

Fire Risk Assessment Questions for the Royal Surrey County Hospital.

Q1 Is there a system for controlling the amount of flammable liquids and gases that are kept in the workplace?

+ Q2 Is the waste control system operating effectively for Q1?

+ Q3 Are all the combustible materials and flammable liquids and gases stored safely?

+ Q4 Are all heaters fitted with suitable guards and fixed in position away from combustible materials?

+ Q5 Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?

+ Q6 Is the wiring of the electrical installation inspected periodically by a competent person?

+ Q7 Is the use of electrical extension leads and multipoint adaptors kept to a minimum?

+ Q8 Are flexes run in safe places where they will not be damaged?

+ Q9 Is the upholstery of furniture in good condition?

+ Q10 Is the workplace free of rubbish and combustible waste materials?

+ Q11 Is there a designated smoking area provided with adequate ashtrays?

+ Q12 Have suitable measures been taken to protect against the risk of arson?

+ Q13 Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?

+ Q14 Is there a sufficient number of exits of suitable width for the people likely to be present?

Maximum  
number of  

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Minimum  
number of  
escape

people	routes/exits
60	1
600	2
more than 600	3

#### Width of escape routes and exits

Maximum number of people	Minimum width (mm)
50	750
110	850
220	1050
more than 220	5 per person

5mm/person does not apply to an opening serving less than 220 persons. Further guidance can be found in Building Regulations Approved document B. [More info...](#)

- Q15 Do the exits lead to a place of safety?
- Q16 Are all gangways and escape routes free from obstructions?
- Q17 Are the escape routes free from tripping and slipping hazards?
- Q18 Are steps and stairs in a good state of repair?
- Q19 Are final exits always unlocked when the premises are in use?
- Q20 Are the devices securing final exits capable of being opened immediately and easily without the use of a key?
- Q21 Are internal fire doors labelled as such and normally kept closed?
- Q22 Are the self-closers on fire doors operating correctly?

+ Q23 Do the doors on escape routes open in the direction of travel? (i.e. towards the escape route)

+ Q24 Are escape routes clearly signed?

+ Q25 Are escape routes adequately lit?

+ Q26 Have plans been made and rehearsed regarding assisting less abled staff and visitors to evacuate the premises?

- Consider the use of lightweight evacuation chairs
- Provide each disabled person a personal "buddy" who is assigned to stay with them throughout the evacuation.
- Does the building need to be equipped with evacuation lifts, for the use of people in wheelchairs in the event of fire?
- Are there ramps in place at all changes of level on escape routes?
- Does the fire alarm system give a visual warning of fire for those who are profoundly deaf?
- As an aid to those who are blind, are there tactile thresholds at the top and bottom of each flight of stairs?
- Are there adequate refuge points for less abled people to go to?

**More info...**

+ Q27 Do procedures and practices avoid the use of combustible materials or processes that use heat?

- Ensure that any heating equipment or electrical equipment is not left on for longer than is needed.
- Provide a form of reminder to turn off all heat producing equipment at the end of the work period.
- Could any process involving the use or production of heat be replaced by a low temperature alternative?
- When solvent-based adhesives are in use, ensure the area is well ventilated in order to prevent the build-up of flammable vapours.
- Could the solvent-based adhesives be replaced by water-based alternatives?

+ Q28 Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?

- improve perimeter security - mend broken fencing, don't leave ladders, or things such as piles of pallets that may be used facilitate the scaling of fences, next to fencing
- introduce perimeter lighting and the lighting of all external doors
- install a CCTV system
- install an intruder alarm system
- fit all letterboxes with fireproof metal boxes on the inside of all letter flaps
- train post room staff in the spotting and handling of suspicious packages

+ Q29 Have staff been trained in how to call the fire brigade, the use of the fire extinguishers and basic fire prevention?

- how to raise the alarm for fire
- basic principles of how to prevent a fire
- how to use the fire fighting equipment provided
- how to call the fire brigade
- the location and use of the escape routes
- the location of the assembly points
- how to assist visitors and members of the public in evacuating the workplace

Ensure all members of staff have been loaded into Smartlog as individual users and complete the fire awareness training.

- Q30 Have you asked your insurers for advice regarding the fire protection of your premises?
- Q31 Where escape lighting is installed is it in working order and is it maintained regularly?
- Q32 Is there an adequate fire alarm system?
- Q33 Is the fire alarm system in good working order?
- Q34 Is the fire alarm tested weekly?
- Q35 Can the fire alarm be raised without placing anyone in danger?
- Q36 Are the fire alarm call points clearly visible and unobstructed?
- Q37 Is the fire alarm system connected to a monitoring centre which calls the fire brigade?
- Q38 Is the fire alarm system, and all its components, continuously monitored?
- Q39 Is an adequate number of suitable fire extinguishers provided?
- Q40 Are the fire extinguishers and fire blankets located suitably and ready for use?
- Q41 Are the fire extinguishers serviced annually by a competent company or person?
- Q42 Is any fixed fire-fighting installation or automatic fire detection system in working order?
- Q43 If you employ five or more people, have you recorded the findings of the fire risk assessment?
- Q44 Have you told your staff or their representatives about your findings?
- Q45 If you have prepared a formal report, has it been shown to your staff or their representatives?
- Q46 If you share the workplace with others, do they know about the risks that you have identified?
- Q47 If you do not have direct control over the workplace have you made your findings known to owner or landlord?
- Q48 Are fire action notices displayed prominently throughout the workplace?
- Q49 Has an emergency plan been drawn up in case of a major fire?
- Q50 Is a copy of the emergency plan kept other than at the workplace?
- Q51 Has a procedure been established to review the fire risk assessment periodically?
  - recommend the remedial action required to remedy all the faults identified by the assessment
  - set dates by which such action should be completed
  - make recommendations as to any new fire protection measures or systems that should be

introduced

- set dates by which the new fire protection measures or systems should be introduced
- set the date of the next review (not more than 12 months)

Remember you must keep a constant look out for any possible hazards and implement control measures to reduce or remove the risk of the hazard becoming a threat. The most important thing to consider is to keep heat sources away from anything that will burn, if you succeed in doing this the chances of having a fire is fairly remote.