



FIRE RISK ASSESSMENT REVIEW

This template has been provided to assist the Responsible Person at the Site with the review of a Fire Risk Assessment as part of their duties under the Regulatory Reform (Fire Safety) Order 2005

Responsible Person <i>(Manager or other person having responsibility for the premises)</i>	
Address of Premises	
Postcode	
Date of Current Bureau Veritas Fire Risk Assessment	
Current Fire Risk Assessment completed by	
<p><i>Your site's fire risk assessment should be under constant review and by completing the Society's required site fire daily, weekly and monthly control tasks you will be aware of any new fire risks as they occur so effectively managing your site's fire safety standard</i></p> <p><i>Completing this annual compliance check will ensure that any such changes are recorded and actioned accordingly</i></p>	
Review Date and confirmation of completing the risk assessment review	
Reviewer's Name	Reviewer's Signature
Reviewer's Job Title	Review Date

Detail of Task

1. Begin by locating your current Fire Risk Assessment (FRA)

Most sites will have an FRA completed by an external contractor, such as Bureau Veritas and a copy of this can be found on C365, in the site's "Compliance Section"

- Sign into C365 and navigate to your site.
- In the "Compliance" Tab, select "Fire Risk Assessment" and a pdf copy of the report will be found towards the bottom of the page.

Read through the latest Fire Risk Assessment.

Pay attention to Section 1: "Control Measures"; and Section 2

2. Fire Risk Assessment – Action Plan

This is located in the site's "Action" Tab, or by referring to the FRA document

- Answer the following, since the last fire risk assessment;

To do: Note any action required on page 4 below and any action taken	Yes	No
Have all actions assigned to Site Management been suitably closed		
Are all "open" actions assigned to other departments showing in the site's "Action" section in C365		

3. Significant Changes

Nobody knows as much about your workplace as you and the people who work with you. Use your own knowledge and experience and that of your colleagues to identify any potential changes since the last FRA that could increase risks if a fire occurs.

- Answer the following, since the last fire risk assessment;

To do: Note any such changes on page 3 below and any action taken	Yes	No
Has there been any major structural changes?		
Have any new sources of ignition been introduced on to the premises?		
Have any new flammable materials been introduced on to the premises?		
Has there been any change to the use of the site?		

Any such changes may mean a new fire risk assessment will be needed and you should contact the Health & Safety Team if this is the case.

4. Colleagues Fire Safety Awareness

Consider if there have been any significant personnel changes that may affect fire safety on the premises and whether additional fire marshals and wardens are required.

To do: Note any such changes on page 3 below and any action taken	Yes	No
Are additional Fire Wardens/Marshals required to safely manage fire safety on the premises?		
Have all staff received fire safety training in the past 3 years?		

5. Emergency Evacuation Plan

Every Society premises must have a written plan detailing the arrangements for emergency evacuation in the event of fire or similar emergency, and that all colleagues are familiar with the evacuation plan in advance.

To do: Note any such changes on page 3 below and any action taken	Yes	No

Is the site's specific fire evacuation plan still applicable, and a copy available on the site's notice board?		
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Deficiencies and recommendations that you have identified within the sections above should now be detailed in the following Action Plan and appropriate action agreed and monitored.

Prioritise your actions using the ranking below

PRIORITY	MEANING
H - High	Immediate priority to be actioned no later than 4 weeks (some may require immediate action) – Contact the H&S Team to notify us of any such deficiencies and agree action <i>Breaches of legal requirements, which could cause injury and require immediate short term action</i>
M - Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve Achievement of Best Practice status</i>
L - Low	Low priority to be actioned within 6 months-1year <i>Items of non-urgent priority or for future consideration</i>

COLLEAGUE FIRE SAFETY AWARENESS FINDINGS – ACTION PLAN					
#	Action to be Taken	Priority	Target Completion Date	Action Owner	Date Action Completed
1					
2					
3					

SIGNIFICANT CHANGES – ACTION PLAN					
C365 Action Number	Action to be Taken	Priority	Target Completion Date	Action Owner	Date Action Completed
1					
2					
3					

4					
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OPEN ACTIONS ASSIGNED TO THE SITE MANAGER – ACTION PLAN

#	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

