

Fire Safety Risk Assessment

This fire risk assessment form must be completed by a responsible person who understands fire safety requirements. They must have the necessary knowledge, experience, and training to recognise the fire risks in their workplace and identify suitable safety measures to control these risks.

ORGANISATION NAME:	
NAME OF ASSESSOR(S):	
DATE:	

Common Hazards

Source of Ignition Check the ignition sources in your workplace. Look for frayed wiring, poorly-maintained equipment, blocked ventilation, signs of overheating, incorrectly discarded cigarettes, etc.	Have you Identified any issues? Yes <input type="checkbox"/> No <input type="checkbox"/>	Notes/action to take:
Source of Fuel Check the fuel sources in your workplace. Look for waste materials, such as cardboard, that need removing from the premises, check that external bins are properly secured and kept well away from the building, and look for incorrectly-stored flammables, such as chemicals.	Have you Identified any issues? Yes <input type="checkbox"/> No <input type="checkbox"/>	Notes/action to take:
Source of Oxygen Check the activities or materials in your workplace that present a source of oxygen. For example, oxygen cylinders used in confined spaces, pyrotechnics, and oxidising materials.	Have you Identified any issues? Yes <input type="checkbox"/> No <input type="checkbox"/>	Notes/action to take:

Fire Alarms and Detectors

1. Have you tested the fire alarm in all areas?

Yes

No

Comments:

2. Did the alarm sound as expected in every area?

Yes

No

Comments:

3. Are all manual call points in good condition and unobstructed?

Yes

No

Comments:

4. Are there a sufficient number of alarms throughout the premises, including those that accommodate people with vulnerabilities?

Yes

No

For example, visual alarms for people that are hard of hearing.

Comments:

5. Do visual alarms and pagers work as expected?

Yes

No

N/A

Comments:

6. Are detectors due an inspection soon?

Yes

No

Comments:

Escape Routes and Exits

1. Are all routes and exits free from obstructions?

Yes No

Comments:

2. Are all fire doors kept closed?

Yes No

Comments:

3. Do fire doors that are normally locked unlock during the alarm?

Yes No

Comments:

4. Do the self-closing features on fire doors work properly?

Yes No

Comments:

5. Do doors for escape routes and final exits open easily?

Yes No

Comments:

6. Is the assembly point free from obstructions?

Yes No

Comments:

7. Are there suitable measures along escape routes for vulnerable people?

Yes

No

N/A

For example, access ramps and firefighting lifts.

Comments:

8. Are ventilators in stairwells (where relevant) working as intended?

Yes

No

N/A

Comments:

Signage and Lighting

1. Are there a sufficient amount of fire escape and exit signs, so that one is in clear sight from anywhere in the building?

Yes No

Comments:

2. Are all fire safety signs clearly visible, unobstructed, and undamaged?

Yes No

Comments:

3. Do all fire signs clearly lead people out the building and to the assembly point?

Yes No

Comments:

4. Do all fire escape routes and doors have appropriate 'keep shut' or 'keep clear' signs?

Yes No

Comments:

5. Are all signs appropriately illuminated?

Yes No

Comments:

6. Is emergency lighting functioning as intended, so that all escape routes have adequate illumination?

Yes No

Comments:

7. Are any doors that could be confused as an escape route clearly marked?

Yes No

Comments:

8. Do push bars on final exit doors (where relevant) work as intended?

Yes No

Comments:

9. Is the assembly point sign clearly visible and undamaged?

Yes No

Comments:

10. Are fire action notices in good condition and unobstructed?

Yes No

Comments:

Fire Fighting Equipment

- 1. Are fire extinguishers all in their intended locations, unobstructed, and undamaged?** Yes No

Look for dents, leaks, faded labels, signs of corrosion or vandalism, and missing lock pins.

Comments:

- 2. Are fire extinguishers properly mounted or within their designated cabinet?** Yes No

Comments:

- 3. Are extinguishers appropriate for the types of risks in the areas they're located?** Yes No

For example, carbon dioxide extinguishers in rooms with electrical equipment.

Comments:

- 4. Are any extinguishers due an inspection or due to expire soon?** Yes No

Comments:

- 5. Are there a suitable number of fire extinguishers throughout the premises?** Yes No

There should be at least one every 200 square metres.

Comments:

6. Are sprinkler systems unobstructed?

Yes

No

Comments:

Additional factors

1. Is the fire action plan up to date?

Yes No

Comments:

2. Are people's personal emergency evacuation plans all up to date?

Yes No

Comments:

3. Does anyone need to refresh their training?

Yes No

Comments:

4. Is your workplace due to carry out a fire drill soon?

Yes No

Comments:

5. Any further comments/actions to take:

Comments:

Assessor(s) signature:

Date of next assessment: