Record of fire safety risk assessment

Adviceline: 0800 019 2211
www.healthyworkinglives.com
www.infoscotland.com/firelaw

Healthy Working Lives

safer scotland

Print

Building use and address	Flat 8, 151 Bruntsfield Place Edinburgh
Postcode	EH10 4EB
Name of person(s) with fire safety duties	Siobhan McMillan
Name and contact details of Assessor	James Baxter

Assessor signature	James Baxter	**Date of assessment**	17 Oct 2025

STEP 1 Identify people at risk

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

Siobhan McMillan
Steven Stewart
Debora Calcagnile
Cameron Stephen
Emilia Welton
Tomas Aynsley

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) 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.

STEP 4 Action points

	Priority	Person responsible	Completion date
Test Alarms	Medium	S McMillan	Ongoing weekly

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	17 Oct 2025	**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).

healthyliving
NHS Health Scotland
2668 12/2007