

# Fire Risk Assessment

**All Fire Risk Assessments must be reviewed on an annual basis or more frequently if there has been any significant change or a significant fire safety incident at the site**

## 1. Details of Premises – All questions on this page are compulsory

Country / Region :	
Name of Premises:	
Full Address of Premises:	
Building's Unique Reference Number (URN):	

Name of director with overall responsibility for the Fire Safety of this site:	
Name of competent person/manager responsible for this site	
Phone number of contact for this site	

Use of premises: <i>e.g. workplace, residential, public access,</i>	
Total No. of floors:	
Basement:	

Approximate number of staff and visitors on site: (State if no staff are present)	
Approximate number of other people on site (multi-occupied premises):	
Maximum number of people permitted on site at any one time, if licensed:	
Times the premises are in use:	

Areas of the premises covered by this fire risk assessment:	
Areas of the premises excluded from this Assessment.	

Local Fire and Rescue Service:	
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Name of person conducting Fire Risk Assessment:	
Position of person conducting Fire Risk Assessment:	
Date of Fire Risk Assessment:	
Date and reason for review ie. Annual review, significant change, or incident.	

DISTRIBUTION: Tick when complete	✓	DISTRIBUTION: Tick when complete	✓
The original document has been retained with the Fire Log Book for the premises, or centrally, and is readily available for inspection.		A copy has been sent to Business Support Services, for inclusion in a Central Library of FRAs.	
A copy has been sent to the director with responsibility for fire safety on this site.		A copy has been sent to each individual involved in the plan for action, (see section 2).	
Staff have been informed of significant findings and a copy of the FRA is available for their inspection.		Residents and/or other building users have been informed of significant findings and a copy of the FRA is available for their inspection.	

Further copies should be distributed to meet local management arrangements and as specified within each region.

## Explanatory Notes

All premises owned or managed by British Council must have a suitable and sufficient fire safety risk assessment, carried out by, or on behalf of, the responsible person for that premises. Under UK fire legislation; this requirement does not extend to people's private homes, including individual flats in a block or house, except for any door or wall between flats and common areas and for provision of fire detection systems in individual dwellings where these are installed. This requirement does include the shared areas of those properties, (e.g. entrance lobby, stairway, plant and store rooms etc.). **However, if British Council is required to provide accommodation to staff in overseas locations, outside of the United Kingdom, a fire risk assessment shall be undertaken as part of our 'Duty of Care', in the simplified version of the fire risk assessment form.**

The fire safety risk assessment obliges the responsible person to consider all of the risks and hazards relating to fire safety, and taking into account the effectiveness of existing control measures eliminate those risks and hazards, or reduce them to acceptable levels. Where a risk or hazard cannot be dealt with immediately, or effectively, the risk assessment must outline the control measures put in place to manage the risk, including any planned improvements.

In undertaking the risk assessment, the following principles should be considered;

- Are unnecessary risks avoided?
- Are residual risks evaluated and managed effectively?
- Are risks combated at source, using technology where appropriate?
- Are the least dangerous materials / practices employed?
- Are comprehensive and integrated policies in place for managing more serious hazards and risks?

When assessing the overall level of risk of fire risk from processes, contents and/or circumstances that could place the safety of one or more persons at jeopardy, the following definitions of "High", "Medium" and "Low" should be referred to.

### **High Level Risk - Requiring Immediate Attention**

- There is a substantial potential for outbreak of fire and/or the safety of individuals is at significant risk. This includes risks that have no effective control measures or that are lacking in adequate control measures. Action should be taken in the shortest possible time.

NB High level risks that have no or inadequate control measures and place life / property at immediate risk from a fire are unacceptable. Immediate action must be taken or consideration given to evacuating the premises.

### **Medium Level Risk - Requiring Attention**

- There is some potential for outbreak of fire and/or the safety of individuals may be compromised. This includes risks that are not adequately controlled or risks that could be reduced further by use of technology.

