Record of fire safety

risk assessment

**Adviceline: 0800 019 2211** [**www.healthyworkinglives.com**](http://www.healthyworkinglives.com/)

[**www.infoscotland.com/firelaw**](http://www.infoscotland.com/firelaw)

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

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

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| **STEP 4 Action points** |
|  | **Priority** | **Person responsible** | **Completion date** |
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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.**

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| **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**](http://www.healthyworkinglives.com/)

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**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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