# KEEP YOUR BUSINESS IN BUSINESS

INTRODUCTION TO KYBIB

YOUR FIRE RISK ASSESSMENT

GUIDE FOR YOUR INITIAL
FIRE RISK ASSESSMENT

GUIDE FOR FIRE RISK
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UPDATES & ADDITIONAL SECTIONS:
**www.wmarsontaskforce.gov.uk/kybib**

VERSION 4: 1/2007

# LEGAL

The information contained in this Handbook is for general guidance on matters of fire safety only. The application and impact of laws can vary widely based on the specific facts involved and you are advised to seek further specialist advice if you are at all uncertain as to their application in relation to your business. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in the information contained in this Handbook.

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Information contained in this document is correct at time of going to publication.

## Review of your Fire Risk Assessment

As you are aware you have a responsibility under Article 9(3) Regulatory Reform (Fire Safety) Order 2005 (FSO) to review your fire risk assessment from time to time, especially if there have been any changes to fuel, ignition, people, means of escape etc.

To assist you in that process this addendum has been produced to be used in conjunction with your original risk assessments.

### Premises Details:

**Have any of the details on the front of your fire risk assessment changed?**
‣ Name
‣ Address
‣ Telephone Number
‣ Employer / Responsible Person
‣ Occupants
‣ Property Use
‣ Activity

### N.B. Compliance:

**Once you have reviewed a section, you will need to record the measures taken to ensure compliance with the legislation. Use either the forms provided, or download the interactive version from www.wmarsontaskforce.gov.uk/kybib**

**The completed forms should be stored with your initial fire assessment and be available for inspection.**

## Fire Safety Management Policy

**1.1** **What changes have occurred since the last fire risk assessment that have affected your company policy on fire safety?**

**Considerations:**

- Roles and responsibilities of your employees has changed
- Fire marshals and wardens
- New employees
- New technology or new work practices
- Emergency procedures
- Assembly points
- Young persons
- New layouts / processes

## Sources of Fuel

**2.1 What changes have occurred since the last fire risk assessment that have increased or decreased your fuel sources?**

**Considerations:**

‣ Flammable substances put away after use
‣ Combustible waste removed or stored safely
‣ Housekeeping kept in good order

## Sources of Ignition

**3.1  What changes have occurred since the last fire risk assessment that have increased or decreased your ignition sources?**

**Considerations:**

- Avoid naked flames where possible
- Combustibles & heat sources kept separate
- Electrical PAT testing up to date
- Cooling vents on electrical equipment kept free from obstruction
- Multi-gang sockets/extension leads are being used correctly
- Fixed installations tested
- Appliances have correct fuses
- Old/worn wiring replaced
- Smoking Policy enforced:
  - No evidence of smoking in 'Smoke Free Areas'
  - Ash trays regularly emptied
  - Designated areas kept clear of combustibles
- Arson policy up to date and applicable – any new risks included
- Cooking – ductwork filters regularly checked/cleaned
- 'Hot work' policy enforced
- Contractors made aware of company's fire safety policy

## Identifying People At Risk

**4.1** **What changes have occurred since the last fire risk assessment that have affected the occupancy of the premises?**

**Considerations:**

‣ Has the occupancy changed?

‣ Are additional people at risk? (Disabled, sleeping etc.) Consider the impact on means of escape, firefighting and detection.

## Dangerous Substances

**5.1 What changes have occurred since the last fire risk assessment that affects dangerous substances?**

**Considerations:**

- New substances
- Existing substances  - removed / replaced/ eliminated / mitigation / control measures
- People at risk
- Hazardous zones
- Arrangements to deal with accident, incidents and emergencies.
- Warning (including visual and audible alarms) and communications systems
- Escape facilities
- Emergency procedures
- Procedures for fire
- Personal Protective Equipment (PPE)
- Drills / information for employees

## Luminous Discharge Tubes

**6.1** **What changes have occurred since the last fire risk assessment that affects firefighter switched for luminous tubes?**

**Considerations:**

- ‣ New luminous tubes
- ‣ Switches sited, coloured and marked correctly
- ‣ Notice sent to fire authority

## Firefighter Protection

**7.1** **What changes have occurred since the last fire risk assessment that affects the premises and any facilities, equipment and devices available for the use of or protection of firefighters?**

**Considerations:**

- Dry risers
- Vehicle access
- Firefighting shafts - firefighting stairs, lobbies and lifts
- Fire Service communications systems
- Fire control centre - phased evacuation
- Hydrants
- Pump rooms
- Foam inlets
- Smoke control and ventilation systems
- Electrical supplies

## Spread of Fire

**8.1** **What changes have occurred since the last fire risk assessment that affects the risk of fire on the premises and the risk of the spread of fire on the premises?**

**Considerations:**

- ▸ Compartment walls / ceilings - fire resistance
- ▸ Unoccupied areas
- ▸ Contents of rooms
- ▸ Early warning
- ▸ Automatic detection
- ▸ Housekeeping
- ▸ Fuel sources
- ▸ Ignition sources
- ▸ Segregation of risks
- ▸ Suppression systems i.e. sprinklers, water gas
- ▸ Sources of oxygen

## Firefighting and Fire Detection

**9.1** **What changes have occurred since the last fire risk assessment that have affected your requirements for firefighting equipment or require a change to your detection system?**

**Considerations:**

▸ Check your fire routine notices, are they visible, legible and applicable – do you need more or need to resite them?

▸ Check your fire alarm call points, are they visible, legible and applicable – do you need more or need to resite them?

▸ Check everyone can hear the fire alarm

▸ Check your detectors, are they visible, legible and applicable – do you need more or need to resite them?

▸ Check what is your fire alarm linked too i.e. dampers, smoke control, call centres – do they work?

▸ Check your firefighting equipment, are they visible, legible and applicable – do you need more or need to resite them?

▸ Check which staff are trained to use your firefighting equipment – are they still employed, moved on – do you need to train new staff?

▸ Check emergency plan needs updating – are the people nominated still employed, moved on – do you need to train new staff?

## Emergency Routes and Exits

**10.1  What changes have occurred since the last fire risk assessment that has affected the means of escape?**

**Considerations:**

- Check the means of escape from your premises – are the routes clear inside & outside, doors accessible, close easily, not damaged, easily openable without a key - do you need more or need to resite them?
- Check where your exit signs are and are they visible, legible and applicable – do you need more or need to resite them?
- How many doors have an electrical locking system – do they work, can they be overridden / is it fail safe?
- Check where your assembly points  are and are they visible, legible, applicable and do all of your staff know where they are – do you need more or need to resite them?
- Check where your emergency lights are, are they visible and applicable – do you need more or need to resite them?

## Maintenance and Testing

**11.1 What changes have occurred since the last fire risk assessment that will affect your maintenance and testing regime?**

**Considerations:**

▸ Check the means of escape from your premises – are the routes clear inside and out?

▸ All equipment must be tested to the code of practice/standard it was installed to, by a competent person