



UNIVERSITY OF LEEDS

HEALTH AND SAFETY SERVICES

BUILDING FIRE RISK ASSESSMENT (STRUCTURAL & ELECTRICAL)

Address of Property:

Responsible Person:

Owned or Occupied by the University:

Other Person(s) Consulted:

Name of Fire Safety Manager:

Date of Fire Risk Assessment:

Date of Previous Fire Risk Assessment:

Suggested Date for Review:

1. THE BUILDING

1.1 Number of floors:	
1.2 Approximate floor area: m ² per floor.	
1.2 Brief details of building: Age of building – Construction of Roof – Walls – Floors – Any combustible linings? – If YES provide details -	
1.3 Occupancy/Use i.e. Office	

2. THE OCCUPANTS

2.1 Approximate maximum number during normal hours:	
2.2 Are the premises used out of hours?	
2.3 If so maximum number:	
Comments:	

3. OCCUPANTS AT SPECIAL RISK

3.1 Sleeping occupants:	N/A	YES	NO
3.2 Disabled occupants:	N/A	YES	NO
3.4 Are there any occupants in isolated areas?	N/A	YES	NO
Comments:			

4. FIRE HAZARDS

SPECIFIC FIRE HAZARDS (Process hazards)

Are there any dangerous substances present?	N/A	YES	NO
Has the risk from dangerous substances been eliminated or reduced?	N/A	YES	NO
Comments and deficiencies observed:			

SOURCES OF IGNITION (Electrical, Smoking, Arson, Heaters etc)

Are potential sources of ignition identified in the Operational Fire Risk Assessment?	N/A	YES	NO
Is there any storage of combustible materials near potential sources of ignition?	N/A	YES	NO
Comments and deficiencies observed:			

5. PREVENTATIVE & PROTECTIVE MEASURES

MEASURES TO LIMIT FIRE & SMOKE SPREAD AND DEVELOPMENT

Is the Compartmentation of a reasonable standard?	N/A	YES	NO
Are the Fire doors self closing and close fitting?	N/A	YES	NO
Are Smoke seals fitted where necessary and in good condition?	N/A	YES	NO
Is the Fire stopping to boiler houses and electrical switchgear satisfactory?	N/A	YES	NO
Are there reasonable limitations of linings that may promote fire spread?	N/A	YES	NO
Comments and deficiencies observed:			

5. PREVENTATIVE & PROTECTIVE MEASURES

MEANS OF ESCAPE

Is it considered that the building is provided with reasonable means of escape in case of fire?	N/A	YES	NO
Is there adequate provision of exits?	N/A	YES	NO
Are exits easily and immediately open able where necessary	N/A	YES	NO
Do fire exits open in direction of escape where necessary?	N/A	YES	NO
Is there reasonable distances of travel:	N/A	YES	NO
Is there satisfactory means for securing exits?	N/A	YES	NO
Where there is a single direction of travel, is it a protected route?	N/A	YES	NO
Where there are alternative means of escape is there fire separation?	N/A	YES	NO
Suitable protection of escape routes?	N/A	YES	NO
Escape routes unobstructed?	N/A	YES	NO
Is it considered that the building is provided with reasonable arrangements for means of escape for disabled occupants?	N/A	YES	NO
Comments and deficiencies observed:			

ESCAPE LIGHTING

Reasonable standard of escape lighting system provided?	N/A	YES	NO
Is the system tested on a regular basis and records kept?	N/A	YES	NO
Comments and deficiencies observed:			

FIRE SAFETY SIGNS AND NOTICES

Reasonable standard of fire safety signs and notices?	N/A	YES	NO
Are fire safety signs and notices illuminated where necessary?	N/A	YES	NO
Comments and deficiencies observed:			

5. PREVENTATIVE & PROTECTIVE MEASURES

MEANS OF GIVING WARNING IN CASE OF FIRE

Is a manually operated electrical fire alarm system provided?	N/A	YES	NO
Is adequate Automatic fire detection provided?	N/A	YES	NO
Is the system tested on a regular basis and records kept?	N/A	YES	NO
Comments and deficiencies observed:			

5. PREVENTATIVE & PROTECTIVE MEASURES

MANUAL FIRE FIGHTING EQUIPMENT

Reasonable provision of portable fire extinguishers?	N/A	YES	NO
Hose reels provided?	N/A	YES	NO
Is the equipment tested on a regular basis and records kept?	N/A	YES	NO
Comments and deficiencies observed:			

6. FIRE SAFETY MANAGEMENT

Has an Operational Fire Risk Assessment been carried out as per University Policy?	N/A	YES	NO
Are Fire Precautions checks being carried out as per University Policy?	N/A	YES	NO
Are Fire Drills being carried out as per University Policy?	N/A	YES	NO
Is Staff training being carried out and recorded as per University Policy?	N/A	YES	NO
Has notice been given to Fire Authority regarding the installation of fire-fighters switches?	N/A	YES	NO
Are suitable arrangements in place to ensure that facilities, equipment and devices for use by or for the protection of fire-fighters are maintained in working order and good repair?	N/A	YES	NO
Comments and deficiencies observed:			

FIRE RISK ASSESSMENT

LIKELIHOOD OF FIRE →	POTENTIAL CONSEQUENCES OF FIRE →	SLIGHT HARM	MODERATE HARM	EXTREME HARM
LOW		TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
MEDIUM		TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
HIGH		MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

LOW MEDIUM HIGH

Low: Unusually low likelihood of fire as a result of potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and its occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of a fire would be:

SLIGHT HARM MODERATE HARM EXTREME HARM

Slight Harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which the fire occurs).

Moderate Harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme Harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Comments:

RISK LEVEL

ACTION AND TIMESCALES

TRIVIAL

No action is required and no detailed records need to be kept.

TOLERABLE

No major additional controls required. However, there might be a need for improvements that involve minor or little cost.

MODERATE

It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.

Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.

SUBSTANTIAL

Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied then urgent action should be taken.

INTOLERABLE

Building (or relevant area) should not be occupied until the risk is reduced.

Responsible Person - Signature Title Date

Fire Safety Manager: - Signature Date