Shropshire Council Fire Risk Assessment (FRA) Frequency Matrix

N.B. A premises may manually be moved up or down in risk after review by the fire, H&S or PSG team.

<table>
<tr>
<td rowspan="4">Building & Fire Hazard Risk</td>
<td>Premises high risk
Processes in building high significant risk or building of poor standard integrity, or high fire risk (eg. regular hot work, significant quantities of fuel, potential for oxygen enrichment)
Lack of or defective fire compartmentation detection/emergency lighting etc.
Multiple floors – 3 or more.
Difficult or lengthy escape routes.
Historic value (difficult to replace)
High - 3</td>
<td>6
Medium
(3-yearly FRA)</td>
<td>12
High
(2-yearly FRA)</td>
<td>18
Very high
(Yearly FRA)</td>
</tr>
<tr>
<td>Premises normal risk

Processes in building average significant risk (eg. normal office) or building of medium standard integrity and good maintenance.
Normal quantities and types of fuels and ignition sources.
Simple escape routes.
No additional oxygen sources or highly flammables.

Medium – 2</td>
<td>4
Low
(4-yearly FRA)</td>
<td>8
Medium
(3-yearly FRA)</td>
<td>12
High
(2-yearly FRA)</td>
</tr>
<tr>
<td>Premises low risk
Processes in building of no significant risk or building of good standard integrity.
(eg. swimming pool or stone mason's yard – very little to ignite and burn/little or no ignition sources, no additional oxygen sources).
Very small single-story premises with very easy escape and short escape distances.
N.B. No sleeping risk or dependent service users.
Low – 1</td>
<td>2
Very low
(5-yearly FRA)</td>
<td>4
Low
(4-yearly FRA)</td>
<td>6
Medium
(3-yearly FRA)</td>
</tr>
<tr>
<td></td>
<td>Low - 2
Staff only who are familiar with the premises, with good training, and aware of the fire risks (no service users).
No lone working
Very few people.</td>
<td>Medium - 4
Service users familiar with the premises
No assistance required to evacuate</td>
<td>High - 6
Service users dependent on staff for evacuation
Service users unfamiliar with the premises
Sleeping risk
Large number of people</td>
</tr>
<tr>
<td></td>
<td></td>
<td colspan="3" style="text-align:center">People Risk</td>
</tr>
</table>

Notes:

All premises must receive a fire risk assessment review, at least annually, by the premises manager to check the closeout status of actions raised and to check that the assessment is still valid.

Fire risk assessments should also be reviewed after a fire incident or near miss to check if the fire risk assessment is still valid.

A fire safety audit should also be carried out by a competent person between full fire risk assessments.

All premises must be assessed by an external professional fire risk assessor on the PSG approved fire risk assessor list.

The fire safety risk assessment is not a one-off procedure and should be reviewed regularly (at least annually). If the findings of the assessment are considered to be no longer valid or there has been a significant change to the premises, or the organisation of the

work undertaken has affected the fire risk or the fire safety measures, the assessment should be reviewed. Situations which might prompt a review include:

- A change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability
- Changes to work procedures and practices, including the introduction of new equipment alterations to the building, including the internal layout significant changes to furniture and fixings
- Significant changes to displays or quantities of stock
- The introduction or increase in the storage of hazardous substances; or
- Becoming aware of shortcomings in fire safety measures or potential improvements.

Examples of premises risk factors falling into the various matrix categories

Very high

- **Large building eg. Shirehall:**
  - Premises risk: Multiple floors – 3 or more; Lack of or defective fire compartmentation.
  - People risk: Large number of people; Service users unfamiliar with the premises (eg. visitors in meeting rooms).
- **Older people's residential home:**
  - Premises risk: High fire risk - Regular potential for oxygen enrichment (eg. regular oxygen therapy).
  - People risk: Sleeping risk; Service users dependent on staff for evacuation
- **Large secondary school**
  - Premises risk: Multiple floors – 3 or more; Lack of or defective fire compartmentation; Multiple high-risk activities such as design & technology - hot work activities etc. Large quantities of unprotected, non-flame retardant combustible displays in open areas, large classrooms, corridors and stairwells.
  - People risk: Very large number of people; Children with special evacuation needs - dependent on staff for evacuation; Large numbers of visitors who are unfamiliar with the premises eg. school shows and performances. Boarding school sleeping accommodation – sleeping risk.
- **Large primary school**:
  - Premises risk: Limited escape routes; Lack of or defective fire compartmentation; Uncontrolled combustible displays in classrooms, corridors and open areas.
  - People risk: Large class sizes.

