

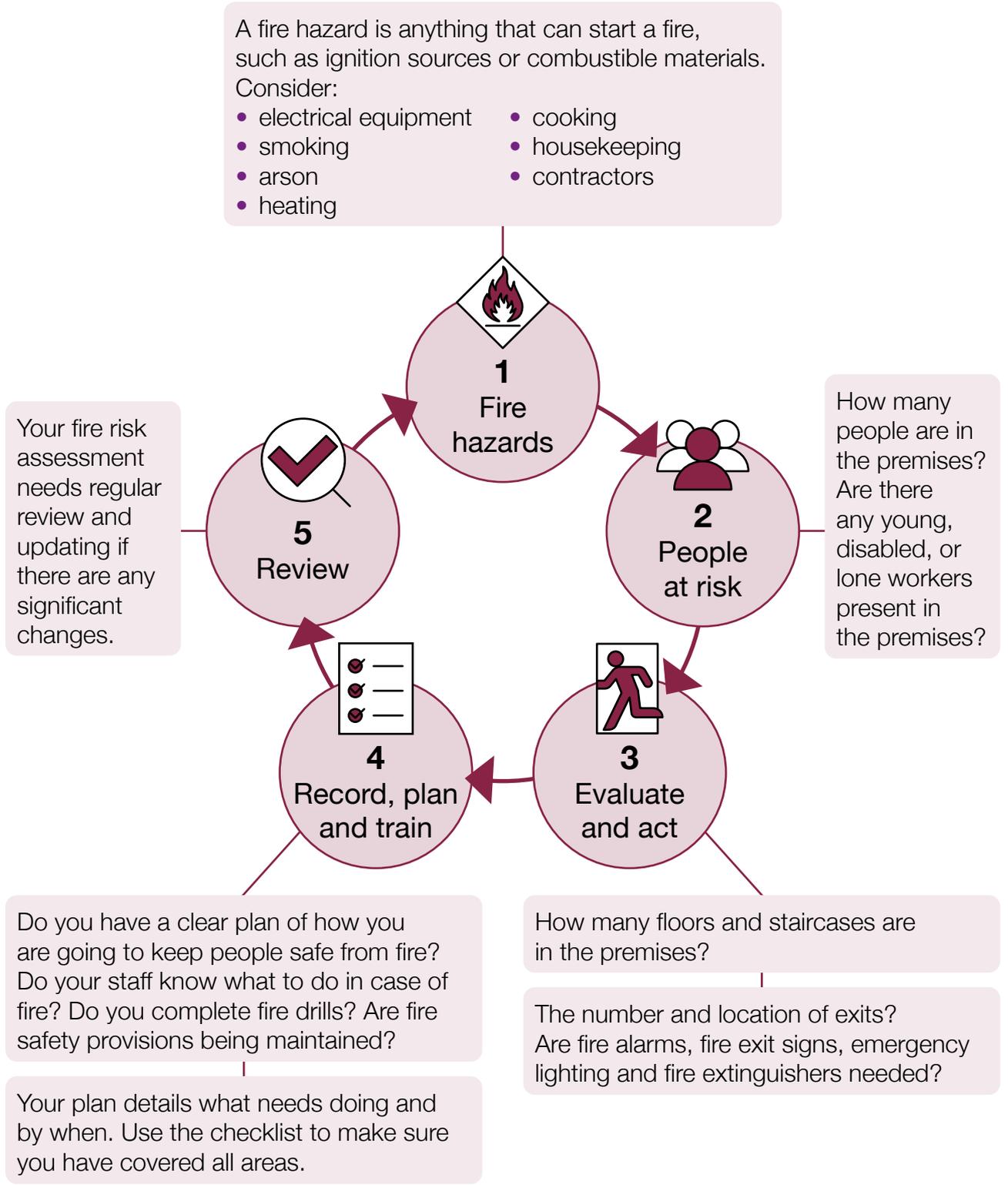
# Fire safety risk assessment

Follow the 5 key steps below and fill in the checklist.

The risk assessment process involves an inspection of the premises to identify potential fire hazards, to ensure adequate measures to stop fire starting and that adequate fire protection measures are in place to protect everyone in the building.

A fire hazard is anything that can start a fire, such as ignition sources or combustible materials. Consider:

- electrical equipment
- smoking
- arson
- heating
- cooking
- housekeeping
- contractors



## 1 Fire hazards

- Have you found anything that could start a fire?
- Have you found anything that could burn?
- How could a fire start?
- Think about heaters, lighting, electrical equipment and hot works
- Have you considered smoking and the use of matches?
- Hot processes, welding and grinding should also be taken into account

## 2 People at risk

- Everyone is potentially at risk from fire
- Think about night staff or people not familiar with the premises, such as visitors or customers
- Children, the elderly or disabled people are especially vulnerable
- Who could be at risk?
- Who could be especially at risk?

