

Fire Risk Assessment

Fire risk assessment is a legal requirement for every workplace. Even a small fire could have fatal consequences and will have serious financial implications for any business.

Safety point	Why?	How do you do this?
By law a competent person must carry out a fire risk assessment of the premises.	A competent person will have the knowledge to identify the risks and suggest practical precautions you can take.	By developing your own knowledge, training a suitable, interested member of staff, or employing a qualified advisor. Ask for information from your Fire Authority.

Use the blank fire assessment form provided on the last page to go through this process and do a fire risk assessment of your premises. Photocopy the form for additional areas if required.

Fire safety risk assessment

1	<p>Identify fire hazards</p> <p>Identify:</p> <ul style="list-style-type: none"> • sources of ignition such as naked flames • sources of fuel such as flammable liquids • sources of oxygen such as the air around us
2	<p>Identify people at risk</p> <p>Identify:</p> <ul style="list-style-type: none"> • people in and around the premises and • people who are especially at risk
3	<p>Evaluate, remove or reduce, and protect from risk</p> <ul style="list-style-type: none"> • Evaluate the risk of a fire starting • Evaluate the risk to people from a fire • Remove or reduce fire hazards • Remove or reduce the risks to people from a fire • Protect people by providing fire precautions
4	<p>Record, plan, inform, instruct and train</p> <ul style="list-style-type: none"> • Record any major findings and action you have taken • Discuss and work with other responsible people • Prepare an emergency plan • Inform and instruct relevant people • Provide training
5	<p>Review</p> <ul style="list-style-type: none"> • Review your fire-risk assessment regularly • Make changes where necessary

Remember to review your fire-risk assessment regularly

Risk Assessment - Record of significant findings

Risk assessment for
Building:

Location:

Assessment done by

Date:

Completed by:

Signature:

Use:

Identify fire hazards

Sources of ignition

Sources of fuel

Sources of oxygen

People at risk

Evaluate, remove, reduce and protect from risk

Risk of fire occurring

Risk to people from a fire
starting in the premises

What hazards can be removed
and/or reduced that may cause
a fire

How can the risks to people be
removed and/or reduced

Assessment review

Assessment/review date

Completed by

Signature

Review outcome (where substantial changes have occurred a new record sheet should be used)