

Fire Risk Assessment



Booking Form & Standard Scope of Services





Fire Risk Assessment Booking Form – TO BE COMPLETED BY CLIENT

Client/Invoicing Details	
Client/Business Name	
Email Address for Invoicing	
Contact Number	
Name of Person Making Booking	
Building Name/Number	
Street Name	
Town	
County	
Postcode	

Site Details	
Type of Premises Office/Shops/Factory/Purpose Built Block of Flats/HMO/Converted Block of Flats etc.	
Details of Premises/Construction Steel Frame/Brick/Block/Timber Frame/Concrete etc.	
Site Address (if different from above)	
Maximum Number of Staff on Premises	
Maximum Number of Visitors on Premises	
Maximum Number of Sleeping Occupants	
Any Disabled Staff on the Premises	

Site Arrangements	
Is Parking Available at the Premises?	
Confirm Access will be Available in all Areas	
Is PPE Required for Visitors	





Is Photography Permitted on Site (for the purposes of the report)	
Name and Contact Number for Site Contact	

Booking Preferences – Please tick all that are suitable (the risk assessment should take place under normal occupation conditions)														
Day	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Time	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Details/Confirmation of Booking and Acceptance of Standard Scope of Service	
Name of Person Making the Booking	
Signed: By signing this document you are agreeing to the companies terms and conditions of business, and you agree to the standard terms and conditions and scope of services outlined in this and any other documents. You also agree to make any documents available within the time frames requested unless pre agreed in writing.	





Documentation required to be made available either in advance, on the day of the assessment or within 48 hours of attendance;



🔥 Site Plans	
🔥 Fire Safety Policy	
🔥 Fire Evacuation Procedures	
🔥 Fire Safety Logbook	
🔥 Weekly Fire Alarm Testing Records	
🔥 Monthly Emergency Lighting Testing Records	
🔥 Fire Evacuation Drill Records Including false alarm records	
🔥 Fire Alarm Maintenance Documentation	
🔥 Fire Extinguisher Maintenance Documentation	
🔥 Fixed Wiring Electrical Installation Inspection Report	
🔥 PAT Testing Records	
🔥 Staff Training Records (Fire Safety & Fire Warden/Marshal)	

If Applicable

🔥 Correspondence from Local Authority FRS	
🔥 P.E.E.P's	
🔥 Kitchen Grease Extraction Cleaning Certificate	
🔥 Open Fire Chimney Cleaning/Maintenance Report	





 Gas Safety Inspection Report	
 Dangerous Substance Risk Assessments	

If the documentation cannot be produced within 48hrs of the site visit the report will be completed on the basis that the documentation isn't available, or the service/task has not been carried out. This will result in additional actions being created but if the work has been carried out, they can be ticked off without any further checks by our assessor.





Standard Scope of Services

Introduction

In England and Wales, Scotland, and Northern Ireland, those responsible for most types of non-domestic premises have a duty to make an assessment of the risk to people from fire, and implement suitable general fire precautions to minimise the risk to people legally present.

Often the duty holders do not have a clear understanding of their legal responsibilities or knowledge of fire safety matters. Not unreasonably, in this situation they turn to a commercial fire risk assessment organisation for professional help. The client may have expectations of the scope of work, greater or less than that envisaged by the supplier. Misunderstandings about the scope of work carried out could result in costly commercial disputes or even the client innocently led into contravening fire safety legislation.

This standard scope of services ensures you as the client receives the highest standard of quality, competency and ethics when submitting a fee proposal for an assessment of life safety provisions on their premises, to satisfy the requirements of any applicable fire safety legislation. The purpose of this standard scope of services is to clearly indicate to you the scope of assessment being offered.

This document is, in its most basic terms a specification concerned with the technical aspects of the supply of fire consultancy services. It does not concern itself with the commercial aspects of a contract which should be specified in the terms and conditions of purchase/sale.

In the following sections of this document all standard text is a requirement. *Italic non bold text is informative* and places no specific requirement on either the supplier or the client.





