



# Fire Risk Assessment Template

**Client/Site**

Cozy Apartment

**Full Address**

907 Richardson Rd, Campvale NSW 2318, Australia

**Fire Safety Officer**

Rachel Peters

**Prepared by**

SafetyCulture Staff

**Date of Previous Fire Risk Assessment**

03 Jan 2017

**Date of Fire Risk Assessment**

27 Apr 2018

**Suggested Date for Review**

28 Apr 2018

**Completed on**

27 Apr 2018

**Score**

44/49.0 - 89.80%

## Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Fire training?	No	

## Actions

#1. Kindly clean this area. Put a trash bin.

Assignee: margot5674@yahoo.com  
Priority: MEDIUM  
Due Date: 27 Apr 2018 09:38 AM  
Audit: Cozy Apartment / SafetyCulture Staff / 27 Apr 2018  
Linked to item: Discarded cigarettes and matches  
Status: To Do

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#2. Adequate extensions needed

Assignee: howard985@gmail.com  
Priority: HIGH  
Due Date: 27 Apr 2018 09:41 AM  
Audit: Cozy Apartment / SafetyCulture Staff / 27 Apr 2018  
Linked to item: Potential overloading of circuits  
Status: To Do

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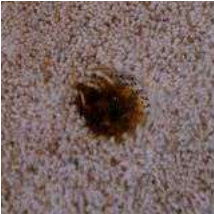
#3. Please make sure to keep fire training documents to determine who among your occupants are not aware of fire safety measures.



Assignee: Gil269@gmail.com  
Priority: LOW  
Due Date: 27 Apr 2018 09:45 AM  
Audit: Cozy Apartment / SafetyCulture Staff / 27 Apr 2018  
Linked to item: Fire training?  
Status: To Do


## Information

Question	Response	Details
<b>GENERAL INFORMATION</b>		
The Premises		
Number of Floors	3	
Brief details about the construction	Made of bricks	
Use of the premises	Residential	
The Occupants		
Approximate maximum number	15	
Number of Sleeping Occupants	15	
Number of Disabled Occupants	0	
Number of Minor Occupants	3	
Number of Elderly Occupants	2	
Others		

## Hazard and Risk Identification - 4/8 50.00%

Question	Response	Details
<b>HAZARD AND RISK FACTORS</b>		Score (4/8) 50.00%
What are the factors present in the inspected area? You may choose multiple items. *You may also add photos, notes, and actions by clicking the paperclip icon.	Cooking, Dangerous Substances, Electrical, Housekeeping, Smoking	
<b>Smoking</b>		Score (2/4) 50.00%
Select a circumstance observed	Has signs of careless handling	
Does not use reduced ignition propensity	No	
Discarded cigarettes and matches	Yes	Discarded cigarettes found at back of building.
 <p style="text-align: center;">Appendix 1</p>		
Found few burns on carpets	Yes	Found burnt marks on the carpet near the curtains
 <p style="text-align: center;">Appendix 2</p>		
Cigarette burns to clothes or furnishings	No	
Are there more details observed?	None	

Question	Response	Details
<b>Cooking</b>		
Select a circumstance observed	No evidence or suggestion of careless behavior	
<b>Electrical</b>		Score (2/4) 50.00%
Including equipment and extensive use of extension leads and adapters and/or electric blankets		
Select a circumstance observed	Lack of maintenance	
Cube adapters used	No	
Potential overloading of circuits	Yes	Noticed some overloading of electrical cords. Also observed that the whole building only has 3 extensions to serve everyone.
 <p data-bbox="140 1178 256 1205">Appendix 3</p>		
Worn equipment or cables	Yes	Found a damaged cable in the kitchen area
 <p data-bbox="140 1592 256 1619">Appendix 4</p>		

Question	Response	Details
<p>REFERENCE: Extension cables in good working condition            [This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]</p> <div style="text-align: center;">  </div>		
Electric blankets not maintained regularly	No	
Are there more details observed?	None	
<b>Housekeeping</b>		
Select a circumstance observed	Adequate	
<b>Dangerous Substances</b>		
Select a circumstance observed	Stored and used with precaution	

## Fire Protection Measures - 40/41 97.56%

Question	Response	Details
<b>FIRE PROTECTION MEASURES</b>		Score (40/41) 97.56%
1. Means of Escape from Fire		
It is considered that the premises are provided with reasonable means of escape in case of fire	Yes	
Has adequate design of escape routes?	Yes	
Has adequate provision of exits?	Yes	
Exits easily and immediately openable where necessary?	Yes	
Fire exits open in direction of escape where necessary?	Yes	
Avoidance of sliding or revolving doors as fire exits where necessary?	Yes	
Satisfactory means for securing exits?	Yes	
Has alternative means of escape?	Yes	
Escape routes unobstructed?	Yes	This is very important as means of escaping. Keep it up!
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.	Yes	
2. Emergency Escape Lighting		
Has reasonable standard of emergency escape lighting provided?	Yes	
Fire Safety Signs and Notices		
Has reasonable standard of fire safety signs and notices?	Yes	
3. Means of Giving Warning in case of Fire		
Has reasonable manually operated electrical fire alarm system provided?	Yes	
Has automatic fire detection provided?	Yes	



