

Annex A (informative)

Model pro forma for documentation of a fire risk assessment

A.1 This annex contains a model pro forma for documentation of an FRA in Scotland. If the pro forma is properly completed by a competent person, the format and scope of the FRA will be suitable and sufficient to satisfy the recommendations of this PAS. Modifications to this format will be necessary in the case of premises in multiple occupation, for which information about the building, and about the premises of the occupier for whom the FRA is being carried out, both need to be recorded.

NOTE Enforcement of fire safety legislation is the prerogative of the enforcing authority charged by legislation with the responsibility to do so. Each enforcing authority is autonomous. There is sometimes debate as to the legal interpretation of what constitutes the significant findings of an FRA. However, the format of the pro forma contained in this annex, being part of a BSI PAS, is considered by the National Fire Chiefs Council to be one suitable format for recording the significant findings of a suitable and sufficient FRA, although many other formats would also be acceptable.

A.2 The format of a documented FRA may vary from that shown in this annex, provided that the recommendations of each clause of this PAS are satisfied. For example, in the case of means of escape, compliance with Annex C necessitates that the key factors in Table C.1 are explicitly addressed in the documented FRA, but not all the specific issues shown in Table C.1 and in the pro forma contained in this annex need necessarily be included in all documented FRAs conforming to the recommendations of this PAS, as they might not all constitute “significant findings”. It is, however, necessary for compliance with this PAS, that the specific issues have, at least, been considered by the fire risk assessor while carrying out the FRA.

A.3 Similarly, the prompt-list of fire hazards shown in the pro forma may be expanded. This might be appropriate, for example, if there are significant fire hazards for which no headings are included in the pro forma.

A.4 Where description of any fire hazards or fire precautions is considered appropriate, this can be recorded under the appropriate “Relevant information (including description of arrangements and deficiencies observed)” heading in the pro forma. These sections can also be used to set out justification for acceptance of standards of any fire protection measures that depart significantly from a prescriptive norm (see **10.4**). Information recorded can include positive findings as well as deficiencies, as this helps to contextualize the assessment of risk.

A.5 While it might not be essential to record further information in every section of the pro forma, care needs to be taken to ensure that the pro forma does not become purely a tick-list with inadequate supporting information. Such an FRA is unlikely to satisfy fire safety legislation, nor would it meet the recommendations of this PAS.

A.6 Within the pro forma in this annex, for each main topic, the clause within this PAS that provides guidance on that topic is shown in parentheses alongside the topic heading. This is for the guidance of the user of this PAS, and the clause references need not be shown in the documented fire assessment provided to the dutyholder.

A.7 For further guidance on the use of the pro forma, an exemplar of a completed FRA is contained in Annex E.

Template instructions:

The header and footer fields are locked and cannot be altered. Clicking in either of these fields can cause the cursor to jump to a later place in the document.

The NA/Yes/No boxes can be populated by clicking in the auto-complete field in the centre of the box, or by positioning the cursor outside the auto-complete field and entering your own choice of character.

FIRE (SCOTLAND) ACT 2005 FIRE RISK ASSESSMENT

Dutyholder (e.g. employer) or person having control of the premises:

Address of premises:

Person(s) consulted:

Assessor:

Report validated by:

Date of fire risk assessment:

Date of previous fire risk assessment:

Suggested date for review:

This report is intended to assist you in compliance with Sections 53 and 54 of the Fire (Scotland) Act 2005, which requires that a risk assessment be carried out.

GENERAL INFORMATION

1. THE PREMISES *(Clause 12)*

1.1 Number of floors at ground level and above:

Number of floors entirely below ground level:

Floors on which car parking is provided:

1.2 Approximate floor area: m² per floor.

Approximate floor area: m² gross.

Approximate floor area: m² on ground floor.

1.3 Details of construction and layout:

1.4 Occupancy:

2. THE OCCUPANTS *(Clause 12)*

2.1 Approximate maximum number of employees at any one time:

2.2 Approximate maximum number of other occupants at any one time:

2.3 Approximate total number of people present in the building at any one time:

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE (Clause 12)

- 3.1 Sleeping occupants:
- 3.2 Disabled employees:
- 3.3 Other disabled occupants:
- 3.4 Occupants in remote areas and lone workers:
- 3.5 Young persons employed:
- 3.6 Others:

4. FIRE LOSS EXPERIENCE

5. OTHER RELEVANT INFORMATION

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

6.2 The above legislation is enforced by:

6.3 Other legislation that makes significant requirements for fire precautions in these premises [other than the Building (Scotland) Regulations 2004 (as amended)]:

6.4 The other legislation referred to above is enforced by:

6.5 Is there an alterations notice in force? Yes No

Relevant information and deficiencies observed:

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION *(Clause 13 and Annex B)*