### **Low Level Risk – Limited Risk or Well Managed Conditions (but may benefit from further attention)**

- There is minimal potential for outbreak of fire and/or the safety of individuals is reasonably well controlled. The low level of risk may be further reduced by the implementation of certain measures.

### **Completion of Actions**

- Where it is considered that further action is necessary, (e.g. to establish the contact details of an organisation that occupation of the premises is shared with), this must be recorded in the final column. A corresponding summary of the actions necessary must also be included in **Section 2** of this document, **"Summary of Significant Findings and Plan for Action"**.
- When detailing actions, it is essential that a named individual is delegated as having responsibility for ensuring the task has been done and that a due date is set for completion.

## **2. Summary of Significant Findings and Plan for Action.**

Use this section to summarise any actions required in order to provide the necessary prevention and protection arrangements for the premises. When setting dates for completion of an action, regard should be given to the assessed level of risk, ("High, Medium or Low") as described in the explanatory notes above.

### **Completion of Actions**

- When detailing actions, it is essential that a named individual is delegated as having responsibility for ensuring the task has been done and that a due date is set for completion.
- All persons detailed as having a responsibility for an action must be provided with a copy of this form
- The person named on the front page of this assessment as having overall responsibility for the Fire Safety of this site is also responsible for ensuring that the actions section of this fire risk assessment is kept up to date.

**FOR EXAMPLE ONLY**

Ref No	Required Action	Due Date	Risk Rating	Action allocated to:
11.05	Arrange for fire evacuation drill at the site before month end. Arrange for six monthly repeat of exercise.	31 Oct 2008	High	A. Manager
	Action taken	Date Done	New Risk Rating	Signed off as complete:
	Evacuation drill held on Monday 22 October. Full report is within Fire log book for site. Next drill arranged in site diary for April 2009.	22 Oct 2008	Low	Anne Other

Ref No	Required Action	Due Date	Risk Rating	Action allocated to:
	Action taken	Date Done	New Risk Rating	Signed off as complete:

Add more boxes and continue on a separate sheet if necessary.

### 3. Impact Of Fire On Others

The fire risk assessment for the building must not be considered in isolation. The consequences of a fire may impact on other parties, this could include other building users, adjoining properties, the local community and the local environment. This particular section does not require any assessment of the level of risk. Where the answer to a particular question is "Yes within this section, it highlights an issue that may need consideration throughout the assessment.

Where it is considered that further action is necessary, (e.g. to establish the contact details of an organisation that occupation of the premises is shared with), this must be recorded in the final column. A corresponding summary of actions must also be included in **Section 2** of this document, "**Summary of Significant Findings and Plan for Action**".

3.0	IMPACT OF FIRE ON OTHERS	YES NO N/A	SIGNIFICANT DETAILS Enter a comment against each question			Further Action?	Zendesk task nb
3.1	Are the premises shared with other people or organisations? <i>Provide details of the Landlord, Owner, or Responsible Person, including contact name, address, telephone number etc.</i>					-	
3.2	If the Premises are multi-occupied do you have any control over the shared means of escape?					-	
3.3	Do you consider the premises presents an environmental risk in the event of a fire? e.g. contaminated fire fighting water, atmospheric pollution.					-	
3.4	Do you consider the premises as important to local or national heritage, e.g. a listed building or set within a conservation area?					-	
3.5	Do you consider that any serious damage to the premises would have a significant impact on the local community?					-	
3.6	OVERALL RISK LEVEL FOR IMPACT OF FIRE ON OTHERS	PLEASE SELECT ONLY ONE BOX	HIGH	MEDIUM	LOW	YES NO	

#### 4. Persons Who May Be At Particular Risk

Use this section to identify people who may be at particular risk in the event of a fire. For questions answered as “YES” the needs of individuals or groups, (including visitors, students etc.) at risk should be taken into account when undertaking the remainder of the Fire Risk Assessment. It may be necessary to undertake a specific risk assessment relating to the needs of those individuals or groups.