High

- **Older person's residential home:**
  - Premises risk: Building of medium standard integrity and good maintenance; Normal quantities and types of fuels and ignition sources; Simple escape routes; No additional oxygen sources or highly flammables; Good level of automatic fire detection and emergency lighting.
  - People risk: Sleeping risk; Service users dependent on staff for evacuation.
- **Service day centre:**
  - Premises risk: Building of poor standard integrity (possibly Scola). Normal quantities and types of fuels and ignition sources. Simple escape routes. No additional oxygen sources or highly flammables.
  - People risk: Medium number of people. Service users familiar with the premises. No assistance required to evacuate. No sleeping risk.
- **Refuge house/House in multiple occupation (no care provided):**
  - Premises risk: Building of medium standard integrity and good maintenance; Normal quantities and types of fuels and ignition sources; Simple escape routes; No additional oxygen sources or highly flammables; Good level of automatic fire detection and emergency lighting.
  - People risk: Sleeping risk.
- **Large secondary school:**
  - Premises risk: More than one floor in height, but no more than 2 floors; Lack of or defective fire compartmentation; Limited high-risk activities such as design & technology – hot work activities etc.
  - People risk: Large number of people but limited in higher risk areas; Normal risk pupils who are well drilled in fire evacuation and who can self-evacuate;
- **Primary school**:
  - Premises risk: Reasonable escape routes; Reasonable fire compartmentation; Uncontrolled combustible displays in classrooms, corridors and open areas.
  - People risk: Large class sizes; Numerous children require assistance to evacuate.

Medium

- **Normal office**
  - Premises risk: Normal quantities and types of fuels and ignition sources.
  - People risk: Staff only or service users familiar with the premises.
- **Small workshop carrying out hot work (eg. welding/soldering):**
  - Premises risk: Processes in building high significant risk (eg. welding/soldering etc.).
  - People risk: Staff only who are familiar with the premises, with good training, and aware of the fire risks (no service users). No lone working. Very few people.
- **Service day centre:**
  - Premises risk: Building of medium standard integrity and good maintenance; Normal quantities and types of fuels and ignition sources. Simple escape routes. No additional oxygen sources or highly flammables.
  - People risk: Medium number of people (i.e. not small number of people). Service users familiar with the premises. No assistance required to evacuate. No sleeping risk.
- **Primary school**:
  - Premises risk: Reasonable escape routes; Reasonable fire compartmentation; Controlled combustible displays in classrooms, corridors and open areas, eg. covered with Perspex, flame retardant materials and/or sprays use.
  - People risk: Medium class sizes; Children well drilled and can self-evacuate.
- **Primary school**:
  - Premises risk: Every classroom and assembly area has an escape door directly to outside; High standard of fire compartmentation; Controlled combustible displays in classrooms, corridors and open areas, eg. covered with Perspex, flame retardant materials and/or sprays use.
  - People risk: Small class sizes; Children well drilled and can self-evacuate.

Low

- **Portacabin offices (small single storey):**
  - Premises risk: Building of medium standard integrity and good maintenance; Normal quantities and types of fuels and ignition sources; Simple escape routes; No additional oxygen sources or highly flammables; Emergency lighting if used during dark hours (eg. winter). Very small single-story premises with very easy escape and short escape distances.
  - People risk: Staff only who are familiar with the premises, with good training, and aware of the fire risks (no service users); No lone working; Very few people.
- **Swimming pool (not part of a gym – no high-risk gym mats)**
  - Premises risk: Processes in building of no significant risk or building of good standard integrity. Very little to ignite and burn/little or no ignition sources, no additional oxygen sources).
  - People risk: Service users familiar with the premises. No assistance required to evacuate.

Very low

- **Small remote stores with limited combustibles:**
  - Premises risk: Processes in building of no significant risk. Very little to ignite and burn/little or no ignition sources, no additional oxygen sources. Very small single-story premises with very easy escape and short escape distances.
  - People risk: Staff only who are familiar with the premises, with good training, and aware of the fire risks (no service users). No lone working. Very few people.

N.B. On a case by case basis, premises risk category may be able to be reduced if fully covered by a fire sprinkler system if the sprinkler is not already compensating for another reduced protection factor.