



REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT TEMPLATE GUIDANCE

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(Version 1.4.1)

This document has been equality impact assessed in line with Wiltshire FRS procedure – to view the assessment [click here](#)

This guidance document has been produced to assist the Responsible Person to complete a Fire Risk Assessment **using the template provided by Wiltshire Fire & Rescue Service.**

This template has been provided to assist the Responsible Person with the completion of a Fire Risk Assessment for their premises. Wiltshire Fire & Rescue Service accept no responsibility for the suitability or sufficiency of the added content of the completed document.

In order to produce a suitable and sufficient risk assessment for your premises, it should be used in conjunction with a series of guide books published by the Department for Communities and Local Government (CLG). These books provide additional information (type of premises specific) in order to assist those preparing fire risk assessments, giving detailed information on risk assessments and other issues.



All of the above guidance books are available to download direct free of charge from the CLG website or alternatively they can be found by visiting www.wiltshire.gov.uk and following the links

Departments / Technical Fire Safety / Guidance Document Repository.

Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 became law in October 2006 and introduced significant change to workplace fire safety responsibilities. As well as simplifying the legislative regime by bringing all fire safety legislation together into one Order, it introduced the need for employers, building owners and occupiers as 'responsible persons' to carry out, implement and maintain a fire safety risk assessment.



All non-domestic premises, including the common or shared parts of blocks of flats or houses in multiple occupation are covered by the Order, and may be inspected by their local Fire and Rescue Authority.

Under the Order, Fire and Rescue Authorities have a statutory duty to ensure compliance and enforce the requirements where necessary.

What are the main requirements of the Order?

The responsible person is required to:

- Carry out a fire risk assessment identifying the risks and hazards.
- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general fire precautions to deal with any residual risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are used or stored.
- Create a plan to deal with any emergency and, in most cases, document your findings.
- Review the findings as necessary

In carrying out a risk assessment the responsible person may decide that given the nature of the premises or the people involved, they may need to appoint one or more competent persons to assist them. The level of necessary competence is not prescribed in the Order. It recognises that the extent of competency will vary according to the nature and complexity of the premises involved.

The Fire Safety Order requires that you give effect to arrangements for the planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified as a consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- You employ five or more employees in your undertaking (regardless of where they are employed);
- A licence under other legislation is in force; or
- An alterations notice is in force requiring a record to be kept.

Where does it apply?

The Order applies to virtually all premises and covers nearly every type of building, structure and open space. For example:

- Offices and shops
- Premises that provide care
- Community halls
- The common areas of houses in multiple occupation including common fire warning systems etc.
- Pubs, clubs and restaurants
- Schools
- Tents and marquees
- Hotels, B&Bs, guest houses, hostels and self catering accommodation
- Factories and warehouses
- Stables

What does this mean for me?

The main effect of the changes will be a move towards greater emphasis on fire prevention in all non-domestic premises, including the voluntary sector and self-employed people with premises separate from their homes.

Responsibility for complying with the Fire Safety Order will rest with the 'responsible person'. In a workplace, this is normally the employer or any other person who may have control of any part of the premises, eg the occupier or owner. If there is more than one responsible person in any type of premises, they must take all reasonable steps to consult with one another regarding matters of fire safety.

If you are the responsible person you will have to carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain.

The fire risk assessment should consider dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the *general fire precautions (as defined in Article 4 of the Fire Safety Order)* and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment must consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.



WILTSHIRE FIRE & RESCUE SERVICE **FIRE RISK ASSESSMENT TEMPLATE**

The Wiltshire Fire & Rescue Service Fire Risk Assessment Template is divided into sections as follows:

Front page
General Information
Identified Fire Hazards and Primary Control Measures
Arrangements for Evacuation
Provision of Elements of Fire Safety as Secondary Control Measures
Management of Fire Safety
Remedy Action Plan

The Responsible Person must ensure that each section is fully completed with additional details included where necessary.

The location of any further written information such as General Evacuation Plans, Personal Emergency Evacuation Plans, Personal Staff Training Records, Testing and Maintenance Records for alarms/lights etc, should be contained within the Fire Risk Assessment.

Front page

This section gives information as to who is the designated “Responsible Person” for the premises under the Regulatory Reform (Fire Safety) Order 2005 and information regarding who carried out the assessment, the date of completion and any subsequent reviews.

The “Premises ID” is a unique number used by Wiltshire & Swindon Fire Authority to electronically identify individual premises. Please contact your local Fire Safety Office to obtain this number. In addition and by doing this, we will be able to update your premises particulars immediately within our database.

☎ Swindon – 01793 401240
☎ Trowbridge – 01225 756500
☎ Salisbury – 01722 439300

In the event of an emergency, please remember to dial 999 or 112

General Information

This section gives basic information about the premises itself (Number of floors, size, construction and usage).