Where persons are identified as being at particular risk and where the fire risk is judged to be “Medium” or “High”, or where further action is considered necessary to remove, reduce or to control the hazard and to reduce the risk, this must be recorded in the final column. A corresponding summary of actions must also be included in **Section 2** of this document, “**Summary of Significant Findings and Plan for Action**”.

4.0	PERSONS WHO MAY BE AT PARTICULAR RISK	YES NO N/A	SIGNIFICANT DETAILS Enter a comment against each question			Further Action?	Zendesk task nb
4.01	Are there any staff working on their own? e.g. security, cleaning staff					-	
4.02	Are staff required to work in remote areas of the premises?					-	
4.03	Are staff required to work in areas at particular risk from fire, (e.g. kitchen/catering staff)?					-	
4.04	Does the building contain domestic / privately occupied rooms or apartments?					-	
4.05	Is the premises used or otherwise accessed by members of the public?					-	
4.06	Are there any staff, visitors or students known to have a significant impairment to their mobility, sight, hearing, etc?					-	
4.07	Are there any staff, visitors or students known to have a significant learning difficulty?					-	
4.08	Are there any staff, visitors or students who may be at risk due to their young age or inexperience?					-	
4.09	Are there any staff, visitors or students not included above who may be considered as particularly vulnerable?					-	
4.10	Where necessary, are there staff available to assist those with disabilities?					-	
4.11	Are staff aware of emergency arrangements and of their part in the procedures?					-	
4.12	Are residents / visitors made aware of emergency procedures for the premises?					-	
4.13	OVERALL RISK LEVEL FOR PERSONS WHO MAY BE AT PARTICULAR RISK	PLEASE SELECT ONLY ONE BOX	HIGH	MEDIUM	LOW	YES NO	

## 5. Ignition Sources

Use this section to identify any ignition sources that could combine with an appropriate fuel to create a fire hazard.

For questions answered as “No”, or where arrangements to control ignition sources are considered to be inadequate and the fire risk is judged to be “medium” or “high”, further action will be necessary to remove, reduce or control the hazard and reduce the risk. This must be recorded by placing a tick or a “Yes” in the final column. A corresponding summary of actions must also be included in **Section 2** of this document, “**Summary of Significant Findings and Plan for Action**”.

5.0	FIRE HAZARD Sources of Ignition	YES NO N/A	SIGNIFICANT DETAILS Enter a comment against each question			Further Action?	Zendesk task nb
5.01	Smoking is prohibited (enclosed areas). Are “No Smoking” signs displayed at each entrance to the building?					-	
5.02	Are suitable arrangements in place for smokers / does it appear that smoking materials are properly managed?					-	
5.03	Are portable heaters prohibited from use within the building? (e.g. fan heaters, electric fires or gas heaters).					-	
5.04	Are all heaters fitted with suitable guards positioned away from combustible materials?					-	
5.5	Are all boiler systems and other heating systems and devices properly maintained and in good working order?					-	
5.06	Are all other systems that operate with a naked flame properly maintained and in good working order?					-	
5.07	Are activities within the premises free from the use of any significant sources of heat? (e.g. no cooking, welding etc).					-	
5.08	Where necessary, are procedures available and used for the control of processes that produces or use heat? e.g. hot work permit for welding/grinding					-	
5.09	Has fixed electrical wiring been subject to a safety inspection within the past five years? (e.g. NICEIC Certification).					-	
5.10	Do electric sockets and electrical systems appear to be well maintained and used correctly?					-	
5.11	Is there a process in place to regularly inspect, test and maintain portable electrical equipment?					-	
5.12	<b>OVERALL RISK LEVEL FOR FIRE HAZARD - SOURCES OF IGNITION</b>	<b>PLEASE SELECT ONLY ONE BOX</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>YES NO</b>	

## 6. Sources of Fuel

Use this section to record all situations where material could become a source of fuel when combined with an ignition source to create a fire hazard.

For questions answered as “No”, or where arrangements to manage sources of fuel are considered to be inadequate and the fire risk is judged to be “medium” or “high”, further action will be necessary to remove, reduce or control the hazard and reduce the risk. This must be recorded by placing a tick or a “Yes” in the final column. A corresponding summary of actions must also be included in **Section 2** of this document, “**Summary of Significant Findings and Plan for Action**”.

