**Annex C** **– Simple Fire Risk Assessment Template**

Fire Safety Risk Assessment

This template is intended to assist the responsible person of a simple premises to carry out the fire safety risk safety assessment.

It is suitable for use in simple premises, i.e. those with a risk rating score of no more than 15, as set out in Annex A.

The enclosed information follows a simple 5 step guide to completing a suitable assessment. The fire safety risk assessment does not need to be complicated; it should be a common-sense review to identify the hazards (what could start a fire and what could burn), followed by consideration of the possible effects of a fire on people using the building. The important thing is that the fire safety risk assessment is systematic to ensure that every part of the premises is assessed. Every room, space, or area, especially those not often used, should be included.

The 5 Step Guide to Fire Safety Risk Assessment

1 Identify the fire hazards.

2 Identify people at risk.

3 Evaluate, remove, reduce, and protect from risk.

4 Record, plan, inform, instruct, and train.

5 Review

If you identify any significant risks, you should consider if they can be reduced: first by removing the hazards and secondly by providing fire protection measures (e.g. automatic fire detection).

Your fire safety risk assessment must be kept up to date. It is important to update the assessment if anything is changed that might affect the risk (e.g. new ignition sources or use of flammable liquids etc.). If you identify that either the likelihood of a fire occurring or there is a risk to people, you may want to consider seeking further assistance.

Emergency Plan

The findings of the fire safety risk assessment should be used to prepare an emergency plan. The plan should set out, what to do in case of fire, identify the escape routes, where to assemble and how to contact the Fire and Rescue Service.

**Fire Risk Assessment Template**

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| **DETAILS** | | | | | |
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|  |  | | | | |
| Premises Name: | RSPB Pagham Harbour – Visitor Centre & Hub | | | | |
|  |  | | | | |
| Address: | RSPB Pagham Harbour, Selsey Road, Sidlesham, West Sussex PO20 7NE | | | | |
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| Responsible Person: | Adam Taylor | | | | |
|  |  | | | | |
| Position: | Site Manager | | | | |
|  |  | | | | |
| Date of Assessment: | 05/03/25 | | | | |
|  |  | | | | |
| Carried out by: | A Taylor | | | | |
|  |  | | | | |
| Position: | Site Manager | | | | |
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| Use of the Premises: | Visitor Centre - welcome, inform and serve refreshments to visitors. Office area for staff. Workshop.  Hub – meetings, events, workshops, schools | | | | |
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| **OCCUPANCY** | | | | | |
|  |  | | | | |
| Times in Use: | | Weekdays: | 9am – 5pm | Weekends: | 9am – 5pm |
|  | |  | | | |
| Total Numbers of Staff: | | Weekdays: | 9 | Weekends: | 9 |
|  | |  | | | |
| Total of all Persons Present: | | Weekdays: | 50 | Weekends: | 50 |
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| **SIZE** | | | | | |
|  |  | | | | |
| Total Size of Premises (M2): | | Visitor Centre 165m2, Hub 40m2, Portakabin 48m2 | | | |
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| Ground and/or first floor: | | Ground | | | |
|  | |  | | | |
| Basement: | | No | | | |

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| **Step 1 - Identify Fire Hazards (Sources of Ignition)** | | | | | | | |
|  |  |  |  | | | | | |
| ***Type*** | ***Location*** | **Are existing control measures suitable?** | | | | | |
| Naked Flames | N/A |  | **YES** | | |  | |
| Portable Heaters and Heating Equipment | On walls in Visitor Centre including office and toilets and Hub. Heater / conditioning units in Portakabin |  | **YES** | | |  | |
| Electrical Equipment | Visitor Centre including office, and workshop, Hub & portakabin |  | **YES** | | |  | |
| Cooking Equipment | Microwave in kitchen area of Visitor Centre office |  | **YES** | | |  | |
| Work Process Risk(s) | Fuel store outside in compound |  | **YES** | | |  | |
| Arson | Possible |  | **YES** | | |  | |
| Smoking Materials | N/A |  | **YES** | | |  | |
| Other Sources  (Including Contractors) | N/A |  | **YES** | | |  | |
| If you have answered NO to any question above complete the details below: - | | | | | | | | | |  |
| *What needs to be done to make each situation safe?* | | | | *Action required by whom* | *Date*  *due* | | *Date*  *complete* |
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| **Step 1 – Identify Fire Hazards (Sources of Fuel and Oxygen)** | | | |
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| ***Type*** | | ***Location*** | | **Are existing control**  **measures suitable?** | | | | | | |
| Wood / Paper /Cardboard | Visitor Centre including office and workshop, Hub & portakabin | | | **YES** | | | |  | |
| Plastics / Rubber / Foam | Visitor Centre including office and workshop, Hub & portakabin | | | **YES** | | | |  | |
| Retail Stock | Visitor Centre including office | | | **YES** | | | |  | |
| Furniture and Fixings  (Curtains, blinds etc) | Visitor Centre including office, Hub & portakabin | | | **YES** | | | |  | |
| Flammable Material  (gases / liquids / paints / thinners / glues) | Workshop area of Visitor Centre | | | **YES** | | | |  | |
| Display Materials or Decorations | Visitor Centre | | | **YES** | | | |  | |
| Waste Materials  (Refuse, packaging) | Visitor Centre including office, workshop, kitchen area, and Hub | | | **YES** | | | |  | |
| Building Structure | Wooden cladding on VC | | | **YES** | |  | | |
| Oxygen Supplies  (Air conditioning units / bottles / piped supply) | N/A | | | **YES** | |  | | |
| If you have answered NO to any question above complete the details below: - | | | | | | | | | | | |
| *What needs to be done to make each situation safe?* | | | *Action required by whom* | | *Date*  *due* | | *Date*  *complete* | | | | |
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| Step 2 – Identifying People at Risk | | | | | | | | | | | | |
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| ***Type*** | ***Findings*** |
| 1. **Familiarity Risk:**   People who may be new to the premises and not familiar to its layout, seasonal workers, contractors, visitors, or customers | Visitors only use Visitor Centre area and Hub with easy exit and very low risk.  Contractors shown layout and exits. Risk very low |
| 1. **Lone Workers/ People Working in Isolation / Others** | Only staff would be working alone in the premises with very low risk. |

