# Record of fire safety risk assessment

**Adviceline: 0800 019 2211**
**www.healthyworkinglives.com**
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HEALTHY WORKING LIVES

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|---|---|
| **Building use and address** | Flat 4, 163 Bruntsfield Place<br>Edinburgh |
| **Postcode** | EH10 4DG |
| **Name of person(s) with fire safety duties** | Veronica Mesquita |
| **Name and contact details of Assessor** | James Baxter |

| | | | |
|---|---|---|---|
| **Assessor signature** | James Baxter | **Date of assessment** | 30 Oct 2019 |

## STEP 1 Identify people at risk

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

Veronica Mesquita
Ciara Donnelly
Martin Burke
Jake Hughes

## 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<br>Gas stove |
| Sources of fuel | Gas<br>Furniture<br>Clothing |
| Source of oxygen | Oxygen in the room until this is used up.<br>Oxygen coming through window if window if open |

| | 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 | Cooking<br>Candles | | |
| By act or omission | Leaving food on the cooker and forgetting it<br>Dish towel or clothing on the hob<br>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)<br>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)<br>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 |
|---|---|---|---|
| Test Alarms | Medium | Veron Mesquita | Ongoing weekly |
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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** | 30 Oct 2019 | **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**

**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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