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| University of Oxford  Fire Risk Assessment FT002 v3 | |
| Building |  |
| Postal Address |  |
| Department |  |
| OUED Building Number |  |
| Date of Assessment |  |
| Date of Revision |  |
| Assessor |  |

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| HAZARD AND RISK FACTORS | CIRCUMSTANCES | FURTHER DETAILS OF CIRCUMSTANCES | | DETAILS OF CONTROL MEASURES | RESIDUAL RISK  (YES OR NO) | ADDITIONAL ACTIONS REQUIRED |
| **IGNITION SOURCES** | | | | | | |
| Electrical system | Equipment safely used and maintained. |  | No further consideration required if both conditions are satisfied | | | |
| Extension leads and adapters used, but adequately maintained and not overloaded. |  |
| Use of extension leads and adapters, but with trailing leads, daisy chaining, lack of maintenance or signs of wear and tear. | * Cube adapters. * Potential overloading of circuits. * Worn equipment or cables. * Other (please specify). | |  |  |  |
| Electrical apparatus | All electrical apparatus has been checked by a competent person in the last year. |  | No further consideration required if all conditions are satisfied | | | |
| All apparatus labelled to show the date of next test. |  |
| All cables of correct length and in good condition |  |
| Electrical apparatus in use without the above precautions | * Trailing cables * Overloaded sockets * Damage to cables * Scorched, cracked or loose sockets or switches. * Other (please specify). | |  |  |  |
| Portable Heaters | Oil filled radiators are only type used |  | No further consideration required if both conditions are satisfied | | | |
| Fan heaters only used where no combustibles are present & instant heat is required. |  |
| The precautions above not being observed | * Other types of heater being used * Fan heaters in uncontrolled circumstances * Sockets overloaded * Other ((Please specify) | |  |  |  |
| Naked Flames | Naked flames kept away from combustibles. |  | No further consideration required if both conditions are satisfied | | | |
| Hot works are the subject of permits |  |
| The precautions above not being observed | * Sterilisation methods involving flame and flammable liquids * Use of LPG with flame * Hot works carried out without permit * Other (please specify). | |  |  |  |
| Arson | The building is secured when unmanaged |  | No further consideration required if all conditions are satisfied | | | |
| Externally stored material is secured away from windows, doors and eaves |  |
| Combustible materials are kept away from letterboxes and other openings |  |
| Occupiers are aware of the potential threat from arsonists |  |
|  | The precautions above are not being observed | * Potential for an arson attack specify below | |  |  |  |

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| Laboratory and Other Working Practices | Safe working practices prevail |  | | | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | |
| Supervisors, researchers and students are competent and manage the hazards well |  | | |
| Overnight experiments have sufficient safeguards including contact details on door. |  | | |
| The precautions above are not being observed | * A fire is likely to occur because of poor working practices. * Hazards are not managed adequately. * Other (please specify). | | | | | | | |  | | | |  |  | | | |
| Cooking | All cooking equipment is restricted to kitchens and other authorised areas. |  | | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | |
| Cooking equipment and extract ducts are clean. |  | |
| Employees trained in the safe use of equipment where applicable. |  | |
| The precautions above are not being observed | * Toasters, microwaves and other cooking equipment used outside of authorised areas. * Grills, pans and surfaces greasy * Extracts and hoods in dirty condition. * Other (please specify) | | | | | | | |  | | | |  |  | | | |
| **COMBUSTIBLES** | | | | | | | | | | | | | | | | | | |
| HAZARD AND RISK FACTORS | CIRCUMSTANCES | FURTHER DETAILS OF CIRCUMSTANCES | | | | | | | | DETAILS OF CONTROL MEASURES | | | | OUSTANDING RISK  (YES OR NO) | ADDITIONAL ACTIONS REQUIRED | | | |
| Stock | Stored safely away from ignition sources |  | | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | |
| Kept to the minimum practicable. |  | |
| Kept clear of exit doors, extinguishers, safety signs and equipment |  | |
| Gangways, corridors and stairways kept clear |  | |
| The precautions above are not being observed | * Stock stored close to ignition sources. * Stock obstructing doors, passages or stairs. * Obstructing safety signs or equipment. * Other (please specify). | | | | | | | |  | | | |  |  | | | |
| Waste | Rubbish removed from building regularly |  | | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | |
| External bins locked & away from building |  | |
| Exit routes and stairs kept clear of rubbish |  | |
| Waste not controlled | * Waste stored inappropriately * Rubbish in escape routes * Other (please specify) | | | | | | | | |  | | |  |  | | | |
| Flammable Liquids | Stored safely in accordance with Fire Standard |  | | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | |
| Decanted in a safe area with suitable ventilation, no ignition sources and correct electrical protection |  | |
| Used safely avoiding ignition sources. |  | |
| The precautions above are not being observed | * Not complying with FS011 * Incorrect electrical protection * Insufficient ventilation * Other (please specify). | | | | | | | |  | | | |  |  | | | |
| Flammable Gases | Toxic and corrosive gases separated from all other gases |  | | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | |
| Fuel gases separated from oxygen at least 3m or fire wall |  | |
| Separation of full cylinders from empties. |  | |
| Identification of gas types within rooms |  | |
| Acetylene stored, handled and used correctly, with locations recorded |  | |
| Segregation of different gases whether full or empty |  | |
| Correct signs on doors |  | |
| Storage and use of flammable gases not in accordance with the precautions above. | Please specify | | | | | | | |  | | | |  |  | | | |
| Chemicals | Acids segregated from flammables |  | | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | |
| Reactive substances separated |  | |
| Pyrophoric materials separated |  | |
| Oxidisers separated from flammables |  | |
| Mixed classification substances stored using industry “best practice”. |  | |
| Fume cupboards kept clear of storage |  | |
| Storage of chemicals not in accordance with the precautions above. | * Chemicals stored together * Fume cupboards used for storage * Other(please specify) | | | | | | | |  | | | |  |  | | | |
| Furniture, Fittings and Other Equipment | Upholstered furniture labelled to show it complies with the Furniture and furnishing (fire safety) regulations |  | | No further consideration required if both conditions are satisfied or not applicable | | | | | | | | | | | | | | |
| Exits, gangways and safety signs and equipment unobstructed |  | |
| Furniture not complying with above | * Upholstered furniture not labelled * Exits or gangways obstructed * Safety signs or equipment obstructed * Other(please specify) | | | | | | | |  | | | |  |  | | | |
| **PEOPLE AT RISK** | | | | | | | | | | | | | | | | | | |
| HAZARD AND RISK FACTORS | CIRCUMSTANCES | FURTHER DETAILS OF CIRCUMSTANCES | | | | | | | | DETAILS OF CONTROL MEASURES | | | | OUSTANDING RISK  (YES OR NO) | ADDITIONAL ACTIONS REQUIRED | | | |
| Lone Working | Lone workers aware of evacuation procedures |  | | No further consideration required if all three conditions are satisfied | | | | | | | | | | | | | | |
| Lone workers in isolated areas sign in and out. |
| Lone workers only working in non-hazardous areas |
| Lone workers not in accordance with conditions above | * Lone workers unaware of evacuation procedures * No log in and out * Working in hazardous areas * Other(please specify) | | | | | | | |  | | | |  |  | | | |
| Visitors and Contractors | Visitors evacuated by fire wardens |  | | No further consideration required if all three conditions are satisfied | | | | | | | | | | | | | | |
| Contractors signed in and out |
| Evacuation Instructions given to contractors |
| The precautions above are not being observed | * Above methods not being used * Other (please specify) | | | | | | | |  | | | |  |  | | | |
| People with Disabilities | Personal emergency evacuation plans completed (PEEPS) |  | | No further consideration required if all three conditions are satisfied for wheelchair users or other people who cannot manage the stairs. | | | | | | | | | | | | | | |
| Refuges with call points or communications provided. |
| Staff are trained in the safe evacuation of disabled people |
| Provisions above not being met | * No plan for evacuating disabled persons * Other (please specify) | | | | | | | |  | | | |  |  | | | |
| People who Stay Put or Delay Evacuation | Not applicable |  | | No further consideration required if all three conditions are satisfied | | | | | | | | | | | | | | |
| Procedures in place to communicate with persons in building during fire alarm |  | |
| Alternative exit routes available outside room |
| Delay in evacuation planned with occupants |
| Precautions above not in place | * No procedures in place for delayed evacuation * Other (please specify) | | | | | | | |  | | | |  |  | | | |
| **MEANS OF ESCAPE** | | | | | | | | | | | | | | | | | | |
| HAZARD AND RISK FACTORS | CIRCUMSTANCES | FURTHER DETAILS OF CIRCUMSTANCES | | | | | | | | DETAILS OF CONTROL MEASURES | | | | OUSTANDING RISK  (YES OR NO) | ADDITIONAL ACTIONS REQUIRED | | | |
| Escape Routes | All escape routes lead to a final exit |  | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | | |
| Doors on escape routes open in the direction of travel when more than 60 persons use them |  |
| Exit doors can be opened without the use of a key or fob |  |
| All escape routes are free from obstructions, slip and trip hazards |  |
| Lecture theatres have maximum numbers indicated |  |
| Occupants of inner rooms would be immediately aware of a fire in access rooms |  |
| Escape routes do not comply with conditions above | * Inward opening doors * Exit doors locked * Escape routes not clear * Occupancy exceeds exit capacity * No detection in access rooms or vision from inner rooms * Other (please specify) | | | | | | | |  | | | |  |  | | | |
| Fire Protection of Escape Routes | Fire resisting doors fit squarely in frame and effectively self-close |  | | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | |
| Smoke seals and intumescent strips in place on tops and both edges of fire resisting doors |  | |
| Automatic fire doors release on alarm |  | |
| Fire curtains lower correctly on alarm |  | |
| Visible holes in fire resisting partitions fire stopped |  | |
| Walls and ceilings are constructed of materials with limited combustibility  (plaster, brick, concrete etc.) |  | |
| Conditions above not being met | * Fire doors not shutting * Fire doors do not release * Escape routes not protected * Flammable wall and ceiling linings * Other (please specify) | | | | | | |  | | | |  | | | | |  |
| Lighting and Emergency Lighting | All escape routes are adequately lit |  | | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | |
| All escape routes have emergency lights |  | |
| Emergency lights are provided outside exits |  | |
| Emergency lights are provided in all areas devoid of natural light |  | |
| Provisions above not being met | * Escape routes not lit * Emergency lighting not sufficient * Other (please specify) | | | | | |  | | | | | |  |  | | | |
| Signs and Notices | Exit signs clearly visible from furthest viewing distance |  | | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | |
| Exit signs include pictograms |  | |
| Exit signs and directional signs unambiguous |  | |
| Fire procedure notices provided next to fire alarm call points, with correct information |  | |
| Fire resisting doors provided with appropriate signs |  | |
| Refuges provided with signs |  | |
| Fire zone plans provided next to panel |  | |
| Signage not in accordance with above | * Exit signs ambiguous * Exit signs without pictograms * Signs not in place * Other (please specify) | | | | |  | | | | | |  | | | | |  |
| **TESTING AND MAINTENANCE** | | | | | | | | | | | | | | | | | | |
| HAZARD AND RISK FACTORS | CIRCUMSTANCES | FURTHER DETAILS OF CIRCUMSTANCES | | | | | DETAILS OF CONTROL MEASURES | | | | | | OUSTANDING RISK  (YES OR NO) | | | | | ADDITIONAL ACTIONS REQUIRED |
| Fire Alarm System | Fire alarm tested weekly using different call points |  | | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | |
| Fire alarm maintained quarterly by contractor |  | |
| Records of testing and maintenance kept |  | |
| Fire alarm system not being tested or maintained as above | * Please specify below | | | | |  | | | | | |  | | | | |  |
| Fire fighting Equipment | Fire extinguisher and blankets being maintained annually |  | | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | |
| Tamper tags in place |  | |
| Extinguishers on stands or mounted on wall brackets |  | |
| Fume cupboard extinguishing systems maintained |  | |
| Equipment not being maintained or tested in accordance with above | * Please specify below | | | | |  | | | | | |  | | | | |  |
| Sprinkler or Water Mist system | Not provided |  | | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | |
| Tested and maintained in accordance with manufacturer’s instructions |  | |
| Recorded in log book |  | |
| Not tested and maintained as above | * Please specify below | | | | |  | | | | | |  | | | | |  |
| Emergency lighting | Checked monthly or self-testing |  | | No further consideration required if all conditions are satisfied | | | | | | | | | | | | | | |
| Maintained quarterly by contractor |  | |
| Not tested and maintained as above | * Please specify below | | | | |  | | | | | |  | | | | |  |
| **INFORMATION, INSTRUCTION AND TRAINING** | | | | | | | | | | | | | | | | | | |
| HAZARD AND RISK FACTORS | CIRCUMSTANCES | FURTHER DETAILS OF CIRCUMSTANCES | | | | | DETAILS OF CONTROL MEASURES | | | | | OUSTANDING RISK  (YES OR NO) | | | | | ADDITIONAL ACTIONS REQUIRED | |
| Managing Fire Situations | There are sufficient numbers of trained people available to read the fire alarm panel and check the location of the activation. |  | | No further consideration required if all conditions are satisfied or not applicable | | | | | | | | | | | | | | |  | |
| There are sufficient numbers of trained people available to operate the fire alarm panel |  | |
| There is a method of determining whether an evacuation is complete |  | |
| A fire drill is organised annually |  | |
| All permanent occupants are aware of the fire procedures |  | |
| There are sufficient numbers of trained people available to use the fire extinguishers |  | |
| Fire situations not managed | * Insufficient trained staff * nobody to operate fire panel * No evacuation sweep * Insufficient staff to use fire extinguishers * Occupants not aware of fire procedures * Other (please specify) | | | |  | | | | | |  | | | |  | | |

A suitable risk-based control plan should involve effort and urgency that is proportional to risk.

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| Risk level | Action and timescale | Examples (not exhaustive) |
| Trivial | Limited action is required and no detailed records need be kept. | Corridor is temporarily blocked by a delivery.  Chair is placed across a fire exit route. |
| Tolerable | No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost. | A single fire action notice is missing or not filled in.  A directional exit sign is missing.  A single fire door is being wedged open.  The staircase has non-combustible storage at the base.  Poor housekeeping. |
| Moderate | It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. | Multiple fire doors are wedged open.  Fire alarm panel has a fault light showing.  Electrical sockets are commonly overloaded.  Exit routes not clearly signed and kept free from obstruction.  Exit capacity being exceeded (Too many people in building).  Exit doors stiff to open or fire doors not fitting squarely in frame.  Stair has storage of combustibles at the base.  No provision for evacuating disabled member of staff.  Very poor housekeeping |
| Substantial | Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken. | The fire alarm system does not work.  A single fire exit door is jammed shut.  Combustible storage in stair of single staircase building.  Hazardous operations at the escape end of a dead-end condition. |
| Intolerable | Premises (or relevant area) should not be occupied until the risk is reduced. | None of the fire exit doors will open in an emergency.  Suspected gas or flammables leak. |
| Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following summary of findings and action plan. The fire risk assessment should be reviewed when changes are made and annually. | | |

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

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| SUMMARY OF FINDINGS AND ACTION PLAN | | | | | |
| RISK LEVEL  T= tolerable, M=moderate,  S= substantial or I= Intolerable | CIRCUMSTANCES | FURTHER DETAILS OF CIRCUMSTANCES | DETAILS OF CONTROL MEASURES | OUSTANDING RISK LEVEL | ADDITIONAL ACTIONS REQUIRED BY WHOM AND WHEN |
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