6.0	FIRE HAZARD Sources of Fuel	YES NO N/A	SIGNIFICANT DETAILS Enter a comment against each question			Further Action?	Zendesk task nb
6.01	Is the site kept free of compressed gas cylinders including use or storage of compressed gas cylinders.					-	
6.02	Are combustible materials, flammable liquids and gases stored safely and isolated from ignition sources?					-	
6.03	Are flammable substances, e.g. petrol, LPG, etc. stored away from the main building?					-	
6.04	Is furniture made from appropriate fire retardant materials and in reasonable condition, free from excessive wear?					-	
6.05	Is the site free from rubbish and other combustible waste materials (including materials awaiting recycling)?					-	
6.06	Is the storage of waste materials outside the building adequately controlled to prevent the risk of arson?					-	
6.07	Are walls and ceilings free from combustible coverings or displays? (Particularly within escape routes).					-	
6.08	Are areas beneath staircases kept free from storage of combustible materials?					-	
6.09	Is the area free of structural features that could promote fire? (e.g. Holes in walls or between floors in risers).					-	
6.10	Is the area free of any material or decorative features that could promote the spread of fire?					-	
6.11	Is food preparation on the premises limited to small staff/communal kitchen areas (e.g. fridge, kettle, microwave)?					-	
6.12	Is the site free from substances that may present a significant hazard if involved in a fire?					-	
6.13	<b>OVERALL RISK LEVEL FOR FIRE HAZARD – SOURCES OF FUEL</b>	<b>PLEASE SELECT ONLY ONE BOX</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>YES NO</b>	

## 7. Fire Protection Systems

Use this section to record all Fire Protection Systems in place in order to detect or warn of fire. The system should ensure that the warning can be heard and understood throughout the premises including toilets or any remote areas. The alarm

should be distinct from any other noise in the premises. Where background noise or persons with special needs may be present there may need to be an additional visual alarm.

For questions answered as “No”, or where the fire protection systems are considered to be inadequate and the fire risk is judged to be “medium” or “high”, further action will be necessary to remove, reduce or control the hazard and reduce the risk. This must be recorded by placing a tick or a “Yes” in the final column. A corresponding summary of actions must also be included in **Section 2** of this document, “**Summary of Significant Findings and Plan for Action**”.

7.0	CURRENT ARRANGEMENTS Fire Protection Systems	YES NO N/A	SIGNIFICANT DETAILS Enter a comment against each question			Further Action?	Zendesk task nb
7.01	Is there an automatic fire detection (AFD) and fire alarm system in place? (smoke and/or heat detectors etc. & break glass call points)?					-	
7.02	Is automatic fire detection (AFD) provided in all common areas and/or individual rooms / offices? (smoke detectors in rooms opening onto escape routes and heat detectors in kitchens).					-	
7.03	Are sprinklers installed in all common areas?					-	
7.04	Are sprinklers installed in individual rooms / offices / dwellings?					-	
7.05	Are the premises covered by an automatic smoke control/clearance system? (Give details of areas covered)					-	
7.06	Do fire protection systems have back up power supply for use in the event of a loss of mains power (e.g. battery or generator)?					-	
7.07	Are the premises provided with a suitable system or procedure for raising the alarm in the event of a fire?					-	
7.08	Is the alarm audible in all parts of the building?					-	
7.09	Are all the fire safety systems provided within the building, tested and maintained on a regular basis (and recorded in fire log book)?					-	
7.10	Are all fire alarm call points, fire detectors, sprinkler heads and fire extinguishers visible and clear of all obstructions.						
7.11	OVERALL RISK LEVEL FOR FIRE PROTECTION SYSTEMS	PLEASE SELECT ONLY ONE BOX	HIGH	MEDIUM	LOW	YES NO	

## 8. Means Of Escape

Use this section to review all routes and other means of escape. Regardless of the location of the fire, all persons should be able to make their way to a place of safety along a known escape route when the alarm sounds. For the means of escape to be suitable, the time available for safe escape should be greater than the time it would take to make that escape.