Include details and numbers of occupants especially at risk from fire (i.e. sleeping, disabled, lone workers, young persons, elderly, infirm etc).

The fire safety measures required within your premises will be wholly determined by those likely to occupy it!

Identified Fire Hazards and Primary Control Measures

It is important that each section is **fully completed**, including the identified hazards, existing control measures, and if any additional control measures are subsequently required. CLG guidance books will assist in the identification of most generic hazards and control measures which may be relevant to your premises.

An example is as follows:

ELECTRICAL SOURCES OF IGNITION		
Fixed installation periodically inspected and tested? (Every 5 years)		NO
Portable appliance testing carried out on a risk assessed basis?		YES
Suitable policy in place regarding the use of personal electrical appliances?		YES
Suitable limitation and management of trailing leads and adaptors?		YES
Identified Hazards	Existing Control Measures	Additional Control Measures Required
Photocopiers IT Equipment Desk Fans Desk Lamps Kettle Microwave Vacuum Cleaner	All items over 12 months PAT tested annually Staff prohibited from using personal equipment Maintenance Team inspect all leads, adaptors and plugs periodically Staff instructed to visually check leads and cables periodically	Fixed installations may require inspecting
Deficiencies and Comments: unable to determine when fixed installations were last tested by a competent person. Deficiencies, additional control measures and recommendations should be copied into the Remedy Action Plan at the end of the Fire Risk Assessment, and the appropriate action taken.		

Arrangements for Evacuation

The determined strategy of evacuation within your premises is paramount to the safety of all occupants.

Any evacuation strategy must be carried out without Fire Service intervention.

If Personal Emergency Evacuation Plans (PEEPS) are in use, then details of these should also be made reference to.

Means of Escape for Disabled People (Supplementary Guide)

Further information on fire safety provisions for disabled persons can be found by visiting www.wiltshire.gov.uk and following the link:

Departments / Technical Fire Safety / Guidance Document Repository.

Provision of Elements of Fire Safety as Secondary Control Measures

Primary Control Measures are taken to prevent, as far as reasonably practical, a fire from starting.

Secondary Control Measures are taken to ensure that if a fire does start; all occupants are alerted and evacuated quickly and safely as possible.

It is therefore important that you have suitable:

- ✱ Fire warning and detection;
- ✱ Means of escape (design of, travel distances, number of exits, etc)
- ✱ Compartmentation (fire resisting walls, glazing and doors);
- ✱ Emergency lighting;
- ✱ Signage;
- ✱ Fire extinguishers

CLG guidance books provide more detailed information as to the minimum required standards.

Fire warning and detection systems are installed to British Standard 5839. Some examples of grading are as follows:

- Type L5: Life safety generally when specific fire engineering solutions or where PI insurance is required.
- Type L4: Life safety system, same as a manual system plus smoke detection on escape route.
- Type L3: Life safety system, same as a manual system plus smoke detection on escape route and heat or smoke detection in adjacent rooms.
- Type L2: Life safety system, same as L3 but additional detection provided in fire hazard/risk of ignition areas (i.e. kitchens, sleeping areas and other specified areas.)
- Type L1: Life safety system, detection provided in all areas, including voids and unused spaces.

Fire Inspecting Officers may require to see any relevant certificates required for a fire alarm installation, these are as follows:

- Installation Certificate
- Commissioning Certificate
- Alteration Certificate (if appropriate)
- Test Certificate

Management of Fire Safety

This section determines responsibility for different elements of fire safety within the premises.

It also should include information regarding initial and remedial fire safety training provision for members of staff and information provided to external contractors, testing and maintenance regimes for all fire safety measures and subsequent recording requirements.

A Testing and Maintenance Logbook may be downloaded free of charge from www.wiltshire.gov.uk and following the links

Departments / Technical Fire Safety / Guidance Document Repository.

Remedy Action Plan

This section should be used to make a written record of any additional action/control measures identified when carrying out the initial or subsequent review of your Fire Risk Assessment. (i.e. - a things to do list!)

Remedial action should be prioritised accordingly and remedied as necessary.

Please note, Fire Inspecting Officers focus on this section to determine whether any issues they may identify during any subsequent fire safety audit, have previously been identified during the original risk assessment and suitable steps taken to remedy by the Responsible Person.

SIGNIFICANT FINDINGS – REMEDY ACTION PLAN					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Fixed installations require inspecting	LOW		Maintenance Person	
2					
3					

CUSTOMER FEEDBACK

Wiltshire Fire & Rescue Service would welcome any comments or recommendations regarding the Template Fire Risk Assessment form and its ease of use.

An electronic customer feedback facility is available on www.wiltshire.gov.uk and following the link

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