

Record of fire safety risk assessment

Adviceline: 0800 019 2211

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Building use and address	Flat 4E2, 151 Bruntsfield Place Edinburgh		
Postcode	EH10 4E8		
Name of person(s) with fire safety duties	Andy Robinson		
Name and contact details of Assessor	James Baxter		
Assessor signature		Date of assessment	01/01/2018

STEP 1 Identify people at risk	
List all persons potentially at risk from fire, including employees, residents, visitors and contractors	
Victoria Garner Lara Salido Jose Garcia Iain MacDonald	Andrea Lytle Andy Robinson

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 if open		
Action required (Please tick)		YES	NO
If you answered yes, record action at STEP 4			✓

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	<table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td></td> <td>✓</td> </tr> </tbody> </table>	YES	NO		✓
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	<table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td></td> <td>✓</td> </tr> </tbody> </table>	YES	NO		✓
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	01/01/2018	Reviewed by	James Baxter
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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

The Scottish Centre for Healthy Working Lives is endorsed by: the Confederation of British Industry (CBI Scotland), the Federation of Small Businesses (FSB), the Scottish Trades Union Congress (STUC), the Scottish Government, the Health and Safety Executive (HSE), NHS Scotland, the Convention of Local Authorities (COSLA), Jobcentre Plus, Scottish Enterprise and Highlands and Islands Enterprise (HIE).



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