



FIRE RISK ASSESSMENT FORM

NAME OF ASSESSOR	M.VASIC	DATE: JULY 2010	SITE REF. SC	RH
SITE	ROXBORO HOUSE MOUNT PLEASANT REDDITCH B97 4JF	DEPARTMENT	HOUSING	

PERSONS AT RISK – KEY

- **STAFF = S**
- **CONTRACTORS = C**
- **VISITORS = V**
- **PUBLIC = P**
- **DISABLED = D**
- **YOUNG PERSONS = YP**

- **ALL = A**

		PERSONS AT RISK	RISK RATING	CONTROL MEASURES	RESIDUA RISK	COMMENT
1. Is an individual nominated as a Fire Safety Co-ordinator?	NO	S	HIGH	The management team should appoint person as Fire Safety Co-ordinator	HIGH	TIMESCALE 1 MONTH
2. Does the Fire Safety Co-ordinator have written duties?	NO	S	HIGH	Roles and responsibilities for this person should be written and issued to the Fire Safety Co-ordinator.	HIGH	TIMESCALE 1 MONTH
3. Is the Fire Safety Co-ordinator appraised at least annually on their performance?	NO	S	MED	Carry out regular appraisals of the role of Fire Safety Co-ordinator.	MEDIUM	
4. Has the Fire Safety Co-ordinator received adequate training?	NO	S	HIGH	Provide adequate fire safety management training to the Fire Safety Co-ordinator	HIGH	TIMESCALE 1 MONTH
5. Are there adequate written fire safety policies and procedures?	YES	S	LOW	Safety policy and procedure have been written and implemented. Fire instruction notices/leaflets issued to each tenant.	LOW	
6. Are Policies and Procedures for Fire Safety reviewed (and if necessary revised) on a regular basis?	YES	S	LOW	No action required	LOW	
7. Is there a system whereby the workplace is inspected each evening to	YES	S	LOW	Only applicable to staff and contractors.	LOW	

ensure fire risks are reduced to the lowest possible level?						
8. Have suitable measures been taken to protect against the risk of arson?	YES	A	MED	Fire detection systems are in place. Environmental: Storage of refuse on landings to be monitored – WARDEN Inspections. WASTE storage bin chutes in place with fire detection. Access to unauthorised persons restricted.	MEDIUM	
9. Are all possible sources of ignition adequately controlled?	YES	A	LOW	All ignition sources should be identified, their location written down and implemented and monitored. Environmental: No smoking sign should be displayed in all communal and lobby areas	LOW	
10. Are all flammable substances adequately controlled?	YES	S	LOW	To be monitored and recorded with monthly inspection procedures	LOW	
11. Are there any possible sources of combustible materials?	YES	A	MED	Environmental: Fly tipping of combustible materials should be monitored and removal actioned.	MEDIUM	
12. Are there any poor practices that could enhance the spread of fire?	NO	A	LOW	No action required.	LOW	
13. Are there any structural features that could enhance the spread of fire?	YES	A	MED	Flats have been assessed and features such as insecure loft hatches, meter cupboard doors are locked	LOW	
14. Is there a Smoking Policy, particularly in high-risk areas?	YES	A	LOW	Environmental: No smoking sign should be displayed in all communal and lobby areas	LOW	

15. Do you seek the advice of local fire officers?	YES	A	LOW	No action required	LOW	
16. Are groups of people at significant risk from fire adequately protected?	YES	A	LOW	People who are considered at significant risk from fire, i.e. with impaired vision, or impaired hearing and persons with a mental illness, should have specific controls put in place to protect them in the event of fire	LOW	
17. Are escape routes accessible by disabled persons?	YES	D	LOW		LOW	
18. Are all escape routes maintained in clean condition, and free from any obstructions, or storage, are steps/stairs in a good state of repair?	YES	A	MED	No action required. Environmental: Storage of personal items, i.e. MOTABILITY SCOOTERS, pushchairs on landings, etc., identified, advice given and monitored.	MEDIUM	
19. Are escape routes at least 1.05m wide, 1.2m if used by a person in a wheelchair?	YES	A	LOW		LOW	
20. Are the room exit(s) at least 750 mm wide (1.05m if the room is occupied by more than 100 people)	N/A				N/A	
21. Do corridor lengths exceed 45m (offices and factories) or 30m (shops) without being subdivided by fire	N/A				N/A	

doors?						
22. Are all stairways at least 1.05m wide?	YES	A	LOW	No action required.	LOW	
23. Do fire escape routes involve any of the following: lifts, escalators, ladders or self-rescue devices?	N/A		LOW		LOW	
24. Are all fire doors to the prescribed protection standards?	NO	A	HIGH	ALL FIRE DOORS TO BE CHECKED	HIGH	CAPITAL TO ACTION
25. Do all fire doors open in the direction of the safe evacuation route?	YES	A	LOW	No action required.	LOW	
26. Are the devices securing final exits capable of being opened immediately and easily without the use of a key?	YES	A	LOW	No action required.	LOW	
27. Are all fire doors self-closing?	YES	A	LOW	No action required.	LOW	
28. Are the locations of escape routes re-assessed when there are changes to the building?	N/A					
29. Are all escape routes clearly marked?	YES	A	LOW	All escape routes are adequately signed complying with Health & Safety Regulations 1996 and BS5499, Fire safety signs, notices and graphic symbols	LOW	
30. Are all escape routes clearly lit in the	YES	A	LOW	No action required.	LOW	

