

# EXAMPLE OF A COMPLETED FIRE RISK ASSESSMENT

Fire risk assessment notes sheet (to be completed during workplace inspection)

NATIONAL CERTIFICATE  
IN FIRE SAFETY AND  
RISK MANAGEMENT



CANDIDATE'S FIRE RISK  
ASSESSMENT NOTES

UNIT FC2 – FIRE SAFETY  
PRACTICAL APPLICATION

Sheet Number 1 of 3

Candidate's Name J Smith

Student number 12345

Location Glades Supported Sheltered House

Date undertaken 06/07/08

<b>Observations</b> Note both controlled <i>and</i> uncontrolled fire hazards (sources of ignition, fuel and oxygen), risks of fire spread (fire protection measures) and risk to persons (emergency evacuation measures and procedures)	<b>Measures in place to control risk</b> Note measures in place to reduce the risk of fire occurring, to reduce the risk of fire spread and measures and procedures to remove / reduce the risk to persons from fire
<p> <b>Chip pan</b>  <b>Cooker</b>  <b>Grill</b>  <b>Smoking</b>  <b>Toasters</b>  <b>Lamps</b>  <b>Electric fires</b>   <b>Paint</b>  <b>Thinners</b>  <b>Oils</b>  <b>Petrol</b>   <b>No self closing devices on laundry door</b>   <b>No record of monthly checks on fire extinguishers</b>   <b>No record of monthly inspection of emergency lighting units</b>  <b>Smoke detectors not fitted in all bedrooms</b>  <b>No heat detector in laundry room</b>  <b>Smoke detectors sound individually but do not activate building fire alarm system</b>  <b>No fire evacuation plan</b>  <b>No staff training in use of extinguishers or evacuation</b>  <b>No fire drills held</b>   <b>No signing-in book for visitors</b> </p>	<p> <b>Chip pan used infrequently</b>   <b>Cooker and grill never left unsupervised</b>   <b>Waste paper/rubbish removed daily to external storage</b>  <b>House electrical equipment inspected and tested annually by electrical contractor</b>  <b>Limited supervision by cleaners of electrical appliances used in bedrooms</b>   <b>Paint, thinners, and oils all stored in metal cupboard in garage</b>   <b>Minimum quantities of petrol for lawnmower stored in garage</b>  <b>Fire resistant doors with appropriate seals fitted throughout</b>  <b>Appropriate fire extinguishers provided throughout building</b>  <b>Appropriate emergency lighting provided throughout building</b>  <b>Individual smoke alarms fitted in bedrooms</b>   <b>All staircases with double fire door protection</b>   <b>Adequate provision of means of escape and assembly points</b>  <b>Adequate provision of signage</b>  <b>Fire action notices displayed at main entrances</b>  <b>Manager or Deputy always in residence 24 hours per day</b> </p>

**NB: This risk assessment is for educational purposes only (see section 5.3.4 of the Guide)**

**Fire risk assessment sheet (fire prevention) (Form 1)****NATIONAL CERTIFICATE  
IN FIRE SAFETY AND  
RISK MANAGEMENT****FIRE RISK ASSESSMENT  
SHEET (fire prevention)****UNIT FC2 – FIRE SAFETY  
PRACTICAL APPLICATION****FORM 1**

Sheet Number 2 of 3

Candidate's Name J Smith  
Location Glades Supported Sheltered House

Student number 12345  
Date undertaken 06/07/08

Fire hazards (sources of ignition, fuel and oxygen)	Identification of/locations of persons at risk	Measures in place to reduce the risk of fire occurring	Additional fire safety measures required to reduce risk
Chip pan	<b>Manager – all locations/ sleeping accommodation on premises</b> <b>Deputy - all locations/ sleeping accommodation on premises</b> <b>Cleaning staff - all locations</b> <b>Kitchen staff – kitchen/dining area</b> <b>Elderly residents ( limited mobility/ hearing/eyesight - limited response to emergency evacuation)</b> <b>- bedrooms, communal/ dining areas</b> <b>Visitors – elderly persons, children, persons with disabilities</b>	<b>Chip pan used infrequently</b>	<b>Use of chip pan to be discontinued</b>
Cooker Grill		<b>Cooker and grill never left unsupervised</b>	
Toasters Table lamps Electric fires Bedroom furnishings Electrical equipment		<b>Limited supervision by cleaners of electrical appliances used in bedrooms</b> <b>House electrical equipment inspected and tested annually by electrical contractor</b>	<b>Residents electrical equipment to be tested annually by electrical contractor</b>
Paint Thinners Oils		<b>Paint, thinners, and oils all stored in metal cupboard in garage</b>	
Smoking materials		<b>Waste paper/rubbish removed daily to external storage</b>	
Petrol		<b>Minimum quantities of petrol for lawnmower stored in garage</b>	<b>Consider use of electric lawnmower</b>
No additional sources of oxygen			

