

Record of fire safety risk assessment

Adviceline: 0800 019 2211

www.healthyworkinglives.com

www.infoscotland.com/firelaw



Building use and address			
Postcode			
Name of person(s) with fire safety duties			
Name and contact details of Assessor			
Assessor signature		Date of assessment	

STEP 1	Identify people at risk
List all persons potentially at risk from fire, including employees, residents, visitors and contractors	

STEP 2	Identify fire hazards		
Note: Action Points should be recorded at STEP 4			
Fire hazards	Comments		
Sources of ignition			
Sources of fuel			
Source of oxygen			
	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							
By act or omission							
Deliberately							
		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							
Lighting and signage							
Fire detection and fire warning							
Fire fighting equipment							
Staff training and fire drills							
Management and fire safety policy							
Co-operation and co-ordination with other building owners/occupiers.							
		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.

STEP 4			
Action points			
	Priority	Person responsible	Completion date

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Review the fire risk assessment if there is a reason to suspect it is no longer valid or if there has been a significant change in the matters to which it relates.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		Reviewed by	
Reason for review			
Outcomes of review			

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).

