

Appendix 2

Fire Risk Assessment Checklist

Hazard Identification	Yes	No	Action required by Management
Have you identified all potential ignition sources?			
Have you identified all potential fuel sources?			
Have you identified all potential sources of oxygen?			
Have you made a note of your findings?			
Is the site enclosed to deter trespassers?			
Is the site illuminated to deter trespassers?			
Is the LPG and flammable chemicals on site stored safely?			
Is the quantity of flammable substances kept to a minimum?			
Is an inventory of flammables available on site for the Fire Brigade?			
Is the boiler room free from flammable and combustible materials?			
Is all waste kept away from the buildings? Is the storage of waste on site kept to a minimum?			
Is all equipment in good condition?			
Is all portable electrical equipment checked by a competent person on an annual basis?			
Is the mains electrical system checked by a competent person every 5 years?			
Are portable heaters used on site? If portable heaters are used are they positioned safely with adequate ventilation?			
If smoking is allowed anywhere on site is it restricted to a safe designated area?			
Have you identified who is at risk?			
Have you identified why they are at risk?			
Have you made a note of your findings?			

Fire Detection and Warning	Yes	No	Action required by Management
Can the existing means of fire detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety?			
Are detectors of the right type and in the appropriate locations?			
Can the means of warning be clearly heard and understood by everyone throughout the whole building when initiated from a single point?			
Are there provisions for people or locations where the alarm cannot be heard?			
If the fire detection and warning system is electrically powered, does it have a back-up power supply?			

Fire Fighting Equipment	Yes	No	Action required by Management
Are the extinguishers suitable for the purpose?			
Are there enough extinguishers sited throughout the premises at appropriate locations?			
Are the right types of extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?			
Are the extinguishers visible or does their position need indicating?			
Have you taken steps to prevent the misuse of extinguishers?			
Do you regularly check equipment provided to help maintain the escape routes?			
Do you carry out daily checks to ensure that there is clear access for fire engines?			
Are those who test and maintain the equipment competent to do so?			

Evacuation/ Escape	Yes	No	Action required by Management
Are the escape routes and final exits kept clear at all times?			
Do the doors on escape routes open in the direction of escape?			
Can all final exit doors be opened easily and immediately if there is an emergency?			
Will everybody be able to safely use the escape routes from your premises?			
Are pupils, students and staff who work in the building aware of the importance of maintaining the safety of the escape routes, e.g. by ensuring that fire doors are not wedged open and that combustible materials are not stored within escape routes?			
Are there any particular or unusual issues to consider?			
Is your building constructed, particularly in the case of multi-storey buildings, so that, if there is a fire, heat and smoke will not spread uncontrolled through the building to the extent that people are unable to use the escape routes?			
Are any holes or gaps in walls, ceilings and floors properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them?			
Can all the occupants escape to a place of total safety in a reasonable time?			
Are the existing escape routes adequate for the numbers and type of people that may need to use them, e.g. staff, pupils and students, members of the public, persons with disability and young children?			
Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?			
If there is a fire, could all available exits be affected or will at least one route from any part of the premises remain available?			
Are your premises used during periods of darkness?			
Will there always be sufficient lighting to safely use escape routes?			
Do you have back-up power supplies for your emergency lighting?			

Signs and Notices	Yes	No	Action required by Management
Where necessary, are escape routes and exits, the locations of firefighting equipment indicated by appropriate signs?			
Have you provided notices such as those giving information on how to operate security devices on exit doors, those indicating doors enclosing hazards that must be kept shut and fire action notices for staff and other people?			
Are you maintaining all the necessary signs and notices so that they continue to be correct, legible and understood?			

Testing and Maintenance	Yes	No	Action required by Management
Do you regularly check all fire doors and escape routes and associated lighting and signs?			
Do you regularly check all your firefighting equipment?			
Do you regularly check your fire detection and alarm equipment?			
Are those who test and maintain the equipment competent to do so?			
Do you keep a log book to record tests and maintenance?			

Evaluate, remove, reduce and protect from risks by:	Yes	No	Action required by Management
Have you evaluated the risk to people in your building if a fire starts?			
Have you removed or reduced the hazards that might cause a fire?			
Have you: <ul style="list-style-type: none"> Removed or reduced sources of ignition? Removed or reduced sources of fuel? Removed or reduced sources of air or oxygen? 			
Have you removed or reduced the risks to people if a fire occurs by: <ul style="list-style-type: none"> Considering the need for fire detection and for warning? Considering the need for firefighting equipment? Determining whether your escape routes are adequate? Determining whether your lighting and emergency lighting are adequate? Checking that you have adequate signs and notices? Regularly testing and maintaining safety equipment? Considering whether you need any other equipment or facilities? 			

Recording	Yes	No	Action required by Management
Have you recorded the significant findings of your assessment?			
Have you recorded what you have done to remove or reduce the risk?			
Are your records available for inspection by the enforcing authority?			
Is all relevant information recorded in the fire log book/ fire register?			

Emergency Plan	Yes	No	Action required by Management
Do you have an emergency plan and, where necessary, have you recorded the details?			
Does your plan take account of other responsible people in the building?			
Is the plan readily available for staff to read?			
Is the emergency plan available to the enforcing authority?			
Have you told your staff about the emergency plan?			
Have you informed pupils, students and visitors about what to do in an emergency?			
Have you identified people nominated to do a particular task?			
Have you given staff information about any dangerous substances?			
Do you have arrangements for informing temporary or agency staff?			
Do you have arrangements for informing other employers whose staff are guest workers in your premises, such as maintenance contractors and cleaners?			
Have you co-ordinated your fire safety arrangements with other responsible people in the building?			
Have you recorded details of any information or instructions you have given and the details of any arrangements for co-operation and co-ordination with others?			

Fire Safety Training	Yes	No	Action required by Management
Have your staff received any fire safety training?			
Have you carried out a fire drill recently?			
Are employees aware of specific tasks if there is a fire?			
Are you maintaining a record of training sessions?			
Do you carry out joint training and fire drills in multi-occupied buildings?			
If you use or store hazardous or explosive substances have your staff received appropriate training?			

Source & Acknowledgement to Department for Communities and Local Government Publications, UK – Fire Safety Risk Assessment Educational Premises