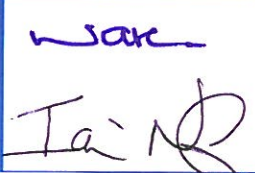


## Record of fire safety risk assessment

<b>Building Use and Address</b>	Culduthel Christian Centre Culduthel Avenue Inverness		
	<b>Postcode</b> IV2 6AS		
	<b>Name of person(s) with fire safety duties</b> William Hamilton / Iain Nicol		
	<b>Name and contact details of Assessor</b> William Hamilton / Iain Nicol Culduthel Christian Centre Culduthel Avenue Inverness		
<b>Assessor signature</b>		<b>Date of assessment</b>	21/10/09

## STEP 1 Identify people at risk

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide.

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

*In addition to adults of all ages, including a specific group of young adults who visit the premises on an infrequent basis, the premises also frequently accommodate children of all ages, including infants accompanied by adults.*

*A number of visitors who visit the facilities are wheelchair bound. The Ground Floor of Church House is used by Special Needs Children on a regular basis.*

*The crèche room is used as an after school club, Monday – Friday during school term time.*

*The crèche room is also used on several times during the week for Mothers and Toddlers. (Church Activity)*

## STEP 2 Identify fire hazards

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide.

Note: Action Points should be recorded at STEP 4

**Sources of ignition** e.g. electrical fittings, smoking, heating, open flames

Gas cooking

Trailing adaptors – kitchen

Trailing adaptors – stage

Candles (At Christmas Time)

	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		✓	

**Sources of fuel** e.g. furniture, textiles and fabrics

Combustible materials stored on site

Furniture – soft chairs in foyer do not comply with the Furniture and Furnishings (Fire) Safety Regulations 1988, as amended

Internal filling exposed on some of the soft chairs

Flammable – cooking oils

Flammable – cleaning materials

Oil Tank – external

<b>STEP 2 Identify fire hazards</b>			
See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide. Note: Action Points should be recorded at STEP 4			
LPG Tank - external			
	Action required (Please tick)	<b>YES</b>	<b>NO</b>
	If you answered yes, record action at STEP 4	✓	
<b>Sources of oxygen</b> e.g. ventilation			
Nil			
	Action required (Please tick)	<b>YES</b>	<b>NO</b>
	If you answered yes, record action at STEP 4		✓

**STEP 3 Evaluate the risk and adequacy of existing fire safety systems**

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide.

Note: Action Points should be recorded at STEP 4

**Likelihood of a fire starting**

Accidentally                      Cooking oil in kitchen could be knocked over onto gas burners

By Act or omission              Lack of planned maintenance on M&E installations. (Reactive maintenance is carried out as and when required)

Deliberately                      Rubbish – is being stored too close to the building  
  
     Wedges to fire doors, doors are being held open  
  
     Fires in unoccupied areas, low risk as detection is in place

Action required (Please tick)

**YES**

**NO**

If you answered yes, record action at STEP 4

✓

**Consequences to people from a fire starting in the building**

Cooking oil – could increase severity of fire

Lack of Planned Maintenance – could increase risk of a fire starting

Rubbish – could be used to deliberately start a fire

Wedges – could increase severity of fire, and increase the rate of spread of fire

Action required (Please tick)

**YES**

**NO**

If you answered yes, record action at STEP 4

✓

**STEP 3 Evaluate the risk and adequacy of existing fire safety systems**
**Managing fire safety**

See Chapter 5 of the relevant Scottish Government sector specific, practical fire safety guide.

**Fire Safety Policy**

This has been developed for CCC, and all leaders and users of the facilities have been made aware of this. Copies of this are available for downloading on the website.

	Action required (Please tick)	YES	NO
	If you answered yes, record action at STEP 4		✓

**Emergency Fire action plan**

Fire Action notices have been placed next to all break glass points. Fire Evacuation diagrams are to be completed and inserted in all areas next to break glass points.

Additional signage is required to be placed within the Church House.

	Action required (Please tick)	YES	NO
	If you answered yes, record action at STEP 4	✓	

**Fire Safety information and training**

Training has been provided, and recorded.

Some user groups did not attend the training, and this is to be addressed.

Training courses are scheduled for every 6 months.