Definitions

The definitions and interpretations listed below shall apply;

Client: The organisation indicated in the booking form

Document: Includes, in addition to any document in writing, any drawing, map, plan, diagram, design, picture or other image, tape, disk, or other device or record embodying information in any form.

Services: The services to be provided by Safe Fire Protection Ltd. to you

Supplier: Safe Fire Protection Ltd. will hereby be referred to as “The Supplier”

Significant Findings: Significant hazards and risks to persons that were found by the assessor; precautions already in place to protect persons from fire; as well as preventative and protective measures (i.e. general fire precautions or fire safety measures) that are taken to address the hazards identified.

Site Representative: Individual nominated by the client to assist the risk assessor

A reference to a statute or statutory provision is a reference to it as at the time of assessment, taking into account any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.





Scope/Service Description

Life Safety

Safe Fire Protection Ltd. will carry out a fire risk assessment to meet the requirements of relevant national life safety legislation using the methodology outlined in PAS79.

The Supplier will inspect the site, discuss fire safety provisions with on-site staff and prepare a risk assessment report.

The fire risk assessment report will detail the significant findings of the site visit. Where necessary, the report will provide recommendations for additional measures the assessor deems necessary, to reduce or maintain risk from fire at a tolerable level.

As part of the requirement for The Supplier to undertake this assessment, it would be necessary for the client to arrange suitable access to all areas required to be inspected. This includes provision of suitable facilities to gain access to ceiling voids etc. as needed during the inspection itself.¹

This scope of services does not make provision for any client meetings, beyond the inspection, to discuss the assessment report and its associated findings.

Design of any recommended facilities will be carried out by others or upon a new agreed scope of works.

Once the fire risk assessment inspection and report is completed and issued to the client, then this scope of services shall be complete and The Supplier has no obligation to undertake any further work.

¹ This does not imply that the assessor will inspect every void etc. but may simply sample selected locations.





Property Protection & Business Continuity

This scope of services and the fire risk assessment methodology within, is intended to assess measures that facilitate the protection of people from fire. It may inherently assess property protection issues and business continuity to some extent, but that is not the primary purpose of the assessment proposed.

Should the client wish to broaden the scope of this assessment to cover both property protection and business continuity issues, then a separate scope of services can be provided.



Agreed Responsibilities

Aspect of Fire Safety Management	Agreed Responsibilities	
	Client	Supplier
Overall responsibility for co-ordinating fire safety agreements, arrangements, and obligations	✓	✗
Fire Risk Assessment	✗	✓
Design of Fire Alarm System	✓	✗
Installation of Fire Alarm System	✓	✗
Testing of Fire Alarm System	✓	✗
Maintenance of Fire Alarm System	✓	✗
Installation of Emergency Lighting	✓	✗
Testing of Emergency Lighting	✓	✗
Maintenance of Emergency Lighting	✓	✗
Installation of Sprinkler System	✓	✗
Testing of Sprinkler System	✓	✗
Maintenance of Sprinkler System	✓	✗
Installation of Smoke Vents	✓	✗
Testing of Smoke Vents	✓	✗
Maintenance of Smoke Vents	✓	✗
Installation of Door Release Mechanisms	✓	✗
Testing of Door Release Mechanisms	✓	✗
Maintenance of Door Release Mechanisms	✓	✗
Routine Housekeeping Inspections, Including Checking Fire Resisting Doors, Fire Exit Doors and Condition of Fire Extinguishers etc.	✓	✗
Maintenance of Fire Resisting Doors	✓	✗
Testing of Fire Extinguishers	✓	✗
Maintenance of Fire Extinguishers	✓	✗
Maintenance of Rising Mains	✓	✗
Maintenance of Lightning Protection Systems	✓	✗
Provision of Fire Safety Information to New Residents/Staff	✓	✗
Ongoing Engagement with Residents/Staff Regarding Fire Prevention	✓	✗
Ongoing Engagement with Residents to Remind Them of Fire Procedures	✓	✗
Ensure Implementation of Procedure for Safe Evacuation	✓	✗
Maintaining a Record of the Fire Safety Arrangements	✓	✗
Ensuring the Fire Procedures are up to date	✓	✗
Liaison with Local Fire & Rescue Service Crews	✓	✗
Training of Staff	✓	✗
Inspection During Contractors' Works	✓	✗
Provision of Information to Outside Contractors	✓	✗
Recording of False Alarms	✓	✗
Holding of Relevant Records of Retesting, Maintenance, Training, Drills etc.	✓	✗





