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| **Fire Risk Assessment Periodic Review** | | |
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| **Premises Location:** |  |  |
| **[Site Address]** | | |
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| Report Author: |  |  |
| [Reviewer Name] |  |  |
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# **Fire Risk Assessment - Periodic Review**

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| **Premises Name** |
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| **Premises Addres** |
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| **Review Conducted by** |
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| **Review Date** |
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## **Introduction**

The purpose of the review is to confirm that the fire risk assessment remains valid and no material alterations have taken place.

## **Legislative Requirement**

Article 9 of The Fire Safety Order 2005 requires

“Any such assessment must be reviewed by the responsible person regularly so as to keep it up to date and particularly if:

* *There is reason to suspect that it is no longer valid: or*
* *That there has been significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions, and where changes to an assessment are required as a result of any such review, the responsible person must mark them”.*

## **Principles to be Applied**

A comprehensive review of the premises should be carried out annually, or at other appropriate times e.g following major refurbishment.

## **Review Checklist**

The checklist has been written to mirror the content of the fire risk assessment and will assist the **person responsible for fire safety on site** to periodically review the fire risk assessment in a consistent way.

Appropriate guidance accompanies the review questions to assist the **User** to reach a decision on whether to refer the issues to a 3rd party provider or not.

**Review Process**

The purpose of this review referral sheet is to assist the **User** in making a decision whether to refer a matter to the company’s fire safety advisors.

Some matters, particularly management matters, will never require to be referred, but in other cases referral may be appropriate if the matter cannot be resolved locally.

Whenever changes have occurred to the premises, it will be necessary to update the risk assessment.

Where small changes have taken place and the matter has been resolved locally, your fire risk assessment should be updated to reflect the changes and the actions taken.

The guidance offered below is just that, the User should not hesitate to refer a matter to the organizations fire safety advisors whenever they think it necessary.

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| **Review Issue** | **Yes** | **No** | **N/A** | **Completion Date** |
| **Have any structural alterations been made to the premises since the last FRA?**  The current FRA will be rendered invalid if any part of the premises structure has been altered in any way.  If YES - Always conduct a reassessment. |  |  |  |  |
| **Has there been a substantial change to the contents (furniture, fixtures and fittings) with which the premises are provided?**  The previous risk assessment will have identified that the contents of the premises were appropriate and did not present an appreciable fire risk. It is important to control the combustibility of contents and the use of combustible materials in the premises.  If YES - Always conduct a reassessment. |  |  |  |  |
| **Have any fire resisting doors been changed or repaired?**  Even small changes to doorsets can change their fire resistance characteristics, for example, changes to, or the addition of, door furniture, the replacement of door leaves, the addition or, or alteration to, locking mechanisms.  If YES - Unless it can be clearly established that the fire resistance of the doors has not been reduced, always conduct a reassessment. |  |  |  |  |
| **Have the fire resisting doors been properly maintained?**  It is essential that all fire resisting doors are properly maintained; they must close fully onto their rebates, they must not stick or be wedged open, signs must remain in place.  If NO - Resolve locally with premises management. |  |  |  |  |
| **Have any fire resisting partitions been changed or repaired?**  Even small changes to fire resisting partitions can change their fire resistance characteristics. The removal of some fire resisting partitions may be acceptable, but must be carefully considered.  If YES - Unless it can be clearly established that the fire resistance of the doors has not been reduced, always conduct a reassessment. |  |  |  |  |
| **Have the fire resisting partitions been properly maintained?**  All fire resisting partitions must be properly maintained, but some may be subject to deterioration due to their positioning or construction. Particular attention must be paid to partitions that pass through false ceilings to ensure that they have not been penetrated during services installation or maintenance work.  If NO - Resolve locally with premises management. |  |  |  |  |
| **Have any fire safety signs been removed or obscured?**  Ensure that all fire safety signs remain in place, undamaged, and easily visible.  If YES - Resolve and review new risk locally with premises management. |  |  |  |  |
| **Are additional signs and notices required due to alterations that have been made to the premises?**  Where small changes have taken place in the premises and a detailed risk assessment is not necessary, consideration must be given to the need for additional signs.  If YES - Resolve and review new risk locally with premises management. |  |  |  |  |
| **Is there any evidence that fire safety signs are being ignored?**  Fire safety signs are provided for a purpose; any evidence that they are being ignored should be addressed and staff re-trained in their meaning and importance.  If YES - Resolve locally with premises management. |  |  |  |  |
| **Review Issue** | **Yes** | **No** | **N/A** |  |
| **Has the type of heating system in the premises changed?**  Any alterations or additions to heating system must be carried by a competent engineer.  If YES - Resolve and review new risk locally with premises management. |  |  |  |  |
| **Has the heating system been properly maintained?**  The heating system must be maintained by a competent engineer.  If NO - Resolve locally with premises management. |  |  |  |  |
| **Have additional portable heating appliances been introduced into the building?**  Portable heaters must be securely fixed in position. The informal introduction of portable heaters into premises should not be permitted.  If YES - Resolve and review new risk locally with premises management. |  |  |  |  |
| **Are portable heaters being used properly?**  Portable heaters should, ideally, be securely fixed in position; they should never be used in stairways; portable radiators are better than appliances with a naked flame.  If NO - Resolve locally with premises management. |  |  |  |  |
| **Have there been changes to, or replacement of, the electrical services in the premises?**  Any alterations or additions to electrical services must be carried by a competent engineer. The repair and installation of electrical services often involves the disruption of fire resisting partitions and cavity barriers; where changes have taken place, checks should be made to ensure that structural fire safety provisions have not been damaged and have been reinstated properly.  If YES - Resolve and review new risk locally with premises management. |  |  |  |  |
| **Have the electrical services been properly maintained?**  The electrical services must be maintained by a competent engineer.  If NO - Resolve locally with premises management. |  |  |  |  |
| **Have there been significant changes to the lighting system in the premises?**  The installation or removal of lighting units can have a detrimental effect on the fire safety provisions of the building. Great care is required when lights are installed in false ceilings that contribute to the fire resistance of the floor. The normal lighting is also essential to means of escape during the hours of darkness, and must always be available to illuminate escape routes; consideration must be given to areas where the level of lighting has been reduced.  If YES - Resolve and review new risk locally with premises management. |  |  |  |  |
| **Have all portable electrical appliances been tested?**  All portable electrical appliances must be checked regularly in accordance with company policy.  If NO - Resolve locally with premises management. |  |  |  |  |

