

FIRE RISK ASSESSMENT CHECKLIST

Using a thorough fire risk assessment checklist means you won't miss a thing when it comes time to fulfil your legal obligations.

1. Identify Fire Hazards

Identify any fire hazards

Pinpoint potential sources of heat. Survey your site and take note of anything that could generate heat or naked flames such as: electrical equipment, heaters, lighting, hot processes equipment, or matches.

Identify what combustible materials your premises contains; paper, plastic, cardboard, fuels, chemicals, ceilings/wall materials, etc.

2. People At Risk

Identify people at risk

Recognise that the risk of a fire could be greater for certain types of people compared to others. For example, those who have disabilities or mobility issues may need extra support during evacuation.

Also, if certain employees engage in roles that are more high-risk than others, this will also need to be considered.

3. Evaluate & Act

Evaluate, remove or reduce the identified risks

Now you have collected information on the hazards and risks, evaluate this knowledge and assess the likelihood of a fire breaking out, and how it could occur based on your gathered intelligence.

Decide how you might remove or reduce the identified risks. Carry out your action plan.

4. Record, Plan & Train

Record your findings, create an emergency plan, and provide suitable training

Record all the fire hazards you have identified, and how you have reduced or removed them.

Plan how you intend to keep people safe in future and avoid hazards; remember that if you share your building premises with other companies, then you will need to discuss and coordinate your plan with them.

5. Review

Review and update the fire risk assessment regularly

Workplaces change all the time. Employees leave and join, roles will alter, premises layout changes, and new materials and substances may be brought on-site.

As such, the fire risk assessment will need to be reviewed regularly to identify changes to risks and to update the procedures accordingly.



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