

# FIRE RISK SAFETY ASSESSMENT

## Fire Hazards

Fire starts when heat or a source of ignition comes in to contact with air and anything that burns. You need to keep fuel and sources of ignition apart.

How could a fire start

Consider naked flames and heaters, hot equipment such as welders, generators, cigarettes, matches and anything else that gets hot or causes sparks that could ignite something.

What could burn?

Rubbish, packaging, desks, wooden furniture can all burn the same as the well-known fuels such as petrol and white sprits. Also consider plastic, rubber and foam. Are the ceilings constructed with hardboard, polystyrene or chipboard?

Have you identified anything that could start a fire at work?

Have you found anything that could burn?

## People at risk

Consider if the risk would be higher depending on the place and type of work. Staff that maybe on a nightshift will have less knowledge of the premises. Visitors, the elderly and disabled people are all at a highly vulnerable.

Who could be at risk?

Have you identified?

Who could be especially at risk?

## Evaluate and act

### ***Evaluate***

With steps 1 and 2 in mind. What are the risks of a fire starting and what risks are there to people in the nearby buildings?

Remove and reduce risk?

How can you avoid accidental fires? Could a source of heat or sparks be pushed onto something that can burn? Could this happen the other way round?

Protect

Take action to protect your building and the people from fire.

Have you assessed the risk of fire in the work premises?

Have you assessed the risk to staff and any visitors on the building premises?  
Are sources of fuel and ignition such as heat or sparks kept apart? If somebody wanted to deliberately start a fire, could they use anything around them?  
Have you removed or secured any flammable items that an arsonist could use?  
Have you protected your premises from arson or accidental fire?  
How can you make sure everyone is safe in the event of a fire.  
Will you know that there is a fire?  
Do you have a plan in place to warn other people of the fire?  
Who will ensure everybody gets out of the affected premises?  
Who will call the fire brigade emergency service?  
Can you put out a small fire and stop it from spreading.

### How will everyone escape

Are there escape routes planned?  
Will people be able to find their way out of the building, even at night or in the dark?  
Does all fire safety equipment work as it should?

### Record, map, plan and train.

#### **Record.**

Keep a record of any hazards and what you have done to reduce or remove them.

#### **Plan**

It is critical that you have a clear plan on how to prevent fires and how you will keep everyone safe in the case of fire. If you share the building with other businesses then you should coordinate the fire safety plan with them.

#### **Train.**

You should ensure that you train staff to ensure they know exactly what they need to do in the event of a fire.

Have you made a record of the things that you have found?  
Have you planned with staff what will happen if there is a fire?  
Has the plan been discussed with all staff members?

#### **Have you:**

Informed and trained people. Performed regular fire drills and recorded all details.  
Appointed staff to put your fire safety measure in place.  
Ensured that all staff can fulfil their roles should a fire break out.

Discussed the plans with temporary staff?

Coordinated with others that you may share the building with?

## Review

Keep your fire risk safety assessment under regular review as changes around the workplace can happen which can effect the fire safety assessment. If you spot any changes in risk or there are any changes made to the safety plan, you should inform others of the changes and train the staff where required.

### ***Have you***

Made any changes to the premises, inside and outside?

Ever had a fire or a near miss at work?

Changed work systems and practices?

Started to secure dangerous substances in a safe and secure manner?

Changed stock items or changed the amount of stock in anyway?

Have you scheduled your next fire evacuation drill?

Now that you have completed the checklist, do you still need some further information?

[Contact us for a chat](#)

The above checklist can assist you in completing a fire assessment but you may still require additional information if your business is large or you have many staff. We have published several resources that you can use to assist in the prevention of fire. These can be found in our resource section.