For questions answered as “No”, or where the means of escape are considered to be inadequate and the fire risk is judged to be “medium” or “high”, further action will be necessary to remove, reduce or control the hazard and reduce the risk. This



must be recorded by placing a tick or a “Yes” in the final column. A corresponding summary of actions must also be included in **Section 2** of this document, “**Summary of Significant Findings and Plan for Action**”.

8.0	CURRENT ARRANGEMENTS Means Of Escape	YES NO N/A	SIGNIFICANT DETAILS Enter a comment against each question			Further Action?	Zendesk task nb
8.01	Are all escape routes, stairways and corridors free from obstructions and storage of equipment and materials?					-	
8.02	Are escape routes clearly and correctly signed? i.e. Running Man pictogram and directional arrow.					-	
8.03	Are final exits clearly signed? i.e. running man pictogram and external “Fire Escape – Keep Clear” notice.					-	
8.04	Are all internal fire doors signed “Fire Door – Keep Shut”?					-	
8.05	Are internal fire doors kept shut or fitted with automatic self-closing devices that are regularly tested?					-	
8.06	Do all self-closing fire doors close fully onto the rebate of the door frame, or together in the case of double doors?					-	
8.07	Do all doors open in the direction of the escape route?					-	
8.08	Are Push Bar to open signs and pictograms (or similar signs) fixed to doors with emergency fastenings?					-	
8.09	Can all final exit doors be easily and immediately opened from the inside by anyone who may need to use them?					-	
8.10	Are escape routes at least 1 m wide for staircases / 1.2 m wide for corridors?					-	
8.11	Are the premises equipped with sufficient emergency lighting to allow for safe evacuation from all areas?					-	
8.12	Is the emergency lighting system tested and maintained on a regular basis and recorded within the log book?					-	
8.13	OVERALL RISK LEVEL FOR MEANS OF ESCAPE	PLEASE SELECT ONLY ONE BOX	HIGH	MEDIUM	LOW	YES NO	

## 9. Means For Fighting Fire

Use this section to record details of all fire fighting equipment and details of its inspection, testing and maintenance.

For questions answered as “No”, or where the means for fighting fire are considered to be inadequate and the fire risk is judged to be “medium” or “high”, further action will be necessary to remove, reduce or control the hazard and reduce the risk. This must be recorded by placing a tick or a “Yes” in the final column. A corresponding summary of actions must also be included in **Section 2** of this document, “**Summary of Significant Findings and Plan for Action**”.

9.0	CURRENT ARRANGEMENTS Means For Fighting Fire	YES NO N/A	SIGNIFICANT DETAILS Enter a comment against each question			Further Action?	Zendesk task nb
9.01	Are suitable fire extinguishers provided at each floor level and by each final exit door?					-	
9.02	Are fire extinguishers clearly visible, fixed to walls or on stands and unobstructed?					-	
9.03	Are the fire extinguishers provided appropriate to the fire risk?						
9.04	Are suitable signs placed above the fire extinguishers to denote their type and application?					-	
9.05	Are the fire extinguishers regularly serviced and checked?					-	
9.06	Are there other means for fighting fire? (Provide details of e.g. sprinklers, inert gas flooding systems, etc.)?					-	
9.07	Are those other means tested and/or maintained?					-	
9.08	Are Dry Riser Inlets or Outlets provided in the building for fire department use?						
9.09	If fire department Inlets and Outlets are provided, are they cleared of obstruction and tested on and regular basis?						
9.10	OVERALL RISK LEVEL FOR MEANS FOR FIGHTING FIRE	PLEASE SELECT ONLY ONE BOX	HIGH	MEDIUM	LOW	YES NO	

## 10. Emergency Plan

Use this section to record all procedures and arrangements in place to deal with an emergency.

