Fire Risk Assessment

1. Assessment Details

Area assessed:		
	Assessment by:	Site:
	Position:	Assessment date:
	Assessment ref:	Review date:

2. Premises and Occupation (**X** as applicable)

☐ Are the premises multi-storey?
☐ Are there large numbers of people on the premises?
☐ Are there any young persons on the premises?
☐ Are there people in remote parts of the premises?
☐ Do processes undertaken include the application of heat?
☐ Do the premises contain highly flammable gases or liquids?
☐ Do the premises have fire break walls and doors?
☐ Are auto-closers on fire doors operating properly?

☐ Does the building have a large floor area?
☐ Do people sleep on the premises?
☐ Are there any disabled people on the premises?
☐ Does the building construction include combustible features?
☐ Do processes undertaken generate sparks?
☐ Do the premises contain large amounts of combustibles?
☐ Are any holes in firebreak walls properly fire stopped?
☐ Are rules in place to prevent fire doors being left propped open?

Comments:

3. Fire Hazard Controls (**X** as applicable)

☐ Is the fixed electrical installation periodically inspected and tested?
☐ Are portable electrical appliances periodically inspected and tested?
☐ Are trailing electrical leads, extension cables and adapters minimised?
☐ Are battery chargers and electrical boards clear of combustibles?
☐ Is the site secured so as to minimise the risk of arson?
☐ Is the use of portable and naked flame heaters minimised?
☐ Are heating systems maintained?
☐ Is hot work minimised and undertaken using a Hot Work Permit system?
☐ Are gas bottles and cylinders prevented from falling over?
☐ Are flammable gases and liquids suitably stored and used?
☐ Is the mains gas inlet protected against impact damage?

☐ Is smoking prohibited in buildings and signed as such?
☐ Are designated smoking areas clear of combustibles?
☐ Are designated smoking areas provided with suitable ash trays?
☐ Are combustibles kept away from the exterior of the building?
☐ Are portable heaters kept away from combustibles?
☐ Are cooking extraction systems regularly cleaned?
☐ Is housekeeping and waste management to a good standard?
☐ Are flashback arrestors fitted to welding equipment?
☐ Are quantities of flammable gases and liquids minimised?
☐ Are explosive atmosphere zones identified and signed?
☐ Does the building have a lightning protection system?

Comments:

4. Fire Detection   (**X** as applicable)

- [ ] Can the fire alarm be raised without placing anyone in danger?
- [ ] Are the fire alarm call points clearly visible and unobstructed?
- [ ] Is the fire alarm connected to an alarm-receiving centre?
- [ ] Is the fire alarm system in good working order and maintained?

- [ ] Is there an automatic fire alarm system?
- [ ] Does the fire alarm system include automatic detection?
- [ ] Are regular false fire alarm activations not experienced?
- [ ] Is the fire alarm tested weekly and recorded as such?

Comments:

5. Fire Extinguishers   (**X** as applicable)

- [ ] Are appropriate numbers of hand held fire extinguishers available?
- [ ] Are hand held fire extinguishers readily accessible and signed?
- [ ] Are automatic fire extinguishing systems provided?

- [ ] Are appropriate types of hand held fire extinguishers available?
- [ ] Are hand held fire extinguishers inspected and maintained?
- [ ] Are automatic fire extinguishing systems tested and maintained?

Comments:

6. Fire Escape   (**X** as applicable)

- [ ] Is there an emergency evacuation procedure?
- [ ] Are arrangements in place to evacuate disabled individuals?
- [ ] Is the number, type and travel distance of fire escape routes suitable?
- [ ] Can doors on fire escape routes be opened easily?
- [ ] Is emergency escape lighting provided as appropriate?
- [ ] Are fire drills undertaken periodically (e.g. every 6 months)?

- [ ] Does the evacuation procedure include a roll call?
- [ ] Are fire action notices displayed throughout the premises?
- [ ] Are fire escape routes signed and kept free from obstruction?
- [ ] Do doors on fire escape routes open in the direction of travel?
- [ ] Are emergency lighting systems tested and maintained?
- [ ] Are evacuation times calculated and recorded?

Comments:

7.   Fire Safety Management   (**X** as applicable)

☐ Are suitable fire marshals appointed and trained?

☐ Are all staff provided with appropriate fire safety information?

☐ Are regular workplace fire safety inspections undertaken?

☐ Is a fire logbook established and kept up to date?

☐ Are visitors provided with appropriate fire safety information?

☐ Are fire risk assessments shared with relevant third parties?

Comments:

8.   Risk Rating   (**X** as applicable)

Severity	Likelihood	Risk Rating (Severity x Likelihood)		Score
☐ 4 = Catastrophic	☐ 4 = Almost certain	☐ 12 to 16	VERY HIGH	
☐ 3 = Serious	☐ 3 = Likely	☐ 8 to 11	HIGH	
☐ 2 = Moderate	☐ 2 = Possible	☐ 4 to 7	MEDIUM	
☐ 1 = Minor	☐ 1 = Very remote	☐ 1 to 3	LOW	

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