7.1 Are reasonable measures taken to prevent fires of electrical origin? Yes No

7.2 More specifically:

a) Are fixed installations periodically inspected and tested? N/A Yes No

b) Is electrical appliance testing carried out? N/A Yes No

c) Is there suitable control over the use of personal electrical appliances? N/A Yes No

d) Is there suitable limitation of trailing leads and adapters? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

8. SMOKING *(Clause 13 and Annex B)*

8.1 Are reasonable measures taken to prevent fires as a result of smoking? Yes No

8.2 More specifically:

a) Is smoking prohibited in the building? Yes No

b) Is smoking prohibited in appropriate areas? N/A Yes No

c) Are there suitable arrangements for those who wish to smoke? Yes No

d) Did the smoking policy appear to be observed at time of inspection? Yes No

Relevant information (including description of arrangements and deficiencies observed):

9. WILFUL FIRE RAISING *(Clause 13 and Annex B)*

9.1 Does basic security against wilful fire raising by outsiders appear reasonable?¹⁾ Yes No

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes No

Relevant information (including description of arrangements and deficiencies observed):

10. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS *(Clause 13 and Annex B)*

10.1 Is there satisfactory control over the use of portable heaters? N/A Yes No

10.2 Are fixed heating and ventilation installations subject to regular maintenance? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

¹⁾ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against wilful fire raising) is required, this should be obtained from a security specialist.

11. COOKING *(Clause 13 and Annex B)*

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

11.2 More specifically, are filters cleaned or changed and ductwork cleaned regularly? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

12. LIGHTNING *(Clause 13 and Annex B)*

12.1 Does the building have a lightning protection system? Yes No

Relevant information and deficiencies observed:

13. HOUSEKEEPING *(Clause 13 and Annex B)*

13.1 Is the overall standard of housekeeping adequate? Yes No

13.2 More specifically:

a) Do combustible materials appear to be separated from ignition sources? Yes No

b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided? Yes No

Relevant information (including description of arrangements and deficiencies observed):

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS (Clause 13 and Annex B)

14.1 Is there satisfactory control over works carried out in the building? N/A Yes No

More specifically:

a) Where appropriate, are fire safety conditions imposed on outside contractors? N/A Yes No

b) Where appropriate, is a permit to work system used (e.g. for “hot work”)? N/A Yes No

c) Are suitable precautions taken by in-house maintenance personnel who carry out works? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

15. DANGEROUS SUBSTANCES²⁾ (Clause 13)

15.1 Are the fire safety measures adequate to address the hazards associated with dangerous substances used or stored within the premises³⁾? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

²⁾ For the purpose of this risk assessment and the Fire (Scotland) Act, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

³⁾ Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1 Hazards:

Relevant information (including description of arrangements and deficiencies observed):

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE *[Clause 15c) and Annex C]*

17.1 Is the design and maintenance of the means of escape considered adequate? Yes No

17.2 More specifically:

a) Do staircase and exit capacities appear to be adequate for the number of occupants⁴⁾? N/A Yes No

b) Are there reasonable distances of travel:

– where there is escape in a single direction? N/A Yes No

– where there are alternative means of escape? N/A Yes No

c) Is there adequate provision of exits? N/A Yes No

d) Do fire exits open in the direction of escape, where necessary? N/A Yes No

e) Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits? N/A Yes No

⁴⁾ Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.

- f) Are the arrangements provided for securing exits satisfactory? N/A Yes No
- g) Is a suitable standard of protection designed for escape routes? N/A Yes No
- h) Are there reasonable arrangements for means of escape for disabled people? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

- 17.3 Are the escape routes available for use and suitably maintained? N/A Yes No

More specifically:

- a) Are fire-resisting doors maintained in sound condition and self-closing, where necessary? N/A Yes No
- b) Is the fire-resisting construction protecting escape routes in sound condition⁵⁾? N/A Yes No
- c) Are all escape routes clear of obstructions? N/A Yes No
- d) Are all fire exits easily and immediately openable? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

⁵⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you might consider arranging for an invasive survey by a competent specialist.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT [Clause 15g]

18.1 Is it considered that there is:

- a) compartmentation of a reasonable standard⁶⁾? Yes No
- b) reasonable limitation of linings that might promote fire spread? Yes No

18.2 As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire^{6), 7)}? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

19. EMERGENCY ESCAPE LIGHTING [Clause 15e]

19.1 Has a reasonable standard of emergency escape lighting system been provided⁸⁾? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

⁶⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

⁷⁾ A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.

⁸⁾ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

20. FIRE SAFETY SIGNS AND NOTICES *[Clause 15d]*

20.1 Is there a reasonable standard of fire safety signs and notices? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

21. MEANS OF GIVING WARNING IN CASE OF FIRE *[Clause 15b]*

21.1 Is a reasonable fire detection and fire alarm system provided⁹⁾? N/A Yes No

21.2 Is there remote transmission of alarm signals? N/A Yes No

21.3 Is a zone plan displayed? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

21.4 Relevant information on false alarm experience (if known):

22. MANUAL FIRE EXTINGUISHING APPLIANCES *[Clause 15f]*

22.1 Is there reasonable provision of manual fire extinguishing appliances? N/A Yes No

22.2 What type(s) of appliances are provided?

Portable fire extinguishers: Hose reels: Fire blankets:

⁹⁾ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

22.3 Are all fire extinguishing appliances readily accessible? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS¹⁰⁾ [Clause 15h]

23.1 Type of fixed system:

Relevant information and deficiencies observed:

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT¹¹⁾ [Clause 15i]

24.1 Type of fixed system:

Relevant information and deficiencies observed:

¹⁰⁾ Relevant to life safety and this risk assessment (as opposed to property protection).