Documentation

There is no correct means of documenting a fire risk assessment nor are there specific definitive requirements within legislation for the content of a documents FRA, only that the 'significant findings' and any group or individual at risk are recorded. The supplier will therefore make a judgement as to what constitutes 'significant' findings and occupants especially at risk. However, the findings should include measures taken in the premises to satisfy the relevant fire safety legislation, and all additional measures that are recommended to be taken by the assessor.

The report only addresses those parts of the property which were accessible at the time of the visit, and all recommendations included within this report are solely based upon the evidence seen at the time of inspection.

Risk assessing is a subjective process and no assurances can be guaranteed that subsequent inspections undertaken by enforcing authorities or any other assessor will not result in a different evaluation (whether increased or decreased) of the level of fire risk.

The Supplier will provide a risk assessment report. The report will identify the principles of the approach to fire safety which has been adopted for the premises. It is intended that the fire risk assessment reports should, among other things be used as a reference document, when changes or maintenance are carried out in the premises.

The Supplier's standard reports will adopt a structured approach to the assessment, which largely follows the principles set out in PAS79 and covers the nine steps to fire risk assessment established in the guidance. A summary of the 9 steps are provided in Appendix 1 (at the end of this document) for information but does not form part of this scope.





This does not imply that the sample template for recording significant findings contained within PAS79 need be used. Should the client have any preference for an alternative layout of the report, then this is to be discussed and agreed by both parties prior to the commencement of work, as defined in the schedule.

Duties of the Client/Employer

The assessor will require relevant information about the premises, the processes carried out within and any relevant occupants. This information will be obtained by means of interviewing the client, the client's representative, or the site representative. This information may be obtained from documents and/or through interview after to carrying out, or in some instances during the physical inspection of the premises.

The client's representative will need to be afforded the time and access to enable the assessor to inspect all necessary areas and ask all relevant questions on the day of assessment. Failure to afford this time and information will hinder the production of the report and increase the time/actions incurred in undertaking the completion of the report.

Methodology

On receipt of the client's instruction to proceed, a representative of the supplier will contact the client and agree or confirm:

- 🔥 Time, Date & Location of the assessment
- 🔥 The identity and contact details of the site representative
- 🔥 Any special arrangements concerning health and safety which may include, but not be limited to, health and safety procedures, required Personal Protective Equipment (PPE) and site safety induction.

On completion of the site visit, the assessor will debrief with the clients representative (where present) before leaving site.





A report will be compiled and forwarded to the client.

The fire safety standards on site will be measured against a benchmark which may be based upon Approved Codes of Practice, British and/or European Standards, Government or Agency Standards Documents or Industry Standard Documents.

The report may incorporate digital photographs where appropriate or where required by the client.

Quality

Safe Fire Protection Ltd. is listed on the affiliate directory of the Institution of Fire Safety Managers (IFSM).

Safe Fire Protection Ltd.'s Fire Risk Assessors have demonstrated technical and management competencies to undertake life safety fire risk assessments as required by the Regulatory Reform (Fire Safety) Order 2005.

Specific information about your assessor will be provided once a date and time have been confirmed and the assessor has been allocated. However, all assessors employed by the company are registered members of the IFSM, the IFE or similar bodies.

Documentary evidence can be provided upon request.





