GC03 Fire risk assessment

There are five steps to fire prevention and control.

1. **Identify hazards.** Consider how a fire could start and what could burn.
2. **Identify the people at risk.** Employees, contractors, visitors and anyone who is vulnerable (for example, people nearby or anyone with a disability).
3. **Evaluation and action.** Consider the hazards and people identified in Steps 1 and 2 and act to remove and reduce risk to protect people and premises.
4. **Record, plan and train.** Keep a record of the risks and action taken. Make a clear plan for fire safety and ensure that people understand what they need to do in the event of a fire.
5. **Review** your assessment regularly and check it takes account of any changes on site.

Company name		**Project title**	
Location		**Contract no.**	
Risk assessment reference			
Issue date		**Review date**	
Activity specific details *(for example, site locations/activities/zones)*			
Other work being carried out in this area			
Interfaces with other trades			
Period of validity of this fire risk assessment			
Start date		**Expiry date**	
Remember: all hot works must cease at least one hour before the site closes (or more depending upon the risk assessment, as defined in HSG168) and the area must be checked prior to leaving site.			

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GC03 Fire risk assessment *continued*

Step 1. Identify the hazards. Consider how a fire could start and what could burn.

Sources of ignition *(Hot works, faulty electrical equipment, uncontrolled smoking)*	**Sources of fuel** *(Untidy site, off-cuts, paper, wrappings)*	**Areas of particular risk** *(Near site boundary, waste skips, hot work areas)*

Step 2. Identify the people at risk. Employees, contractors, visitors and anyone who is vulnerable (for example, people nearby or anyone with a disability).

Step 3. Evaluation and action. Consider the hazards and people identified in Steps 1 and 2 and act to remove and reduce risk to protect people and premises.

Step 4. Record, plan and train. Keep a record of the risks and action taken. Make a clear plan for fire safety and ensure that people understand what they need to do in the event of a fire.

Checklist	Tick
Prepare and publicise the fire plan to all who may be affected.	
Record hazards and risks and keep under constant review.	
Record actions taken to reduce hazards and risks to lowest level.	
Train an appropriate number of employees in the selection and use of fire-fighting equipment.	
Provide fire wardens and fire safety co-ordinators with training specific to their role, and provide regular refresher training.	
Practise fire alarm and evacuation procedures.	
Put a plan in place to measure and correct defects from lessons learned.	
Plan for rewarding good performance awareness and good housekeeping.	

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GC03 Fire risk assessment *continued*

Step 5. Assessment review. You must review and record your assessment regularly and check it takes account of any changes on site.

Review dates	Completed by	Signature

Review of outcomes *(Lessons learnt and control measures put in place)*

Fire action plan status/currency *(check current issue displayed)*

Latest issue date of fire plan

Name		Position		Signature		Date	

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