

Fire Safety Risk Assessment Checklist

Step	Key Questions	Actions
1. Identify Fire Hazards	<ul style="list-style-type: none"> • Are there any sources of ignition (e.g., heaters, electrical equipment, smoking, arson)? • Are there combustible materials? • Are hot processes (e.g., welding) or cooking activities properly managed? 	<ul style="list-style-type: none"> • Identify ignition sources. • List combustible materials. • Manage processes that create heat or fire risk.
2. Identify People at Risk	<ul style="list-style-type: none"> • Who is in the building (employees, visitors, contractors)? • Are there vulnerable people (children, elderly, disabled)? • Is anyone unfamiliar with the premises? 	<ul style="list-style-type: none"> • List all people in the building. • Identify vulnerable people or those unfamiliar with the premises.
3. Evaluate, Reduce Risk, and Act	<ul style="list-style-type: none"> • Do you have enough escape routes? • Are fire alarms, signs, emergency lighting, or extinguishers needed? • Are ignition sources separated from combustibles? 	<ul style="list-style-type: none"> • Ensure clear escape routes. • Install fire safety equipment where needed. • Separate ignition sources from combustible materials. • Create a fire safety plan.
4. Record, Plan, and Train	<ul style="list-style-type: none"> • Do you have a documented fire safety plan? • Are staff trained? • Are fire safety provisions maintained? 	<ul style="list-style-type: none"> • Document your plan. • Train staff on fire safety. • Maintain all fire safety equipment (e.g., alarms, extinguishers).
5. Review Regularly	<ul style="list-style-type: none"> • Is the fire risk assessment reviewed periodically? • Have there been changes in the building? • Have there been fire incidents or near misses? 	<ul style="list-style-type: none"> • Review and update the fire risk assessment regularly. • Check for significant changes (e.g., building modifications, new fire hazards).

Fire Safety Management Checklist

Fire Safety Aspect	Status	Yes / No
Escape Routes	Kept clear and accessible.	
Fire Exits	Easily openable, reasonable travel distances.	
Fire Alarms	Installed and functioning.	
Fire Extinguishers	Adequate and maintained.	
Emergency Lighting	Working on escape routes and areas without natural lighting.	
Signage	Visible fire exit and safety signs.	
Fire Drills and Training	Conducted regularly for all staff.	
Maintenance	Routine checks for alarms, lighting, and extinguishers.	

Action Plan

Item	Problem	Proposed Action	Timescale	Responsible Person
Example: Fire exits	<i>Fire exit blocked by storage.</i>	<i>Clear fire exits and ensure access.</i>	<i>1 week</i>	<i>John Smith</i>
