



LEGISLATION NEWS

Keeping you up to date with the latest legislative requirements

Fire Risk Assessment Checklist

Fire Safety - What you need to know!

The Regulatory Reform Fire Safety Order 2005 came into force on 1st October 2006. The regulation amends or replaces 118 pieces of legislation, the most significant being the Fire Precautions Act 1971 and the Fire Precautions (Workplace) (Amendment) Regulations 1999. The aim of the regulation is to rationalise and consolidate legislation into 1 simple piece leading to a safer workplace. It applies to all workplaces in England and Wales. Workplaces within Scotland now fall under the Fire (Scotland) Act 2005.

The legislation places the responsibility of fire safety on the employer or 'responsible person' for that premises or building.

The 'responsible person' will need to ensure a fire risk assessment has been conducted to establish the risk of fire and then take steps to remove or reduce them.

Fire certificates which were issued under previous regulations, will be abolished and become invalid but inspections will still continue. Failure to comply with the regulations may lead to legal action resulting in a fine or up to 2 years imprisonment.

The following checklist can be used as a guide to help with your fire risk assessment.

Risk Assessment

1. Do you have a risk assessment recording format?

Yes No

Fire-Fighting and Fire Detection

1. Are your premises equipped with appropriate fire fighting equipment?
2. Is your fire fighting equipment clearly identified and locatable?
3. Do all employees know which fire fighting equipment to use on different types of fire?
4. Are nominated individuals trained to an acceptable level for fire fighting duties?

Yes No
Yes No
Yes No
Yes No

Emergency Escape Routes

1. Do all emergency routes and exits lead as directly as possible to a place of safety?
2. Are all people's needs catered for in the event of emergency escape situation?
E.g. Evacuation chairs for people with a physical impairment.
3. Are all emergency routes and exits clearly identified?

Yes No
Yes No
Yes No

Procedures for serious and imminent danger and for dangerous areas.

1. Is access to danger areas restricted to authorised persons only?
2. Are all authorised individuals given (so far as practical) equipment to protect them from the danger risk?
3. Are all dangerous substances clearly identified and relevant safety data sheets provided prior to work?
4. Are all dangerous substances kept in appropriate storage?

Yes No
Yes No
Yes No
Yes No

Maintenance

1. Is all fire fighting equipment fully maintained and serviced with written documentation?

Yes No

Provision of information for employees

1. Can the 'responsible person' provide comprehensive and relevant information of the risks to employees as identified by the risk assessment?
2. Are all outside employees (E.g. contractors) given the relevant information on the risks of fire and the preventive and protective measures within the premises?

Yes No
Yes No

Training

1. Have/are all employees given adequate safety and refresher training courses?
2. Have all employee training sessions been officially recorded?

Yes No
Yes No

Regulatory Reform (Fire Safety) Order 2005

Failure to comply with the Regulatory (Fire Safety) Order 2005, as highlighted above, could lead to severe legal action. In order for premises to meet the requirements of the regulations:

- A 'responsible person' of the workplace (usually the employer) will need to take such general fire precautions to ensure, so far as is reasonably practicable, the safety of any employee and other persons who may legally come onto the premises.
- The responsible person must make a suitable and sufficient assessment and kept.
- Any such assessments must be reviewed by the 'responsible person' and kept up-to-date, particularly if there is reason to suspect it is no longer valid or there have been any significant changes to the premises or organisation structure.
- As soon as practicable after the assessment is made or reviewed, the 'responsible person' must record the information where there are 5 or more employees.