## 3 Evaluate and act

- Have you assessed the risks in the workplace?
- Do you have enough escape routes?
- Have you planned escape routes?
- Have you made sure people will be able to safely find their way out, even at night?
- Is a fire alarm system needed?
- Are signs, such as fire exit signs, needed?
- Is emergency lighting required?
- Are fire extinguishers needed and, if so, where should they be located?
- Have you kept sources of ignition away from fuel sources?
- Have you made sure that everyone is safe in case of fire?
- Do you have a fire safety plan?
- Who will call the fire and rescue service?
- Could you put out a small fire and stop it spreading?

## 4 Record, plan and train

- Have you planned what everyone will do if there is a fire?
- Do all your staff know the plan?
- Have staff had up-to-date training and completed a fire drill?
- Have you included temporary staff?
- Are you maintaining everything that is provided or required to keep people safe from fire?
- Formulate your action plan to reduce the fire hazards. The plan is an inventory of actions, normally prioritised and time constrained to devise, maintain or improve controls. Remember, where appropriate, this can be eliminating or controlling hazards (e.g. better separation of combustible materials from ignition sources)

## 5 Review

- Keep your assessment under regular review. Remember to update it as risks or hazards change. If you make any significant changes, you should review your risk assessment. Have you made any changes to the building since the last assessment?
- Have you had a fire or a near miss?
- Have stock levels changed significantly?
- Have you started to store chemicals or dangerous substances?

# Fire risk assessment checklist

Responsible person  
(employer or person having  
control of premises):

Address of premises:

Assessor:

Date of assessment:

Use of premises:

Number of floors:

Construction:

Maximum number of  
employees/visitors:

## Electrical installations and equipment

Are fixed installations periodically inspected  
and tested every five years?

Yes

No

Are electrical equipment and appliances periodically  
inspected and tested?

N/A

Yes

No

Is the use of trailing leads and adaptors avoided  
where possible?

N/A

Yes

No

## Smoking

Are adequate measures in place to stop people from smoking on the premises?

Yes No 

Are 'No smoking' signs provided?

Yes No 

Are suitable arrangements in place for those who wish to smoke outside the premises?

N/A Yes No 

## Arson

Are the premises adequately secured to prevent unauthorised access?

Yes No 

Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?

N/A Yes No 

## Heating systems and portable heaters

Are fixed heating systems subject to periodic maintenance?

N/A Yes No 

Are portable heaters subject to periodic inspection and used safely?

N/A Yes No 

## Cooking

Are adequate measures taken to prevent fires from cooking?

N/A Yes No 

Are filters and ductwork subject to regular cleaning?

N/A Yes No

## Housekeeping

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?

Yes No 

Are combustible materials kept separate from ignition and heat sources?

Yes No 

Is it ensured that all contractors who undertake work on the premises are competent and qualified?

Yes No 

## Dangerous substances

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?

N/A Yes No 

## Other significant fire hazards

Are there any other significant fire hazards in the premises?

Yes No 

If the answer to the above questions is yes, please list each hazard and any control measures to reduce the likelihood of fire in the box below.  
If the answer to any question is no, include suitable action within the Action Plan.

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## Means of escape

Are all escape routes kept clear of obstructions to enable people to escape safely? Yes  No

Are all fire exits easily and immediately openable? Yes  No

Are distances of travel considered reasonable? Yes  No

Are suitable precautions in place for all inner rooms? N/A  Yes  No

Is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors? N/A  Yes  No

Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises? N/A  Yes  No

Record brief details of the above measures in the box below.  
If the answer to any question is no, include suitable action within the Action Plan.

## Means of giving warning in case of fire

Is there a suitable electrical fire alarm system? N/A  Yes  No

Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate? N/A  Yes  No

Record brief details of the above measures in the box below.  
If the answer to any question is no, include suitable action within the action plan.

## Manual fire extinguishers

Is there reasonable provision of fire extinguishers?

N/A

Yes

No

## Emergency escape lighting

Is there a reasonable standard of emergency escape lighting to illuminate escape routes and areas without natural lighting?

N/A

Yes

No

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

## Fire safety signs and notices

Is there a reasonable standard of fire exit signage and fire safety signs?

N/A

Yes

No

Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations?

Yes

No

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

## Management of fire safety

Has someone been appointed to manage fire safety? Yes  No

Are procedures in the event of fire appropriate and properly documented? Yes  No

Are all employees given regular instruction and training on the action to take in the event of a fire? Yes  No

Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles? N/A  Yes  No

Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable? Yes  No

Are monthly and annual testing routines in place for the emergency escape lighting? N/A  Yes  No

Are weekly testing and periodic maintenance and servicing routines in place for the fire alarm system and any automatic detectors? N/A  Yes  No

Are fire extinguishers subject to annual maintenance? N/A  Yes  No

Are records of testing and maintenance maintained? Yes  No

Record brief details of the above measures in the box below.  
If the answer to any question is no, include suitable action within the action plan.

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## Action plan

If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.

Item	Deficiency	Proposed action	Timescale	Person responsible
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				