



CONSTRUCTION

FIRE RISK ASSESSMENT

Regulatory Reform (Fire Safety) Order 2005

PROJECT FILE

CONSTRUCTION FIRE RISK ASSESSMENT

| | |
|-------------------------|--|
| PROJECT NAME: | |
| PROJECT ADDRESS: | |
| CLIENT NAME : | |
| PREPARED BY: | |

| | |
|------------------------|---------------------|
| CHASF Ref. No.: | ES3300-02/07 |
| DATE: | |
| REVISION NO.: | |
| PROJECT NO.: | |

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| LOCATION OF THE WORKS | |
| START DATE | |
| DURATION | |

| REVISION NO. | PREPARED BY | CHECKED BY | DATE | SIGNED |
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CONSTRUCTION FIRE RISK ASSESSMENT

1.0 INTRODUCTION

1.1 General Information

| | | | |
|--|---|------------|--------|
| Numbers of floors: | <input style="width: 100%;" type="text"/> | | |
| Use of the premises: | Residential | Commercial | Public |
| Maximum number of occupants at any one time: | <input style="width: 100%;" type="text"/> | | |
| Approximately number of contractors at any one time: | <input style="width: 100%;" type="text"/> | | |
| Maximum number of members of the public at any one time: | <input style="width: 100%;" type="text"/> | | |
| Occupants that may be especially at risk from fire: | Disability people and visitors that are unfamiliar with the premises. | | |
| Fire loss experience: | Residential | Commercial | Public |
| Any other relevant experience: | <input style="width: 100%;" type="text"/> | | |

1.2 Purposes

The purpose of the risk assessment is to:

- Identify the fire hazards in the common parts of the premises.
- Identify who might be at risk from these hazards.
- Evaluate the risk arising from the hazards and assess whether the existing protective and preventative measures are adequate, or whether additional measures are necessary.
- Record the findings of the risk assessment: and provide a prioritised action plan where additional measures are deemed necessary.

1.3 Scope

The fire risk assessment is undertaken in order to comply with the Regulatory Reform (Fire Safety) Order 2005 and in accordance with the clients' instructions.

It has been prepared by Principal Contractor for the project purpose and is for the sole use of the Principal Contractor. No person other than the Principal Contractor may copy this document (in whole or part), use or rely on the contents without the prior written permission of Principal Contractor.

Principal Contractor accepts no liability for any use of this risk assessment other than for the purpose stated in the document. In that respect the areas considered in it, the findings recorded in the audit and the items contained in the action plan only to life safety.

This risk assessment is not intended to address property protection issues or business continuity, and should not be used for that purpose. As such, any advice, opinions or recommendations within this document should be read and relied upon in the context of the document as a whole.

1.4 Risk level

| Description | Medium | Moderate | Harm | Extreme Harm |
|---|--------|----------|------|--------------|
| Taking into account the hazards and potential ignition sources observed at the time of the risk assessment, it is considered that the likelihood of a fire starting in this premises is: | | | | |
| Taking into account the nature of the building and its occupants, as well as the fire protection and procedural arrangements observed at the time of the risk assessment, it is considered that the consequences for life safety in the event of a fire would be: | | | | |
| Accordingly, it is considered that the risk to life from fire at these premises is | | | | |

1.5 Review

This risk assessment should be reviewed regularly to keep it up-to-date and in particular:

- Where there have been alterations or it is intended to alter the layout of the premises
- Where there have been changes to work processes or it intended to make changes to work processes.
- At intervals not longer than every 1 year from the date of issue.

