



Address of Workplace:

Fire Risk Assessment Carried Out By:

(Name)

(Job Title)

(Address)

(Contact Nos.)

Primary Occupancy Type: (e.g. Office, laboratory, factory, workshop, etc)

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## 1 Introduction

This is a written record of the risk assessment undertaken to satisfy the Fire Precautions (Workplace) Regulations 1997 (as amended) and the Management of Health and Safety at Work Regulations 1992 (as amended), and the Disability Discrimination Act 1996 & 2005.

This assessment covers people who are placed at increased risk due to age or disability, i.e. high risk groups. (Children, older and disabled people.)

This form is an example only and will need to be amended to suit individual situations, premises and organisations.

Department Representative:

### 1.1 Description of Premises

### 1.2 Executive Summary



## 2 Identification of Hazards

### 2.1 Location

List locations where people in higher risk categories may be placed at risk.

### 2.2 Process/Substance

List Processes and/or substances which may place people in higher risk categories at risk. (See CoSHH assessments)

### 2.3 Environmental Sources

Identification of potential sources of hazard requiring evacuation

- |  |                         |
|--|-------------------------|
| Bomb Threat                                | Chemical spill          |
| Biological                                 | Carcinogenic            |
| Electrical Power Supply Failure            | Extreme Weather         |
| Fire                                       | Flooding                |
| Gas leak                                   | Land slip               |
| Radiation leak                             | Terrorist Action        |
| Hazardous factors in neighbouring premises | Hazards of the location |
| Other hazards list                         |                         |



### 3 Assessments

If any answer is NO go to section 8

#### 3.1 Hazard Control

(Note: Part B and M are Building Regulations).

No.	Subject	Yes	No
1	Have all potential reasons for evacuation been identified?		
2	Have all potential hazards been removed or minimised?		
3	Is all equipment needed identified?		
3a	Is all equipment CE marked or tested?		
3b	Is all equipment regularly maintained?		
4	Have hazards from neighbouring premises been identified?		
4a	Have emergency response and evacuation been co-ordinated with neighbouring premises? (where necessary)		
5	Routes Internal		
5a	Have all safe evacuation routes been identified?		
5b	Have routes suitable for people in the higher risk categories been identified and tested?		
5c	Have safe refuges been lighted and signed? (upper and basement floors)		
5d	Is the refuge large enough for the potential number of people needing assistance to evacuate?		
5e	Is there communication from the refuge to the evacuation co-ordinator?		
5f	Are all evacuation stairs intended for use by older and disabled people designed to Part M standards?		
5g	Are any evacuation lifts deigned to Part B and M standards?		
5h	Do all stairlifts return to parking spaces where they do not obstruct evacuees?		
5i	Is there adequate emergency lighting along the route?		
5j	Can all doors be opened by children, older and disabled people?		



No.	Subject	Yes	No
5k	Are all routes inspected regularly?		
6	Routes External		
6a	Have you co-ordinated routes through neighbouring properties? (where necessary)		
6b	Have you ensured these can be used by people in higher risk categories?		
6c	Does someone check that and gates or doors on this route are unlocked at the start of every shift?		
6d	Are routes to the assembly area safe for older and disabled people?		
6e	Are routes to high ground (in case of flood) suitable for children, older and disabled people?		
6f	If not, have alternative arrangements have been made?		

### 3.2 Emergency Equipment

Note: equipment will vary according to the identified sources of hazard. Equipment should be provided in sufficient types and quantities.

No.	Subject	Yes	No
1	Have all potential hazards been identified?		
2	Has all protective equipment been identified?		
2a	Can this be used by all employees?		
2b	Has special equipment or clothing been obtained where identified as necessary?		
3	Can fire extinguishers etc. be reached and used by older and disabled people?		
4	Has the need for 'evacuation chairs' been assessed?		
4a	If needed have staff been trained in their safe use?		
4b	Have the stairs you intend to use these chairs on been assessed? (e.g. spiral stairs cannot be used)		
5a	Are chemical showers and eye baths needed?		
5b	Are they suitable for use by older and disabled people?		
5c	Do showers have seats or barrier grabrails?		



