



Guidance for carrying out an individual smoking risk assessment

1. Identify the hazards that the act of smoking introduce, for example:

- a) Ignition sources: lighters, matches, cigarettes
- b) Fuel sources: furniture, textiles, soft furnishings, laundry, paper products, sleepwear, petroleum based emollient creams
- c) Oxygen sources: natural airflow, cylinders, airflow mattresses

2. Evaluate the risk:

- a) What is the likelihood of a fire starting? Is there evidence of burn marks on the floor, bedding, clothing, furniture?
- b) What is the severity/potential consequences of a fire occurring?

3. Implement control measures, the following should be considered:

- a) Residents should not be permitted to smoke in bedrooms unless the risk is identified as 'low' and the bedroom is suitably equipped
- b) Do residents smoke in bed or a chair? Location of smoke detector and flammability of clothing, bed linen and furniture need to be considered. Do they have fire retardant bedding?
- c) Are cigarettes lit with a match or a lighter? How do residents access their lighters?
- d) How is access to cigarettes and lighters controlled? Have the family been informed of arrangements if they are not to be given directly to the residents?
- e) Supervision – will someone else light the cigarette? Will anyone stay with the resident while they smoke (Health and safety at work – will need to sign a form to say they agree to this), how often is the resident checked if they smoke alone and is it enough? Do the arrangements change at night?
- f) Are sprinklers or some alternative fire suppression arrangements required?
- g) Is there portable fire extinguishing media nearby and if so, are staff trained to use it?
- h) Are there appropriate deep ashtrays? Are they emptied regularly?

4. Review and revise the risk assessment:

- a) Who is responsible for reviewing the risk assessment?
- b) What reporting mechanisms are in place for near misses/accidents/a need for review of the risk assessment?
- c) Have care assistants and managers had enough training and information provided to be able to monitor, report and review the risk assessment effectively?
- d) Regular programmed reviews of the risk assessments should be taking place