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<<		Small Business Fire Risk Assessment	
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Duty Holder Name:		Assessment:	
Job Title:		Next review:	
Assessed by:		Locations:	

Priority Key		A - Immediate	B - One month
RA No.	Page	Issue	Action

C - Two months		R - Recommended		
	Priority	Person to action	Date done	Signed off by

Property Details

Address assessed		
Responsible Person		
Type of business		
Building construction, age		
General condition - holes in walls, floors or ceilings; wall coverings. See 1.4		
Floor area		
Flights of stairs – internal/external		
Hours of use		
Nearest Fire Station, distance and travel time		
Fire engine access - narrow drive or roads, do visitors or staff cars restrict access to		

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whole building

1. Assessment

1.1	Fire management	Y/N
1.1.1	Do you have an up to date Fire Policy?	
1.1.2	Does it include any firefighting procedures?	
1.1.3	Do the staff members know about it?	
1.1.4	Do you have fire marshals? Do your staff know who they are?	
1.1.5	Are fire safety drills/practices carried out regularly?	
1.1.6	When was the last one - did it go smoothly? Did you consider disabled staff or visitors? - see 1.2.4,1.2.5	
1.1.7	Do you have an Emergency Action Plan? Is it on display for all to see?	
1.1.8	Does it clearly show escape routes and assembly points?	

1.2	Relevant persons	Y/N
1.2.1	Employees –Full Time, Part-Time, Casual	

S A M P L E

	– see 1.9	
1.2.2	Staff, visitors. How many at one time?	
1.2.3	Are there children, elderly people?	
1.2.4	Contractors or visitors?	
1.2.5	Do you have any disabled or less ambulant staff? Do any have hearing/seeing/learning difficulties?	
1.2.6	Have you written a Personal Emergency Evacuation Plan? Do all staff members know about it?	
1.2.7	Do you have any neighbours who may be affected?	
1.2.8	Do you have suitable equipment? – evac chairs etc.	
1.2.9	Lone workers – cleaners etc.	

1.3	Sources of ignition	Y/N
1.3.1	Smoking: are there shelters? Are all butts cleared away from the building? Empty bins or accumulated rubbish, waste near boundaries	
1.3.2	Do you place restrictions on what can be stored? – spontaneously flammable	

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	cooking oils etc.	
1.4.2	Gas – mains or bottled	
1.4.3	Location of bottles or tank, distance from building. Bunds	
1.4.4	Can gas supply be isolated? Location of switch	
1.4.5	Heating oil	
1.4.6	Location of tank, distance from building	
1.4.7	Can it be isolated? Location of switch	
1.4.8	Papers –magazines/files/books etc.	
1.4.9	Furniture – timber/plastics	
1.4.10	Soft furnishings - foam filled cushions/ rugs	
1.4.11	Exposed timber frames	
1.4.12	Garden materials/foilage	
1.4.13	General housekeeping/waste material stored near to buildings	
1.4.14	Parked vehicles, distance from building	
1.4.15	Wood shavings/off-cuts, other waste material	

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1.5	Escape routes	Y/N
1.5.1	Escape routes adequate for number of Relevant Persons on site at any one time	
1.5.2	Width of doors and passages	
1.5.3	Is there carpet in the offices or stairs and hallways? Are there trip hazards?	
1.5.4	Are corridors clear of obstructions, including furniture?	
1.5.5	Are escape routes clearly marked/route map?	
1.5.6	Are all staff made aware of the escape routes? see 1.1.3	
1.5.7	Escape routes properly signed/illuminated	
1.5.8	Escape routes protected – see 1.7	
1.5.9	Final exits have single operation exits – push bars, thumb turns	
1.5.10	Emergency lights fitted – adequate number, correct locations	
1.5.11	Emergency lights tested/ records kept. Date of last test	

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1.6	Warning systems	Y/N
1.6.1	Alarm fitted, grade known?	
1.6.2	Maintained by	
1.6.3	Last service	
1.6.4	Log book available	
1.6.5	Are weekly tests carried out?	
1.6.6	Type of warning devices - audio or optical	
1.6.7	Can they be heard/seen?	
1.6.8	Sounders etc. – location	
1.6.9	Call points – location	
1.6.10	Are cables wall or ceiling surface mounted?	
1.6.11	Are they screwed to the walls or ceilings?	
1.6.12	Are there sprinklers? In what rooms?	
1.6.13	Are they tested? – who by/ last test date	
1.6.14	Is there an automatic smoke vent?	
1.6.15	Is it tested/date/who by?	

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1.7	Fire doors	Y/N
1.7.1	Are there fire doors, location?	
1.7.2	Condition – do they close properly/timely?	
1.7.3	Smoke and intumescent seals in place, 3 hinges	
1.7.4	Double doors - close properly, in sequence, meet in centre	
1.7.5	Vision panels	
1.7.6	Are they clean/painted/wired?	
1.7.7	Is glazing fire rated BS EN 357 (2004)?	
1.7.8	Doors closed or wedged open?	
1.7.9	Are there any holes in walls, floors or ceilings?	

1.8	Extinguishers available	Y/N
1.8.1	Type/size	
1.8.2	Suitable for staff/users	
1.8.3	Location, can they be seen or obstructed?	

1.8.4	Are they accessible, can they be used?	
1.8.5	Do staff know locations?	
1.8.6	Have staff been trained to use them?	
1.8.7	Are staff aware of Company Policy for fighting fires? – see 1.1.2	
1.8.8	Correct signs for extinguishers	
1.8.9	Serviced, who by	
1.8.10	Date of last service	

1.9	Training	Y/N
1.9.1	As part of induction see 1.1.3	
1.9.2	Refreshers	
1.9.3	Fire marshal training	
1.9.4	Extinguisher training	

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