

YOUR FIRE RISK ASSESSMENT CHECKLIST FORM

Please note: This template has been provided to assist the Responsible Person with the preparation of a Fire Risk Assessment. It may not be suitable for use in some large or complex premises.

Address of business being assessed:						
Who assessed the premises:						
Date of fire risk assessment:						
Planned follow up dates:	DATE ONE		DATE TWO		DATE THREE	

THINK ABOUT:	RECORD IT:	DATE OF COMPLETED ACTION:
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RESPONSIBLE PERSON

Who is the responsible person? One person, or multiple for different sites?		
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YOUR PREMISES & PEOPLE

Number of people at premises		
Any 'at risk' occupants? Consider especially vulnerable people (e.g. disabled, elderly, young)		
How many rooms/floors/sites?		

FIRE HAZARDS

List the things that could start a fire: (example: heaters, cigarettes, machinery, welding, naked flames, electrical equipment)		
List the items that could potentially burn and sustain a fire: (example: furniture, packaging, soft furnishings, actual construction material of the building like chipboard)		

ASSESS THE RISK AND TAKE PRACTICAL MEASURES

What can you do to reduce the risk of fire that you have discovered in the 'Fire Hazards' section? Please detail them:		
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<p>Have you identified what process and action you will take to protect the people in your premises? List your procedures here: (e.g. escape routes, safety equipment required, special equipment for people, evacuation plan, nominated fire wardens)</p>		
<p>Have you formalised and recorded your plan and discussed it with the relevant people?</p>		
<p>Have you organised training for your staff to ensure everyone is clear on what to do in the case of a fire?</p>		

REGULAR REVIEW SCHEDULING

<p>Have you made any changes to the building that would need a change to the fire risk assessment?</p>		
<p>Have you changed the nature of your business? (e.g. handling dangerous or inflammable substances)</p>		
<p>Have you scheduled regular fire drills with your staff?</p>		