	Folknoll
FIRE ASSESSMENT RECORD	**HS004**
Location:	**Serial No.:**

Heat Generating Equipment & Processes/ Sources of Ignition

1. Identify means of heating Gas ☐ Oil ☐ Electric ☐ Other ☐

	Yes	No
2. Is heating equipment maintained and inspected periodically by a competent person?	☐	☐
3. Are gas heating appliances inspected and serviced annually by a competent person?	☐	☐
4. Are all heaters fixed in position and fitted with suitable guards?	☐	☐
5. Are all heaters positioned away from combustible materials?	☐	☐
6. Are fuel burning heaters (i.e. LPG) used?	☐	☐
7. Are heaters that burn fuel sited away from draughts?	☐	☐
8. Do work processes use or generate heat e.g. soldering, brazing, welding, etc?	☐	☐
If yes, Identify processes:		
9. Have separate risk assessments been carried out for these processes?	☐	☐
10. Is smoking prohibited on the company premises or grounds?	☐	☐
11. If no, is there a designated smoking area provided with adequate ashtrays?	☐	☐

Observations	**Recommendations for Improvement**

Potentially Explosive Environments

		Yes	No
12.	Are there any potentially explosive atmospheres created by working processes?		
	If yes, Identify processes:		
13.	Are extraction or ventilation systems used to dilute or remove combustible materials (e.g. dusts), flammable gas or vapour?		
14.	Is intrinsically safe equipment designed for use in flammable atmospheres that will not be a source of ignition used?		

Observations	Recommendations for Improvement

Combustible materials & substances

		Yes	No
15.	Is the workplace free of rubbish and combustible waste materials?		
16.	Do work processes use combustible materials and substances?		
	If yes, identify processes, materials and substances:		
17.	Is there a system for controlling the amounts of combustible waste materials and flammable liquids and gases that are kept in the workplace? e.g. quantities, etc.		
18.	Are all combustible materials and flammable liquids and gases stored safely and securely? e.g. suitable storage containers, etc.		
19.	Are substances with a flash point less than 32℃ us ed?		
20.	Is there a waste control system operating effectively which accommodates the regular removal of waste from the premises?		
21.	Is the upholstery of furniture in good condition?		

Observations	Recommendations for Improvement

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Electrical Equipment	**Yes**	**No**
22. Has all fixed electrical equipment been correctly installed by a competent person?		
23. Are persons trained to use electrical equipment correctly?		
24. Is fixed electrical equipment and associated wiring regularly maintained and inspected/tested by a competent person?		
25. Is portable electrical equipment and associated cables regularly maintained and inspected/tested by a competent person?		
26. Is overheating of cables and equipment prevented (i.e. due overloaded circuits, bunched or coiled cables, correct fuses, impaired cooling fans, etc.)?		
27. Is insulation on cables or wiring adequate and not damaged?		
28. Are flexes run in safe places where they will not be damaged?		
29. Is the use of electrical extension leads and multi-point adapters kept to a minimum?		
30. Are combustible materials positioned away from electrical equipment to prevent heat generation, impaired cooling fans, etc?		
31. Is electrical equipment operated in potentially dangerous environments (i.e. wet or dusty atmospheres)?		
32. Is electrical equipment operated in cold environments where embrittlement or cracking of cables may occur?		

Observations	**Recommendations for Improvement**

Equipment and Machinery

		Yes	No
33.	Is equipment and machinery routinely checked for leaking valves, glands or joints to prevent oils and other flammable liquids contaminating adjacent floors or goods		
34.	Are persons trained to use electrical and machinery correctly?		
35.	Is equipment and machinery routinely cleaned to remove excess deposits, waste materials, etc.?		
36.	Are ventilations points of equipment and machinery routinely inspected for blockages or clogging that could cause overheating?		
37.	Is equipment and machinery routinely checked for loose belts or lack of lubrication that may lead to increased friction?		
38.	Is fume and dust extraction equipment and associated ducting routinely checked for build up of excess deposits?		
39.	Is equipment and machinery routinely checked to ensure that automatic or manual safety features and cut-outs are not disabled or interfered with		

Observations	Recommendations for Improvement

Fire Detection and Warning Systems

		Yes	No
40.	Are all parts of the building occupied at the same time?		
41.	Is it likely that a fire could start without somebody noticing it quickly?		
42.	Are there unoccupied areas in which a fire could develop to the extent that escape routes could be affected before the fire is discovered?		
43.	Can the existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety?		
44.	Is automatic fire detection installed?		