	Action required (Please tick)	YES	NO
	If you answered yes, record action at STEP 4	✓	

<b>STEP 3 Evaluate the risk and adequacy of existing fire safety systems</b>			
<b>Fire drills</b>			
Fire drills with the After School Club have commenced, and will be held twice termly.			
Fire drills within CCC have commenced and will be held twice yearly.			
	Action required (Please tick)	<b>YES</b>	<b>NO</b>
	If you answered yes, record action at STEP 4		✓
<b>Maintenance of fire safety measures</b>			
All are maintained and records are kept.			
	Action required (Please tick)	<b>YES</b>	<b>NO</b>
	If you answered yes, record action at STEP 4		✓
<b>Recording information and keeping records</b>			
Records are being maintained and are held centrally			
	Action required (Please tick)	<b>YES</b>	<b>NO</b>
	If you answered yes, record action at STEP 4		✓

**STEP 3 Evaluate the risk and adequacy of existing fire safety systems**

Reducing the likelihood of fire

See Chapter 6 of the relevant Scottish Government sector specific, practical fire safety guide.

**Housekeeping and Storage**

Corridors – tables, chairs, freezer, book storage, toothpaste, bottles of water, combustible materials are all stored in fire escape routes

Wedges to fire doors – to be removed

Storage of cooking oils and papers in kitchen to be addressed / moved

Storage of cleaning materials in kitchen to be addressed

Gates to garden area – padlocks to be removed

Church House Fire Exit – ramp to be provided to existing platt.

Cleaners cupboard – to be locked at all times

	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		✓	

Restricting the spread of fire and smoke

See Chapter 7 of the relevant Scottish Government sector specific, practical fire safety guide.

**Fire Separation**

No issues.

	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓



<b>STEP 3 Evaluate the risk and adequacy of existing fire safety systems</b>			
<b>Cavities</b>			
No Issues			
	Action required (Please tick)	<b>YES</b>	<b>NO</b>
	If you answered yes, record action at STEP 4		✓
<b>Internal linings</b>			
No Issues			
	Action required (Please tick)	<b>YES</b>	<b>NO</b>
	If you answered yes, record action at STEP 4		✓
<b>From external</b>			
Bin Stores – to be relocated away from face of building			
Storage next to building – flammable items to be removed			
Fencing to be provided at gas and oil tanks			
	Action required (Please tick)	<b>YES</b>	<b>NO</b>
	If you answered yes, record action at STEP 4	✓	

**STEP 3 Evaluate the risk and adequacy of existing fire safety systems**

Means of escape

See Chapter 8 of the relevant Scottish Government sector specific, practical fire safety guide.

**Escape routes**

Clear route at Admin office

Maintain route at foyer

Plastic sheeting to fire door at stage to be removed.

Curtains at fire door at stage to be held back / checked for fire rating

	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
		✓	

Ensuring that means of escape can be used

See Chapter 9 of the relevant Scottish Government sector specific, practical fire safety guide.

**Escape Route Lighting**

Nil

	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
			✓

**STEP 3 Evaluate the risk and adequacy of existing fire safety systems**
**Signs and notices**

Church House to be addressed

Fire escape diagrams to be fitted next to all fire call points

	Action required (Please tick)	<b>YES</b>	<b>NO</b>
	If you answered yes, record action at STEP 4	✓	

Means for detecting fire and giving warning

See Chapter 10 of the relevant Scottish Government sector specific, practical fire safety guide.

**System type**

Main Building Type L1 compliant

Church House – installation has been ordered, and fitting is awaited. Contract placed with NSA.

	Action required (Please tick)	<b>YES</b>	<b>NO</b>
	If you answered yes, record action at STEP 4		✓

Means of Fighting Fire

See Chapter 11 of the relevant Scottish Government sector specific, practical fire safety guide.

**Fire fighting equipment for use by persons**

No Issues

	Action required (Please tick)	<b>YES</b>	<b>NO</b>
	If you answered yes, record action at STEP 4		✓

The assessor completing the following section should prioritise remedial measures, based on the level of risk.

**Priority ratings and suggested timescales:**

<b>Low (L) 3-6 months</b>	<b>Medium (M) Up to 3 months</b>	<b>High (H) As soon as possible</b>
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The above timescales are recommendations, however, risks should be removed as soon as possible.