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1.6 Definitions

- **Low Medium** Unusually low likelihood of fire as a result of negligible potential sources of ignition. Normal fire hazards for this type of occupancy, with the fire hazards generally subject to appropriate controls.
- **High** Lack of adequate controls applied to one or more significant fire hazards, such as to result in a significant increase in likelihood of fire.
- **Slight Harm** Outbreak of fire is unlikely to result in serious injury or death of any occupant (other than the death of an occupant sleeping in a room in which a fire occurs).
- **Moderate Harm** Outbreak of fire could result in injury of one or more occupants but is unlikely to involve fatalities.
- **Extreme Harm** Serious potential for the serious injury or death of one or more occupants.
- **Trivial Tolerable** No action is required
- **Moderate I** It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within limited time period.
- **Substantial** Major work is required to reduce the risk. Consideration should be given to restricting the use of the building.
- **Intolerable** The building (or parts of it) should not be occupied until risk is reduced.

The following standards are referred to in this document (list not exhaustive).

HSE Approved Code of Practice (ACoP) document L137 " Safe maintenance, repair and cleaning procedures".

Regulatory Reform (Fire Safety) Order 2005
 British Standard BS5839
 British Standard BS5266
 British Standard BS5306

In this report fire resistant means walls, screens, partitions, doors and other materials which, when tested in accordance with BS476: Parts 20 – 23 (Part 8 1972 in respect of items tested prior to 1st January 1988) achieve a minimum 30 minutes standard of fire – resistance, unless otherwise stated.

All fire – resistant elements of structure are to be constructed to true ceiling height.

Where reference is made to " Notices and Signs", they should be installed in accordance with the recommendations contained in BS5499: Part 1, the Health and Safety (Safety Sign and Signals) regulations, or similar equivalent standard.

Checklist Fire Hazards/ Safety Procedures

| Description | Yes | No |
|--|-----|----|
| Have site emergency procedures been developed, e.g. evacuating the site in case of fire etc? | | |
| Is there a means of raising the alarm and does it work? | | |
| Are there adequate escape routes and are these kept clear? | | |
| Is the quantity of flammable material on site kept to a minimum? | | |
| Is there Fire Fighting equipment available, and is it accessible and adequate? | | |
| Are proper storage areas for flammable liquids and gases provided, e.g. LPG? | | |
| Is there a site smoking policy and is it complied with? | | |
| Are adequate bins or skips provided for storing waste? | | |
| Are workplaces tidy, well maintained and materials safety stored? | | |
| Lighting - are conditions satisfactory? | | |
| Heating - are conditions satisfactory? | | |
| Ventilation - are conditions satisfactory? | | |
| Are adequate procedures in place in the event to prevent fire? | | |

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2.0 ACTION PLAN

HIGH PRIORITY ITEMS

| At the time of the inspection we have found the following action or issues with: | Nominated Person | Date Completed | Completed | |
|--|---|----------------|-----------|----|
| | | | Yes | No |
| | Site Supervisor Site Manager Project Manager Specialists | | | |
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3.0 FIRE SAFETY MANAGEMENT AUDIT

| FIRE SAFETY PROCEDURES AND ARRANGEMENTS | YES | NO | TBC | N/A |
|---|-----|----|-----|-----|
| Is there suitable record of the fire safety arrangements? | | | | |
| Has a competent person been appointed to assist in undertaking the preventative and protective measures? | | | | |
| Are appropriate fire procedures in place? | | | | |
| Are procedures to be followed in the event of fire properly documented? | | | | |
| Are these suitable arrangements in place to meet fire and rescue service on arrival and provide relevant information, including that relating to hazards? | | | | |
| Are there suitable arrangements for ensuring that premises have been evacuated? | | | | |
| Is there a suitable assembly point? | | | | |
| Are there procedures in place for the evacuation of any people who are likely to be present? | | | | |
| Are persons nominated and trained to use the fire extinguishers or is the policy not to fight fire recorded? | | | | |
| Is there appropriate liaison with the fire and rescue service (e.g. by crews visiting for familiarisation)? | | | | |
| Are routine in-house inspections of the fire precautions undertaken? | | | | |
| Are persons employed to work in the premises provided with sufficient training and instruction? | | | | |
| Are all staff given adequate fire safety training on induction? | | | | |
| Are all staff adequate periodic refresher training? | | | | |
| The fire risk in the premises? | | | | |
| The fire safety measures in the building? | | | | |
| The action to be taken in the event of fire? | | | | |
| The method of operation of the fire alarm? | | | | |
| The location and the use of fire extinguishers? | | | | |
| The method of calling the fire and rescue service? | | | | |
| The identify of person nominated to undertake the fire fighting and evacuation duties? | | | | |
| Have fire wardens received specialised training in relation to evacuation and Fire Fighting? | | | | |
| Are fire drills carried out at periodic intervals? | | | | |

