

Example fire risk assessment

Company name: A. Bed and Breakfast

Assessment carried out by: John Smyth (Manager)

Date of next review: 02 February 2017

Date assessment was carried out: 02 February 2016

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action do you need to take?	Who needs to carry out the action?	When is the action needed by?	Done
Ground floor reception: Suitcases stored in hallway at fire escape.	Employees, vulnerable groups and guests could be obstructed or prevented from leaving the building if a fire occurs.	----	<ul style="list-style-type: none"> Suitcases to be removed from the exit immediately and stored away from the escape route. 	John Smyth	02/02/16	02/02/16
Ground floor lounge: Unguarded log burning fire in lounge area.	All staff and guests could suffer severe burns if a spark causes a fire in the lounge area.	<ul style="list-style-type: none"> Nightly check by manager or assistant manager that fire is properly extinguished. Fire detection and warning system in place. 	<ul style="list-style-type: none"> Fire guard to be provided and kept in place at all times. 'Please do not remove' sign placed on fire guard. 	John Smyth	04/02/16	03/02/16
Ground floor utility room: LPG cylinder stored in utility room.	LPG cylinder could increase the of a fire and cause explosion.	<ul style="list-style-type: none"> Cylinder stored in unused utility room with fire resistant door. 	<ul style="list-style-type: none"> Remove LPG canister and store away from the building. 	John Smyth	04/02/16	04/02/16
Ground floor cupboard: Container of white spirit stored in unlocked cupboard.	Container of white spirit could be used to deliberately start a fire.	<ul style="list-style-type: none"> 'Private do not enter' sign displayed on cupboard door. Container placed at back of cupboard and out of sight. 	<ul style="list-style-type: none"> Remove white spirit and store externally in locked hut. 	John Smyth	05/02/16	03/02/16

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What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action do you need to take?	Who needs to carry out the action?	When is the action needed by?	Done
<p>First floor bedrooms:</p> <p>Unattended cigarettes in guest rooms.</p>	Unattended cigarettes can cause a fire which could spread quickly throughout the building.	<ul style="list-style-type: none"> • Guests are only permitted to smoke in their own room. • Smoking is prohibited in all other areas of the hotel. 	<ul style="list-style-type: none"> • Have designated smoking rooms and remind guests to ensure cigarettes are properly extinguished. 	John Smyth	09/02/16	09/02/16
<p>First floor bedrooms:</p> <p>No 'fire action' notices in guest bedrooms.</p>	All guests staying in the hotel could be at risk if they do not know the proper evacuation procedures in the event of a fire.	<ul style="list-style-type: none"> • All guests shown nearest fire exit from their rooms. 	<ul style="list-style-type: none"> • Display 'Fire Action' notices in all guest bedrooms. 	John Smyth	05/02/16	05/02/16
<p>First floor kitchen:</p> <p>Electrical appliances and unattended cooking equipment.</p>	All staff and guests could be at risk from fire due to faulty electrical equipment or unattended cooking equipment.	<ul style="list-style-type: none"> • PAT testing carried out on all electrical appliances. 	<ul style="list-style-type: none"> • Remind staff never to leave cooking equipment unattended. • Fire blanket to be purchased. 	John Smyth Simon Jones	05/02/16 05/02/16	03/02/16 04/02/16
<p>Existing fire safety measures:</p> <p>If current fire safety measures are not sufficient all guests and staff could suffer severe burns or fatal injuries in the event of a fire.</p>	All staff and guests could suffer burns or fatal injuries if existing fire safety measures are inadequate.	<ul style="list-style-type: none"> • Fire detection and fire warning systems in place. • Escape route planned and displayed in dining room, kitchen and first floor hallway. • Emergency lighting and signage along escape route. • Wall mounted fire extinguishers placed in kitchen and first floor hallway. 	<ul style="list-style-type: none"> • Fire extinguishers to be sited adjacent to storey exits. • Fire alarm to be checked weekly and records of tests to be kept. • Provide 'Fire door - kept shut' signs on self-closing fire doors. Remind staff not to wedge these doors open. • Review emergency procedures to include measures to cover periods when guests with disabilities are staying in premises. 	Simon Jones John Smyth John Smyth John Smyth	06/02/16 04/02/16 05/02/16 06/02/06	03/02/16 04/02/16 04/02/16 06/02/16