<b>STEP 4      Action Points</b>			
<b>Item</b>	<b>Priority</b>	<b>Person Responsible</b>	<b>Completion Date</b>
1. Gas cooking – general awareness of ignition source made clear to all volunteers / employees	<b>H</b>	WH	21/11/09
2. Trailing adaptors – 1 Nr fitted to wall, others to be managed; investigate the need for additional fixed power points rather than the use of trailing leads	<b>L</b>	IN	21/12/09
3. Candles at Christmas time – Policy to be written, and made known to all CCC members and users	<b>H</b>	WH	21/11/09
4. Combustible materials, eg oil and papers in kitchen to be stored away from ignition source	<b>H</b>	IN	21/11/09
5. Combustible materials – furniture in foyer area (not near ignition source or escape route) – consider renewing covers with the correct material, or disposing of furniture	<b>M</b>	WH	21/01/10
6. Combustible materials – exposed foam to furniture in foyer area (not near ignition source or escape route) – consider renewing covers with the correct material, or disposing of furniture. Seats affected can be temporarily removed until remedial action is taken	<b>M</b>	IN	21/01/10
7. Cleaning Materials – kitchen storage to be addressed. Cleaners cupboard to be locked at all times	<b>H</b>	WH	21/11/09
8. LPG and Oil tank – area to be fenced, and grass removed from around the base of the tanks, gravel margins to be provided at both tanks	<b>H</b>	IN	21/11/09

<b>STEP 4      Action Points</b>			
<b>Item</b>	<b>Priority</b>	<b>Person Responsible</b>	<b>Completion Date</b>
9. Lack of Planned Maintenance for Mechanical and Electrical Installations, and PAT Testing – Contracts to be placed ASAP	<b>H</b>	WH	21/11/09
10. Rubbish – to be stored away from face of building, and fenced off	<b>H</b>	IN	21/11/09
11. Wedges to fire doors – to be removed	<b>H</b>	WH	07/11/09
12. Fire Escape diagrams – to be provided at all fire exits	<b>M</b>	IN	21/12/09
13. Signs in Church House – to be fixed to walls	<b>H</b>	WH	21/11/09
14. Gates – padlocks to be removed, as this affects the exit route	<b>H</b>	IN	07/11/09
15. Fire Marshall vest in crèche room to be relocated	<b>H</b>	WH	07/11/09
16. Training to be provided to all users – User Groups who did not attend to be given a further opportunity	<b>H</b>	IN	21/11/09
17. Fire Drills to be carried out	<b>H</b>	WH	07/11/09
18. Corridors – to be cleared of all materials / obstructions	<b>H</b>	IN	07/11/09
19. Storage next to buildings – to be examined and removed if flammable	<b>H</b>	WH	21/11/09
20. Church House Fire Alarm – installation date awaited	<b>H</b>	IN	21/11/09
21. Plastic at Fire Door at Stage – to be removed	<b>H</b>	WH	21/11/09

STEP 4      Action Points			
Item	Priority	Person Responsible	Completion Date
22. Curtains at Fire Door at Stage – to be checked for compliance with Fire Rating	H	IN	21/11/09
23. Fire Escape at Church House – ramp to be installed to make this DDA Compliant	H	WH	21/11/09

**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			



## Record of fire safety risk assessment

### Appendix A

The following information may assist you in the completion and recording of your fire safety risk assessment and action plan.

#### STEP 1 Identify people at risk

For each hazard you identify, you must consider who might be harmed; it will help you identify the best way of managing the risk. The type of persons at risk can vary greatly from premises to premises. In some premises, such as a factory, the workforce may be predominantly physically fit. In other premises such as in a shop or public office there may be a very different range of people at risk such as infants, other young children, elderly or disabled people.

The following questions may be helpful in identifying people at risk in your premises but it should be noted that the list is not intended to be exhaustive.

