

*Aberdeenshire Council*  
*Applications for Market Operators Licences*  
*Health and Safety Risk Assessments*

**It should be pointed out at this stage that this document is designed as an aid to carrying out risk assessments only. It is not exhaustive. Completing the questionnaire attached to this Guidance Note DOES NOT constitute a risk assessment. It will provide the basis for an assessment. A competent person should complete the risk assessment. It should be noted that the aforementioned competent person may be called upon at a later date if an incident or accident occurs to explain their reasoning contained within the risk assessment.**

Detailed information on fire safety can be obtained from the HSE publication “Fire Safety – an Employer’s Guide”, published by HMSO, price £9.95, ISBN 0-11-3412290. All information within this booklet has been extracted from this document. **The Board strongly advises that you obtain a copy of this document.** Further information on fire precautions can be obtained from the Guide to Fire Precautions in Existing Places of Entertainment and Like Premises (known as the Yellow Guide), also obtainable from HMSO, ISBN 0-11-3407-9.

**Please ensure that you read the following guidance carefully.**

***What is a risk Assessment?***

A Risk Assessment is an organized look at what, in premises and in the activities carried on in the premises, could cause harm to people. This allows you to weigh up whether you have taken enough precautions or should do more to avoid harm. You need to decide whether a hazard is significant and whether you have covered it by satisfactory precautions so that the risk is acceptably low.

- A hazard is something that has the potential to cause harm
- A risk is the chance, high or low of that harm occurring.

There are five steps to carrying out a risk assessment. **The questionnaire attached to this guidance note is designed to help you go through these steps.**

1. Identify potential hazards in the workplace.
2. Decide who (e.g. employees, visitors, organizations, volunteers) might be in danger in the event of an incident at the premises, or while trying to escape from it, and note their location.
3. Evaluate the risks arising from the hazards and decide whether your existing precautions are adequate or whether more should be done to get rid of the hazard or to control the risks (e.g. by improving the fire precautions)
4. Record your findings and details of the action you took as a result. Tell your employees, volunteers, organizations about your findings.
5. Keep the assessment under review and revise it when necessary.

Checks and maintenance should be carried out by a competent person. A record of work carried out should be kept to show compliance with the law.

*Note: 'a competent person' is defined in terms of Regulation 6(5) of the Management of Health and Safety at Work Regulations 1992 should be someone who has the necessary knowledge, training and abilities to carry out the work. They may also require to be members of a professional body or be registered with an appropriate authority to check certain types of equipment e.g. Corgi registered to check gas appliances.*

Table 1 attached to the questionnaire at the rear of this leaflet describes good practice for routine maintenance and testing of fire safety equipment.

You will find it useful to keep a written record of your risk assessment as you go around.

The record shown at Table 2 of the questionnaire provides a style layout for recording your findings. **This is important as it will indicate what steps you require to take to reduce the hazards identified a time scale for implementation.** You may wish to grade the risks as High Medium or Low or on a scale of 1 to 5. A layout plan is also extremely useful.

## **STAGE 5: PREPARE AN EMERGENCY PLAN**

You need to plan the action that the people using the premises should take in the event of a fire. This plan should be in writing. It should be kept in the premises and be available to all people using the premises. It should also form the basis of the training and instruction you provide. The written plan should be available for inspection by the fire authority.

The purpose of the emergency plan is:

- To ensure that the people in the premises know what to do if there is a fire; and
- To ensure that the workplace can be safely evacuated.

In drawing up the emergency plan, you need to take the results of your risk assessment into account.

The plan should provide clear instructions on:

- The action people should take if they discover a fire;
- How people will be warned if there is a fire;
- How the evacuation of the premises should be carried out;
- Where people should assemble once they have left the premises and procedures for checking that the premises have been evacuated;
- Identification of key escape routes, how people gain access to them and escape from them to places of safety;

- The fire-fighting equipment provided;
- The duties and identity of people who have specific responsibilities in the event of a fire;
- Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors;
- Where appropriate, any machines/processes/power supplies which need stopping or isolating in the event of a fire;
- Specific arrangements, if necessary, for high-risk areas of the premises;
- How the fire brigade and any other emergency services will be called and who will be responsible for doing this;
- Procedures for liaising with the fire brigade on arrival and notifying them of any special risks, e.g. the location of highly flammable materials; and
- What training people need and the arrangements for ensuring that this training is given.

