



Fire Safety Risk Assessment Checklist

Introduction

Those responsible for fire safety have a legal responsibility to carry out and record a fire risk assessment.

The risk assessment process involves an inspection of the premises to identify potential fire hazards, to ensure adequate measures to stop fire starting and that adequate fire protection measures are in place to protect everyone in the building.

This fire safety checklist will provide a structured approach to identifying potential fire hazards and to establish and verify fire safety management procedures.

Note: Use of this template does not automatically imply compliance with fire safety law. It is the quality and accuracy of the information supplied and the implementation of suitable fire safety management procedures that is important.

All hazards and deficiencies identified in this fire safety risk assessment checklist should be addressed and outlined in the following action plan.

The fire risk assessment should be reviewed regularly (at least annually).

Important note: You must save this document when exiting to save anything you have logged.

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Responsible person
(employer or person having
control of premises):

Address of premises:

Assessor:

Date of assessment:

Use of premises:

Number of floors:

Construction:

Maximum number of
employees/visitors:

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Electrical Installations and equipment

Are fixed installations periodically inspected and tested every five years?		Yes	No
Are electrical equipment and appliances periodically inspected and tested?	N/A	Yes	No
Is the use of trailing leads and adaptors avoided where possible?	N/A	Yes	No

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the action plan.

Identified Hazards	Existing Control Measures
Deficiencies:	Remedial Action Required:
General Comments:	

Smoking

Are adequate measures in place to stop people from smoking on the premises?		Yes	No
Are 'no smoking' signs provided?		Yes	No
Are suitable arrangements in place for those who wish to smoke outside the premises?	N/A	Yes	No

Arson

Are the premises adequately secured to prevent unauthorised access?		Yes	No
Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?	N/A	Yes	No

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the action plan.

Identified Hazards	Existing Control Measures
Deficiencies:	Remedial Action Required:
General Comments:	

Heating systems and portable heaters

Are fixed heating systems subject to periodic maintenance?	N/A	Yes	No
Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?	N/A	Yes	No

Cooking

Are adequate measures taken to prevent fires from cooking?	N/A	Yes	No
Are filters and ductwork subject to regular cleaning?	N/A	Yes	No

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the action plan.

Identified Hazards	Existing Control Measures
Deficiencies:	Remedial Action Required:
General Comments:	

Housekeeping

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?	Yes	No
Are combustible materials kept separate from ignition and heat sources?	Yes	No
Is it ensured that all contractors who undertake work on the premises are competent and qualified?	Yes	No

Dangerous substances

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?	N/A	Yes	No
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Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the action plan.

Identified Hazards	Existing Control Measures
Deficiencies:	Remedial Action Required:
General Comments:	

Other significant fire hazards

Are there any other significant fire hazards in the premises?

Yes

No

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the action plan.

Identified Hazards	Existing Control Measures
<p>Deficiencies:</p>	<p>Remedial Action Required:</p>
<p>General Comments:</p>	

Means of escape

Are all escape routes kept clear of obstructions to enable people to escape safely?		Yes	No
Are all fire exits easily and immediately openable?		Yes	No
Are distances of travel considered reasonable?		Yes	No
Are suitable precautions in place for all inner rooms?	N/A	Yes	No
Is adequate fire protection provided to stairways, including the provision of self-closing fire-resisting doors?	N/A	Yes	No
Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises?	N/A	Yes	No

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Means of escape

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the action plan.

Identified Hazards	Existing Control Measures
Deficiencies:	Remedial Action Required:
General Comments:	

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Means of giving warning in case of fire

Is there a suitable electrical fire alarm system?	N/A	Yes	No
Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate?	N/A	Yes	No
Could a fire in your premises spread to another?	N/A	Yes	No
Can the fire service easily get to your premises?	N/A	Yes	No

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the action plan.

Identified Hazards	Existing Control Measures
Deficiencies:	Remedial Action Required:
General Comments:	

Fire Fighting Equipment

Is there a reasonable provision of fire extinguishers/fire blankets?	N/A	Yes	No
Are all fire extinguishers/fire blankets readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases).	N/A	Yes	No
Is suitable wall signage/instruction provided relevant to firefighting equipment?	N/A	Yes	No

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the action plan.

Identified Hazards	Existing Control Measures
Deficiencies:	Remedial Action Required:
General Comments:	

Emergency escape lighting

Is there a reasonable standard of emergency escape lighting to illuminate escape routes and areas without natural lighting?	N/A	Yes	No
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Fire safety signs and notices

Is there a reasonable standard of fire exit signage and fire safety signs?	N/A	Yes	No
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Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations?		Yes	No
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Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the action plan.

Identified Hazards	Existing Control Measures
Deficiencies:	Remedial Action Required:
General Comments:	

Management of fire safety

Has someone been appointed to manage fire safety?		Yes	No
Are procedures in the event of fire appropriate and properly documented?		Yes	No
Are all employees given regular instruction and training on the action to take in the event of a fire?		Yes	No
Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles?	N/A	Yes	No
Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?		Yes	No
Are monthly and annual testing routines in place for the emergency escape lighting?	N/A	Yes	No
Are weekly testing and periodic maintenance and servicing routines in place for the fire alarm system and any automatic detectors?	N/A	Yes	No
Are fire extinguishers subject to annual maintenance?	N/A	Yes	No
Are records of testing and maintenance maintained?		Yes	No

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Management of fire safety

Record brief details of the above measures in the box below. If the answer to any question is no, include suitable action within the action plan.

Identified Hazards	Existing Control Measures
Deficiencies:	Remedial Action Required:
General Comments:	

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Action plan

If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.

Item	Deficiency	Proposed action	Timescale	Person responsible
1				
2				
3				
4				
5				








If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.

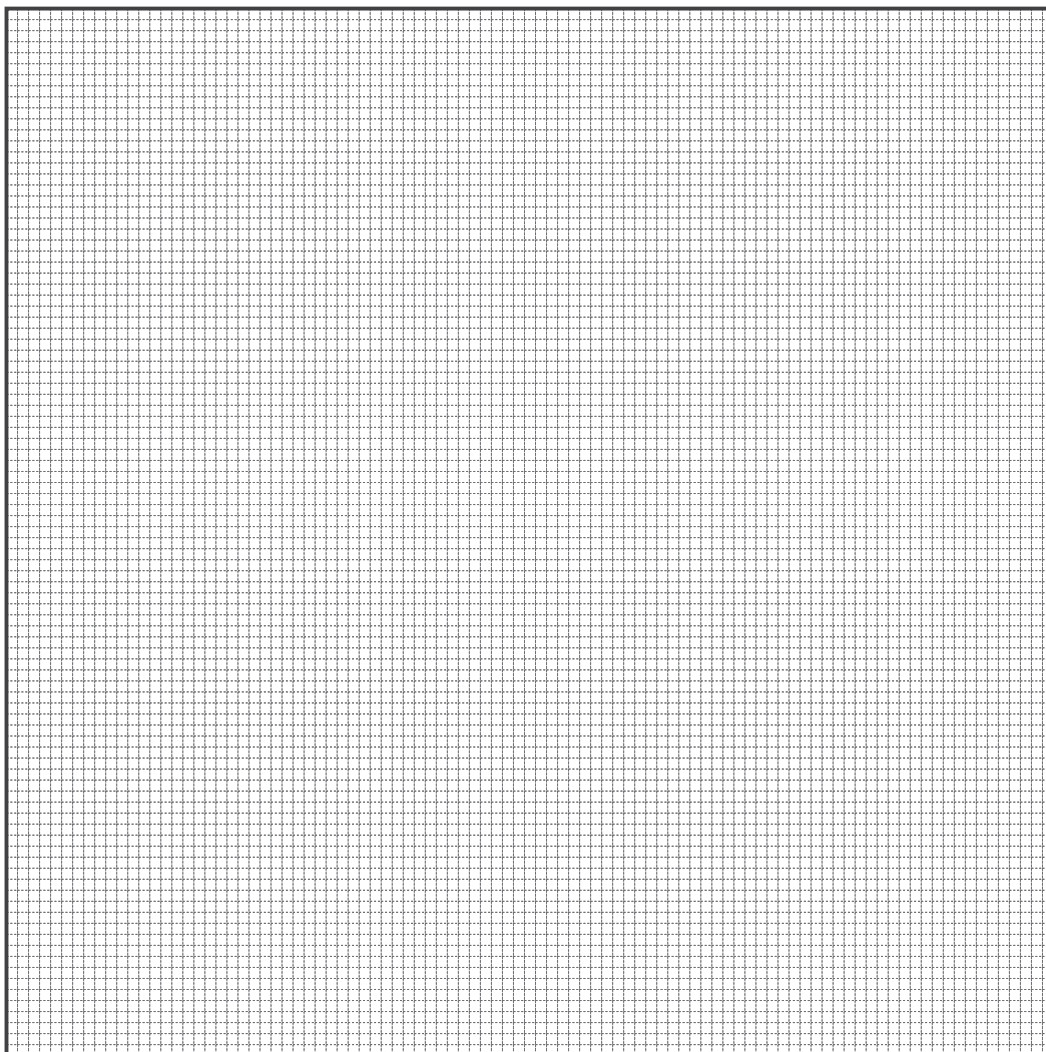
Item	Deficiency	Proposed action	Timescale	Person responsible
6				
7				
8				
9				
10				

Plan drawing

Complete a simple line drawing of the premises and identify your fire safety provisions including escape routes, portable fire extinguishers, smoke and/or heat detectors, emergency lighting and fire alarm call points.

Key

- Escape routes 
- Fire extinguisher 
- Smoke detectors 
- Heat detectors 
- Fire Alarm Sounders 
- Emergency Lighting 
- Manual Break Glass Point 



Plan drawing

As an aid to identifying the hazards within your premises it is possible to use a system of noughts and crosses using an **X** to mark **ignition sources** and an **O** for **fuel sources**.



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Call our team on **0300 124 6866**
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