Record of fire safety risk assessment

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HEALTHY WORKING LIVES

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Building use and address **Postcode**	2f2, 163 Bruntsfield Place Edinburgh EH10 4DG
Name of person(s) with fire safety duties	Imogen Scott. 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

Imogen Scott
Kristiena Joerjewa
Donald Slater
Luke Wainwright

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 Electric Heating Electric Blankets Overloaded Sockets Candles and T-lights
Sources of fuel	Gas from cooking area Wooden Furniture 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) 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) 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	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) 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.

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

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.

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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