Observations	Recommendations for Improvement

	Folknoll
FIRE ASSESSMENT RECORD	**HS004**
Location:	**Serial No.:**

Fire Detection and Warning Systems	**Yes**	**No**
45. Are the detectors of the right type and in the appropriate locations?		
46. Is an alarm given from a single point likely to be heard throughout the building (particularly those with one floor)		
47. Is an electrical fire alarm system incorporating sounders and manually operated call points installed?		
48. Are there provisions for people or locations where the alarm cannot be heard?		
49. Are all fire alarm points clearly visible and unobstructed?		
50. Can the fire alarm be raised without placing anyone in danger?		
51. Can the means of warning be clearly heard and understood by everyone throughout the whole building when initiated from a single point?		
52. Is a procedure adopted that in the event of a fire a 999 call is made to the Fire Service?		
53. If the fire-detection and warning system is electrical, does it have a back-up supply?		
54. Is the fire alarm, and all its components, continuously monitored?		
55. Are the recommendations for fire protection by the insurance company implemented?		
56. Is the fire alarm or automatic detection system in good working order?		
57. Is the alarm tested weekly?		
58. Is the fire alarm system maintained and checked annually by a competent person?		

Observations	**Recommendations for Improvement**

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Fire Detection and Warning Systems	**Yes**	**No**
59. Is the fire detection system tested regularly?		
60. Is the automatic detection system checked annually by a competent person?		

Observations	**Recommendations for Improvement**

Building Layout & Construction	**Yes**	**No**
61. Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?		
62. Are there any inner rooms (where the only way out of a room is through another room) where an unnoticed fire in the outer room could trap people in the inner room?		
63. Do inner rooms include a vision panel to the outer room to give an indication of the conditions in the outer room and the means of escape (and/or)		
64. Does the outer room include an automatic smoke detector that sounds warning in the inner room (and/or)		
65. Does the dividing wall between the inner and outer room have gap from the ceiling enabling smoke to be seen		

Observations	**Recommendations for Improvement**

Escape Routes & Fire Exits	**Yes**	**No**
66. Has an emergency plan been drawn up in case of a major fire?		
67. Can all the occupants escape to a place of total safety in a reasonable time?		
68. Are the existing escape routes adequate for the numbers and type of people that may need to use them, e.g. staff, contractors and disabled people?		
69. Are the exits in the right place and do the escape routes lead as directly as possible to a place to total safety?		

Escape Routes & Fire Exits (Continued)		**Yes**	**No**
70. Are escape routes clearly and correctly signed?			
71. Are travel distances to fire exits (or place of safety) within the following suggested range of travel:			
	Where more than one escape route is provided: 25m in higher fire-risk area		
	45m in normal fire-risk area		
	60m in lower fire-risk area		
	Where only one escape route is provided: 12m in higher fire-risk area		
	25m in normal fire-risk area		
	45m in lower fire-risk area		
Distances may be increased by the addition of further fire protection measures e.g. automatic fire detection			
72. Are alternative exits from a space or room at least 45° apart (unless the route to them is separated by fire-resisting construction)?			
73. Is the minimum width of escape routes in excess of 750mm?			
74. If there is a fire, could all available exits be affected or will at least one route from any part of the premises remain available?			
75. Are escape routes and final exits kept clear and free from obstructions at all times?			
76. Are the escape routes free from tripping and slipping hazards?			
77. Are the steps and stairs in a good state of repair?			
78. Do the doors on the escape routes open in the direction of the escape?			
79. Are internal fire doors labelled and normally kept closed?			
80. Are the self-closers on fire doors operating correctly to fully close the fire door on to its rebate after use?			
81. Can all final exit doors be opened easily and immediately without the use of a key?			
82. Are the final exits always unlocked when the premises are in use?			
83. Are existing exits available for use and inspected/tested regularly?			