Question	Response	Details
Has remote transmission of alarm signals?	Yes	
4. Manual Fire Extinguishing Appliances		
Has reasonable provision of portable fire extinguishers?	Yes	
Hose reels provided?	Yes	
Are all fire extinguishing appliances readily accessible?	Yes	
5. Procedures and Arrangements		
Are procedures in the event of fire appropriate and properly documented?	Yes	
Are there suitable arrangements for Summoning the fire and rescue service?	Yes	
Are there suitable arrangements to meet provide relevant information, including that related to hazards to firefighters?	Yes	
Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes	
Is there a suitable fire assembly point(s)?	Yes	
Are there adequate procedures for evacuation of any disabled people who are likely to be to be present?	Yes	
Persons nominated and trained to use fire extinguishing appliances?	Yes	
Persons nominated and trained to assist with evacuation, including the evacuation of disabled people?	Yes	
6. Training and Drills		
Are all staff/members given adequate fire safety instruction and training?	Yes	
Which of these items do the members or staff knowledgeable about? You may select multiple items.	Action in the event of a fire, Action on hearing the fire alarm signal, Fire risks, Fire safety measures, Location and use of fire extinguishers	
7. Testing and Maintenance		

Question	Response	Details
Has adequate maintenance of premises?	Yes	
Has weekly testing and periodic servicing of fire detection and alarm system?	Yes	
Has monthly and annual testing routines for emergency escape lighting?	Yes	
Has annual maintenance of fire extinguishing appliances?	Yes	
Has periodic inspection of external escape staircases and gangways?	Yes	
Has weekly and monthly testing, six monthly inspections and annual testing of firefighting lifts?	Yes	
Has weekly testing and periodic inspection of sprinkler installations?	Yes	
Has routine checks of final exit doors and/or security fastenings?	Yes	
Has annual inspection and testing of lightning protection system?	Yes	
8. Records Appropriate records of:		
Fire drills?	Yes	
Fire training?	No	
Fire alarm tests?	Yes	
Emergency escape lighting tests?	Yes	
Maintenance and testing of other fire protection Systems?	Yes	

## Overall Assessment

Question	Response	Details
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The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential consequences		
	Slight harm	Moderate harm	Extreme harm
<b>Low</b>	Trivial risk	Tolerable risk	Moderate risk
<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
<b>High</b>	Moderate risk	Substantial risk	Intolerable risk

### DEFINITION OF TERMS (Risk from Fire)

**LOW**

Unusually low likelihood of fire as a result of negligible potential sources of ignition.

**MEDIUM**

Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

**HIGH**

Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the risk from fire (likelihood of fire) at these premises is:

**MEDIUM**

### DEFINITION OF TERMS (Risk Assessment)

Question	Response	Details
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**SLIGHT HARM**  
 Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs)

**MODERATE HARM**  
 Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants

**EXTREME HARM**  
 Significant potential for serious injury or death of one or more occupants.


Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:	<b>MODERATE HARM</b>	
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**DEFINITION OF TERMS (Risk Level)**

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

Accordingly, it is considered that the risk to life from fire at these premises is:	<b>Moderate</b>	
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**COMPLETION**

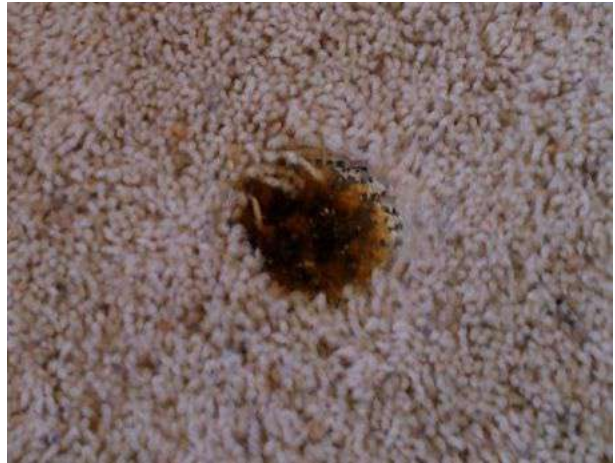
Name of Responsible Person and Signature	Rachel Peters	27 Apr 2018 09:56 AM	
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Question		Response	Details
Assessor's Name and Signature	Sheen Carlisle	27 Apr 2018 09:56 AM	

# Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4