# Record of fire safety risk assessment

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|---|---|
| **Building use and address**<br>**Postcode** | 4F2, 145 Bruntsfield Place<br>Edinburgh<br>EH10 4EB |
| **Name of person(s) with fire safety duties** | Lauren Wayland. At above address. |
| **Name and contact details of Assessor** | James Baxter, 7 Findhorn Place, Edinburgh, EH9 2JR |
| **Assessor signature** | James Baxter |
| **Date of assessment** | 5 Nov 2014 |

## STEP 1 Identify people at risk

List all persons potentially at risk from fire, including employees, residents, visitors and contractors

Lauren Wayland
Kate Hopkins
James Walker
Pamela Forsyth
Jonathan Wilkinson

## STEP 2 Identify fire hazards

Note: Action Points should be recorded at STEP 4

| Fire hazards | Comments |
|---|---|
| Sources of ignition | Gas from the cooking hob<br>Electric Heating<br>Electric Blankets<br>Overloaded Sockets<br>Candles and T-lights |
| Sources of fuel | Gas from cooking area<br>Wooden Furniture<br>Bedding and clothing |
| Source of oxygen | Ambient oxygen in the room but this supply is disrupted if the door is closed and the windows intact |

| | Action required (Please tick)<br>If you answered yes, record action at STEP 4 | YES | NO |
|---|---|---|---|
| | | ☐ | ✔ |

| STEP 3 | Evaluate risk and adequacy of existing fire safety measures | | |
|---|---|---|---|
| Note: Action Points should be recorded at STEP 4 | | | |
| **a) Likelihood and consequences of a fire starting** | **Comments** | | |
| Accidentally | Only through absentmindedness or thoughtlessness | | |
| By act or omission | Only through the above and stupidity | | |
| Deliberately | None, due to the high calibre of the tenants this flat | | |
| | Action required (Please tick)<br>If you answered yes, record action at STEP 4 | **YES**<br>☐ | **NO**<br>✔ |
| **b) Adequacy of existing fire safety measures** | **Comments** | | |
| Provision and protection of escape route | There is a direct, simple and familiar route from the bedrooms through the hall to the exit door. This route should remain unobstructed. Once outside the flat call 999. | | |
| Lighting and signage | There is sufficient borrowed light from the fanlight above the exit door to illuminate the escape route to the exit door in the event of a power failure during the hours of darkness. There are signs for the fire fighting equipment. | | |
| Fire detection and fire warning | There is a mains-wired and interconnected fire alarm system in the flat. This system has a battery back up in the event of a power failure. If any detector goes off they all go off - alerting everybody in the flat without fail. | | |
| Fire fighting equipment | There is a fire blanket in the kitchen. There is also a fire extinguisher on each floor near the exit which can be used to subdue small fires in their infancy and only if safe to do so. If in doubt leave the flat and call 999. | | |
| Staff training and fire drills | There is no training for the tenants other than a continued awareness of the fire causes and risks. To this end this fire risk assessment will be displayed in the flat | | |
| Management and fire safety policy | The tenants should test the fire alarms every month. This should be recorded. In addition the fire alarm system is tested annually by a qualified electrician and the fire fighting equipment is serviced annually. | | |
| Co-operation and co-ordination with other building owners/occupiers. | None other than common sense, such as a no-tolerance policy to storing flammable items or rubbish in the stairwell | | |
| | Action required (Please tick)<br>If you answered yes, record action at STEP 4 | **YES**<br>☐ | **NO**<br>✔ |

The assessor completing the following section should prioritise remedial measures, based on the level of risk.

**Priority ratings and suggested timescales:**

| Low (L) 3 – 6 months | Medium (M) Up to 3 months | High (H) As soon as possible |
|---|---|---|

The above timescales are recommendations, however, risks should be removed as soon as possible.

**STEP 4 Action points**

| | Priority | Person responsible | Completion date |
|---|---|---|---|
| Make flat-mates aware of the potential fire risk of a fire starting in the flat. | High | James Baxter | 6 Nov 2014 |
| Reiterate the course of action in the event of fire and display the fire risk assessment | High | James Baxter | 6 Nov 2014 |
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Continue on separate sheet if necessary.

**Review the fire risk assessment if there is a reason to suspect it is no longer valid or if there has been a significant change in the matters to which it relates.**

| STEP 5 | Assessment review | | |
|---|---|---|---|
| **Review date** | 5 Nov 2014 | **Reviewed by** | James Baxter |

**Reason for review**

The previous review was dated, and the fire safety awareness it created was waning.

**Outcomes of review**

The fire safety consciousness of the tenants of the flat has been raised.

A copy of this fire risk assessment has been displayed in the flat for the tenants to occasionally refer to so they continue their safe practices.

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