Identification of People at risk	YES	NO
Is sleeping accommodation provided on the premises?		✓
Are child minding or crèche type facilities provided in the premises?	✓	
Are people employed on the premises?	✓	
Can members of the public access the premises e.g. customers in shops?	✓	
Do disabled people work in, or visit the premises?	✓	
Do employees from other organisations visit the premises e.g. maintenance contractors?	✓	
Are the premises multi-occupied?	✓	
Do any persons under the age of 18 work in, or regularly frequent, the premises?	✓	
Are people who visit the premises likely to be unfamiliar with escape routes?	✓	
Does anyone including employees and contractors work alone in remote areas within the premises/building or work 'out of hours'?		✓
Does anyone work in a high fire risk area?		✓

If you have answered **yes** to any of the above and people are at risk, **record details at STEP1 on your Fire Safety Risk Assessment Form.**

## STEP 2 Identification of fire hazards

Look carefully at how people could be harmed. When you work in a place every day it is easy to overlook some hazards. The following are typical examples of fire hazards you may identify. Remember ignition sources are sources of heat that can become hot enough to ignite material found in the premises. Anything that burns is a source of fuel for a fire. This applies to contents, fixtures and fittings, building structure and to wall and ceiling linings. How ignition sources, sources of fuel and sources of oxygen (usually present in the air around us) contribute to the spread of fire should be identified.

The following questions may be helpful in identifying fire hazards in your premises but it should be noted that the list is not intended to be exhaustive.

Sources of ignition	YES	NO
Do any work activities involve hot work such as incinerators, welding, flame cutting, cooking, the use of industrial ovens, heating appliances?	✓	
Are radiant bar or open flame fires/heaters used?		✓
Are other heat sources such as light bulbs or lamps situated close to combustible materials?		✓
Are multi-point adaptors or trailing socket extension leads used in conjunction with electrical sockets and appliances?	✓	
Are there any known faults in electrical circuits, fittings or appliances?		✓
Is there any evidence of smoking in the premises?		✓
Are candles or other naked flame sources used in the premises?	✓	
Is there any evidence of 'near misses' such as burn/discolouration/scorch marks on walls or fittings such as electrical sockets/plugs?		✓
Is fire raising a potential problem?		✓

If you have answered **yes** to any of the above and any **sources of ignition** have been identified, decide what measures are necessary to reduce or eliminate the fire risk and **record details at Step2 on your Fire Safety Risk Assessment Form.**

## Points for Consideration

The actions listed below could be considered to reduce the fire risk. The list is not comprehensive but is intended to give guidance. You may identify other measures to reduce the risk.

Eliminate or replace hot work processes with processes that do not use heat/flame.

If hot work processes cannot be changed consider a hot work permit system.

Use replacement forms of heating, not reliant on naked flames etc.

Ensure no heat source comes into direct contact with stored goods, curtains etc.

Consider the effect of radiated heat and proximity of heat sources to combustible materials.

Install additional electrical sockets and protective devices such as residual circuit devices.

Investigate electrical faults and initiate repair works.

Prevent smoking on the premises.

Provide suitable external facilities for use by smokers.

Prohibit naked flame sources, e.g. candles.

Investigate 'near misses' and implement suitable preventative measures.

Fire raising - consider issues such as access to premises/site for all persons, positioning of waste skips, other external storage and proximity of vehicle parking to buildings.

Ensure that any electrical and mechanical equipment installed is used, maintained and protected in accordance with manufacturer's instructions.

If any additional sources of ignition are identified implement adequate measures to control or eliminate them.

**Record any action to be taken at STEP 4 on your Fire Safety Risk Assessment form.**

The following questions may be helpful in identifying sources of fuel and oxygen in your premises but it should be noted that the list is not intended to be exhaustive.

Sources of fuel and oxygen	YES	NO
Are combustible materials such as clothing, paper, plastics, textiles, foam materials, upholstered furniture or other soft furnishing materials stored or used in the premises?	✓	
Does upholstered furniture within the premises comply with the Furniture and Furnishing (Fire Safety) Regulations 1988?		✓
Is any upholstered furniture damaged with internal filling exposed?	✓	
Are there excessive amounts of loose papers or similar materials on notice boards or walls of escape routes?		✓
Are combustible materials stored in escape routes?	✓	
With the exception of normal decorative wallpapers are walls or ceilings, particularly on escape routes, covered with combustible materials such as carpet or polystyrene tiles, hardboard, chipboard, plastic sheet materials?		✓
Are any flammables such as white spirit, turpentine, methylated spirit, paraffin, petrol, adhesives, disposable cigarette lighters, cooking oils, chemical cleaners, plastics, video/film tape etc. stored or used on the premises?	✓	
Are compressed gas cylinders e.g. oxygen, air, acetylene, stored or used in the premises?		✓
Are liquefied petroleum gas (LPG) cylinders e.g. butane, propane, stored or used in the premises?	✓	
Are there excessive quantities of waste materials from work processes particularly when finely divided such as shredded paper, wood shavings, off cuts and dust?		✓
Do the premises have any form of air conditioning, air handling or ventilation system that could provide additional air/oxygen to a fire?		✓
Other than normal openings are there other means to allow air/oxygen to enter the building such as holes in walls creating draughts?		✓

The following questions may be helpful in identifying sources of fuel and oxygen in your premises but it should be noted that the list is not intended to be exhaustive.