Does staff training provide information & instruction about:

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| FIRE SAFETY PROCEDURES AND ARRANGEMENTS | YES | NO | TBC | N/A |
|--|-----|----|-----|-----|
| Is their employer given appropriate information regarding fire risk and general fire precautions? | | | | |
| Is it ensured that the employees are provided with adequate instruction and information. | | | | |
| Are arrangements in place to test the fire alarm system on a weekly basis? | | | | |
| Are arrangements in place to subject the fire alarm system to a quarterly and annual test by a competent person? | | | | |
| Emergency lighting system: Are arrangements in place to test the emergency lighting system on a monthly basis? | | | | |
| Are arrangements in place to subject the emergency lighting system to an annually tested by a competent person? | | | | |
| Fire fighting equipment: Are arrangements in place to subject the portable fire extinguishers and hose reels to an annual test by competent person? | | | | |
| Rising mains: Are arrangements in place to subject the rising mains to a six monthly inspections and annual test? | | | | |
| Sprinkler system: Are arrangements in place to subject the sprinkler system to a weekly test and periodic inspections? | | | | |
| Is a log book kept that records: | | | | |
| Fire warning system tests? | | | | |
| Emergency lighting system tests? | | | | |
| Fire fighting equipment tests? | | | | |
| Staff training and fire drills? | | | | |
| Rising mains testes? | | | | |
| Sprinkler system tests? | | | | |

Summary:

We recommend all staff receive a minimum Basic Fire Awareness training with fire Wardens appointed and given fire Warden training. We recommends that a Fire Action Plan is implemented. This plan should be in the form of a sign and positioned in prominent parts of the premises.

We recommends that Health and Safety instruction and training is provided for staff to safe guard themselves and others from the hazards that are within the premises.

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4.0 HAZARD AUDIT

| 4.1 | Housekeeping | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 95%;">Is the general standard of housekeeping adequate?</th> <th style="width: 2.5%;">Yes</th> <th style="width: 2.5%;">No</th> </tr> <tr> <td>Are combustible materials separated from ignition sources?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Are accumulation of combustible waste avoided?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Are boiler rooms and electrical intake rooms kept free of storage?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Are combustible materials stored appropriately?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | Is the general standard of housekeeping adequate? | Yes | No | Are combustible materials separated from ignition sources? | <input type="checkbox"/> | <input type="checkbox"/> | Are accumulation of combustible waste avoided? | <input type="checkbox"/> | <input type="checkbox"/> | Are boiler rooms and electrical intake rooms kept free of storage? | <input type="checkbox"/> | <input type="checkbox"/> | Are combustible materials stored appropriately? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|---|---|-----|----|--|--------------------------|--------------------------|--|--------------------------|--------------------------|--|--------------------------|--------------------------|---|--------------------------|--------------------------|
| Is the general standard of housekeeping adequate? | Yes | No | | | | | | | | | | | | | | | |
| Are combustible materials separated from ignition sources? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Are accumulation of combustible waste avoided? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Are boiler rooms and electrical intake rooms kept free of storage? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Are combustible materials stored appropriately? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |

| 4.2 | Electrical Sources of Ignition | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 95%;">Are reasonable measures taken to prevent fires of electrical origin?</th> <th style="width: 2.5%;">Yes</th> <th style="width: 2.5%;">No</th> </tr> <tr> <td>Is the fixed or temporary electrical installation subject to a periodic test?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Is portable electrical equipment subject to periodic test?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Is the use of trailing leads and adapters kept to a minimum?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Is the building provided with a lighting protection system as required by BS6651?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | Are reasonable measures taken to prevent fires of electrical origin? | Yes | No | Is the fixed or temporary electrical installation subject to a periodic test? | <input type="checkbox"/> | <input type="checkbox"/> | Is portable electrical equipment subject to periodic test? | <input type="checkbox"/> | <input type="checkbox"/> | Is the use of trailing leads and adapters kept to a minimum? | <input type="checkbox"/> | <input type="checkbox"/> | Is the building provided with a lighting protection system as required by BS6651? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------------|---|--|-----|----|---|--------------------------|--------------------------|--|--------------------------|--------------------------|--|--------------------------|--------------------------|---|--------------------------|--------------------------|
| Are reasonable measures taken to prevent fires of electrical origin? | Yes | No | | | | | | | | | | | | | | | |
| Is the fixed or temporary electrical installation subject to a periodic test? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Is portable electrical equipment subject to periodic test? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Is the use of trailing leads and adapters kept to a minimum? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Is the building provided with a lighting protection system as required by BS6651? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |

| 4.3 | Heating: | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 95%;">Are reasonable measures taken to prevent fires as a result of smoking?</th> <th style="width: 2.5%;">Yes</th> <th style="width: 2.5%;">No</th> </tr> <tr> <td>Is smoking prohibited in building?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Is smoking prohibited in appropriate areas?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Are suitable arrangements in place for those who wish to smoke?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Are " No Smoking" signs fitted in accordance with the Smoke – free (Signs) Regulations 2007?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | Are reasonable measures taken to prevent fires as a result of smoking? | Yes | No | Is smoking prohibited in building? | <input type="checkbox"/> | <input type="checkbox"/> | Is smoking prohibited in appropriate areas? | <input type="checkbox"/> | <input type="checkbox"/> | Are suitable arrangements in place for those who wish to smoke? | <input type="checkbox"/> | <input type="checkbox"/> | Are " No Smoking" signs fitted in accordance with the Smoke – free (Signs) Regulations 2007? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--|--|-----|----|------------------------------------|--------------------------|--------------------------|---|--------------------------|--------------------------|---|--------------------------|--------------------------|---|--------------------------|--------------------------|
| Are reasonable measures taken to prevent fires as a result of smoking? | Yes | No | | | | | | | | | | | | | | | |
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| Is smoking prohibited in appropriate areas? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Are suitable arrangements in place for those who wish to smoke? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Are " No Smoking" signs fitted in accordance with the Smoke – free (Signs) Regulations 2007? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |

| 4.4 | Dangerous Substances: | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 95%;">Are measures in place to prevent dangerous or flammable substances coming into contact with ignition sources ?</th> <th style="width: 2.5%;">Yes</th> <th style="width: 2.5%;">No</th> </tr> <tr> <td>Are flammable liquids stored appropriately?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Are only the quantities required for use exposed at any time?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Is flame proof equipment used where flammable atmospheres may be encountered?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Are arrangements in place for the safe handling and transport of dangerous substances?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Are there any work processes that produce heat?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | Are measures in place to prevent dangerous or flammable substances coming into contact with ignition sources ? | Yes | No | Are flammable liquids stored appropriately? | <input type="checkbox"/> | <input type="checkbox"/> | Are only the quantities required for use exposed at any time? | <input type="checkbox"/> | <input type="checkbox"/> | Is flame proof equipment used where flammable atmospheres may be encountered? | <input type="checkbox"/> | <input type="checkbox"/> | Are arrangements in place for the safe handling and transport of dangerous substances? | <input type="checkbox"/> | <input type="checkbox"/> | Are there any work processes that produce heat? | <input type="checkbox"/> | <input type="checkbox"/> |
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| Are arrangements in place for the safe handling and transport of dangerous substances? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Are there any work processes that produce heat? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |

4.5 **Summary:**

We recommend that dust is cleaned on a regular basis within the workplace area to reduce fire and slip/trip hazards.