¹¹⁾ Relevant to life safety and this risk assessment (as opposed to property protection).

24.2 Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

24.3 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS *(Clause 16)*

25.1 Safety assistance:

The competent person(s) nominated under Regulation 17 of the Fire Safety (Scotland) Regulations 2006 to assist the dutyholder in undertaking the duties imposed under Sections 53 and 54 of the Fire (Scotland) Act is:

25.2 Fire safety at the premises is managed by¹²⁾:

¹²⁾ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

25.3 Is there a suitable record of the fire safety arrangements? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

25.4 Are procedures in the event of fire appropriate and properly documented, where appropriate¹³⁾? Yes No

More specifically:

a) Are there adequate procedures for investigating fire alarm signals? N/A Yes No

b) Are there suitable arrangements for summoning the fire and rescue service? N/A Yes No

c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters? N/A Yes No

d) Are there suitable arrangements for ensuring that the premises have been evacuated? N/A Yes No

e) Is there a suitable fire assembly point(s)? N/A Yes No

f) Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

25.5 Are there persons nominated to use fire extinguishing appliances? N/A Yes No

¹³⁾ Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

Relevant information (including description of arrangements and deficiencies observed):

- 25.6 If the premises are in multiple occupation, are there adequate arrangements for cooperation between dutyholders to ensure coordination of their fire safety arrangements? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

- 25.7 Are there persons nominated to assist with evacuation, including evacuation of disabled people? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

- 25.8 Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits?) N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

- 25.9 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

26. TRAINING AND DRILLS *[Clause 16h]*

26.1 Are all staff given adequate fire safety instruction and training? N/A Yes No

More specifically:

a) Are they trained on induction? N/A Yes No

b) Are they given periodic refresher training? N/A Yes No

c) Are they given additional training to cover any specific roles and responsibilities? N/A Yes No

d) Is the content of training provided considered adequate¹⁴⁾? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

26.2 Are fire drills carried out at appropriate intervals? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

26.3 When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? N/A Yes No

¹⁴⁾ Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.

Relevant information (including description of arrangements and deficiencies observed):

27. TESTING AND MAINTENANCE [Clause 16j]

27.1 Is there adequate maintenance of the premises? Yes No

Relevant information (including description of arrangements and deficiencies observed):

27.2 Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

27.3 Are monthly and annual testing routines in place for the emergency escape lighting? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

27.4 Is annual maintenance of fire extinguishing appliances undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

- 27.5 Is periodic inspection of external escape staircases and gangways undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

- 27.6 Are six-monthly inspection and annual testing of rising mains undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

- 27.7 Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

- 27.8 Are weekly testing and periodic inspection of sprinkler installations undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

- 27.9 Are routine checks of final exit doors and/or security fastenings undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

- 27.10 Are annual inspection and testing of the lightning protection system undertaken? N/A Yes No

Relevant information (including description of arrangements and deficiencies observed):

- 27.11 Other relevant inspections or tests:

Relevant information (including description of arrangements and deficiencies observed):

28. RECORDS *[Clause 16k]*

28.1 Are there appropriate records of:

- | | | | | | | |
|--|-----|--------------------------|-----|--------------------------|----|--------------------------|
| a) Fire drills? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b) Fire training? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c) Fire alarm tests? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d) False alarms? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| e) Emergency escape lighting tests? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| f) Maintenance and testing of other fire protection systems and equipment? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Relevant information (including description of arrangements and deficiencies observed):

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a commonly used risk level estimator:

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

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

Low Medium High

In this context, a definition of the above terms is as follows:

- 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 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 Moderate harm Extreme harm

In this context, a definition of the above terms is as follows:

- 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, but is unlikely to result in multiple fatalities.
- Extreme harm:** Significant potential for serious injury or death of one or more occupants.

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

Trivial Tolerable Moderate Substantial Intolerable

Comments:

A suitable risk-based control plan should involve effort and urgency that are proportional to risk. The following risk-based control plan is based on one advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures 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 building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to 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 action plan. The fire risk assessment should be repeated regularly.

ACTION PLAN

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial Tolerable

Definition of priorities (where applicable):

Item	Recommendation	Priority	Timescale
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Item	Recommendation	Priority	Timescale
11.			
12.			
13.			
14.			
15.			
Interim measures (where appropriate)			
16.			
17.			
18.			
19.			
20.			

REFERENCES