Are there any other potential ignition sources other than those identified above?



If you have answered **yes** to any of the above and **sources of fuel and oxygen** have been identified, decide what measures are necessary to reduce or eliminate the fire risk and **record details at STEP 2 on your Fire Safety Risk Assessment Form.**

### Points for Consideration

**The actions listed below could be considered to reduce the fire risk. The list is not comprehensive but is intended to give guidance. You may identify other measures to reduce the risk.**

If possible use non-combustible materials for work processes.

Store combustible materials well away from ignition sources or in fire resisting stores.

Ensure good housekeeping measures are maintained.

Replace non-compliant furniture with compliant furniture.

Repair or replace damaged furniture.

Remove notice boards with excessive quantities of paper or other similar materials from escape routes.

Prohibit storage in escape routes.

Remove and replace combustible wall linings and replace with non-combustible alternatives e.g. plasterboard or hard plaster finish.

Where possible replace flammable liquids with non-flammable alternatives.

Use and dispose of flammable liquids and gases in accordance with manufacturer's and Health and Safety Executive guidance.

Minimum quantities of flammable materials required for work in hand to be used at any time.

Infill all potential sources of air/oxygen e.g. holes/openings in walls.

Ensure that air conditioning, ventilation, and air-handling systems are shut down following discovery of a fire.

Provide efficient waste disposal arrangements.

If other sources of fuel and oxygen, other than those identified, exist implement relevant precautionary measures.

**Record any action to be taken at Step 4 on your Fire Safety Risk Assessment form.**

**STEP 3 Evaluation of risk and assessment of adequacy of existing fire safety measures**

The chances of fire starting will be low if there are few ignition sources and if combustible materials are kept away from them. In general fire is likely to start in one of three ways:

- Accidentally, such as when smoking materials are not properly extinguished.
- By act or omission, such as when electrical equipment is not properly maintained or when waste is allowed to accumulate near to a heat source.
- Deliberately, such as intentional setting fire to external storage or rubbish bins.

Premises should be critically examined to identify any potential accidents, any acts or omissions that might allow a fire to start and to evaluate risk. This should include situations that may present an opportunity for deliberate ignition. Having also considered the people likely to be at risk and the likelihood of fire occurring, it is important to make an assessment of the adequacy of existing fire safety measures and the need for additional measures.

The following questions may be helpful in evaluating risk in your premises but it should be noted that the list is not intended to be exhaustive.

Evaluation of Risk	YES	NO
Could employees or others cause a fire due to a lack of fire safety knowledge?		✓
Could combustible materials be knocked or fall over or be pushed against an ignition source?	✓	
Could any vehicle on fire, parked too close to buildings, cause a fire to spread to the building?		✓
Could a fire start due to lack of maintenance of electrical equipment, or because poor housekeeping allows a build up of waste near to an ignition/heat source?	✓	
Could a fire start because of a failure to extinguish smoking materials?		✓
Could a fire be started deliberately in rubbish lying against an external wall or in a waste skip placed too close to any building?	✓	
In a multi-occupied or multi-owned building could the actions of other occupants or owners jeopardise the fire safety of persons?		✓

Could persons be unaware of the outbreak of any fire?		✓
Could a fire on a lower floor affect people on upper floors?	✓	
Could fires develop in unoccupied areas?	✓	
Could fire and smoke spread into escape routes due to poor building design or construction?		✓
Could fire and smoke spread due to a lack of self-closing devices on doors or by self-closing doors being wedged open?	✓	
If you have answered <b>yes</b> to any of the above, decide what measures are necessary to reduce or eliminate the fire risk and <b>record details at STEP 3 on your Fire Safety Risk Assessment Form.</b>		

### Points for Consideration

**The actions listed below could be considered to reduce the fire risk. The list is not comprehensive but is intended to give guidance. You may identify other measures to reduce the risk.**

Ensure employees and others such as external contractors and visitors are fully aware of management's fire safety policy, work processes and procedures..

