

KEEP YOUR SCHOOL IN BUSINESS

INTRODUCTION TO KYSIB

YOUR FIRE RISK ASSESSMENT

GUIDE FOR YOUR INITIAL
FIRE RISK ASSESSMENT

GUIDE FOR FIRE RISK
ASSESSMENT REVIEWS

FIRE RISK ASSESSMENT FORMS

MAINTENANCE & TESTING/
COMPLIANCE CHECK

BEST PRACTICE

CONTINGENCY PLANNING
AND DISASTER RECOVERY

YOUR FIRE RISK ASSESSMENT
RESULTS

UPDATES & ADDITIONAL SECTIONS:

www.wmarsontaskforce.gov.uk/kysib

VERSION: 1/2006

LEGAL

The information contained in this Handbook is for general guidance on matters of fire safety only. The application and impact of laws can vary widely based on the specific facts involved and you are advised to seek further specialist advice if you are at all uncertain as to their application in relation to your business. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in the information contained in this Handbook.

While we have made every attempt to ensure that the information contained in this Handbook has been obtained from reliable sources, The West Midlands Arson Task Force is not responsible for any errors or omissions, or for the results obtained from the use of this information. All information in this Handbook is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results which will be obtained from the use of this information.

Under no circumstances will The West Midlands Arson Task Force, its related partnerships or partners, agents or employees thereof be liable to you or anyone else for any decision made or action taken in reliance on the information in this Handbook or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Information contained in this document is correct at time of going to publication.

© West Midlands Fire Service Creative Services 2006

Photographs © West Midlands Fire Service Photographic 2006

Review of your Fire Risk Assessment

As you are aware you have a responsibility to review your Fire Risk Assessment from time to time, especially if there have been any changes to fuel, ignition, people, means of escape etc.

To assist you in that process this addendum has been produced to be used in conjunction with your original risk assessments.

Premises Details:

Have any of the details on the front of your Fire Risk Assessment changed?

- Name
- Address
- Telephone Number
- Employer / Responsible Person
- Occupants
- Property Use
- Activity

N.B. Compliance.

Once you have reviewed a section, you will need to record the measures taken to ensure compliance with the legislation on the forms provided.

GUIDE FOR FIRE RISK ASSESSMENT REVIEWS

1. FIRE SAFETY MANAGEMENT POLICY

Fire Safety Management Policy

1.1 What changes have occurred since the last Fire Risk Assessment that have affected your school policy on fire safety?

Suggested Measures:

- ▶ Roles and responsibilities of your staff has changed
- ▶ Fire marshals and wardens
- ▶ New employees
- ▶ New technology or new work practices
- ▶ Emergency procedures
- ▶ Assembly points
- ▶ Young persons
- ▶ New layouts / processes

GUIDE FOR FIRE RISK ASSESSMENT REVIEWS

2. SOURCES OF FUEL

Sources of Fuel

2.1 What changes have occurred since the last Fire Risk Assessment that have increased or decreased your fuel sources?

Suggested Control Measures:

- ▶ Flammable substances put away after use
- ▶ Combustible waste removed or stored safely
- ▶ Housekeeping kept in good order

Sources of Ignition

3.1 What changes have occurred since the last Fire Risk Assessment that have increased or decreased your ignition sources?

Suggested Control Measures:

- › Avoid naked flames where possible
- › Combustibles & heat sources kept separate
- › Electrical testing up to date
- › Cooling vents on electrical equipment kept free from obstruction
- › Multi-gang sockets/extension leads are being used correctly
- › Fixed installations tested
- › Appliances have correct fuses
- › Old/worn wiring replaced
- › Smoking Policy enforced:
 - › No evidence of smoking in 'Smoke Free Areas'
 - › Ash trays regularly emptied into fire-proof containers
 - › Designated areas kept clear of combustibles
- › Arson policy up to date and applicable – any new risks included
- › Cooking – ductwork filters regularly checked/cleaned
- › 'Hot work' policy enforced
- › Contractors made aware of company's fire safety policy

Identifying People At Risk

4.1 What changes have occurred since the last Fire Risk Assessment that have affected the occupancy of the premises?

Suggested Control Measures:

- › Has the occupancy changed?
- › Are additional people at risk? (Disabled, sleeping etc.) Consider the impact on means of escape, firefighting and detection.

