

Record of fire safety risk assessment

Adviceline: 0800 019 2211
www.healthyworkinglives.com
www.infoscotland.com/firelaw



Building use and address			
Postcode			
Name of person(s) with fire safety duties			
Name and contact details of Assessor			
Assessor signature		Date of assessment	

STEP 1 Identify people at risk

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide.
 List all persons potentially at risk from fire, including employees, tenants, visitors and contractors.

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STEP 2 Identify fire hazards

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide.
 Note: Action Points should be recorded at STEP 4

Sources of ignition e.g. electrical fittings, smoking, heating, open flames

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	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

Sources of fuel e.g. furniture, textiles and fabrics			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

Sources of oxygen e.g. ventilation			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

STEP 3 Evaluate the risk and adequacy of existing fire safety measures

See Chapter 4 of the relevant Scottish Government sector specific, practical fire safety guide
 Note: Action Points should be recorded at STEP 4

Likelihood of a fire starting			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

Consequences to people from a fire starting in the building			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
Managing fire safety See Chapter 5 of the relevant Scottish Government sector specific, practical fire safety guide			
Fire safety policy			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
Emergency fire action plan			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
Fire safety information and training			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

Fire drills			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
Maintenance of fire safety measures			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
Recording information and keeping records			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

Reducing the likelihood of fire
See Chapter 6 of the relevant Scottish Government sector specific, practical fire safety guide

Housekeeping and storage

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	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

Restricting the spread of fire and smoke
See Chapter 7 of the relevant Scottish Government sector specific, practical fire safety guide

Fire separation

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	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

Cavities

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	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

Internal linings

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	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

From external

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	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

Means of escape See Chapter 8 of the relevant Scottish Government sector specific, practical fire safety guide			
Escape routes			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
Ensuring that means of escape can be used See Chapter 9 of the relevant Scottish Government sector specific, practical fire safety guide			
Escape route lighting			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
Signs and notices			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO
Means for detecting fire and giving warning See Chapter 10 of the relevant Scottish Government sector specific, practical fire safety guide			
System type			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

Means of fighting fire See Chapter 11 of the relevant Scottish Government sector specific, practical fire safety guide			
Fire fighting equipment for use by persons			
	Action required (Please tick) If you answered yes, record action at STEP 4	YES	NO

The assessor completing the following section should prioritise remedial measures, based on the level of risk.

Priority ratings and suggested timescales:

Low (L) 3 – 6 months	Medium (M) Up to 3 months	High (H) As soon as possible
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The above timescales are recommendations, however, risks should be removed as soon as possible.

STEP 4 Action points			
	Priority	Person responsible	Completion date

Continue on separate sheet if necessary.

Review the fire risk assessment if there is a reason to suspect it is no longer valid or if there has been a significant change in the matters to which it relates.

STEP 5		Assessment review	
Review date		Reviewed by	
Reason for review			
Outcomes of review			

The Scottish Centre for Healthy Working Lives is part of NHS Health Scotland. We provide information, advice and support on health and safety legislation, occupational health and health promotion. To arrange a workplace visit, call our adviceline free on **0800 019 2211**. Alternatively, contact your local Healthy Working Lives team based in your NHS board area. The contact details for each team are available from the adviceline and are given on our website at www.healthyworkinglives.com

The Scottish Centre for Healthy Working Lives is endorsed by: the Confederation of British Industry (CBI Scotland), the Federation of Small Businesses (FSB), the Scottish Trades Union Congress (STUC), the Scottish Government, the Health and Safety Executive (HSE), NHS Scotland, the Convention of Local Authorities (COSLA), Jobcentre Plus, Scottish Enterprise and Highlands and Islands Enterprise (HIE).