Inclusions

The documented fire risk assessment issued to the client by the supplier shall include the following;

- ✓ The identity of the duty holder
- ✓ The exact location and extent of the premises that has been assessed. Where the client has more than one site, more than one premises on site or occupies only part of a site or premises, the documented fire risk assessment should contain sufficient detail to ensure that the client and any interested party can identify the location covered by the fire risk assessment.
- ✓ The date(s) on which the premises were visited by the assessor and the assessment was carried out.
- ✓ The identity of key individuals from whom information was obtained as part of the assessment.
- ✓ The criteria and recommended date by which the assessment should be reviewed.
- ✓ The significant findings.
- ✓ An overall assessment of risk.
- ✓ Information required by relevant legislation.
- ✓ A list of actions arising from the assessment indicating the severity and urgency, and an indication of timescale in which each action should be completed.
- ✓ A unique reference number.
- ✓ All important aspects of fire safety on the premises with sufficient supporting commentary to enable the client or the clients representatives, to comprehend the level and adequacy of life safety provision(s) that should be provided on the premises.

The risk assessment shall have considered and documented the following;

- ✓ The nature of the premises and the processes carried out within.
- ✓ Size, Height, Construction and use of the premise.





- ✓ Occupants of the premise, including those especially at risk in the event of fire.²
- ✓ Previous incidents of fire on or near the premise including the cause (where known), and any lessons drawn from the incident.
- ✓ Involvement of enforcing authorities which result in additional duties being placed on the person(s) responsible for the premises.
- ✓ Arrangements with the emergency services.
- ✓ An appropriate overall risk matrix taking into account likelihood and consequence of fires arising from these causes and qualifying the overall risk.
- ✓ Means for detecting fire and giving warning to occupants.
- ✓ Means of escape from the premises (including provisions for disabled persons).
- ✓ Fire safety signs and notices.
- ✓ Emergency escape lighting.
- ✓ Means to limit fire spread and development of fire.
- ✓ Means for fighting fire.
- ✓ Other relevant firefighting systems and equipment (if provided).
- ✓ Maintenance of facilities to assist fire fighters.
- ✓ Emergency action plan.
- ✓ Staff training and fire drills.
- ✓ Testing and maintenance of fire protection measures.
- ✓ Record keeping.
- ✓ Co-operation and co-ordination with other occupiers of the premises and/or neighbouring premises.
- ✓ Action plan.
- ✓ An appropriate review period.

Information about potential causes of fire should include (but not be limited to);

- 🔥 Arson
- 🔥 Electrical faults

² This should include but not be limited to the public, people with disabilities and those who are especially at risk because of the work that they do.





- 🔥 **Smoking**
- 🔥 **Portable heaters**
- 🔥 **Cooking**
- 🔥 **Lighting**
- 🔥 **Hot works**
- 🔥 **Housekeeping**
- 🔥 **Other significant ignition sources or process hazards**
- 🔥 **Process fire risk excluded from the scope of the fire risk assessment**

The above list does not imply that the exact headings would be used or that they will be presented in the same order.

Access

Where readily accessible, unless specifically excluded, the assessor will inspect all parts of the premises. Where relevant, this will include outbuildings, external stores, and outdoor service premises. Voids, cupboards, ducts, and service risers will be sampled.

Any part of the premises to which the assessor does not gain access shall be identified in the documented fire risk assessment.

Should dangerous conditions be encountered during the assessment, or hazardous practices observed, the assessor will bring the matter to the attention of a duty holder as soon as possible, where possible before leaving the site. The assessor will not intervene or take any steps personally to resolve the situation.





Exclusions

Unless clearly stated to the contrary, the fire risk assessment shall be non-intrusive. This means that the assessor will not;

- × Make any holes
- × Apply any tools (e.g. screwdriver, hammer, crowbar)
- × Carry out any functional test of fire protection measures (e.g. operate smoke vents or emergency lighting)
- × Provide or use access equipment (other than short step ladders provided by the client)
- × Carry out any measurements other than approximations of distance (e.g. sound pressure levels of alarms)
- × Take or analyse any samples (e.g. any part of the fabric of the premises, fire resisting materials or combustible/flammable materials)
- × Enter into any private dwelling in the case of flats, apartments, maisonettes, or similar dwellings, other than as necessary to report properly on measures required under the relevant fire safety legislation (e.g. the fire resistance of flat entrance doors). Depending on the scope of the fire risk assessment and the legal jurisdiction, this may exclude houses in multiple occupation (HMO's)
- × Follow up meetings
- × Where the assessor identifies a need for alterations or modifications to the premises, passive fire protection or active fire protection, the fire risk assessment will not include detailed method statements or a formal scope of services
- × Property protection and business continuity
- × Production of drawings
- × Marking up of plan drawings
- × Process related risks covered by COSHH and DSEAR legislation





Health & Safety Considerations

The client will responsible for the health and safety of the assessor while the assessor is on the clients premises.