event of an emergency?						
31. Are there safe and sufficient assembly points after escape has been made?	YES	A	LOW		LOW	
32. Are the assembly points clearly marked and clear from obstructions?	YES	A	LOW		LOW	
33. Do employees in high-risk areas undertake more specialised fire fighting training?	N/A					
34. Are employees and others made aware of their means of escape and procedures for evacuation?	YES	A	LOW		LOW	
35. Do you carry out regular fire drills?	YES	S	LOW		LOW	
36. Are fire drills recorded?	YES	S	LOW		LOW	
37. Do employees have training on how to use fire fighting equipment?	N/A	S			LOW	
38. Is all training recorded?	YES	S	LOW		LOW	
39. Does your location have an adequate fire	YES	A	LOW		LOW	

alarm system?						
40. Is the fire alarm system active at all times?	YES	A	LOW		LOW	
41. Is the fire alarm system linked directly to the fire service, or a commercial alarm watch centre?	YES	A	LOW		LOW	
42. Does your fire alarm system have smoke detectors?	YES	A	LOW		LOW	
43. Does your fire alarm system have heat detectors?	YES	A	LOW		LOW	
44. Does your fire alarm system have manually operated call points (MCPs)?	YES	A	LOW		LOW	
45. Are manually operated points highly visible and easy to use?	YES	A	LOW		LOW	
46. Can audible alarms be heard by all people and in all areas of your location?	YES	A	LOW	No action required.	LOW	
47. As part of the fire alarm system does your location require visual alarms for noisy areas and have they been fitted?	N/A					
48. Are those visual alarms able to be	N/A					

seen by all those in the specified location?						
49. Does a competent person(s) adequately maintain the fire alarm system?	YES	A	LOW	RECORD IN LOG BOOK	LOW	
50. Do the instructions on the Fire Action Notices reflect the actual procedure in your workplace?	YES	A	LOW		LOW	
51. Are the Fire Action Notices placed in locations so they can easily be seen during an emergency?	YES	A	LOW		LOW	
52. Is fire safety signage inspected on a regular basis?	YES	S			LOW	
53. Is the location of fire safety signage reassessed when there are significant modifications to the layout at our location?	YES	S	LOW		LOW	
54. Is the escape lighting regularly tested?	YES	S	LOW	RECORD IN LOG BOOK	LOW	
55. Is the fire fighting equipment suitable and sufficient for the possible needs of your location?	YES	S	LOW		LOW	
56. Is the location of	YES	S	LOW		LOW	

fire fighting equipment suitable and clearly marked?						
57. Are all items of fire fighting equipment clearly labelled with contents and instruction for use?	YES	S	LOW		LOW	
58. Is all fire fighting equipment regularly inspected and maintained?	YES	C	LOW	RECORD IN LOG BOOK	LOW	
59. Is the fire fighting equipment maintenance recorded?	YES	C S	LOW	RECORD IN LOG BOOK	LOW	
60. Are all discharged or rejected fire fighting equipment removed and put beyond use until disposed off, repaired or recharged?	NO	S	MED	FIRE HOSE REELS IN SITU BUT NOTICES IN PLACE TO STATE DO NOT USE. COMPLETE REMOVAL PLANNED – LONG TERM	MED	
61. Is fixed fire-fighting equipment such as sprinklers, hose reels, dry/wet risers and gas suppression systems adequately managed?	N/A					
62. Do you have a fire log book and is it adequately managed?	YES	C S	LOW	Establish a logbook and maintain it according to British Safety Standards and information from the Local Fire Authority.	LOW	
63. Is waste removed from the premises on a regular basis?	YES	C S	LOW		LOW	

64. Are heaters fitted with suitable guards and located away from combustible materials.	YES	A	LOW		LOW	
65. Have fixed electrical systems been inspected by a competent person?	YES	S C	LOW		LOW	
66. Has portable electrical equipment been inspected and tested by a competent person?	YES	C S	LOW	RECORDED IN P.A.T. REGISTER	LOW	
67. Is the use of cooking equipment controlled?	YES	A	MED		MED	
68. Are there safe systems to control contractor activities?	YES	S	LOW		LOW	
69. Is there an effective Hot Work Permit procedure in operation?	YES	S	LOW	MONITORED IN HOUSE BY REPAIRS DEPT.	LOW	
70. Has the environmental impact of firewater run off been considered and actioned?	NO		MED	TO BE DISCUSSED	MEDIUM	
71. Have the results of fire risk assessments been communicated to all employees?	YES	S	LOW		LOW	
72. Correct signage of	YES	S	LOW	Monitor	LOW	

