

# 1 Appendix: The risk assessment questions

The questions in the earlier sections are grouped together here in a table which can be referred to each time it is necessary to repeat the fire risk assessment. Remember that the aim is to try to increase the number of (L) scores that apply to your premises. Further advice, guidance or clarification may be available from the community/fire safety department of your local fire authority and from your insurer.

Subject/Question	Any action?	Completed
<p><b>Cooking style and equipment</b></p> <p>Which of these cooking styles are to be found in your kitchen?</p> <p>Boiling with no risks of oil or grease vapour (L)</p> <p>Conventional frying or processes emitting steady vapour flow (N)</p> <p>Open flame grilling, flame cooking and sudden emissions of hot vapour (H).</p> <p><b>Capable persons</b></p> <p>Is a capable person on site at all times?</p> <p>Yes (L)</p> <p>Sometimes (N)</p> <p>No (H).</p> <p><b>Staff knowledge and training</b></p> <p>How many of your staff understand the systems and processes they are working with?</p> <p>All staff (L)</p> <p>Supervisor (N)</p> <p>No staff (H).</p> <p><b>Inspections</b></p> <p>How frequently are regular visual checks of the whole extract ventilation system made by a competent person?</p> <p>Monthly (L)</p> <p>Six-monthly (N)</p> <p>Annually or never (H).</p> <p><b>Grease filters</b></p> <p>Are grease filters in place?</p> <p>Yes (L)</p> <p>No (H).</p> <p>Do the filters comply with a recognised performance standard such as LPS 1263 (ref. 3)?</p> <p>Yes (L)</p> <p>No/Not known (N).</p>		

The table below indicates the relative safety scores assuming regular cleaning and maintenance is undertaken.

Type	Risk
Mesh	High (H)
Baffle	Normal (N)
Cartridge	Normal (N)
Water wash	Low (L)
Cold water mist	Low (L)

If you want continuous running of the system, do you have two sets of grease filters to enable a clean filter to be fitted when the dirty one is removed for cleaning?

Yes (L)

No (H).

### Duct accessibility

Can ducts be easily and safely reached?

All (L)

Some (N)

None (H).

Are there other services beneath the ductwork that would hinder easy access for cleaning?

None (L)

Some (N)

Yes (H).

### Duct access doors

Are there enough access doors throughout the length of all ducts to reach all parts of the interior of the duct?

Yes (L)

No (H).

Are they quick release fixing?

Yes (L)

No (N).

Are they leaking grease?

No (L)

Yes (H).

### Duct cleanliness

How is cleanliness/dirtiness established or measured and compared with published good practice benchmarks? (ref. 4)

Physical measurement (L)

Internal visual inspection (N)

External visual inspection (H).

(L) Low (N) Normal (H) High

## Route of the ducts

Do you have vertical extract ducts more than 4m high?

No (L)

Yes (N).

Are bends in ductwork accessible?

Yes (L)

No (H).

Where there is ductwork installed outside the building is it included in the cleaning regime?

No (H)

Yes (N).

Is there non-combustible easily cleanable protection to the roof covering at the duct termination?

Yes (L)

No (H).

For larger buildings or those under multiple occupancy, do you have drawings depicting the extract ventilation?

Yes (L)

No (N).

Are the drawings available if needed by the local fire service?

Yes (L)

No (N).

## Factors affecting frequency of system cleaning

The level of use of the cooking equipment:

- Heavy use (12-16 hours per day): three-monthly cleaning suggested;
- Moderate use (6-12 hours per day): six-monthly cleaning suggested;
- Light use (2-6 hours per day): 12-monthly cleaning suggested (ref. 4)

## Frequency of cleaning

Subject to the level of use of the cooking equipment as indicated immediately above:

- How frequently do you clean the whole system?
- How frequently do you clean parts of the system?

How is complete cleanliness verified?

### Ventilation system cleaning regime

Are there enough access doors to enable the entire length of the internal and external surfaces of the ductwork including fans to be inspected and cleaned?

Yes (L)

No (H).

Does your premises have a kitchen extract system cleaning schedule?

Yes (L)

No (H).

Are your staff trained to clean grease and oil from the hoods, filters and grease trays on a regular schedule?

Yes (L)

No (H).

Do you employ a competent specialist contractor to clean the extract ventilation system?

Yes (L)

No (H).

Is a report produced after cleaning has been carried out?

Yes (L)

No (H).

Have you inspected the cleanliness of the ducts via the filter housings and access doors to check on the effectiveness of a contractor's clean?

Yes (L)

Obtained photographic evidence

(N) No (H).

### Fire suppression system

Is fire suppression fitted to the extract ventilation?

Yes (L)

No (H).

What kind of fire suppression system is installed?

Water mist (L)

Wet chemical (L)

Dry chemical agent system (N).

Is the liquid chemical agent system approved under a recognised performance standard? (ref. 1)

Yes (L)

• No (H).

**Subject/Question**

**Any action?**

**Completed**

Do you have portable fire extinguisher(s) suitable for use on cooking oil fires? (ref. 6)

Yes (L)

No (H).

Do you have a service and maintenance contract for the fire suppression system and portable fire extinguishers?

Yes (L)

No (H).

### General

Can your extract system be upgraded to meet the specification of DW172? (ref. 2)

Yes (L)

No (H).

Do you have an emergency plan to protect the lives of staff and others within the building?

Yes (L)

No (H).

Do you keep training and maintenance records?

Yes (L)

No (H).

### Insurance

Have you checked your insurance policy for specific conditions relevant to cooking?

Yes

No.

Do you comply with these conditions?

Yes

No.

Assessment completed by: Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested date for re-assessment \_\_\_\_\_