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**Fire risk assessment sheet (risk of fire spread and risk to persons from fire) (Form 2)****NATIONAL CERTIFICATE  
IN FIRE SAFETY AND  
RISK MANAGEMENT****UNIT FC2 – FIRE SAFETY  
PRACTICAL APPLICATION****FORM 2****FIRE RISK ASSESSMENT  
SHEET (risk of fire spread and  
risk to persons from fire)**

Sheet Number 3 of 3

Candidate's Name J Smith

Student number 12345

Location Glades Supported Sheltered House

Date undertaken 06/07/08

Risk of fire spread and risk of fire to persons issues (Fire spread, fire protection measures, warnings, evacuation issues)	Identification of/locations of persons at risk	Measures in place to reduce the risk of fire spread and to reduce/remove the risk to persons from fire	Additional fire safety measures required to reduce risk
<p>No self closing devices on laundry door</p> <p>No record of monthly checks on fire extinguishers</p> <p>No record of monthly inspection of emergency lighting units</p> <p>Smoke detectors not fitted in all bedrooms</p> <p>No heat detector in laundry room</p> <p>Smoke detectors sound individually but do not activate building fire alarm system.</p> <p>No fire evacuation plan</p>	<p>Manager – all locations/ sleeping accommodation on premises</p> <p>Deputy - all locations/ sleeping accommodation on premises</p> <p>Cleaning staff - all locations</p> <p>Kitchen staff – kitchen/dining area</p> <p>Elderly residents ( limited mobility/ hearing/eyesight - limited response to emergency evacuation) - bedrooms, communal/ dining areas</p> <p>Visitors – elderly persons, children, persons with disabilities</p>	<p>Fire resistant doors with appropriate seals fitted throughout</p> <p>Individual smoke alarms fitted in bedrooms</p> <p>Appropriate fire extinguishers provided throughout building</p> <p>Appropriate emergency lighting provided throughout building</p> <p>Adequate provision of means of escape and assembly points</p> <p>Adequate provision of signage</p> <p>Fire action notices displayed at main entrances</p> <p>All staircases with double fire door protection</p>	<p>Fit self closing device to laundry door</p> <p>Carry out and record monthly checks on fire extinguishers and inspection of emergency lighting units</p> <p>Fit smoke detectors in all bedrooms</p> <p>Fit heat detector to laundry room</p> <p>Install fire alarm system activated by smoke/heat detectors that sounds throughout the building</p> <p>Develop fire evacuation plan and inform/train staff of its contents</p>
<p>No staff training in use of extinguishers or evacuation</p> <p>No fire drills held</p> <p>No signing-in book for visitors</p>		<p>Manager or Deputy always in residence 24 hours per day</p>	<p>Arrange staff training in use of extinguishers and fire safety awareness</p> <p>Arrange for regular fire drills to be held when all staff are on premises</p> <p>Provide and ensure use of signing-in book for all visitors</p>

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**NATIONAL CERTIFICATE  
IN FIRE SAFETY AND  
RISK MANAGEMENT**



**SUMMARY FIRE  
RISK ASSESSMENT SHEET**

UNIT FC2 – FIRE SAFETY  
PRACTICAL APPLICATION

**FORM 3**

Candidate's Name J Smith

Student number12345

<b>Overall assessment of risk of fire occurring – H/M/L with justification</b> (this may be either by accident, by a possible act or omission or by an intentional act)
<b>Medium</b> Smoking not controlled in premises, kitchen in daily use, chip pan used occasionally, residents use own electrical appliances in bedrooms, petrol driven lawnmower used in grounds
<b>Assessment of risk of fire spread - H/M/L with justification</b>
<b>Low</b> Self closing 30 min fire resisting doors fitted throughout except for laundry, no heat detector fitted in laundry
<b>Assessment of risk to persons from fire - H/M/L with justification</b>
<b>Medium</b> Individual smoke detectors in bedrooms do not activate building fire alarm system, emergency lighting and extinguishers are not regularly inspected, no fire evacuation plan, no staff training in fire procedures, no signing in book for visitors.
<b>Fire risk assessment review date – with justification</b> (based on the findings of the fire risk assessment)
<b>6 months</b> On completion of remedial action to install required fire detection and alarm system, inspection programme for emergency lighting and extinguishers, introduction of fire evacuation plan and training programme for staff.

Location Glades Supported Sheltered House

Date undertaken 06/07/08

**NB: This risk assessment is for educational purposes only (see section 5.3.4 of the Guide)  
I declare that the work presented in this practical application report is my own work.**

**Name:** J Smith  
**Signature** J Smith  
**Date** 08/07/08