

Fire Risk Assessment Checklist

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1. First Hazards

Fire starts when heat (source of ignition) comes into contact with fuel (anything that burns), and oxygen (air). You need to keep sources of ignition and fuel apart.

How could a fire start?

Think about heaters, lighting, naked flames, electrical equipment, hot processes such as welding or grinding, cigarettes, matches and anything else that gets very hot or causes sparks.

What could burn?

Packaging, rubbish, and furniture could all burn, just like the more obvious fuels such as petrol, paint, varnish, and white spirit. Also think about wood, paper, plastic, rubber, and foam. Do the walls or ceilings have hardboard, shipboard, or polystyrene? Check outside too.

- ☐ Have you found anything that could start a fire?

- ☐ Have you found anything that could burn?

2. People at Risk

Everyone is at risk if there is a fire. Think whether the risk is greater for some because of when or where they work. For example night staff, or because they're not familiar with the premises, such as visitors or customers. Children, the elderly, or disabled people are especially vulnerable.

Have you identified?

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

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3. Evaluate and Act

Evaluate

First, think about what you have found in steps 1 and 2. What are the risks of a fire starting, and what are the risks to people in the building or nearby?

Remove and reduce risk.

How can you avoid accidental fires? Could a source of heat or sparks fall, be knocked or pushed into something that would burn? Could that happen the other way round?

Protect

Take action to protect your premises and people from fire.

- ☐ Have you assessed the risks of fire in your workplace?
- ☐ Have you assessed the risk to staff and visitors?
- ☐ 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?
- ☐ How can you make sure everyone is safe in case of fire?
- ☐ 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?
- ☐ How will everyone escape?
- ☐ Have you planned escape routes?
- ☐ Have you made sure people will be able to safely find their way out, or even at night if necessary?
- ☐ Does all your safety equipment work?
- ☐ Will people know what to do and how to use the equipment?

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4. Record, Plan and Train

Record

Keep a record of any fire hazards and what you have done to reduce or remove them. If your premises are small, a record is a good idea. If you have five or more staff or have a licence, you must record what you have found and what you have done.

Plan

You must have a clear plan of how to prevent fire and keep people safe in case of fire. If you share a building with others, you need to coordinate your plan with them.

Train

You need to make sure your staff know what to do in case of fire, and if necessary, that they are trained for their roles

- ☐ Have you made a record of what you have found and the action you have taken?
- ☐ Have you planned what everyone will do if there is a fire?
- ☐ Have you discussed the plan with all staff?
- ☐ Have you?
- ☐ 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 fulfill their role?
- ☐ Informed temporary staff?
- ☐ Consulted others who shares a building with you, and included them in your plan?



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5. Review

Keep your risk assessment under regular review. Over time, the risks may change.

If you identify significant changes in risk or make any significant changes to your plan. You must tell others who share the premises and where appropriate re-train staff.

Have you?

- ☐ Made any changes to the building inside or out?
- ☐ Had a fire or near miss?
- ☐ Changed work practises?
- ☐ Begun to store chemicals or dangerous substances?
- ☐ Significantly changed your stock or stock levels
- ☐ Have you planned your next fire drill?

Need to Carry Out a Fire Risk Assessment?

Need to carry out a fire risk assessment? Then take a look at the Vision Fire Risk Assessment and Management Software Module which enables you to carry out a comprehensive fire risk assessment and manage your risk from start to finish.

For more information about the Vision Fire Risk Assessment and Management Software Module within ACMS UK's Vision software, contact ACMS UK today and book a demonstration.

Alternatively, call one of our specialist advisors on 0115 7590 772

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