Fire Risk Assessment Checklist

Step 1: Identify Fire Hazards

- [ ] Locate ignition sources (e.g., electrical equipment, heaters).
- [ ] Identify combustible materials (e.g., paper, chemicals).
- [ ] Identify oxygen sources (e.g., ventilation systems).
- [ ] Inspect flammable liquid storage areas.
- [ ] Evaluate kitchen/staff break areas and smoking policies.

Step 2: Identify People at Risk

- [ ] List employees, contractors, and visitors at risk.
- [ ] Identify vulnerable individuals (children, elderly, disabled).
- [ ] Assess isolated areas (e.g., storerooms).

Step 3: Evaluate, Remove or Reduce Risks

- [ ] Assess fire likelihood and existing controls.
- [ ] Remove flammable material hazards.
- [ ] Ensure up-to-date electrical inspections (EICRs).
- [ ] Test alarms and emergency lighting regularly.
- [ ] Keep escape routes and exits clear.

Step 4: Record, Plan and Train

- [ ] Document all findings and actions.
- [ ] Develop and update a fire safety plan.
- [ ] Install appropriate signage and notices.
- [ ] Train staff in evacuation and extinguisher use.
- [ ] Conduct and record regular fire drills.

Step 5: Review Regularly

- [ ] Review annually or after significant changes/events.
- [ ]

Update risk assessment after staff/process changes.

Additional Specific Checks

- [ ] Conduct regular EICRs and visual checks.
- [ ] Maintain and clear heating appliances from combustibles.
- [ ] Control designated smoking areas.
- [ ] Secure bins, doors, and vulnerable access points.
- [ ] Maintain clear escape routes and functional fire doors.
- [ ] Verify compliance of signage (Health & Safety Regulations 1996).
- [ ] Test and maintain alarms and extinguishers (BS 5839).
- [ ] Ensure emergency lighting works during outages.

Maintenance, Drills & Training

- [ ] Schedule regular servicing of all fire equipment.
- [ ] Conduct weekly/monthly in-house checks.
- [ ] Keep documented records of fire drills.
- [ ] Renew staff fire safety training regularly.
- [ ] Train on prevention, evacuation, and use of fire equipment.