GUIDE FOR FIRE RISK ASSESSMENT REVIEWS

5. DANGEROUS SUBSTANCES

Dangerous Substances

5.1 What changes have occurred since the last Fire Risk Assessment that affects dangerous substances?

Suggested Measures:

- ▶ New substances
- ▶ Existing substances - removed / replaced / eliminated / mitigation / control measures
- ▶ People at risk
- ▶ Hazardous zones
- ▶ Arrangements to deal with accident, incidents and emergencies.
- ▶ Warning (including visual and audible alarms) and communications systems
- ▶ Escape facilities
- ▶ Emergency procedures
- ▶ Procedures for fire
- ▶ Personal Protective Equipment (PPE)
- ▶ Drills / information for employees

Firefighter Protection

6.1 What changes have occurred since the last Fire Risk Assessment that affects the premises and any facilities, equipment and devices available for the use of or protection of firefighters?

Suggested measures

- ▶ Dry risers
- ▶ Vehicle access
- ▶ Firefighting shafts – firefighting stairs, lobbies and lifts
- ▶ Fire Service communications systems
- ▶ Fire control centre – phased evacuation
- ▶ Hydrants
- ▶ Pump rooms
- ▶ Foam inlets
- ▶ Smoke control and ventilation systems
- ▶ Electrical supplies

Spread of Fire

7.1 What changes have occurred since the last Fire Risk Assessment that affects the risk of fire on the premises and the risk of the spread of fire on the premises?

Suggested Measures

- ▶ Compartment walls / ceilings – fire resistance
- ▶ Unoccupied areas
- ▶ Contents of rooms
- ▶ Early warning
- ▶ Automatic detection
- ▶ Housekeeping
- ▶ Fuel sources
- ▶ Ignition sources
- ▶ Segregation of risks
- ▶ Suppression systems i.e. sprinklers, water gas
- ▶ Sources of oxygen

Firefighting and Fire Detection

8.1 What changes have occurred since the last Fire Risk Assessment that have affected your requirements for firefighting equipment or require a change to your detection system?

Suggested Control Measures:

- ▶ Check your fire routine notices, are they visible, legible and applicable – do you need more or need to resite them?
- ▶ Check your fire alarm call points, are they visible, legible and applicable – do you need more or need to resite them?
- ▶ Check everyone can hear the fire alarm
- ▶ Check your detectors, are they visible, legible and applicable – do you need more or need to resite them?
- ▶ Check what is your fire alarm linked too i.e. dampers, smoke control, call centres – do they work?
- ▶ Check your firefighting equipment, are they visible, legible and applicable – do you need more or need to resite them?
- ▶ Check which staff are trained to use your firefighting equipment – are they still employed, moved on – do you need to train new staff?
- ▶ Check emergency plan needs updating – are the people nominated still employed, moved on – do you need to train new staff?

Emergency Routes and Exits

9.1 What changes have occurred since the last Fire Risk Assessment that has affected the means of escape?

Suggested Control Measures:

- ▶ Check the means of escape from your premises – are the routes clear inside & outside, doors accessible, close easily, not damaged, easily openable without a key - do you need more or need to resite them?
- ▶ Check where your exit signs are and are they visible, legible and applicable – do you need more or need to resite them?
- ▶ How many doors have an electrical locking system – do they work, can they be overridden / is it fail safe?
- ▶ Check where your assembly points are and are they visible, legible, applicable and do all of your staff know where they are – do you need more or need to resite them?
- ▶ Check where your emergency lights are, are they visible and applicable – do you need more or need to resite them?

GUIDE FOR FIRE RISK ASSESSMENT REVIEWS

10. MAINTENANCE AND TESTING

Maintenance and Testing

10.1 What changes have occurred since the last Fire Risk Assessment that will affect your maintenance and testing regime?

Suggested Control Measures:

- ▶ Check the means of escape from your premises – are the routes clear inside and out?
- ▶ All equipment must be tested to the code of practice/standard it was installed to, by a competent person