If the premises are large or have a complex layout, it might be helpful to include a line drawing as part of your emergency plan. The drawing could show:-

- Essential structural features such as the layout of the premises, escape routes, doorways, walls, partitions, corridors, stairways etc., (including any fire-resisting structure and self-closing fire doors provided to protect the means of escape);
- Means for fighting fire (details of the number, type and location of the fire-fighting equipment);
- The location of manually operated fire alarms call points and control equipment for the fire alarm;
- The location of any emergency lighting equipment and any exit route signs;
- The location of any automatic fire-fighting system and sprinkler control valve; and
- The location of the main electrical supply switch, the main water shut-off valve and, where appropriate, the main fuse or oil shut-off valves.

All persons using/letting the premises should be given training and written information on fire precautions, in a way that they can easily understand. (See Table 3 of the questionnaire for example of training record) This should include:-

- The location and use of the escape routes from where they were using the premises; and
- The location, operation and meaning of the fire warning system where they were using the premises.

Training should be based on the particular features of the premises and

- Should explain your emergency procedures;
- Take account of the activities of the premises, the duties and responsibilities of the employees;
- Take account of the findings of the risk assessment; and
- Be easily understandable.

Training should be carried out once or twice a year and should include:-

- The action to take on discovering a fire;
- How to raise the alarm and what happens then;
- The action to take upon hearing the fire alarm;

- The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits;
- The arrangements for calling the fire brigade;
- The evacuation procedures for everyone in the premises to reach an assembly point at a safe place;
- The location and, where appropriate, the use of fire-fighting equipment;
- The location of escape routes, especially those not in regular use;
- How to open all escape doors, including the use of any emergency fastenings;
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke;
- Where appropriate, how to stop machines and processes and isolate power supplies in the event of fire;
- The reason for not using lifts (except those specifically installed or adapted for the evacuation of disabled people); and
- The importance of general fire safety and good housekeeping.

People should also be informed of the risks from flammable materials used or stored on the premises. Training should include precautions in place to controls these risks. Such training should cover:

- Standards and work practices for safe operation of plant and equipment and safe handling of flammable materials (especially flammable liquids);
- Housekeeping in process areas;
- Reporting of faults and incidents, including leaks and spills of flammable liquids;
- Emergency procedures for plant or processes in the event of fire, spills or leaks; and
- Relevant legal requirements.

## **STAGE 6: CARRY OUT A PERIODIC REVIEW OF THE ASSESSMENT**

Changes may occur in the premises which have an affect on your risks and *precautions such as alterations to the premises, a fire, purchase of new equipment*. If there is a significant change, you will need to review your assessment in the light of the new risk or hazard.

If a fire or ‘near miss’ occurs, then your existing assessment may be out of date or inadequate and you should reassess. It is a good idea to identify the cause of any incident and then review your fire risk assessment in light of this.

**The following pages provide an *example* of the types of questions to include in a risk assessment and the layout it *could* take. **THIS IS INTENDED AS AN EXAMPLE ONLY AND IS NOT EXHAUSTIVE.** Not all questions will apply to every premises.**

PLEASE REMEMBER THAT COMPLETING THE ATTACHED QUESTIONNAIRE PROVIDES A BASE FOR AN ASSESSMENT ONLY. IT DOES NOT CONSTITUTE A RISK ASSESSMENT. WHAT YOU DO IN IMPLEMENTING YOUR FINDINGS CONSTITUTES THE ACTUAL ASSESSMENT. IT IS VITAL THAT, WHEN COMPLETED YOU FILE YOUR RECORDED FINDINGS AWAY AND DO NOT FORGET ABOUT THEM. YOU MUST ADDRESS YOUR FINDINGS AND KEEP THEM UNDER REVIEW ON AN ONGOING BASIS.

You may need to complete a separate questionnaire for different areas of your premises. This should also be reflected in your written risk assessment.

#### WHAT TO DO NEXT.

1. The attached questionnaire is designed to act as an “Aide Memoire”. Its purpose is to act as a starting point in helping you complete Stages 1 and 2 as outlined in the Guidance Note above. NOTE – it specifically relates to fire safety. This should be extended so as to be a general Health and Safety Risk Assessment of all foreseeable risks within the premises.
2. Having completed a questionnaire, or, having completed Stages 1 and 2, write out your assessment or findings. In other words, what precautions are satisfactory, what areas require further work to be carried out, what work is required, who requires to do it, what is the priority on a scale of 1-5 for completion of the work, what timescales are involved. You should include as much detail as possible. This then completes stages 3 and 4.
3. Ensure that all employees/volunteers/organisations are provided with a copy of your assessment or are advised of its content.
4. Write out your emergency plan. Again ensure that all employees are familiar with this document.
5. Retain a copy of all documentation in a safe, and known, location within the premises. A copy should also be kept in a location other than in the premises as a precaution.
6. Set out a timetable for periodical review of your assessment. This completes stage 5.

