

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 (Less than five employed).

NAME of COMPANY: **RESPONSIBLE PERSON:**

ADDRESS (inc. postcode):

DATE OF FIRE RISK ASSESSMENT: **Tel. no:**

NAME OF PERSON CARRYING OUT THE FIRE RISK ASSESSMENT:.....

RECORD OF SIGNIFICANT FINDINGS.

ACTION PLAN FOR THE WORKPLACE:

Priority A: High priority; immediate action required for legislative compliance

Priority B: Medium priority; action required for legislative compliance or responsible fire safety management

Priority C: Low priority; action required, considered good fire safety practice

	LOCATION	HAZARD	PERSONS WHO MAY BE HARMED	PRIORITY RISK RATING	ACTION/CONTROL MEASURES REQUIRED	ACTIONED BY/DATE
1	Whole of premises	Inadequate means of giving warning in case of fire.	Staff & visitors	A	Provide a suitable fire alarm system to give early warning in case of fire. Any alarm system should include smoke detection devices be should be audible throughout the premises & comply with B.S. 5839	
2	Front building	Single staircase. Protected route of escape not available from first & second floors.	Staff & visitors	A	Ensure protection of this route; Remove combustible seats from first floor landing; Remove document/mail collection unit from first floor landing or alternatively provide wooden doors for each compartment which can be kept locked shut;	
3	Boiler Room (adjacent to small interview/mail room).	Louvre Doors	Staff & visitors	A	Replace Louvre doors with Fire Resisting doors which should be kept locked shut at all times. Ensure low level ventilation for boiler as required;	
4	Fire door to single staircase (Ground floor)	'Fire Door – Keep shut' notice missing	Staff & visitors	B	Supply & permanently fixed 'Fire Door-Keep Shut' signs on both faces of the door.	

Important: If in doubt seek professional advice.