

## Points for consideration

The actions listed below could be considered to reduce the fire risk. The list is not comprehensive but is intended to give guidance. You may identify other measures to reduce the risk.

Points for consideration.	Ref
Use replacement forms of heating, not reliant on naked flames etc.	3.1.
Ensure no heat source comes into direct contact with stored goods, curtains etc.	3.1.
Consider the effect of radiated heat and proximity of heat sources to combustible materials.	3.1.
Install additional electrical sockets and protective devices such as residual circuit devices.	3.1.
Investigate electrical faults and initiate repair works.	3.1.
Prevent smoking on the premises.	3.1.
Provide suitable external facilities for use by smokers.	3.1.
Prohibit naked flame sources, e.g. candles.	3.1.
Enforce a no smoking policy in the premises.	3.1.
Provide smoking facilities and disposal facilities external to the building for employees etc.	3.1.
If any additional sources of ignition are identified implement adequate measures to control or eliminate them.	3.1.
If possible use non-combustible materials for work process.	3.2.
Store combustible materials well away from ignition sources or in fire resisting stores.	3.2.
Ensure good housekeeping measures are maintained.	3.2.
Replace non-compliant furniture with compliant furniture.	3.2.
Repair or replace damaged furniture.	3.2.
Remove notice boards with excessive quantities of paper or other similar materials from escape routes.	3.2.
Infll all potential sources of air/oxygen e.g. holes/openings in walls.	3.2.
Ensure that air conditioning, ventilation, and air-handling systems are shut down following discovery of a fire.	3.2.
Provide efficient waste disposal arrangements.	3.2.
If other sources of fuel and oxygen, other than those identified, exist	3.2.

implement relevant precautionary measures.	
Where possible replace flammable liquids with non-flammable alternatives.	3.3.
Use and dispose of flammable liquids and gases in accordance with manufacturer's and Health and Safety Executive guidance.	3.3.
Minimum quantities of flammable materials required for work in hand to be used at any time.	3.3.
Eliminate or replace hot work processes with processes that do not use heat/flame.	3.4.
If hot work processes cannot be changed consider a hot work permit system.	3.4.
Fire raising consider issues such as access to premises/site for all persons, positioning of waste skips, other external storage and proximity of vehicle parking to buildings.	3.6.
Consider security issues and the ease with which someone could deliberately	3.6.
Provide and site suitable fire extinguishers throughout the premises. Fire extinguishers should generally be grouped together at fire points located adjacent to storey exits.	4.1.
Remove and replace combustibile wall linings and replace with non-combustible alternatives e.g. plasterboard or hard plaster finish.	4.2.
Make sure no combustibile materials can accidentally come into contact with ignition sources.	4.2.
Ensure good housekeeping and storage arrangements.	4.2.
Prohibit vehicles parking close to any building or externally stored combustibile materials.	4.2.
Prohibit the storage of waste materials or combustibile stored goods directly against buildings.	4.2.
Prohibit the positioning of waste skips within three metres of buildings.	4.2.
Implement a cleaning programme for all areas and also an efficient waste removal and disposal system.	4.2.
Provide automatic fire detectors in unoccupied areas.	4.2.
Prohibit the use of wedges in fire doors.	4.2.
Implement appropriate measures to reduce fire spread.	4.2.
Investigate 'near misses' and implement suitable preventative measures.	5
For employees under the age of 18, ensure that the fire safety risk assessment specifically takes account of any additional risks due to their immaturity and potential lack of awareness of danger.	7.2.
Provide a means of giving warning of fire.	8
Unless premises comprise a single room in open view to all, when a shouted warning of fire might be sufficient, consideration must be given to the provision of a suitable fire alarm system. The system might incorporate automatic smoke/fire detection and warning suitable for the type of risk present e.g. there is a greater risk present in premises providing sleeping accommodation. It may be necessary to interlink the fire alarm with those of other occupants in a multi-occupied/owned	8.

building.	
Provide additional escape routes or other means to reduce travel distance to appropriate levels.	9.1.
Prohibit storage in escape routes.	9.2.
Ensure all doors across escape routes can be easily opened without the need for the use of a key or similar device.	9.2.
Provide a second escape route from rooms with more than 60 persons; alternatively limit numbers to less than 60.	9.2.
Doors across escape routes from any room or storey with a capacity of 60 persons or more should open in the direction of escape.	9.2.
Enclose staircases with fire resisting materials.	9.3.
Provide self-closing devices on fire doors.	9.3.
Infill any openings that would allow the spread of fire into escape routes.	9.3.
Enclose fire escape routes including staircases with fire resisting construction including self-closing fire resisting doors.	9.3.
Ensure escape routes and their structural protection is adequately maintained e.g. self-closing fire doors should not be wedged open.	9.3.
Make sure no escape routes lead into enclosed yards unless there is a suitable exit from the yard.	9.3.
Don't allow storage in escape routes.	9.3.
Ensure fire exit doors are capable of being immediately opened at any time during an emergency. They must not be obstructed or locked at any time people are on the premises.	9.3.
Provide emergency lighting on escape routes, including externally e.g. an external unlit passageway or yard area through which persons have to pass to make their escape.	9.3.
Provide sufficient escape route signs, including some with directional arrows if required, to clearly identify the route along which persons at every level in the building must travel to make their way to a final exit.	9.3.
Prepare a suitable emergency fire action plan for the premises.	10
Provide suitable fire action notices in sleeping accommodation, on notice boards and other areas where employees and others may congregate.	10
If employees need to implement an emergency procedure, ensure it is provided in writing and they are aware of their responsibilities and have been trained.	10
Ensure a sufficient number of people are available to implement any emergency procedure.	10
Ensure evacuation arrangements are made for un-staffed overnight periods e.g. provide occupants with verbal and/ or written information about fire warning and evacuation arrangements.	10
Provide relevant safety information/training to employees and any other relevant persons such as external contractors involved in hot work.	11.2.
Do not allow unrestricted access to the premises.	11.2.
Ensure arrangements are in place to make employees of other organisations such as maintenance personnel aware of fire dangers and safety procedures.	11.2.

Ensure employees and others such as external contractors and visitors are fully aware of management's fire safety policy, work processes and procedures.	12
Ensure that any electrical and mechanical equipment installed is used, maintained and protected in accordance with manufacturer's instructions.	12
Implement a maintenance programme for all machinery and electrical equipment used on the premises.	12
Provide suitable training for all persons expected to use fire extinguishers.	13
Carry out periodic fire drills appropriate to prevailing circumstances and provide regular training on fire safety issues for employees.	13
Ensure that records of the testing and maintenance of relevant equipment and of fire drills and training are maintained. Records should be kept available on the premises for inspection by any authorised persons.	13
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Liaise with all other occupants/owners/RP's in the building to ensure co-operation and co-ordination of activities in relation to fire safety	14.1.
Liaise with all other occupants/owners to ensure that fire safety compliance issues, such as interlinking individual fire warning systems, protection of common escape routes etc. are adequately dealt with	14.1.

Record any action to be taken in detail for your Fire Safety Risk Assessment form.