



Location:

Date:

Person carrying out the fire Risk Assessment.

Stage 1: Identifying the Fire Hazards.

	Yes / No / N/A	Comments & Action Taken
1. Are all combustible materials and flammable liquids and gases stored safely?	Yes	E.g. Need to ensure children's paints are stored safely at all times
2. Are all heaters fitted with suitable guards and fixed in position away from combustible materials?		
3. Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?		
4. Is the wiring of the electrical installation inspected periodically by a competent person?		
5. Is the use of extension leads and multipoint adapters kept to a minimum		

	Yes / No / N/A	Comments & Action Taken
6. Are flexes run in safe places where they will not be damaged?		
7. Is the upholstery of furniture in good condition?		
8. Is the workplace free of rubbish and combustible waste materials		E.g. Need to ensure staff are aware of the need to store resources safely.
9. Have suitable measures been taken to protect against arson?		
10. Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another/		

Stage 2: The people who could be at risk.

	Yes / No / N/A	Comments & Action Taken
11. Who might be harmed? Staff Visitors Contractors Person with disability Others (specify) - Children		
12. Are there a sufficient number of exits of suitable width for the people present?		

	Yes / No / N/A	Comments & Action Taken
13. Do the exits lead to a place of safety?		
14. Are gangways and escape routes free from obstruction?		
15. Are the escape routes free from tripping and slipping hazards?		
16. Are the steps and stairs in a good state of repair?		
17. Are the final exits always unlocked when the premises are in use?		
18. Are the devices securing final exits capable of being opened immediately and easily without the use of a key?		
19. Are the internal fire doors labelled as such and normally kept closed?		
20. Are the self closers on fire doors operating correctly?		
21. Do the doors on escape routes open in the direction of travel?		
22. Are escape routes clearly and correctly signed?		

	Yes / No / N/A	Comments & Action Taken
23. Are the escape routes adequately lit?		
24. Have plans been made regarding assisting visitors and disabled persons to evacuate the premises?		

Stage 3: Consider whether the existing fire safety provisions are adequate or need improvement?

	Yes / No / N/A	Comments & Action Taken
25. Where escape lighting is installed, is it in working order, maintained regularly and records kept?		
26. Are there alternative sources of lighting should the power fail? What are they?		
27. Are adequate arrangements made for detecting and giving warning of fire? What are they?		
28. Is the fire alarm system in working order?		
29. Is the fire alarm tested weekly?		

	Yes / No / N/A	Comments & Action Taken
30. Are the fire alarm call points clearly visible and unobstructed.		
31. Are an adequate number of suitable fire extinguishers or hose reels provided?		
32. Are fire extinguishers and fire blanket located suitably and ready for use?		
33. Are there notices indicating the location of fire fighting equipment where the location is not obvious?		
34. Is the fire fighting equipment serviced annually by a competent person or company and records kept?		
35. Have staff been trained in how to operate fire fighting equipment and are arrangements in place for training of new staff and regular retraining for all staff?		
36. Have staff been trained in the action to take when the fire alarm operates and are fire drills carried out regularly (full evacuation)?		