hazards						
73. Is use of extension leads or multi adapters restricted?	YES	S	LOW		LOW	
74. Are there refuge points / areas?	N/A					
75. Is use of portable heating restricted?	YES	A	LOW		LOW	
76. Is lone worker policy in force?	YES	S	LOW		LOW	
77. Foam filled furniture complies with latest regs	YES	S	LOW		LOW	
78. Restricted use of pyrotechnics	N/A		LOW			
79. Account taken of young persons	YES	S	LOW		LOW	
80. Is the fire fighting equipment appropriate to size and use of premises	YES	S	LOW		LOW	
81. Is fire fighting equipment accessible and sited correctly	YES	S	LOW		LOW	
82. Are the number distribution and size of routes and exits, which lead to a place of safety including disabled refuge areas satisfactory.	YES	S	LOW		LOW	

83. Do travel distances comply with 18m dead end travel 45m two way travel	YES	A	LOW		LOW	
84. Are exits available out of hours e.g. cleaners, security staff.	YES	A	LOW		LOW	
85. Are exit routes and exits which require illumination fitted with emergency lighting in case of power failure?	YES	A	LOW	No action required	LOW	
86. Is access to areas of imminent DANGER restricted	YES	S	LOW		LOW	
87. Has information been provided to all relevant persons relating to the risks identified from risk assessment including details of dangerous substances.	YES	S	LOW		LOW	
88. Has information been provided to all relevant persons relating to the preventative and protective measures taken	YES	S	LOW		LOW	
89. Has information been provided to all relevant persons re evacuation	YES	A	LOW	Issue information to all tenants	LOW	

procedures						
90. Does adequate co-operation and co-ordination and sharing of information exist between responsible persons sharing premises.	YES	A	LOW		LOW	
91. Are dry/wet rising mains, foam inlets being maintained	N/A					
92. Are fire fighting shafts being maintained	N/A					
93. Are private hydrants being maintained?	N/A					
94. Is no smoking signage in place?	YES	S	LOW	No action required	LOW	
95. Is arson prevention in place around external perimeter of building?	YES	S	LOW		LOW	

SITE: ROXBORO HOUSE		DATE: 28-06-2010	
Flat number	Problem	Action	
		Repairs	Capital
30	MOTABILITY SCOOTER ON ELECTRICAL CHARGE IN ESCAPE CORRIDOR. ELECTRICAL LEAD CONNECTED THROUGH LETTERBOX. FIRE HAZARD ON ESCAPE ROUTE. IN HOUSE MANAGEMENT TO ACTION		
29	ENTRANCE DOOR PERMANENTLY LEFT OPEN BY TENANT. NO FIRE PROTECTION TO ESCAPE ROUTE. IN HOUSE MANAGEMENT TO ACTION		
	SAFE AND SUITABLE ASSEMBLY POINT TO BE ESTABLISHED AND SIGNED. IN HOUSE MANAGEMENT TO ACTION		
Block	GROUND FLOOR FIRE EXIT FROM LOUNGE THROUGH TO KITCHEN BLOCKED BY SERVING TROLLEY IN HOUSE MANAGEMENT TO ACTION		
	FIRE DOOR KITCHEN WEDGED OPEN IN HOUSE MANAGEMENT TO ACTION		
	RATED FIRE DOORS THROUGHOUT BUILDING NOT CLOSING CORRECTLY	ACTION	ACTION
	CERTAIN WINDOWS ARE WITHOUT OPENING RESTRICTORS ON ESCAPE ROUTES THROUGHOUT BUILDING ON STAIRWELLS		ACTION
	FLOOR B ELECTRICAL METER CUPBOARD NOT LOCKED. ACCESS SHOULD BE RESTRICTED. IN HOUSE MANAGEMENT TO ACTION		
	FIRESTOPPING OF CEILINGS AND FLOORS REQUIRED IN ALL ELECTRICAL CUPBOARDS. BASEMENT ELECTRICAL CUPBOARD –PERMANENTLY FLOODED – ELECTRICAL AND FIRE RISK.		ACTION ACTION
FLOOR B TO A	REAR ESCAPE STAIRWELL FINAL EXIT UNSUITABLE NOT D.D.A. COMPLIANT		ACTION

<p>FRONT OF BUILDING ENTRANCE AREA</p>	<p>MOTOR VEHICLE WAS PARKED ON RESTRICTED CHEVRON AREA COVERING FIRE HYDRANT- PROHIBITING FIRE SERVICE USE IN EMERGENCY IN HOUSE MANAGEMENT TO ACTION</p> <p>UNSUITABLE ACCESS /EGRESS FOR EMERGENCY VEHICLES AT CERTAIN TIMES DUE TO PARKING CONGESTION. IN HOUSE</p> <p>TENANTS TO BE REMINDED IN WRITING OF THEIR RESPONSIBILITIES TO EVACUATE BUILDING WHEN THE FIRE ALARM IS ACTIVATED. FIRE DRILLS HAVE IDENTIFIED NON COMPLIANCE -MANAGEMENT TO ACTION</p>		<p>ACTION</p>
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