STAGE 1: IDENTIFYING THE FIRE HAZARDS	YES	NO	NOT APPLICABLE	ACTION REQUIRED/COMMENTS
1. Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept in the workplace?				
2. Is the system operating effectively?				
3. Are all combustible materials and flammable liquids and gases stored safely?				
4. Are all heaters fitted with suitable guards and fixed in position away from combustible materials?				
5. Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?				
6. Is the wiring of the electrical installation inspected periodically by a competent person?				
7. Is the use of extension leads and multi-point adapters kept to a minimum?				
8. Are residual current devices (RCD's) used where appropriate?				
9. Are flexes run in safe places where they will not be damaged?				
10. Is the upholstery of the furniture in good condition?				
11. Is the workplace free of rubbish and combustible waste materials?				
12. Is there a designated smoking area provided with adequate ashtrays?				
13. Have suitable measure been taken to protect against the risk of arson?				
14. Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?				

Signed by:

Date:

<b>STAGE 2: IDENTIFYING THE PEOPLE WHO COULD BE AT RISK</b>	<b>YES</b>	<b>NO</b>	<b>NOT APPLICABLE</b>	<b>ACTION REQUIRED/COMMENTS</b>
15. What is the occupancy capacity of the premises (list in end column)  This can be obtained by lodging a scale plan with your licence application.				
16. Who uses the premises? (list in action required/comments column)				
17. Are those persons in the premises on a full-time or part-time basis?				
18. Are there visitors to the premises on a regular basis?				
19. Are the premises let out to other groups?				
20. What parts of the premises do such persons (15. – 17.) occupy?				
21. Are there a sufficient number of exits of suitable width for the people present? Are they kept free from obstructions at all times?				
22. Do the exits lead to a place of safety?				
23. Are gangways and escape routes free from obstructions?				
24. Are the escape routes free from tripping and slipping hazards?				
25. Are steps and stairs in a good state of repair?				
26. Are final exits always unlocked when the premises are in use?				
27. Are the devices securing final exits capable of being opened immediately and easily without the use of a key?				
28. Are internal fire doors labelled as such and normally kept closed?				
29. Are the self-closers on fire doors operated correctly?				
30. Do the doors on escape routes open in the direction of travel?				
31. Are escape routes clearly signed?				

32. Are escape routes adequately lit?				
33. Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises?				

Signed by:

Date:

<b>STAGE 3: ELIMINATE, CONTROL OR AVOID THE FIRE HAZARDS</b>	<b>YES</b>	<b>NO</b>	<b>NOT APPLICABLE</b>	<b>ACTION REQUIRED/COMMENTS</b>
34. Can the existing means of detection discover a fire quickly enough to raise an alarm in time for all the occupants to escape to a safe place?				
35. Can the means for giving warning be clearly heard and understood throughout the whole premises when initiated from any single point?				
36. If the fire detection and warning system is electrically powered, does it have a back-up power supply?				
37. Have you told the people who use the premises/let the premises about the fire warning system, will they know how to operate it and respond to it?				
38. Are there instructions for the people who use the premises/let the premises on how to operate the fire warning system and what action they should take on hearing a warning?				
39. Have you included the fire detection and fire warning arrangements in your emergency plan? (see step 4)				
40. Do the procedures and practices avoid the use of combustible materials or processes that use heat?				
41. Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?				
42. Has staff been trained in how to call the fire brigade and basic fire prevention?				
43. Have you asked your insurers for advice regarding the fire protection of your premises?				
44. How long will it take for all the occupants to escape to a place of				



STAGE 3: ELIMINATE, CONTROL OR AVOID THE FIRE HAZARDS	YES	NO	NOT APPLICABLE	ACTION REQUIRED/COMMENTS
safety once a fire has been detected?				
45. Is that a reasonable length of time or will it take too long?				
46. Are there enough exits and are they in the right place?				
47. Are the type and size of exits suitable and efficient for the number of people likely to need to use them (e.g. wide enough for wheelchair users)?				
48. In the event of fire, could all available exits be affected or will at least one route from any part of the premises remain available?				
49. Are all escape routes easily identifiable, free from any obstructions and adequately illuminated?				
50. Have you trained the people who use/let the premises in the correct use of the means of escape?				
51. Are there instructions available on use of the means of escape for people who use/let the premises?				
52. Have you included your means of escape arrangements in your emergency plan? (see step 4)				
53. Are the fire extinguishers in the premises suitable for the purpose and of sufficient capacity?				
54. Are there sufficient extinguishers sited throughout the premises?				
55. Are the right type of extinguishers located close to the fire hazards and can users gain access to them without exposing themselves to risk?				
56. Are the locations of the extinguishers obvious or does their position need indicating?				
57. Have the people likely to use the extinguishers been given adequate instruction and training?				