For questions answered as “No”, or where emergency procedures and arrangements are considered to be inadequate and the fire risk is judged to be “medium” or “high”, further action will be necessary to remove, reduce or control the hazard and reduce the risk. This must be recorded by placing a tick or a “Yes” in the final column. A corresponding summary of actions must also be included in **Section 2** of this document, “**Summary of Significant Findings and Plan for Action**”.

10.0	CURRENT ARRANGEMENTS Emergency Plan	YES NO N/A	SIGNIFICANT DETAILS Enter a comment against each question			Further Action?	Zendesk task nb
10.01	Does the person responsible for the site's fire safety know where to access further “competent advice”?					-	
10.02	Does the emergency plan for the building include actions to be taken in the event of discovering a fire?					-	
10.03	Does the emergency plan cover circumstances for the evacuation of staff, visitors and students, who may have restricted mobility?					-	
10.04	Are emergency evacuation procedures written and communicated to all staff, visitors and students?					-	
10.05	Are Fire Action notices displayed on each floor and at each entry / exit point?					-	
10.06	Is there a practical and clear procedure for the calling of the assistance of the Fire and Rescue Service?					-	
10.07	Has information on special risks or needs relating to rescue or fire fighting been provided to emergency services?					-	
10.08	Are there procedures to account for occupants during an emergency evacuation?					-	
10.09	Where staff are available on site – Are trained people appointed to assist with evacuations, e.g. Fire Wardens etc.?					-	
10.10	Do Fire wardens etc. have sufficient equipment to carry out their duties? – <i>tabards, clipboards, megaphone etc.</i>					-	
10.11	Is the designated assembly point situated in a safe location away from the building and clearly identified?					-	
10.12	OVERALL RISK LEVEL FOR MEANS FOR THE EMERGENCY PLAN	PLEASE SELECT ONLY ONE BOX	HIGH	MEDIUM	LOW	YES NO	

## 11. Staff Training

Use this section to review the type of training provided for staff and its suitability as preparation for dealing with an emergency.

For questions answered as “No”, or where the arrangements for staff training are considered to be inadequate and the fire risk is judged to be “medium” or “high”, further action will be necessary to remove, reduce or control the hazard and reduce the risk. This must be recorded by placing a tick or a “Yes” in the final column. A corresponding summary of actions must also be included in **Section 2** of this document, “**Summary of Significant Findings and Plan for Action**”.

11.0	CURRENT ARRANGEMENTS Staff Training	YES NO N/A	SIGNIFICANT DETAILS Enter a comment against each question			Further Action?	Zendesk task nb
11.01	Is fire safety training included as part of induction training for all new employees?					-	
11.02	Are all employees given instruction on the action to take on discovery of a fire and on hearing a warning signal?					-	
11.03	Are there procedures in place for regular refresher training for all staff? (e.g. briefings, fire drills etc.)					-	
11.04	Are evacuation drills carried out at regular intervals, (ideally at least once every six months)?					-	
11.05	Are all staff given an opportunity to participate in an evacuation drill?					-	
11.06	Are people with specific fire safety duties (e.g. Fire Wardens) given training to perform those duties?					-	
11.07	Are nominated staff trained in the correct use of fire extinguishers?					-	
11.08	Where fire extinguishers have been provided, are other staff given information regarding their use?					-	
11.09	Are the findings of the fire risk assessment available to all staff / relevant groups or people?					-	
11.10	Where there is more than one responsible person for the premises, are all measures fully coordinated? (Landlord and British Council)					-	
11.11	OVERALL RISK LEVEL FOR STAFF FIRE TRAINING	PLEASE SELECT ONLY ONE BOX	HIGH	MEDIUM	LOW	YES NO	

## 12. Inspections and Record Keeping (Fire Safety Management)

Use this section to review the coverage and adequacy of inspection and record keeping relating to fire safety and fire safety systems. It is important not only to undertake inspection maintenance but also to be able to demonstrate and satisfy to others that such work has been done.

