**Fire Risk Assessment Review**

Property Name

Address

Address

Insert photo.

Address

Date of Review:

Assessor Name:

A Fire Risk Assessment Review should only be completed by a competent Fire Risk Assessor who has attended a one-day Fire Risk Assessment Course.

For complex buildings a Fire Risk Assessment Review should only be completed by someone with a higher level of competency.

The table on the next page should be referred to for further guidance as to when a review can be carried out and when a full Fire Risk Assessment must be carried out and the appropriate competency level.

Further information can be found in the [Councils Fire Safety Policy](https://staffinfo.southampton.gov.uk/Images/Fire%20Safety%20Policy%20v11.02%20May%202022%20(final)%20290622_tcm67-403475.pdf)

([Councils Fire Safety Policy](https://www.southampton.gov.uk/media/sgqfrn4q/fire-safety-policy-v11-02-may-2022-final.pdf) ) and [Fire Safety Microsite](https://staffinfo.southampton.gov.uk/health-safety/safety-information/microsites/fire-safety.aspx)

**Example Guide for Fire Risk Assessments and Competency Standards.**

**Note:** Where there are multiple blocks of the same build design, consideration can be given to using the same principles which can be interpreted into bespoke fire risk assessments for all other blocks providing they are carried out by a competent person and professional advice is sought where unusual circumstances are found.

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| --- | --- | --- | --- | --- |
| **Examples of Building Type** | **Other factors** | **Type of ‘baseline’ Assessment** | **Competency standards examples** | **Review Period and Competency Required** |
| Small single story office; low level occupancy no significant fire risk factors; simple lay out. Not sleeping accommodation. | Does not have significant fire hazard or store flammable substances or exposed ignition sources or occupants who need assistance to evacuate | Local ‘In House’ Building Fire Risk Assessment | Must have attended a one day Fire Risk Assessment Course | Annually by a competent fire risk assessor who has attended a one day fire risk assessment course. |
| Larger multiple floor offices, small simple layout schools, small depots, walk up blocks, Small care Homes | May store some flammable substances or have medium risk operational activities  Occupants who need assistance to evacuate | Local ‘In House’ Building Fire Risk Assessment or by an external professional assessment | NEBOSH Fire Certificate accompanied by a NEBOSH diploma (or equivalent). | Annually by a competent fire risk assessor who has attended a one day fire risk assessment course.  ***If there is significant change, or 5 yearly, a full ‘baseline’ review should be carried out by a competent person as defined in the competency standard example.*** |
| Schools including larger non- complex Secondary Schools, Larger non-complex care homes | Storage of flammable substances, high risk activities, high volume of people.  Sleeping Accommodation. Occupants who need assistance to evacuate | High level Fire Risk Assessment by a fire engineer may be from a professional organisation specialising in Fire Risk Assessment | Must be members of the Institution of Fire Engineers. Recommended Chartered Member of the Institute of Occupational Safety and Health | Annually by a competent person who holds the NEBOSH Fire Certificate accompanied by a NEBOSH diploma (or equivalent). |
| Large, more complex buildings. Civic Buildings, large complex Secondary Schools, Large complex depots, Medium to High rise towers, large care homes | Storage of flammable substances in significant quantities, high risk activities, high volume of people. Sleeping Accommodation. Occupants who need assistance to evacuate | High level Fire Risk Assessment by a fire engineer may be from a professional organisation specialising in Fire Risk Assessment | Must be members of the Institution of Fire Engineers. Recommended Chartered Member of the Institute of Occupational Safety and Health | Annually. Must be members of the Institution of Fire Engineers. Recommended Chartered Member of the Institute of Occupational Safety and Health |
| Multiple occupancy Buildings | Where the building contains different employers or departments | An Occupancy Fire Risk Assessment to compliment the building fire risk assessment | Must have attended a one day Fire Risk Assessment Course | Annually by a competent fire risk assessor who has attended a one day fire risk assessment course. |

**General Information**

|  |  |
| --- | --- |
| Address: |  |
| Responsible Person for Premises |  |
| Date of Review |  |
| Date of FRA being Reviewed |  |
| Suggested Review Date: |  |
| Assessor: |  |
| Premises Use: |  |
| Number of Floors: |  |
| Building Construction: |  |
| Description of Building |  |
| **Overall Risk Rating** |  |
| Maximum numbers (People): |  |
| Average Numbers (People): |  |
| Times of Occupation: |  |
| Sleeping: |  |
| Disabled: |  |
| Young Persons: |  |

|  |  |
| --- | --- |
| Previous Fires: |  |
| Other Relevant Information: |  |
| Fire Safety Legislation and Enforcement Authority |  |

**Fire Hazards and their Elimination or Control**

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| --- | --- |
| Significant changes in measures to prevent fire since the time of the fire risk assessment |  |
| Are there adequate measures to prevent fire? |  |
| Are housekeeping and maintenance adequate? |  |

**Fire Protection Measures**

|  |  |
| --- | --- |
| Significant changes in fire protection measures since the time of the risk assessment |  |
| Are the means of escape from fire adequate? |  |
| Are compartmentation and lining satisfactory? |  |
| Is there reasonable emergency escape lighting? |  |
| Are there adequate fire safety signs and notices? |  |
| Are the means of giving warning of fire adequate? |  |
| Is the provision of fire extinguishing appliances adequate? |  |

**Management of Fire Safety**

|  |  |
| --- | --- |
| Significant changes in management of fire safety since the time of the fire risk assessment? |  |
| Are arrangements for management of fire safety adequate? |  |
| Are fire procedures adequate? |  |
| Are the arrangements for staff training and fire drills adequate? |  |
| Are the arrangements for testing and maintenance of fire protection systems and equipment adequate? |  |

**Action on Previous Action Plan**

|  |  |
| --- | --- |
| Brief details of recommendations not yet implemented |  |

**Floor PlanPhotos**