

Fire Risk Assessment

Communal Area

The fire risk assessment must be holistic and dynamic, recognizing that the use of the building and its occupancy is rarely static.

There is no requirement to ascribe numerical values to any risk feature in order to try to rank or quantify them. The emphasis has been placed upon simply raising a number of relevant issues and asking whether or not they present any significant problems.

It is recognized that in common with many other evaluation schemes, risk assessments will be affected by natural variations in perceptions and judgments. In cases of doubt it may be necessary to seek further advice or a second opinion.

This proforma consists of a series of prompts and considerations (though not definitive) to steer the assessor through the existing fire safety features of a building, and enable decisions as to their adequacy to be made.

There are basically five steps to complete a risk assessment:

1. Look for the fire hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
4. Record your findings
5. Review your assessment and revise it as necessary

(see also HSE leaflet INDG 163 – Five Steps to Risk Assessment a free download from the Health and Safety Executive website <http://www.hse.gov.uk>)

Name of Company/Building:

Address:

Responsible Person (Employer):

Use or uses of premises:

Date of this risk assessment:

Carried out by:

Position in Company:

Proposed date of review:

Notes:

Means of escape		Yes	No
1	Are all the final exit doors unobstructed, fitted with suitable fastenings and readily available for use?		
2	Do all emergency routes and exits lead, as directly as possible, outside the building to a place of safety?		
3	Are all doors that open into the communal area suitable ? i.e. a substantial fire resisting door(with no letter boxes)		
4	Are all doors close fitting within their frames to prevent the passage of smoke? Are they fitted with heat and smoke seals		
5	Are the doors fitted with a suitable self closing device or kept locked shut when the room is not occupied?		
6	Is there a fire evacuation (fire drill) procedure for the premises?		
7	In the event of an emergency is it possible for all persons to evacuate the premises safely and quickly?		
8	Overall, is the means of escape adequate?		

Escape lighting		Yes	No
9	In the event of a failure of the main lighting system, is escape lighting required to illuminate escape routes? (consider borrowed light from street lights)		
10	Is it sufficient to enable all persons to evacuate the premises safely to a place of safety?		
11	Consider torches.		

Fire warning		Yes	No
12	Is the premises provided with a system for giving warning in case of fire? Does it meet the guidance given in the appropriate DCLG guide.		
13	Is the alarm clearly audible and recognizable in all parts of the premises?		

Fire fighting equipment		Yes	No
14	Not required in communal areas of flats		
15			
16			

Any items above achieving a 'No' should be risk assessed, and if necessary prioritised for action.

Other considerations

Fire risks (ignition sources) Within the communal area	
a)	Are there any electrical distribution boards
	If Yes – give details:
b)	Are there any electrical appliances?
	If Yes – details of above:
c)	Are there any heating appliances?
	If Yes – details of above:
d)	Are there any other ignition sources
	If Yes – details of above:
e)	Is smoking allowed within the premises?
	If Yes – details of the above

Fire Loading Within the Communal Area

f) Is there any combustible storage within the communal area

If Yes – give details

g) Is anything else stored within the communal area
Eg
Prams or Buggies, bicycles, mobility scooters etc.

h) Arson Prevention
Are the premises secure ?

i)

	Significant findings	Proposed action

	Significant findings	Proposed action