

ST EDMUNDSBURY BOROUGH COUNCIL and FOREST HEATH DISTRICT COUNCIL
FIRE RISK ASSESSMENT
 (To be used in conjunction with annex L)

| Department | Section | Location (Address) |
|------------|---------|--------------------|
| | | |

| Activity/Process | Persons at risk | 1 | 2-5 | 6-10 | +10 |
|------------------|-----------------|---|-----|------|-----|
| | Employees | | | | |
| | Others | | | | |
| | Disabled | | | | |

| Location of supplies |
|--|
| Hydrants/water supply – Gas supply - Electric Supply – |

| Sources of ignition | | | | | |
|------------------------|------|--------------------|------|--------------------|------|
| | Code | | Code | | Code |
| Smokers | | Engines/boilers | | Static electricity | |
| Naked flames | | Machinery | | Metal impacts | |
| Fixed/portable heaters | | Electric Equipment | | Arson | |
| Hot processes | | Hot surfaces | | Other... | |
| Cooking | | Friction | | Other | |

| Sources of Fuel | | | | | |
|---|------|---------------------------------|------|-------------------------|------|
| | Code | | Code | | Code |
| Flammable liquids (paints, adhesives, solvents) | | Paper, card, stock stored files | | Waste in shredder waste | |
| Flammable chemicals | | Plastics rubber foam | | Internal construction | |
| Flammable gas | | Furniture fixtures + fittings | | Other – Parked vehicles | |
| Compressed gas | | Textiles | | Other | |
| Wooden hems | | Packaging | | Other | |

| Sources of oxygen | | | | | |
|--------------------|------|-----------|------|-----------------|------|
| | Code | | Code | | Code |
| Ventilation system | | Chemicals | | Oxygen Supplies | |

| Code | Definition |
|------|---|
| 1 | Fully satisfactory – meets all requirements, no improvement required |
| 2 | Adequate – Some improvement possible and recommended |
| 3 | Less than adequate – Significant improvement required, action must be taken |
| 4 | Unsatisfactory – Immediate action required |
| N/A | Not applicable – condition or circumstances not present or applicable |

| Control measures in place: | | | | | |
|----------------------------|------|-----------|------|-----------------|------|
| Extinguishers | Code | | Code | | Code |
| Water | | Foam | | CO ² | |
| Dry powder | | Hose reel | | Fire blanket | |
| Other | | | | | |

| Other control measures: |
|--|
| Fire detection: |
| Fire warning |
| Means of escape (including disabled persons) |
| Sprinkle system/fixed suppression system / dry or wet risers |
| Maintenance & testing |
| Fire procedures and training |
| Fire Checks: |

| Risk rating after control measures: (see bottom of page) | | |
|--|---|---|
| (Likelihood X Severity) | X | = |

| Additional controls recommended | Responsibility (name) | Target date | Completion date | Initials |
|--|-----------------------|-------------|-----------------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Assessor | | |
|--------------------|--------------------|-----------|
| Date | Name (Caps please) | Signature |
| | | |
| Person Responsible | | |
| Date | Name (Caps please) | Signature |
| | | |

| Review Dates & Signatures | | | |
|---------------------------|--|--|--|
| 1 st review | | | |
| 2 nd review | | | |
| 3 rd review | | | |

| Likelihood | Severity of injury | Rating | Action required |
|------------------|--------------------|--------------------|---|
| 1. Most unlikely | 1. Trivial injury | 1 & 2 Minimal risk | Maintain control measures |
| 2. Unlikely | 2. Slight injury | 3 & 4 Low risk | Review control measures |
| 3. Likely | 3. Serious injury | 6 & 8 Medium risk | Improve control measures |
| 4. Most likely | 4. Major injury | 9, 12 & 16 high | Improve controls immediately & consider stopping work |