For questions answered as “No”, or where arrangements for inspection and record keeping systems are considered to be inadequate and the fire risk is judged to be “medium” or “high”, further action will be necessary to remove, reduce or control the hazard and reduce the risk. This must be recorded by placing a tick or a “Yes” in the final column. A corresponding

summary of actions must also be included in **Section 2** of this document, “**Summary of Significant Findings and Plan for Action**”.

12.0	CURRENT ARRANGEMENTS Inspections and Records	YES NO N/A	SIGNIFICANT DETAILS Enter a comment against each question			Further Action?	Zendesk task nb
12.01	Are the premises subject to periodic inspection to ensure the adequacy of Fire Safety Systems / arrangements?					-	
12.02	Are regular checks of fire resisting doors, walls and partitions carried out and recorded in the log book?					-	
12.03	Are regular checks of escape routes and fire exit doors carried out and recorded in the log book?					-	
12.04	Are regular checks of Fire Safety Signs carried out and recorded in the log book or other suitable document?					-	
12.05	Is the Fire Risk Assessment reviewed on a regular basis, or when there has been significant changes to operations, processes, change of use or an increase in the number of persons?						
12.06	Are records of fire drills and fire safety training including the names of persons taking part, recorded and held readily available for inspection as required by the enforcing authority.						
12.07	OVERALL RISK LEVEL FOR INSPECTIONS AND RECORDS	PLEASE SELECT ONLY ONE BOX	HIGH	MEDIUM	LOW	YES NO	

### 13. Provisions for the Protection of Fire-fighters

Use this section to review any fire safety provisions for the protection of fire-fighters during an incident. This may include equipment such as water hydrants on site, dry risers, fire-fighting lifts, smoke control systems etc. It may also include information and arrangements such as access routes for fire appliances and fire crews, site plans etc.

For questions answered as “No”, or where provisions for the protection of fire fighters are considered to be inadequate and the fire risk is judged to be “medium” or “high”, further action will be necessary to remove, reduce or control the hazard and reduce the risk. This must be recorded by placing a tick or a “Yes” in the final column. A corresponding summary of actions must also be included in **Section 2** of this document, “**Summary of Significant Findings and Plan for Action**”.

13.0	CURRENT ARRANGEMENTS Protection of Fire-fighters	YES NO N/A	SIGNIFICANT DETAILS Enter a comment against each question			Further Action?	Zendesk task nb
13.01	Do the premises, contents or occupants present a significant risk to the fire service in the event of a fire?					-	
13.02	Is there an process in place, to inform the fire service of any special risk to them during a fire fighting operation.					-	
13.03	Are measures provided for fire-fighter use? – e.g. site plans, information, fire appliance access routes, equipment.						
13.04	Where measures are provided are the measures suitable for the risk?					-	
13.05	Are those facilities inspected or tested to ensure that they are in working order?					-	
13.06	Where facilities are provided are they maintained by a competent person?					-	
13.07	Where facilities are provided are records of inspection, testing and maintenance available?					-	
13.08	OVERALL RISK LEVEL FOR THE PROTECTION OF FIRE-FIGHTERS	PLEASE SELECT ONLY ONE BOX	HIGH	MEDIUM	LOW	YES NO	

#### 14. Any Other Issues

Use this section to review any site specific issues not covered within the rest of the Fire Risk assessment.

For issues and arrangements that are considered to be inadequate and where fire risk is judged to be “medium” or “high”, further action will be necessary to remove, reduce or control the hazard and reduce the risk. This must be recorded by placing a tick or a “Yes” in the final column. A corresponding summary of actions must also be included in **Section 2** of this document, “**Summary of Significant Findings and Plan for Action**”.

14.0	SITE SPECIFIC ISSUE OR CURRENT ARRANGEMENTS	SIGNIFICANT DETAILS Enter a comment against each question			Further Action?	Zendesk task nb
14.01						

14.02				
14.03				

*Continue on a separate sheet if necessary.*

Author  
Created on  
Last saved by  
Document status

**Anthony Jones, Fire Safety Manager - ERM**  
**22 June 2009**  
**The British Council on 22 July 2010**  
**Final**