

You can use this form to record a fire safety assessment of simple premises.

Assessment details

Name of organisation	Jones Company Ltd.
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Address

123 Station Rd Brigadoon

Postcode	G1 AAA
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Purpose/use of building

Jones Company Ltd. is a small grocery/newsagent store, it sells confectionary, newspapers and hot filled rolls and sandwiches.
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Name of person(s) with fire safety duties	Joe Kennedy (Fire Warden) Mary Brown (Fire Warden)
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Name and contact details of assessor



Theresa Green
Owner
0141 211 56789
t.green@email.com

Date of assessment	04-08-2017
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People at risk

List all people and/or groups at risk, including employees, residents, visitors and contractors

Owner, five employees, all customers and suppliers.

Fire hazards

Sources of ignition

Multi point electrical sockets
Kitchen appliances (kettle, refrigerators, microwave oven, toaster and oven).
Lighting throughout the entire floor.

Action required?

Yes	X
No	

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Sources of fuel

The main electrical input junction box
Flammable cleaning materials used for domestic services, locked in a metal cupboard
Copious amount of paper, cardboard and kitchen waste.

Action required?

Yes	X
No	

Sources of oxygen

Atmospheric air
Open doors and windows

Action required?

Yes	
No	X

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Risk and adequacy of existing fire safety measures

How likely is a fire to start accidentally and what would be the consequences?

Unlikely, but possible. The consequences of a fire could be loss of life or injury, substantial loss or damage to the building and stock. Also it could lead to loss of information, customers and revenue which could lead to closure of the business.

Action required?

Yes	
No	X

How likely a fire to start by act or omission and what is would be the consequences?



Unlikely, but possible, all electrical appliances are switched off after use and waste bins are emptied weekly.

The consequences of a fire could be loss of life or injury, substantial loss or damage to the building and stock. Also it could lead to loss of information, customers and revenue which could lead to closure of the business.

Action required?

Yes	X
No	

How likely is a fire to be started deliberately and what would be the consequences?

Unlikely, but still possible. The shop is locked up at night, waste bins are kept in the backyard located within the premises, which is locked as well.

The consequences of a fire could be loss of life or injury, substantial loss or damage to the building and stock. Also it could lead to loss of information, customers and revenue which could lead to closure of the business.

Action required?

Yes	X
No	



How adequate and protected is your existing escape route?

There is one fire escape route to exit the building at the back of the premises which give access to an alley, additionally the front door gives access to main street. However fire escape routes are partially blocked with stock and/or waste

Action required?

Yes	X
No	

How adequate is your existing lighting and signs?

Lighting has not been checked since the owner acquired the premises

Action required?

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Yes	X
No	

How adequate is your existing fire detection and fire warning?

There is no fire detection system, but there are two smoke alarms. One is located at the front shop and another one in the back room

Action required?

Yes	X
No	

How adequate is your existing fire-fighting equipment?

Firefighting equipment is not adequate, it hasn't been checked by contractor within the last four years. Additionally not staff members have training on how to use these extinguishers correctly and safely.

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Action required?

Yes	X
No	

How adequate are your existing staff training and drills?

Two employees have received fire warden training. No fire drills are carried out at the moment

Action required?

Yes	X
No	

How adequate are your existing management and fire safety policy?

There is no fire safety policy in place, records are not kept of past inspections or maintenance.

Action required?

Yes	X
No	

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How adequately do you cooperate and coordinate with other building owners or suppliers?

We do not discuss or are in contact with the building landlord or other service users who also have facilities within the building.

Action required?

Yes	X
No	

Action points

Where you have answered Yes to "Action required?" under Step 2 and Step 3 above, please describe the action needed. You can add as many actions as you need below.	Priority	Person responsible	Completion date
All electrical appliances to be PAT tested yearly. Cooker/oven to be inspected/maintained by contractor	M	Joe Kennedy	04.02.2018
Good housekeeping should be implemented, paper/cardboard to be disposed of in the appropriate manner, flat packed into the waste disposal bins as soon as possible and not kept in the shop for longer than needed.	H	Joe Kennedy	04.02.2018
Contact waste management company to arrange for bins to be collected twice a week and a new bin to be located at the back of the premises for collecting paper and cardboard.	H	Joe Kennedy	04.02.2018

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To introduce daily checks to ensure that fire escape route is kept cleared and sterile at all times. Remind employees of the important of this and their responsibilities to collaborate.	H	Joe Kennedy	04.02.2018
Check with the landlord if five year electrical appliance certificate was issue by electrical contractor and ask for a copy of it. If this hasn't been completed within this period of time to discuss responsibility for this to be carried out with them.	M	Joe Kennedy	04.02.2018
Contact a fire detection and alarm supplier and explore the possibility of installing a wireless local fire alarm system	M	Joe Kennedy	04.02.2018
Ensure that fire alarm is inspected weekly and all emergency lighting is maintained, keep records of inspections and maintenance	H	Joe Kennedy	04.02.2018
Contact a fire extinguisher supplier to arrange for fire extinguishers to be inspected and/ new ones supplied if required	H	Joe Kennedy	04.02.2018
Contact a fire extinguisher supplier to arrange for training on the use of fire extinguishers	H	Joe Kennedy	04.02.2018
Create a fire evacuation procedure, provide training to employees and put it into practice by doing a fire drill, making sure this is recorded.	H	Joe Kennedy	04.02.2018
To create a fire safety policy, communicate it to employees and review it periodically. To download or	M	Joe Kennedy	04.02.2018

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buy a fire log book and ensure all inspections and maintenance are recorded.			
To initiate and have continuous communication with the landlord and all other service/building users to discuss fire safety for all the businesses housed in the building.	L	Joe Kennedy	04.02.2018

Review

Review date	04-02-2018
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Reviewed by	Theresa Green
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Reason for review

Six monthly review

Outcomes of review

