

☐ Have you found anything that could burn?



- ☐ Who could be at risk?
- ☐ Who could be especially at risk?



- ☐ Have you assessed the risks of fire in your workplace?
- ☐ Have you assessed the risk to staff and visitors?
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- ☐ Have you kept any source of fuel and heat/sparks apart?
- ☐ If someone wanted to start a fire deliberately, is there anything around they could use?
- ☐ Have you removed or secured any fuel an arsonist could use?
- ☐ Have you protected your premises from accidental fire or arson?

- ☐ Will you know there is a fire?
- ☐ Do you have a plan to warn others?
- ☐ Who will make sure everyone gets out?
- ☐ Who will call the fire service?
- ☐ Could you put out a small fire quickly and stop it spreading?



- ☐ Have you planned escape routes?
- ☐ Have you made sure people will be able to safely find their way out, even at night if necessary?
- ☐ Does all your safety equipment work?
- ☐ Will people know what to do and how to use equipment?



☐ Have you planned what everyone will do if there is a fire?

☐ Have you discussed the plan with all staff?

- ☐ Informed and trained people (practised a fire drill and recorded how it went)?
- ☐ Nominated staff to put in place your fire prevention measures and trained them?
- ☐ Made sure everyone can fulfil their role?
- ☐ Informed temporary staff?
- ☐ Consulted others who share a building with you, and included them in your plan?



- ☐ Made any changes to the building inside or out?
- ☐ Had a fire or near miss?
- ☐ Changed work practices?

- ☐ Begun to store chemical or dangerous substances?
- ☐ Significantly changed your stock, or stock levels?
- ☐ Have you planned your next fire drill?