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| **Additional Information:** |

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| **Step 3 ~ Evaluate, Remove, Reduce and Protect From Risk** | | | | | | | | | | | | | | | | | | |
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| Are ignition sources controlled to reduce the chances of fire? | | | | | **YES** | | | | | | |  | | | | |
| Are combustible materials kept away from ignition sources? | | | | | **YES** | | | | | | |  | | | | |
| Are all windows and openings closed last thing at night? | | | | | **YES** | | | | | | |  | | | | |
| Is your fire alarm system adequate for your premises? | | | | | **YES** | | | | | | |  | | | | |
| Will everybody be warned if the fire alarm operates? | | | | | **YES** | | | | | | |  | | | | |
| Can everyone escape without assistance? | | | | | **YES** | | | | | | |  | | | | |
| Is escape from fire available in more than one direction? | | | | | **YES** | | | | | | |  | | | | |
| Are all fire exits easily identified by the correct signs? | | | | | **YES** | | | | | | |  | | | | |
| Are escape routes free from obstruction and storage? | | | | | **YES** | | | | | | |  | | | | |
| Are all doors on escape routes easily opened without a key? | | | | | **YES** | | | | | | |  | | | | |
| Do all doors on escape routes open in the direction of escape? | | | | | **YES** | | | | | | |  | | | | |
| Can everyone escape in a reasonable time? | | | | | **YES** | | | | | | |  | | | | |
| Do you have emergency lighting? | | | | | **YES** | | | | | | |  | | | | |
| Is the lighting adequate to illuminate circulation routes? | | | | | **YES** | | | | | | |  | | | | |
| Do you have firefighting equipment? | | | | | **YES** | | | | | | |  | | | | |
| Is the firefighting equipment adequate for the risks present? | | | | | **YES** | | | | | | |  | | | | |
| Are housekeeping and general waste management adequate? | | | | | **YES** | | | | | | |  | | | | |
| Are security arrangements sufficient to prevent access? | | | | | **YES** | | | | | | |  | | | | |
| Are measures adequate to prevent the incidents of arson? | | | | | **YES** | | | | | | |  | | | | |
| Are there any large open roof spaces or concealed ceiling voids? | | | | |  | | | | | | | **NO** | | | | |
| Could a fire in your premise spread to another? | | | | |  | | | | | | | **NO** | | | | |
| Can the fire service easily get to your premises? | | | | | **YES** | | | | | | |  | | | | |
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| *What needs to be done to make each situation safe?* | | *Action required by whom* | | *Date*  *due* | | | | | | | *Date*  *complete* | | | | |
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| Step 4 ~ Record, Plan, Inform, Instruct and Train | | | | | | | | | | | | | | | | | | |
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| ***You must record your fire safety arrangements – this includes:*** | | | | | | | | | | | | | | | | | | |
| Have you made an emergency plan? | | | | | | | | | | **YES** | | |  | |
| Have you provided fire instruction and staff training? | | | | | | | | | | **YES** | | |  | |
| Are there records of fire drills to test your training and emergency plan? | | | | | | | | | | **YES** | | |  | |
| Are there records of maintenance on all fire safety measures? | | | | | | | | | | **YES** | | |  | |
| Have you recorded the significant findings of this assessment on Page 9? | | | | | | | | | |  | | | **NO** | |
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| If you have answered NO to any question above complete the details below: - | | | | | | | | | | | | | | | |
| *What needs to be done to make each situation safe?* | | *Action required by whom* | | *Date*  *due* | | | | | | | *Date*  *complete* | | | | |
| There is no page 9 and there are no significant findings | | N/A | | N/A | | | | | | | N/A | | | | |
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| **Step 5 ~ Review** | | | | | | | | | | | | | |  | | | |  |
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| ***Your fire safety risk assessment must be kept up to date*** | | | | | | | | | | | | | | | | | |  |
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| **Date of next review**  It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) **OR** if you make changes to the layout of your premises, any changes to work processes, significantly increase the amount of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time opening etc) or any failures in your fire safety precautions then you should review your fire safety risk assessment. | | | | | | | | | 05/03/ 25 | | | | | | | | |  |

**Fire Risk Assessment Action Plan**

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| Each item should be allocated a priority as follows: - | |
| **Priority 1:** | Needs attention immediately |
| **Priority 2:** | Needs attention within 1 month |
| **Priority 3:** | Needs attention within the next 6 months |
| **Priority 4:** | Needs attention within the next 12 months |

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| **Ref:** | **Action**  **Required** | **Priority** | | **Action by**  **Whom** | | | **Completion**  **Date** | | |
|  | None |  | |  | | |  | | |
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