

# Fire Safety Risk Assessment

---

This fire risk assessment form must be completed by a responsible person who understands fire safety requirements. They must have the necessary knowledge, experience, and training to recognize the fire risks in their workplace and identify suitable safety measures to control these risks.

Business/Organization Name: \_\_\_\_\_

Name of Assessor: \_\_\_\_\_

Date: \_\_\_\_\_

Risks	Have you identified any issues?		Notes
	Yes	No	
<b>Common Hazards</b>			
<b>Source of Ignition</b> Check the ignition sources in your workplace. Look for frayed wiring, poorly-maintained equipment, blocked ventilation, signs of overheating, incorrectly discarded cigarettes, etc.			
<b>Source of Fuel</b> Check the fuel sources in your workplace. Look for waste materials, such as cardboard, that need removing from the premises, check that external bins are properly secured and kept well away from the building, and look for incorrectly-stored flammables, such as chemicals.			
<b>Source of Oxygen</b> Check the activities or materials in your workplace that present a source of oxygen. For example, oxygen cylinders used in confined spaces, pyrotechnics, and oxidizing materials.			
<b>Fire Fighting Equipment</b>			
<b>1. Are fire extinguishers all in their intended locations, unobstructed, and undamaged?</b> <i>Look for dents, leaks, faded labels, signs of corrosion or vandalism, and missing lock pins.</i>			
<b>2. Are fire extinguishers properly mounted or within their designated cabinet?</b>			
<b>3. Are extinguishers appropriate for the types of risks in the areas they're located?</b> <i>Ex: Firexco Extinguisher for all fire types or Class K extinguisher for high temp grease and Class C extinguisher for electrical, etc</i>			
<b>4. Are any extinguishers due an inspection or due to expire soon?</b>			

Risks	Have you identified any issues?		Notes
	Yes	No	
<b>5. Are there a suitable number of fire extinguishers throughout the premises?</b> <i>Basic guideline is extinguishers every 75ft but refer to NFPA 10 for specific rules for building.</i>			
<b>6. Are sprinkler systems unobstructed?</b>			
<b>Fire Alarms &amp; Detectors</b>			
<b>1. Have you tested the fire alarm in all areas?</b>			
<b>2. Did the alarm sound as expected in every area?</b>			
<b>3. Are all manual call points in good condition and unobstructed?</b>			
<b>4. Are there a sufficient number of alarms throughout the premises, including those that accommodate people with vulnerabilities?</b> <i>Ex: visual alarms for people that are hard of hearing.</i>			
<b>5. Do visual alarms and pagers work as expected?</b>			
<b>6. Are detectors due an inspection soon?</b>			
<b>Escape Routes &amp; Exits</b>			
<b>1. Are all routes and exits free from obstructions?</b>			
<b>2. Are all fire doors kept closed?</b>			
<b>3. Do fire doors that are normally locked, become unlocked during the alarm?</b>			
<b>4. Do the self-closing features on fire doors work properly?</b>			
<b>5. Do doors for escape routes and final exits open easily?</b>			
<b>6. Is the assembly point free from obstructions?</b>			
<b>7. Are there suitable measures along escape routes for vulnerable people?</b> <i>Ex: access ramps and firefighting lifts.</i>			
<b>8. Are ventilators in stairwells (where relevant) working as intended?</b>			
<b>Signage and Lighting</b>			
<b>1. Are there a sufficient amount of fire escape and exit signs, so that a sign is in clear sight from anywhere in the building?</b>			
<b>2. Are all fire safety signs clearly visible, unobstructed, and undamaged?</b>			
<b>3. Do all fire signs clearly lead people out the building and to the assembly point?</b>			

Risks	Have you identified any issues?		Notes
	Yes	No	
4. Do all fire escape routes and doors have appropriate "Keep Shut" or "Keep Clear" signs?			
5. Are all signs appropriately illuminated?			
6. Is emergency lighting functioning as intended, so that all escape routes have adequate illumination?			
7. Are any doors that could be confused as an escape route clearly marked?			
8. Do push bars on final exit doors (where relevant) work as intended?			
9. Is the assembly point sign clearly visible and undamaged?			
10. Are fire action notices in good condition and unobstructed?			
<b>Training / Planning</b>			
1. Is the fire action plan up to date?			
2. Are people's personal emergency evacuation plans up to date?			
3. Are all employees properly trained on the use of each fire extinguisher present?			
4. Are all employees properly trained on fire safety and knowledgeable towards fire classes that could be present in the building?			
Is your workplace due to carry out a fire drill soon?			
Any further comments/actions to take?			

Signature of Assessor: \_\_\_\_\_

Date of Next Assessment: \_\_\_\_\_