

Fire risk assessment checklist

This sheet is designed to help you work through the fire-risk assessment process. Each building requires a complete checklist. By following the sections you will be able to identify the areas which require attention.

Identifying the fire hazards

	Yes	No	Not applicable
Is there a system for controlling the amounts of combustible material in the work place?			
Is the system operating effectively?			
Is all combustible material stored safely?			
Are all heaters fitted with suitable guards and fixed in positions away from combustible materials?			
Are all items of portable electrical equipment inspected regularly and fitted with the correct fuses?			
Is the wiring of the electrical installations inspected periodically by a competent person?			
Is the use of extension leads and multipoint adaptors kept to a minimum?			
Are flexes run in safe places where they will not be damaged?			
Are there any light bulbs and fittings near flammable materials?			
Where pipes/cable ducts have been cut into fire walls to provide services have all holes been fully stopped and sealed?			
Is the upholstery of the furniture in good condition?			
Is the workplace kept free from rubbish and combustible materials? (Consider how often bins are emptied)			
Are there any naked flames employed in the work processes?			
Does the work area have any oil or gas burning equipment?			
Do the work activities involve processes such as incineration, cooking, welding and so on?			
Have suitable measures been taken to protect against the threat of arson?			
Have measures been taken to ensure that smoke and flames cannot spread from one area in the building to another?			
Where dividing walls have been erected have roof spaces been similarly compartmentalised?			
Are there any portable heaters in this area?			
Are any CoSHH items stored in this area?			

Identifying the people who could be at risk

	Yes	No	Not applicable
Is there a sufficient number of exits of suitable width for the people present?			
Do the exits lead directly on to a place of safety?			
Are gangways and escape routes free from obstruction?			
Are steps and stairs in a state of good repair?			
Are final exits always unlocked when the premises are in use?			
Are the devices securing final exits capable of being opened immediately and easily without the use of a key?			
Are internal fire doors labelled as such and normally kept closed?			
Are the self-closers on fire doors operating correctly?			
Do the doors on escape routes open in the direction of travel?			
Are escape routes clearly signed?			
Are escape routes adequately lit?			
Have plans been made and rehearsed regarding helping disabled staff/visitors to evacuate the premises?			

Eliminate, control or avoid the fire hazards

	Yes	No	Not applicable
Do procedures and practices avoid the use of combustible materials or processes that use heat?			
Are all highly flammable materials stored in fire-resisting stores away from sources of ignition?			
Can general housekeeping be improved to dispose of waste and rubbish in this area?			
Can damaged upholstered furniture be effectively repaired?			
Are all pieces of portable electrical equipment PAT tested?			
Are all pieces of electrical equipment regularly maintained?			
Are all pieces of heat-producing equipment used in accordance with manufacturers' instructions?			
Are all electrical fuses suitable for the purpose?			
Are electrical circuit-breakers and thermostats provided?			
Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?			
Have staff been trained in how to summon assistance of the fire brigade, use the fire extinguishers and basic fire prevention?			
Have you asked your insurers for advice regarding the fire protection of the premises?			

Consider whether the existing fire-safety provisions are adequate or need improvement

	Yes	No	Not applicable
Where escape lighting is installed, is it in working order and maintained regularly?			
Is the fire alarm system in working order?			
Is the fire alarm tested weekly?			
Can the fire alarm be heard throughout the area?			
Can the fire alarm be raised without placing anyone in danger?			
Are all the fire alarm call points clearly visible and unobstructed?			
Are an adequate number of suitable fire extinguishers provided?			
Are fire extinguishers and fire blankets located suitably and ready for use?			
Are the fire extinguishers serviced annually by a competent company or person?			
Are the fixed fire-fighting installations/automatic fire-detection system in working order?			
Are there adequate escape routes and final exits?			
Are all the escape routes and final exit doors unobstructed and functioning properly?			
Are all the necessary exit and directional signs in place?			
Are there any special provisions in place for the evacuation of disabled people?			
Are records kept for the testing of fire-fighting equipment?			
Are records kept for the testing of fire warning arrangements (including automatic fire detection)?			
Are records kept for the testing of fixed fire-fighting equipment systems (including sprinkler systems)?			
Are records kept of the findings of fire drills?			

Record the findings

	Yes	No	Not applicable
Have you dated and recorded the findings of your fire-risk assessment?			
Have you told your staff or their representatives about your findings?			
If you have prepared a formal report, has this been shown to your staff or their representatives?			
If you share your school with others, do they know about the risks that you have identified?			
Have you made your findings known to any other organisation/authority who has responsibilities towards your workplace?			

Prepare an emergency plan

	Yes	No	Not applicable
Are fire action notices displayed prominently throughout the school?			
Has an emergency plan been drawn up in case of a major fire?			
Is a copy of the emergency plan kept somewhere other than the school?			

Review of assessment

	Yes	No	Not applicable
Has a procedure been established to review the fire-risk assessment periodically?			

Actions required	Date for completion

General comments

Assessor's signature _____

Date _____