Enforce a no smoking policy in the premises.

Provide smoking facilities and disposal facilities external to the building for employees etc.

Prohibit vehicles parking close to any building or externally stored combustible materials.

Prohibit the storage of waste materials or combustible stored goods directly against buildings.

Prohibit the positioning of waste skips within three metres of buildings.

Implement a maintenance programme for all machinery and electrical equipment used on the premises.

Make sure no combustible materials can accidentally come into contact with ignition sources.

Ensure good housekeeping and storage arrangements.



## Points for Consideration

The actions listed below could be considered to reduce the fire risk. The list is not comprehensive but is intended to give guidance. You may identify other measures to reduce the risk.

Implement a cleaning programme for all areas and also an efficient waste removal and disposal system.

Provide relevant safety information/training to employees and any other relevant persons such as external contractors involved in hot work.

Do not allow unrestricted access to the premises.

Consider security issues and the ease with which someone could deliberately start a fire.

Liaise with all other occupants/owners/dutyholders in the building to ensure co-operation and co-ordination of activities in relation to fire safety.

Provide automatic fire detectors in unoccupied areas.

Prohibit the use of wedges in fire doors.

Enclose staircases with fire resisting materials.

Provide self-closing devices on fire doors.

Infill any openings that would allow the spread of fire into escape routes.

Provide a means of giving warning of fire.

**Record any action to be taken at STEP 4 on your Fire Safety Risk Assessment form.**

The following questions may be helpful in identifying sources of safety measures in your premises but it should be noted that the list is not intended to be exhaustive.

Assessment of adequacy of existing fire safety measures	YES	NO
Could a fire on a lower floor affect the escape routes for people on upper floors especially where only one escape route is provided?	✓	
Are there any doors across escape routes that cannot be easily opened without the use of a key or similar device?		✓
Could fire/smoke generally spread easily through holes, ventilators, service ducts, vertical shafts or other openings in the building as a whole?		✓
Could fire/smoke spread into escape routes such as enclosed fire escape staircases via doors not fitted with self-closing devices, damaged doors, self-closing fire doors wedged in the open position or sticking on floor coverings etc?	✓	
Do any exits lead to an enclosed yard with no means of exit from the yard?	✓	
Are fire exit routes used for or blocked by storage materials?	✓	
Are any fire exit doors kept locked?		✓
Does any room or storey capable of holding 60 persons or more have only one fire exit?		✓
Do any doors from a room or storey capable of holding 60 persons or more open inwards against the direction of escape?		✓
Are some persons unable to reach a safe place in the open air outside the building or a door to a protected route, such as an enclosed fire escape staircase, within their travel distance limits?		✓
Do any escape routes require illumination if mains power to normal lighting failed and insufficient borrowed light from other sources (such as streetlights) is unavailable?	✓	
Is there a need to provide escape route signs, including some with directional arrows, to clearly identify escape routes and final exit doors?	✓	

**The following questions may be helpful in identifying sources of safety measures in your premises but it should be noted that the list is not intended to be exhaustive.**

Could a fire develop unnoticed in any part of the premises with the possibility that any category of person sleeping, working or visiting the premises would be unaware of such a fire?		✓
Are persons within the premises expected to tackle a small fire if it is safe to do so? If so, have they still to be trained?	✓	
Have you still to prepare an emergency fire action plan to ensure the safe evacuation of persons from the premises?		✓
Have you still to arrange tests of fire safety related equipment/systems such as fire alarm, emergency lighting, fire extinguishers, fire drills staff training at suitable intervals?	✓	
Is the building within which the premises are located multi-occupied or multi-owned?		✓
Have evacuation procedures for 'out of hour' workers or those in isolated areas e.g. cleaners and external contractors, still to be considered?		✓
If you have answered <b>yes</b> to any of the above, decide what measures are necessary to reduce or eliminate the fire risk and <b>record details at STEP 3 on your Fire Safety Risk Assessment Form.</b>		

### Points for Consideration

**The actions listed below could be considered to reduce the fire risk. The list is not comprehensive but is intended to give guidance. You may identify other measures to reduce the risk.**

Enclose fire escape routes including staircases with fire resisting construction including self-closing fire resisting doors.

Ensure all doors across escape routes can be easily opened without the need for the use of a key or similar device.