No.	Subject	Yes	No
6	Is seating and/or wheelchairs available for use by people who have been evacuated without their mobility aids or wheelchairs?		
6a	Is there a procedure for reuniting people with their aids?		
6b	Have arrangements been considered for people who cannot be evacuated without their wheelchair or life support equipment?		
7	Are audible and visual alarms available in all rooms?		
7a	Are there suitable alarm arrangements for sleeping rooms? (i.e. optional vibrating alarms)		
8	Are all signs and notices suitable for people with disabilities? (Alternate formats etc.)		

## 4 Rescue Services

Note: chemical, explosive, biological hazards need to be notified and where necessary the CoSHH assessments should be provided.

No.	Subject	Yes	No
1	Has a fire and other hazards inspection been made by a competent person?		
2	Have your evacuation plans been subject to review by a competent person?		
2a	Have you consulted a disabilities/access specialist?		
3	Have rescue services been informed of any special hazards arising from your processes or substances?		
4	Have rescue services been informed of potential problems due to higher risk people in your premises? (where applicable)		
5	Have fire services been consulted where assistants may need to re-enter the premises to aid evacuations?		
6	Have you agreed a hand over procedure with the fire service?		
7	Are all contact details available for emergency services and other sources of assistance?		



## 5 Maintenance & Inspection

No.	Subject	Yes	No
1	Have inspection and maintenance requirements been planned by a competent person?		
2	Are all tests and inspections made and recorded? Including those made by third parties.		
3	Are inspection, test and maintenance procedures been carried out by a competent person? (e.g. lifts)		
4	Are door closer/opening pressures part of the maintenance and inspection schedule?		
5	Are all emergency routes and refuges inspected regularly?		
5a	Are refuge communications tested regularly?		
6	Is emergency lighting tested regularly?		
7	Are audible, visual and vibrating alarms tested regularly?		
8	Are evacuation lifts tested and maintained regularly?		
9	Is the emergency power source tested and inspected regularly?		

## Risk to Others

No.	Subject	Yes	No
1	Have you identified and controlled any risks to		
1a	Wardens and evacuation assistants?		
1b	Carers and companions?		
1c	Parents and guardians?		
2	Have you amended training to match these risks?		
3	Have you prepared guidance for carers and parents?		
4	Have you identified and provided suitable equipment to reduce injuries due to manual handling?		



## 6 Plans & Training

No.	Subject	Yes	No
1	Have personal emergency evacuation plans been made for all personnel in higher risk categories?		
2	Have plans been made for the evacuation of		
2a	Children?		
2b	Parents and carers?		
2c	Older people?		
2d	Mobility impaired people?		
2e	Visually impaired people? (including guide dogs)		
2f	Hearing impaired people?		
2g	People with learning difficulties?		
2h	People who do not recognise danger? (e.g. Alzhiemers disease, senility, etc.)		
3	Have trial evacuations been made including people listed in 2 above?		
3a	Are evacuations rehearsed regularly? Including people in category 2 and using external routes.		
4	Have you assessed how many trained and capable people you will need to assist in an emergency?		
4a	Do you have sufficient trained people available on each shift?		
4b	If not, do you have arrangements for additional trained staff when necessary?		
5	Have all staff receive disability and age awareness training?		
5a	Do First Aid staff receive training in age and disabilities related problems?		
6	Are written plans available for staff training?		
7	Are written plans available for any organisation which hires all or parts of your building?		
8	Are records kept of all tests and training?		
9	Are all plans and training reviewed regularly? Enter date of next review		



## 7 Action Required

Reference Number \_\_\_\_\_

Number	Action	Date complete	Signed

Person responsible for action .....Target date .....

Continue on additional sheet if required