Any highly combustible items are stored within relevant fire rated containers to reduce fire hazards.

We recommended that staff are advised not to store items close to electrical installations.

We have found that temporary electrical supply required test and certification.

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5.0 AUDIT OF PREVENTATIVE AND PROTECTIVE MEASURES

| EMERGENCY ROUTES AND EXITS | YES | NO | TBC | N/A |
|---|-----|----|-----|-----|
| Are the escape routes adequately designated? | | | | |
| Are there a sufficient number of exits | | | | |
| Are exit doors immediately open able without the use of a key? | | | | |
| Do fire exit door open in the direction of escape where necessary? | | | | |
| Is the travel distance reasonable? | | | | |
| Are sliding or revolving doors avoided? | | | | |
| Are escape routes enclosed in fire resistance materials where appropriate? | | | | |
| Are inner room conditions dealt with appropriately? | | | | |
| Is emergency lighting provided where it is necessary? | | | | |
| Are arrangements in place to deal with the evacuation of disabled persons? | | | | |
| Are signs provided to indicate the emergency route and exists, and the function of fire doors? | | | | |
| Is it considered that there is a reasonable standard of compartmentation? | | | | |
| Is it considered that there is a reasonable limitation of linings that might promote fire spread? | | | | |

| FIRE FIGHTING MEASURES | YES | NO | TBC | N/A |
|--|-----|----|-----|-----|
| Is at least two extinguisher provided for every 100m ² of floor space? | | | | |
| Are there at least two 13A rated extinguishers on each floor? | | | | |
| Is it possible to reach a fire extinguisher within 30m travel ? | | | | |
| Are special extinguishers provided to cover additional risk such as electrical equipment and flammable liquid fires? | | | | |
| Are extinguishers mounted on suitable braked/box and indicated by Identification signs? | | | | |
| Are extinguishers hose reels and fire blankets readily accessible, unobstructed and ready to use? | | | | |

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| FIRE DETECTION AND ALARMS | YES | NO | TBC | N/A |
|---|-----|----|-----|-----|
| Does the building have an effective means of raising the alarm? | | | | |
| Is a fire alarm call point sited at each existing from the building? | | | | |
| Is it possible to reach a fire alarm call point within 45m travel ? | | | | |
| Is the alarm audible throughout the building, and differentiated from other sounds? | | | | |
| Are fire alarm call points accompanied by a fire action notice ? | | | | |
| Are arrangement made for people with hearing disabilities? | | | | |

| MAINTENANCE OF PREVENTATIVE AND PROTECTIVE MEASURES | YES | NO | TBC | N/A |
|---|-----|----|-----|-----|
| Are all fire – resisting elements of structure maintained in good repair? | | | | |
| Are all fire resisting doors (including their closing mechanisms) maintained in good repair? | | | | |
| Are all signs maintained in a legible condition ? | | | | |
| Are the floor surface of emergency routes and exists maintained free from trip hazards? | | | | |
| Are operating mechanisms for existing doors in good working order ? | | | | |
| Is there evidence that the emergency lighting system is subject to a regime of testing and servicing? | | | | |
| Does the emergency lighting appear to be in good working order? | | | | |
| Does the fire – fighting equipment appear to be in good working order? | | | | |
| Is there evidence that the fire fighting equipment is subject to a regime of testing and servicing? | | | | |

Summary:

Fire Exit routes are keep clear at all the times to allow a safe route to evacuate the premises with relevant fire stopping construction materials used for the current Fire Exit route , to reduce the spread of smoke and fire in the escape route.

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APPENDIX A: PHOTOS

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