<b>STAGE 3: ELIMINATE, CONTROL OR AVOID THE FIRE HAZARDS</b>	<b>YES</b>	<b>NO</b>	<b>NOT APPLICABLE</b>	<b>ACTION REQUIRED/COMMENTS</b>
58. Have you included the use of fire-fighting equipment in your emergency plan? (See step 4)				
59. Do you regularly check all fire doors and escape routes and associated lighting and signs?				
60. Do you regularly check all your fire-fighting equipment?				
61. Do you regularly check your fire detection and alarm equipment?				
62. Do you regularly check any other equipment provided to help means of escape arrangements in the premises?				
63. Are there instructions for relevant persons about testing of equipment?				
64. Are those who test and maintain the equipment properly trained to do so?				
65. Do you have an emergency plan?				
66. Does the emergency plan take account of all reasonably foreseeable circumstances?				
67. Are the people using the premises familiar with the plan, trained in its use and involved in testing it?				
68. Is the emergency plan made available to all who need to be aware of it?				
69. Are the procedures to be followed clearly indicated throughout the premises?				
70. Have you considered all the people likely to be present in the premises and others with whom you may share the premises?				

Signed by:

Date:

<b>STAGE 4: RECORD YOUR FINDINGS AND ACTIONS</b>	<b>YES</b>	<b>NO</b>	<b>NOT APPLICABLE</b>	<b>ACTION REQUIRED/COMMENTS</b>
71. Have you recorded the findings of the fire risk assessment?				
72. Have you told your staff or their representatives about your findings?				
73. If you have prepared a formal report has this been shown to your staff or their representatives?				
74. If you share the workplace with others do they know about the risks that you have identified?				
75. If you do not have direct control over the workplace have you made your findings known to the owner or the landlord?				

Signed by:

Date:

<b>STAGE 5: PREPARE AN EMERGENCY PLAN</b>	<b>YES</b>	<b>NO</b>	<b>NOT APPLICABLE</b>	<b>ACTION REQUIRED</b>
76. Are fire action notices displayed prominently throughout the workplace?				
77. Has an emergency plan been drawn up in case of a major fire?				
78. Is a copy of the emergency plan kept somewhere other than the workplace?				

Signed by:

Date:

<b>STAGE 6: CARRY OUT A PERIODIC REVIEW OF THE ASSESSMENT</b>	<b>YES</b>	<b>NO</b>	<b>NOT APPLICABLE</b>	<b>ACTION REQUIRED</b>
79. Has a procedure been established to review the fire risk assessment periodically? (Recommended intervals (a) annually, (b) after a fire related incident or (c) if a significant change occurs to the layout or designated use of the place of work)				

Signed by:

Date:

TABLE 1

<b>Equipment</b>	<b>Period</b>	<b>Action</b>
Fire detection and fire warning systems including self-contained smoke alarms and manually operated devices	Weekly	Check all systems for state of repair and operation. Repair or replace defective units. Test operation of systems, self-contained alarms and manually operated devices.
	Annually	Full check and test of system by competent service engineer. Clean self-contained smoke alarms and change batteries.
Emergency lighting equipment including self-contained units and torches	Weekly	Operate torches and replace batteries as required. Repair or replace any defective unit
	Monthly	Check all systems, units and torches for state of repair and apparent working order.
	Annually	Full check and test of systems and units by competent service engineer. Replace batteries in torches.
Fire-fighting equipment	Weekly	Check all extinguishers including hose reels for correct installation and apparent working order
	Annually	Full check and test by competent service engineer

**TABLE 2 – Record of Findings Table IT IS IMPORTANT TO COMPLETE THIS TABLE.**

<b>Significant Hazards</b>	<b>People/Groups of people who are at risk from hazards</b>	<b>Existing controls and risks which are not adequately controlled</b>	<b>What further action is need</b> - by when? - By who?

**TABLE 3 – Example of Training Record**

The date of the training or drill	
Duration of training	
Fire drill evacuation times	
Name of person giving instruction	
Names of people receiving instruction	
The nature of the instruction or drill	
Any observations/remedial action	