify location Do you have a testing regime? Is correct signage in place?			
Firefighting shafts	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Is correct signage in place?			

MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS			
Automatic opening vents	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Do you have a testing regime? Is correct signage in place?			
Fire-fighting / evacuation lifts	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Give a brief description of the system Identify location Do you have a testing regime? Is correct signage in place?			
Fire Hydrants and general access	**COMMENTARY** Record any findings within the building ensuring you identify potential fire hazards and risk areas within the premises	**EXISTING CONTROL MEASURES** Record systems and procedures in place including training and information given. **If action is needed record this in the action log.**	**FIRE RISK** Control/condition satisfactory? **Yes/No**
Items to consider: Identify location Is correct signage in place? Can fire tenders reach the hydrant and external envelope of the building – are there any restrictions			

F1 **OTHER FIRE HAZARDS OR AREAS REQUIRING SPECIAL CONSIDERATION**			
AREA	**COMMENTARY**	**EXISTING CONTROL MEASURES** Record systems and procedures in place for managing this area. If action is needed record this in the action log.	**FIRE RISK** Control/condition satisfactory? **Yes/No**

G1 EVALUATION OF A FIRE OCCURRING AND POTENTIAL IMPACTS

FIRE RISK ASSESSMENT ACTION PLAN

Where similar issues present (such as faults with multiple fire doors or breaches of compartmentalisation), these should be listed as one action but with all locations identified. Note that whilst individual issues may be low risk (e.g. simple fault with a single fire door), if accumulated (simple faults with multiple fire doors) it may be appropriate to raise the risk level. Equally, a low level risk may escalate if left unattended from one review to the next.

Issue	Risk Level	Issue description and location	Proposed solution	Person responsible	Job reference number	Expected completion (date)	Checked as complete (names & date)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							