



MANAGEMENT CONTROLS

FIRE RISK ASSESSMENT

GOOD PRACTICE GUIDANCE

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INTRODUCTION

The main principle of a fire risk assessment is to ensure that all potential fire hazards are considered and where appropriate, the associated level of risk is reduced to a minimum level. Fire risk assessment should be undertaken by a competent person.

KEY CONTROLS

The following are some key controls which should be considered and adopted where appropriate:

1. Fire risk assessment should to be completed by a competent person

There are two principal methods by which people can demonstrate their competence:

- Professional Body Registration schemes
- Certification by a Certification Body that is UKAS accredited for the activity

Note: It is also important that the company for whom the fire risk assessor works has adequate management systems in place, even if the fire risk assessor is self-employed. Competence of a company to deliver fire risk assessments can be demonstrated by third-party certification of the company by a UKAS accredited Certification Body. Please refer to Appendix 1 for a list of certification schemes.

2. Fire risk assessments need to be documented with a record maintained.
3. Fire risk assessments have to be reviewed at regular intervals to ensure they remain “suitable and sufficient”.
4. A site should be split down into a number of smaller areas (similar to the zones for fire and intruder alarm systems) for the fire risk assessment to have a focused method to cover **all** areas of a site.
5. The fire risk assessment process and record should include appropriate fire category areas:
 - a. Building structure
 - b. Utility and key infrastructure areas.
 - c. Fire preventative measures.
 - d. Means of escape
 - e. Fire-fighting capability and alarm systems
 - f. Control of higher risk areas
 - g. Management controls and procedures.

Note 1 – This document has been published as a guideline for “Good Practice” only. It is not legal advice or a legal briefing document

Note 2 - The “Good Practices” highlighted in the document may be incorporated into individual company health and safety management systems.

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- h. Other – site specific issues
- 6. The fire category areas which will be further split down into associated fire hazards.
- 7. The fire risk assessment process and record will identify actions which will be needed to be **completed** to ensure the level of risk is reduced. These actions will need to be completed in a **suitable timeframe** appropriate for the level of risk involved. Evidence of the corrective action should be retained.
- 8. Fire risk assessment should be reviewed periodically and revised whenever:
 - a. There are major structural changes to the building/s at a site
 - b. There have been major changes to the operational processes/items stored at a site
 - c. There has been a fire event

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APPENDIX 1

List of Professional Bodies that operate Registration schemes and Certification Bodies that operate Certification schemes for fire risk assessors and fire risk assessment companies:

Register Holders	UKAS Accredited Company Certification Scheme	UKAS Accredited Person Certification Scheme	Professional Body Person Registration Scheme
The BAFE 'SP205' company scheme is delivered by the following UKAS accredited certification bodies:- ECA(ELECSA) , NSI , SSAIB	✓		
IFC Certification Ltd operate the 'IFCC 0099' company scheme	✓		
Institute of Fire Prevention Officers (IFPO) This is a professional body registration scheme			✓
Institute of Fire Safety Managers (IFSM) This is a professional body registration scheme			✓
Institution of Fire Engineers (IFE) This is a professional body registration scheme			✓
Register of Skilled Persons (ROSP). The ROS Group - operate a 'Fire Lead Assessor Management Evaluator" Scheme "FLAME'		✓	
Warrington Certification Ltd operate a 'Fire Risk Assessors Certification Scheme (Individuals) FRACS'		✓	
Warrington Certification Ltd operate a 'Fire Risk Assessors Certification Scheme (Company) FRACS'	✓		

Reference: FIRE RISK ASSESSMENT COMPETENCY COUNCIL'S A Guide to Choosing a Competent Fire Risk Assessor - Version 2.

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