

# Fire Risk Assessment (refer to LFB guidance and Min. Standards)

Date: .....

Author's name: .....

Premises address: .....

## Part 1. Fire Risk Assessment completed - Template

Significant hazards (refer to plan below)	People/groups who are at risk from the hazards	Existing Controls	Further Action Required. (1) When? & (2) by whom?
		(A) = Adequate (I) = Inadequate	

## Fire Risk Assessment continued

Significant hazards (refer to plan below)	People/groups who are at risk from the hazards	Existing Controls	Further Action Required. (1) When? & (2) by whom?
		(A) = Adequate (I) = Inadequate	

## Part 2. Attach detailed floor plan for Premises

Showing fire exists, fire detection system, alarm positions etc.

(refer to guidance on how to draw floor plans and min standards document)

### 1 Part 3. The Emergency Plan

1.1 You must also make an **EMERGENCY PLAN**. This will be specific to the premises and will detail the **pre-planned procedures** in place for use in the event of a fire. This must include the following features:

- Action on discovering a fire: **Procedure to follow:**
- Warning if there is a fire: **procedure to follow:**
- Calling the fire brigade: **procedure to follow:**
- Evacuation of the premises including those particularly at risk: **procedure to follow:**
- Power/process isolation: **procedure to follow:**
- Places of assembly and roll call: **procedure to follow:**
- Liaison with emergency services: **procedure to follow:**
- Identification of key escape routes: **procedure to follow:**

#### DEGREASING UNIT –

- The firefighting equipment provided: **Itemised List**
- Specific responsibilities in the event of a fire: **Itemised List**
- Training required: - **Itemised list and timescale to complete.**

- 1.2 Your **RISK ASSESSMENT** needs to be presented to Redbridge Council with your **EMERGENCY PLAN**. Remember to **test your EMERGENCY PLAN** by practicing it with your tenants, and if necessary discuss it with your local emergency services or visiting compliance enforcement officer.

## 2 Additional Information

- 2.1 You may find it useful to record the following additional information with your risk assessment:

- Postal address including postcode,
- Name of Licence Holder and contact number,
- Managing agent (if different) and contact number,
- Nature of occupancy (Copy of HMO licence on display showing agreed use of the premises and occupancy numbers) to avoid overcrowding.
- Use of remainder of building (if applicable),
- Construction of building (brief description of building, e.g. modern multi-storey office),
- Location of premises in building (e.g. ground and first floors),
- Total number of floors in building. Number of staircases available as exit route from premises,
- Size of premises (approx. total area in sq. metres),
- Size of building (approx. total area in sq. metres),
- Detection and alarm system (e.g. smoke detectors and alarm system Grade A, LD2 system or Grade D, LD2 system (dependent on how many floors) Refer to Minimum standards on Redbridge website)
- Number of final exits (i.e. no. of exits from the ground floor used by persons in the premises),
- Maximum number of tenants in premises,
- Name of Fire Detector Company and contact details.
- Name of Person completing risk assessment, if different to applicant/Licence Holder.

## 3 Reviewing and revising the Risk Assessment

- 3.1 It is important to remember that **FIRE RISK ASSESSMENT** is a continuous process and as such must be monitored and audited. New and existing control measures should be maintained to ensure that they are still working effectively.

- 3.2 However, if you introduce changes into your premises your original risk assessment may not address any new hazards or risk arising from them. For this reason, it is also important to review and revise your assessment regularly. This does not mean that it is necessary to amend your assessment for every trivial change that occurs, but the impact of any significant change should be considered. For example:

- A new work process may introduce additional fuels or ignition sources,
- Changes to furniture layout or internal partitions could affect the ability for employees to see a fire and escape in time,

- Increasing the number of tenants is a material change and will need approving by Redbridge enforcement team. For example: An increase in tenants may mean that a fire exit is now too small to cope with the number of people who may need to escape within a safe period of time. Please contact [Prslicensing@redbridge.gov.uk](mailto:Prslicensing@redbridge.gov.uk) to book an advisory visit (chargeable).
- Occupying another floor of the building may mean that an electrical fire warning system is now necessary, etc.

***With any expected major changes please contact the Property Licensing Team for advice at [Prslicensing@redbridge.gov.uk](mailto:Prslicensing@redbridge.gov.uk). This will help to keep your tenants safe and your property insurance valid if you ever have to claim for fire damage.***