The client will provide the assessor with relevant information about significant health and safety hazards and control measures, including the presence of asbestos.

The assessor shall, where necessary, provide basic PPE including hard hat, high visibility jacket or waistcoat and protective footwear. The client shall provide PPE appropriate for other hazards including, but not limited to, ear defenders, fall arresters, breathing apparatus and floatation devices.

Where safety training is required on site the client shall inform the supplier prior to any contract being agreed and provide the training free of charge.

During the assessment, all site safety rules, and control measures will be observed. No activities will be undertaken by the risk assessor that will create either additional hazard or raise the risk level from any existing hazard on site.

The assessor may refuse to enter any area where the assessor suspects that their health and safety may be at risk. The assessor will, as far as is practicable, inform the site representative of the nature of the hazard. The assessor will not enter the area until or unless the hazard is removed, or the assessor is satisfied that the risk has been reduced to a tolerable level. The assessor will state on the report those areas not inspected or assessed and way.





Insurances

Professional Indemnity Insurance

Safe Fire Protection Ltd has professional indemnity insurance cover of up to 1 million pounds.

Public Liability Insurance

Safe Fire Protection Ltd. has public liability insurance cover of up to 10 million pounds.

Employers Liability Insurance

Safe Fire Protection Ltd. has employers' liability insurance cover of up to 10 million pounds.

Confidentiality and The Clients Property

Safe Fire Protection Ltd. will keep confidential all matters related to the clients commercial activity.

All records, notes and photographs relating to the fire risk assessment and contract will be kept securely for a period of not more than 5 years. The companies GDPR policy is available upon request in writing.





9 Steps to Fire Risk Assessment

1. *The fire risk assessor will require relevant information about the premises, the processes carried out in the premises, and the occupants of the premises. Information about previous fires will be of value to the assessor, particularly where the organisation has multiple sites with common operations. Much of the relevant information will be obtained by interviewing a relevant representative or the management, prior to carrying out a physical inspection of the premises. At this stage, it is important that relevant information is obtained about the occupants of the premises, particularly those especially at risk in the event of fire.*
2. *Fire hazard identification and the determination of measures for the elimination or control of the identified fire hazards. This will normally involve a combination of interviewing management and inspection of the premises.*
3. *Make a subjective assessment of the likelihood of fire. This will be based primarily on the findings of step two. However, the assessment of the likelihood of fire will also consider any relevant information in step 1.*
4. *Determine the physical fire protection measures, relevant to the protection of people in the event of fire. The relevant information can, again, be obtained partly from the initial discussion with management, but will, primarily, be obtained by inspection of the premises, so that the standard of fire protection can be determined.*
5. *Determine relevant information about fire safety management. This will, primarily, involve discussion with management, but might also involve examination of documentation, such as records of testing, maintenance, training, drills, etc.*
6. *Make a (subjective) assessment of the likely consequences to occupants in the event of fire. This assessment will take account of the fire risk assessor's opinion of the likelihood of various fire scenarios, the extent of injury that could occur to occupants in these scenarios, and the number of people affected. This assessment is principally based on the*





assessor's findings in steps four and five but will take account of information obtained in the first step.

- 7. Assess the fire risk and to decide if the fire risk is tolerable. The fire risk is assessed by combining the likelihood of fire and the consequences of fire.*
- 8. Formulate an action plan if this is necessary to address shortcomings in the fire precautions in order to reduce the fire risk. Even if the fire risk is assessed as tolerable, there is often a need for minor improvements in fire precautions.*
- 9. Thereafter, the fire risk assessment is subject to periodic review. Review of the fire risk assessment is necessary after a period of time defined in the report, at an earlier time if changes take place, or there are other reasons to suspect that the fire risk assessment is no longer valid, such as a fire or false alarm has occurred.*