Escape Routes & Fire Exits (Continued)

	Yes	No
84. Will everybody be able to safely use the escape routes to evacuate the premises?		
85. Are plans established for assisting disabled staff and visitors to evacuate the premises?		
86. Are staff aware of the importance of maintaining the safety of the escape routes, e.g. fire doors not wedged open, combustible materials not stored within escape routes, etc.?		
87. Are there any particular or unusual issues to consider?		
88. Are fire doors and escape routes checked regularly to ensure they are safe?		
89. Is a safe fire assembly point provided?		

Observations	Recommendations for Improvement

Emergency Escape Lighting

	Yes	No
90. Are the premises used during periods of darkness?		
91. Are escape routes adequately lit to ensure safe use during escape?		
92. Where escape lighting is installed is it in working order and is it checked and maintained regularly by a competent person?		
93. Are there back-up power supplies for the emergency lighting?		

Observations	Recommendations for Improvement

Signs & Notices

	Yes	No
94. Are fire action notices displayed prominently throughout the workplace?		
95. Is the location and type of fire extinguishers indicated with the appropriate signage?		
96. Are escape routes and exits clearly and correctly signed?		
97. Are fire assembly points clearly identified?		
98. Is there signage that provides information to fire and rescue services, such as those indicating the location and isolation of utilities, including water, gas and electricity?		
99. Is there signage that readily identifies the storage of hazardous substances?		
100. Is there signage that indicates fire doors which must be kept shut?		
101. Are notices provided that give information on how to operate security devices on exit doors?		
102. Are signs checked and maintained to ensure they are correct, legible and understood?		

Observations	Recommendations for Improvement

General Security

	Yes	No
103. At the end of each working day is the entire workplace checked for fire risks, including: a. Isolation of electrical equipment, where possible b. Heat sources removed or isolated c. Combustible materials removed or isolated d. Flammable liquids of gases stored securely e. All internal doors closed		
104. Has consideration been given to measures to prevent the occurrence of arson?		
105. Is rubbish stored away from buildings in a secured location?		
106. Can all windows and doors be securely shut?		

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General Security (Continued)	**Yes**	**No**
107. Is security lighting sufficient and in working order?		

Observations	**Recommendations for Improvement**

Fire-fighting Equipment and Facilities	**Yes**	**No**
108. Are an adequate number of the right types of fire extinguishers provided at locations close to potential fire hazards identified?		
109. Are the fire extinguishers well situated and secure on hooks or at fire points and can users get to them without exposing themselves to risk?		
110. Are extinguishers clearly visible and their location and type indicated with the appropriate signage?		
111. Are the extinguishers maintained and checked annually by a competent person?		

Observations	**Recommendations for Improvement**

Staff Training & Awareness	**Yes**	**No**
112. Have staff been trained in how to call the Fire Service, the use of fire extinguishers and basic fire prevention?		
113. Are staff aware of the major fire emergency plan?		
114. Are evacuations and fire drills practiced and recorded regularly to ensure all staff are aware of fire procedures?		

Observations	**Recommendations for Improvement**

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Fire Assessment Review	**Yes**	**No**
115. Has a procedure been established to review the fire risk assessment periodically?		

Observations	**Recommendations for Improvement**

Assessor :	Signed:	Date:
Managing Director:	Signed:	Date:

Follow-Up and Close-Out Action

Ref. No.	Comments	Close-Out Date

Review and Evaluation

Managing Director:	Signed:	Date: