|  |  |
| --- | --- |
| University of Oxford  Review of Fire Risk Assessment FT002a V3 | |
| Building |  |
| Postal Address |  |
| Department |  |
| OUED Building Number |  |
| Date of Assessment |  |
| Date of Revision |  |
| Assessor |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GENERAL INFORMATION** | | | | | | | | | | | | | |
| Significant changes since the time of the last  Fire Risk Assessment | The premises | No Change | | | | | | | | | |  | No further consideration |
| Changed | | | | | | | | | |  | Detail changes and what affect they have on the fire risk assessment |
| The occupancy | No Change | | | | | | | | | |  | No further consideration |
| Changed | | | | | | | | | |  | Detail changes and what affect they have on the fire risk assessment |
| The occupants | No Change | | | | | | | | | |  | No further consideration |
| Changed | | | | | | | | | |  | Detail changes and what affect they have on the fire risk assessment |
| Fire loss experience | No Change | | | | | | | | | |  | No further consideration |
| Changed | | | | | | | | | |  | Detail fire losses and further measures taken to prevent a repeat |
| Application of new fire safety legislation | No Change | | | | | | | | | |  | No further consideration |
| Changed | | | | | | | | | |  | Detail changes and what affect it has on the fire risk assessment |
| Other relevant information |  | | | | | | | | | | | |
| **ELIMINATION OR CONTROL OF FIRE HAZARDS** | | | | | | | | | | | | | |
| Significant Changes in fire prevention measures since the last fire risk assessment | Are there adequate measures to prevent fire? | Yes | | | |  | | | | | No further consideration | | |
| No | | | |  | | | | | List actions to make measures adequate | | |
| Is housekeeping and maintenance adequate? | Yes | | | |  | | | | | No further consideration | | |
| No | | | |  | | | | | List actions to take to make them adequate | | |
| **FIRE PROTECTION MEASURES** | | | | | | | | | | | | | |
| Significant changes in fire protection measures since the last fire risk assessment | Are means of escape in case of fire adequate? | Yes | | |  | | | | | No further consideration | | | |
| No | | |  | | | | | List actions to take to make them adequate | | | |
| Are compartmentation and wall linings satisfactory? | Yes | | |  | | | | | No further consideration | | | |
| No | | |  | | | | | List actions to take to make them adequate | | | |
| Is there reasonable emergency escape lighting? | Yes | | |  | | | | | No further consideration | | | |
| no | | |  | | | | | List actions to take to make them adequate | | | |
| Are there adequate fire safety signs and notices? | Yes | |  | | | | | No further consideration | | | | |
| No | |  | | | | | List actions to take to make them adequate | | | | |
| Are the means for giving warning of a fire adequate? | Yes | |  | | | | | No further consideration | | | | |
| No | |  | | | | | List actions to take to make them adequate | | | | |
| Are there enough fire extinguishers of the correct type? | Yes | |  | | | | | No further consideration | | | | |
| No | |  | | | | | List actions to take to make them adequate | | | | |
| Are other fixed fire protection systems maintained in good working order? | Yes | |  | | | | | No further consideration | | | | |
| No | |  | | | | | List actions to take to make them adequate | | | | |
| **MANAGEMENT OF FIRE SAFETY** | | | | | | | | | | | | | |
| Significant changes in management of fire safety since the last fire risk assessment | Are arrangements for managing fire safety adequate? | Yes |  | | | | | No further consideration | | | | | |
| No |  | | | | | List actions to take to make them adequate | | | | | |
| Are fire procedures adequate? | Yes |  | | | | | No further consideration | | | | | |
| No |  | | | | | List actions to take to make them adequate | | | | | |
| Are the arrangements for staff training and fire drills adequate? | Yes |  | | | | | No further consideration | | | | | |
| No |  | | | | | List actions to take to make them adequate | | | | | |
| Are the arrangements for testing and maintenance of fire protection systems and equipment adequate? | Yes |  | | | | No further consideration | | | | | | |
| No |  | | | | List actions to take to make them adequate | | | | | | |
| Are there adequate records of testing, maintenance, training and drills? | Yes |  | | | | No further consideration | | | | | | |
| No |  | | | | List actions to take to make them adequate | | | | | | |
| **ACTIONS ON PREVIOUS ACTION PLANS** | | | | | | | | | | | | | |
| Details of previous actions | Have all previous recommendations been satisfactorily addressed? | Yes | | |  | | | No further consideration | | | | | |
| No | | |  | | | List outstanding items and detail in the next section plans for implementation | | | | | |

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

|  |  |  |
| --- | --- | --- |
| 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. The fire risk assessment should be reviewed when changes are made and annually. | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |