Fire Risk Assessment

Business name: ……..

Address: ……..

Date of risk assessment: ……..

Carried out by: ……..

Checklist

Stage 1:Identify the fire hazards

1.	Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept in the work place?	yes☐ no☐ not applicable☐
2.	Is the system operating effectively?	yes☐ no☐ not applicable☐
3.	Are all combustible materials and flammable liquids and gases stored safely?	yes☐ no☐ not applicable☐
4.	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	yes☐ no☐ not applicable☐
5.	Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?	yes☐ no☐ not applicable☐
6.	Is the wiring of the electrical installation inspected periodically by a competent person?	yes☐ no☐ not applicable☐
7.	Is the use of extension leads and multi-point adapters kept to a minimum?	yes☐ no☐ not applicable☐
8.	Are flexes run in safe places where they will not be damaged?	yes☐ no☐ not applicable☐
9.	Is the upholstery of furniture in good condition?	yes☐ no☐ not applicable☐
10.	Is the workplace free of rubbish and combustible waste materials?	yes☐ no☐ not applicable☐
11.	Is there a designated smoking area provided with adequate ashtrays?	yes☐ no☐ not applicable☐
12.	Have suitable measures been taken to protect against the risk of arson?	yes☐ no☐ not applicable☐
13.	Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	yes☐ no☐ not applicable☐

Stage 2:Identify the people who could be at risk

14.	Are there a sufficient number of exits of suitable width for the people likely to be present?	yes☐	no☐	not applicable☐
15.	Do the exits lead to a place of safety?	yes☐	no☐	not applicable☐
16.	Are gangways and escape routes free from obstructions?	yes☐	no☐	not applicable☐
17.	Are the escape routes free from tripping and slipping hazards?	yes☐	no☐	not applicable☐
18.	Are steps and stairs in a good state of repair?	yes☐	no☐	not applicable☐
19.	Are final exits always unlocked when the premises are in use?	yes☐	no☐	not applicable☐
20.	Are the devices securing final exits capable of being opened immediately and easily without the use of a key?	yes☐	no☐	not applicable☐
21.	Are internal fire doors labelled as such and normally kept closed?	yes☐	no☐	not applicable☐
22.	Are the self-closers on fire doors operating correctly?	yes☐	no☐	not applicable☐
23.	Do the doors on escape routes open in the direction of travel? (i.e. towards the escape route)?	yes☐	no☐	not applicable☐
24.	Are escape routes clearly signed?	yes☐	no☐	not applicable☐
25.	Are escape routes adequately lit?	yes☐	no☐	not applicable☐
26.	Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises?	yes☐	no☐	not applicable☐

Stage 3: Eliminate, control or avoid the fire hazards

27.	Do procedures and practices avoid the use of combustible materials or processes that use heat?	yes☐ no☐ not applicable☐
28.	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	yes☐ no☐ not applicable☐
29.	Have staff been trained in how to call the fire brigade, the use of the fire extinguishers and basic fire prevention?	yes☐ no☐ not applicable☐
30.	Have you asked your insurers for advice regarding the fire protection of your premises?	yes☐ no☐ not applicable☐

Stage 4:Consider whether the existing fire safety provisions are adequate or need improvement

31.	Where escape lighting is installed is it in working order and maintained regularly?	yes☐ no☐ not applicable☐
32.	Is there an automatic fire detection and alarm system?	yes☐ no☐ not applicable☐
33.	Is the fire alarm system in good working order?	yes☐ no☐ not applicable☐
34.	Is the fire alarm tested weekly?	yes☐ no☐ not applicable☐
35.	Can the fire alarm be raised without placing anyone in danger?	yes☐ no☐ not applicable☐
36.	Are the fire alarm call points clearly visible and unobstructed?	yes☐ no☐ not applicable☐
37.	Is the fire alarm system connected to a monitoring centre which calls the fire brigade?	yes☐ no☐ not applicable☐
38.	Is the fire alarm system, and all its components continuously monitored?	yes☐ no☐ not applicable☐
39.	Are an adequate number of suitable fire extinguishers provided?	yes☐ no☐ not applicable☐
40.	Are fire extinguishers and fire blankets located suitably and ready for use?	yes☐ no☐ not applicable☐
41.	Are the fire extinguishers serviced annually by a competent company or person?	yes☐ no☐ not applicable☐
42.	Is any fixed firefighting installation or automatic fire detection system in working order?	yes☐ no☐ not applicable☐

Stage 5:Record the findings

43.	If you employ five or more people have you recorded the findings of the risk assessment?	yes☐ no☐ not applicable☐
44.	Have you told your staff or their representatives about your findings?	yes☐ no☐ not applicable☐
45.	If you have prepared a formal report has this been shown to your staff or their representatives?	yes☐ no☐ not applicable☐
46.	If you share the workplace with others do they know about the risks that you have identified?	yes☐ no☐ not applicable☐
47.	If you do not have direct control over the workplace have you made your findings known to the owner or landlord?	yes☐ no☐ not applicable☐

Stage 6: Prepare an emergency plan

48.	Any fire action notices displayed prominently throughout the workplace?	yes☐ no☐ not applicable☐
49.	Has an emergency plan been drawn up in case of a major fire?	yes☐ no☐ not applicable☐
50.	Is a copy of the emergency plan kept other than at the workplace?	yes☐ no☐ not applicable☐

Stage 7:Carry out a periodic review of the assessment

51.	Has a procedure been established to review the fire risk assessment periodically?	yes☐ no☐ not applicable☐

Main findings of the risk assessment (if the answer to any question is 'no' then steps should be taken to rectify the deficiency identified as soon as is practicable).

Faults/risks detected and remedial actions: ……...

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Any necessary guidance to staff and/or training required: ……...

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Date of next risk assessment: ……...