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| **Review Issue** | **Yes** | **No** | **N/A** | **Completed Date** |
| **Have there been any changes to the provision of firefighting equipment?**  It is important to identify whether changes have been made to the provision of portable firefighting equipment.  If YES - Resolve and review new risk locally with premises management. |  |  |  |  |
| **Does the portable firefighting equipment remain suitable for the risk?**  The risk in the premises may have changed since the last review, for example, more flammable liquids may be being used, or more electrical equipment introduced; it may be necessary to adjust the provision of firefighting equipment.  If NO - Resolve and review new risk locally with premises management. |  |  |  |  |
| **Has all firefighting equipment been tested appropriately?**  The firefighting equipment must be checked regularly in accordance with company policy.  If NO - Resolve locally with premises management. |  |  |  |  |
| **Have there been changes to the fire alarm system?**  Any changes to the fire alarm system must be carried out by a competent engineer. It is important to identify whether there has been a change to the number or location of call points, the removal, addition, or resiting of sounders, and a change to the provision of heat or smoke detectors. It may be acceptable to change the type of detector, but the changes must be carefully considered.  If YES - Resolve and review new risk locally with premises management. |  |  |  |  |
| **Has the regular testing of the fire alarm system been carried out fully?**  The alarm system must be checked regularly in accordance with company policy.  If YES - Resolve locally with premises management. |  |  |  |  |
| **Have there been changes to the emergency lighting system?**  Any changes to the emergency lighting system must be the changes must be carefully considered.  If YES - Resolve and review new risk locally with premises management. |  |  |  |  |
| **Has the regular testing of the emergency lighting system been carried out carried out by a competent engineer. It is important to identify whether there has been a change to the number or location of luminaires?**  The emergency lighting system must be checked regularly in accordance with company policy.  If NO - Resolve locally with premises management. |  |  |  |  |
| **Have there been changes to personnel who were, or have been, made responsible for fire safety matters?**  It is essential that personnel with responsibilities for fire safety matters are fully aware of those responsibilities and the role that they may have to play in the event of fire. Often, where there are personnel changes, the responsibilities for fire safety are not effectively transferred to the new appointee.  If YES - Resolve locally with premises management. |  |  |  |  |

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| **Review Issue** | **Yes** | **No** | **N/A** | **Completed Date** |
| **Is the smoking policy being fully and effectively enforced?**  The misuse of smoking materials is a common cause of fire in the workplace; it is essential that the company smoking policy is fully enforced. Every effort must be made to identify signs of surreptitious smoking.  If NO - Resolve locally with premises management. |  |  |  |  |
| **Have all staff been made aware of the significant findings of the fire risk assessment?**  Regular staff briefings must be given on the significant findings of the risk assessment; the purpose of the risk assessment is to reduce the likelihood of fire as well securing safe escape should a fire occur. The details of such briefings must be recorded in the log book.  If NO - Resolve locally with premises management. |  |  |  |  |
| **Has fire awareness training been carried out in accordance with company policy?**  Each member of staff should receive fire awareness training according to their work role and responsibility. The details of such briefings must be recorded in the log book.  If NO - Resolve locally with premises management. |  |  |  |  |
| **Has each member of staff been involved in at least one fire drill during the last 12 months?**  Each member of staff should experience at least one simulated fire evacuation in any 12 month period. The details of fire evacuation drills must be recorded in the log book.  If NO - Resolve locally with premises management. |  |  |  |  |
| **Are all fire related records up to date, and, where appropriate, recorded in the log book?**  If NO - Resolve locally with premises management. |  |  |  |  |