



Fire Risk Assessment Template

main bldg / Amber / 21 Jun 2023

Complete

Score	100%	Flagged items	0	Actions	0
Site conducted					Unanswered
Client/Site					
main bldg					
Full Address	616 Hall St, Charleston, WV 25302, USA (38.360983999999999, -81.6527577)				
Fire Safety Officer					
Diane Keen					
Prepared by					Amber
Date of Previous Fire Risk Assessment					21.06.2022
Date of Fire Risk Assessment					21.06.2023
Suggested Date for Review					20.12.2023

Information

GENERAL INFORMATION

The Premises

Number of Floors

3

Brief details about the construction

built a year ago

Use of the premises

general commercial use

The Occupants

Approximate maximum number

30

Number of Sleeping Occupants

none

Number of Disabled Occupants

3

Number of Minor Occupants

none

Number of Elderly Occupants

2

Others

Hazard and Risk Identification

HAZARD AND RISK FACTORS

What are the factors present in the inspected area?

You may choose multiple items.

*You may also add photos, notes, and actions by clicking the paperclip icon.

Smoking



Photo 1

Smoking

Select a circumstance observed

No signs of careless handling

Fire Protection Measures

100%

FIRE PROTECTION MEASURES

100%

1. Means of Escape from Fire

It is considered that the premises are provided with reasonable means of escape in case of fire

Yes

Has adequate design of escape routes?

Yes

Has adequate provision of exits?

Yes

Exits easily and immediately openable where necessary?

Yes

Fire exits open in direction of escape where necessary?

Yes

Avoidance of sliding or revolving doors as fire exits where necessary?

Yes

Satisfactory means for securing exits?

Yes

Has alternative means of escape?

Yes

Escape routes unobstructed?

Yes

It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.

Yes

the building was built by the owner with mobility issues in mind



Photo 2

2. Emergency Escape Lighting

Has reasonable standard of emergency escape lighting provided?

Yes

Fire Safety Signs and Notices

Has reasonable standard of fire safety signs and notices?

Yes

3. Means of Giving Warning in case of Fire

Has reasonable manually operated electrical fire alarm system provided?

Yes

Has automatic fire detection provided? Yes

Has remote transmission of alarm signals? Yes

4. Manual Fire Extinguishing Appliances

Has reasonable provision of portable fire extinguishers? Yes

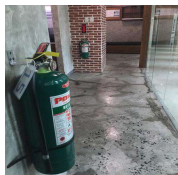


Photo 3

Hose reels provided? Yes

Are all fire extinguishing appliances readily accessible? Yes

5. Procedures and Arrangements

Are procedures in the event of fire appropriate and properly documented? Yes

Are there suitable arrangements for Summoning the fire and rescue service? Yes

Are there suitable arrangements to meet provide relevant information, including that related to hazards to firefighters? Yes

Are there suitable arrangements for ensuring that the premises have been evacuated? Yes

Is there a suitable fire assembly point(s)? Yes

Are there adequate procedures for evacuation of any disabled people who are likely to be to be present? Yes

Persons nominated and trained to use fire extinguishing appliances? Yes

Persons nominated and trained to assist with evacuation, including the evacuation of disabled people? Yes

6. Training and Drills

Are all staff/members given adequate fire safety instruction and training? Yes

the staff was trained via <https://safetyculture.com/training/>

Which of these items do the members or staff knowledgeable about?

You may select multiple items.

- Fire risks
- Fire safety measures
- Action in the event of a fire
- Action on hearing the fire alarm signal
- Location and use of fire extinguishers
- Means for summoning the fire and rescue service
- Identity of persons nominated to assist with evacuation
- Fire drills

7. Testing and Maintenance

Has adequate maintenance of premises?

Yes

Has weekly testing and periodic servicing of fire detection and alarm system?

Yes

Has monthly and annual testing routines for emergency escape lighting?

Yes

Has annual maintenance of fire extinguishing appliances?

Yes

Has periodic inspection of external escape staircases and gangways?

Yes

Has weekly and monthly testing, six monthly inspections and annual testing of firefighting lifts?

Yes

Has weekly testing and periodic inspection of sprinkler installations?

Yes

Has routine checks of final exit doors and/or security fastenings?

Yes

Has annual inspection and testing of lightning protection system?

Yes

8. Records
Appropriate records of:

Fire drills?

Yes

we just had the fire drill last week

Fire training?

Yes

Fire alarm tests?	Yes
Emergency escape lighting tests?	Yes
Maintenance and testing of other fire protection Systems?	Yes

Overall Assessment

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential consequences		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

DEFINITION OF TERMS (Risk from Fire)

LOW

Unusually low likelihood of fire as a result of negligible potential sources of ignition.

MEDIUM

Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

HIGH

Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the risk from fire (likelihood of fire) at these premises is:

LOW

DEFINITION OF TERMS (Risk Assessment)

SLIGHT HARM

Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs)

MODERATE HARM

Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants

EXTREME HARM

Significant potential for serious injury or death of one or more occupants.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM

DEFINITION OF TERMS (Risk Level)

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
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.
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.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial

COMPLETION

Name of Responsible Person and Signature



Amber
21.06.2023 09:24 PST

Assessor's Name and Signature



Diane Keen
21.06.2023 09:22 PST

Media summary



Photo 1



Photo 2



Photo 3