

# Fire Risk Assessment

**Name of Property:**

**Address of Property Assessed:**

**Name of Person Undertaking the Assessment:**

**Position:**

**Date of Assessment:**

This fire risk assessment is written to comply with the Management of Health and Safety at Work Regulations 2003, which require all employers and self-employed persons to make a suitable and sufficient assessment of risks to health and safety, including fire hazards, for employees and others affected by their undertaking. Its purpose is to identify the key measures needed to safeguard the safety of employees, guests and other persons who may be affected in case of fire.

For certain designated premises, such as hotels and guest houses, the Fire Precautions Act 1975 also applies, requiring compliance with fire safety standards as part of the Fire Certificate process.

The fire risk assessment should be undertaken by the owner or employer in most cases, or by someone appointed by such person(s) who is considered 'competent'. A person is considered competent where they have sufficient training, experience, knowledge and other qualities to enable them to properly implement the necessary fire safety measures.

The fire risk assessment should be reviewed if there is a reason to suspect it is no longer valid.

## Step 1 - Identify Fire Hazards and Fire Risks.

### 1.1 Sources of ignition

**a) Electrical - wiring and appliances**

**b) Cooking - especially deep-fat frying**

**c) Smoking**

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**d) Candles**

**e) Heaters and boilers**

**f) Open fires**

**g) Others**

## 1.2. Fuel present

**h) Elements of structure**

**i) Furniture and furnishings**

**j) Domestic waste**

**k) Other items - e.g. petrol for lawnmowers, cleaning materials etc**

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1.3. Activities that might cause a fire, including work processes/procedures etc.

## Step 2 - Identify Persons at Risk.

2.1 Number of guests

2.2. Number of staff/employees

## Step 3 - Evaluate the Risks.

3.1. Means of escape

a) Detail the type of property:

b) Detail the number of exit doors and where they are:

3.2. The fire alarm and fire detection

c) Describe what fire alarm and fire detectors have been provided:

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## 3.3. Firefighting equipment

d) Detail what fire extinguishers/blankets are provided and where they are.

## 3.4. Escape lighting

e) Detail areas covered by emergency lighting (if any):

## 3.5. Evacuation procedure

f) Describe the evacuation procedures

**Date:**

**Signature:**

**Print Name:**