

Record of fire safety risk assessment

Adviceline: 0800 019 2211

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Building use and address	Flat 4FZ, 145 Bruntsfield Place Edinburgh		
Postcode	EH10 4EB		
Name of person(s) with fire safety duties	Maria Gillen		
Name and contact details of Assessor	James Baxter		
Assessor signature		Date of assessment	01/09/2018

STEP 1 Identify people at risk

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

Miles Franklin
Lucy Moore
Icafe Walker
Maria Gillen
Richard Cowley

STEP 2 Identify fire hazards

Note: Action Points should be recorded at STEP 4

Fire hazards	Comments		
Sources of ignition	Cooking Hob leading to pan fires Gas stove		
Sources of fuel	Gas Furniture Clothing		
Source of oxygen	Oxygen in the room until this is used up. Oxygen coming through window if window is open		
Action required (Please tick) 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	Cooking Candles		
By act or omission	Leaving food on the cooker and forgetting it Dish towel or clothing on the hob Careless candle use (Note candles are not permitted as per the lease solely due to potential fire risk)		
Deliberately	I cannot foresee any tenant deliberately starting a fire. They are all selected professionals with responsibilities.		
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓
b) Adequacy of existing fire safety measures	Comments		
Provision and protection of escape route	Out of the Main door and down the stairs		
Lighting and signage	Yes		
Fire detection and fire warning	Yes		
Fire fighting equipment	Yes		
Staff training and fire drills	N/A		
Management and fire safety policy	One tenant is responsible for weekly tests of alarms and this is recorded in the Fire Safety and Maintenance Log Book		
Co-operation and co-ordination with other building owners/occupiers.	N/A		
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓

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.

[illegible]

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 01/09/2018

Reviewed by James Baxter

Reason for review

1. Landlord Responsibility
2. HMO Legislation

Outcomes of review

Everything was in order at the time of the assessment

The Scottish Centre for Healthy Working Lives is part of NHS Health Scotland. We provide information, advice and support on health and safety legislation, occupational health and health promotion. To arrange a workplace visit, call our adviceline free on **0800 019 2211**. Alternatively, contact your local Healthy Working Lives team based in your NHS board area. The contact details for each team are available from the adviceline and are given on our website at **www.healthyworkinglives.com**

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