Implement appropriate measures to reduce fire spread.

Ensure escape routes and their structural protection are adequately maintained e.g. self-closing fire doors should not be wedged open.

## Points for Consideration

**The actions listed below could be considered to reduce the fire risk. The list is not comprehensive but is intended to give guidance. You may identify other measures to reduce the risk.**

Make sure no escape routes lead into enclosed yards unless there is a suitable exit from the yard.

Don't allow storage in escape routes.

Ensure fire exit doors are capable of being immediately opened at any time during an emergency. They must not be obstructed or locked at any time people are on the premises.

Provide a second escape route from rooms with more than 60 persons; alternatively limit numbers to less than 60.

Doors across escape routes from any room or storey with a capacity of 60 persons or more should open in the direction of escape.

Provide additional escape routes or other means to reduce travel distance to appropriate levels.

Provide emergency lighting on escape routes, including externally e.g. an external unlit passageway or yard area through which persons have to pass to make their escape.

Provide sufficient escape route signs, including some with directional arrows if required, to clearly identify the route along which persons at every level in the building must travel to make their way to a final exit.

Unless premises comprise a single room in open view to all, when a shouted warning of fire might be sufficient, consideration must be given to the provision of a suitable fire alarm system. The system might incorporate automatic smoke/fire detection and warning suitable for the type of risk present e.g. there is a greater risk present in premises providing sleeping accommodation. It may be necessary to interlink the fire alarm with those of other occupants in a multi-occupied/owned building.

Provide and site suitable fire extinguishers throughout the premises. Fire extinguishers should generally be grouped together at fire points located adjacent to storey exits.

Provide suitable training for all persons expected to use fire extinguishers.

Prepare a suitable emergency fire action plan for the premises.

Carry out periodic fire drills appropriate to prevailing circumstances and provide regular training on fire safety issues for employees.

### Points for Consideration

**The actions listed below could be considered to reduce the fire risk. The list is not comprehensive but is intended to give guidance. You may identify other measures to reduce the risk.**

Provide suitable fire action notices in sleeping accommodation, on notice boards and other areas where employees and others may congregate.

Ensure that records of the testing and maintenance of relevant equipment and of fire drills and training are maintained. Records should be kept available on the premises for inspection by any authorised persons.

Liaise with all other occupants/owners to ensure that fire safety compliance issues, such as interlinking individual fire warning systems, protection of common escape routes etc. are adequately dealt with.

For employees under the age of 18, ensure that the fire safety risk assessment specifically takes account of any additional risks due to their immaturity and potential lack of awareness of danger.

Ensure arrangements are in place to make employees of other organisations such as maintenance personnel aware of fire dangers and safety procedures.

If employees need to implement an emergency procedure, ensure it is provided in writing and they are aware of their responsibilities and have been trained.

Ensure a sufficient number of people are available to implement any emergency procedure.

Ensure evacuation arrangements are made for un-staffed overnight periods e.g. provide occupants with verbal and/or written information about fire warning and evacuation arrangements.

**Record any action to be taken at STEP 4 on your Fire Safety Risk Assessment form.**

#### **STEP 4      Record of Fire Safety Assessment Information**

Having carried out a fire safety risk assessment for the premises, the findings must, in some circumstances be recorded, including any action taken or action still to be taken. The assessment record should be retained and made available, on request, to the enforcing authority.

Fire safety law requires information to be recorded where five or more employees are employed (whether they are on site or not) or the premises are subject to licensing or registration or an 'Alterations Notice' has been issued requiring this.

Further information regarding recording is available in the sector specific, practical fire safety guides available at [www.infoscotland.com/firelaw](http://www.infoscotland.com/firelaw).

#### **STEP 5      Review of Fire Safety Risk Assessment**

**Your fire safety risk assessment should be reviewed regularly. If the findings of the assessment are considered to be no longer valid or there has been a significant change to the premises, or the organisation of the work undertaken has affected the fire risk or the fire safety measures, the assessment should be reviewed. Situations which might prompt a review include:**

- a change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability
- changes to work procedures, including the introduction of new equipment
- alterations to the building, including the internal layout
- significant changes to furniture and fixings
- significant changes to displays or quantities of stock
- the introduction or increase in the storage of hazardous substances; or
- becoming aware of shortcomings in fire safety measures or potential improvements.