

FIRE SAFETY RISK ASSESSMENT, FIRE HAZARDS PREVENTION & PLANNING: ESSENTIAL MEASURES



Fire Safety Checklist



Potential causes for fire hazards

Fires need three ingredients to start: a heating source, fuel and oxygen. Keep ignition sources away from anything that can catch fire and burn.



KEEP SOURCES OF FIRE HAZARDS IN CHECK

1. Have you identified potential sources of ignition: open flames, electrical equipment, smoking areas, and hot processes?

YES/NO

2. Have you identified potential fuel sources: flammable substances, furniture, outdoor waste storage spaces, packaging, plastic, foam, wallpaper, or wood?

YES/NO



Who can be put at risk?

During a fire, there may be a higher risk for some people because they are more vulnerable, they are not adequately trained, or they are less familiar with the layout of the premises.



PEOPLE ARE AT RISK

1. Have you determined if staff's safety is at risk?

YES/NO

2. What about visitors, suppliers, and clients?

YES/NO

3. Have you identified any vulnerable people, such as disabled people?

YES/NO

 

Preventative actions

Reduce fire risk by eliminating the most likely causes of fire. Identify potential accidental events and minimize cases of deliberate actions.



WHAT CAN BE DONE TO DIMINISH THE RISK

1. Have you reviewed smoking policies?

YES/NO

2. Have you ensured that the risk of accidental ignition of any fire-conductive material is brought to a minimum (ex: heating sources and fuel sources are kept apart)?

YES/NO

3. Have you taken comprehensive measures against an arson (ex: secure entry, breach of access to flammable goods)?

YES/NO



Further risk reduction measures

These apply to daily activities on the premises, building maintenance, storage policies and anti-fire protection. Implement fire safety risk assessment processes by covering every aspect of your operations and the people involved.



ADDITIONAL MONITORING AND CONTROL

1. Is the building in a good state of repair at all times (electrical wiring, vent systems, access/egress points)?

YES/NO

2. Can daily operations and activities pose a fire risk and if yes, are prevention measures put in place?

YES/NO

3. Are storage units regularly checked?

YES/NO



Maintenance of fire safety features

Ensure that all existing fire safety features and access control points operate as they should.



REGULAR REVIEW OF FIRE SAFETY DEVICES

1. Are fire doors in a good functioning order?

YES/NO

2. Are access control door systems installed correctly and in compliance with relevant fire codes?

YES/NO



Fire warning systems

The risk of damages and casualties during a fire is significantly reduced if people get a clear and timely warning.



STAFF AND VISITORS ARE WARNED IN TIME

1. Have you installed a sufficient number of fire/heat/smoke/CO2 alarms throughout the premises?

YES/NO

2. Are fire warning devices regularly checked for malfunctions?

YES/NO



Clear escape route signs

In the case of a fire breaking out, people must be able to vacate the premises safely and as quickly as possible.



PLAN AN ESCAPE ROUTE

1. Have you devised an adequate system of how everyone will leave the building to ensure their safety?

YES/NO

2. Are fire escape and fire exit signs installed and maintained correctly, so they are visible in limited lighting conditions?

YES/NO

3. Are there clear evacuation maps put in place?

YES/NO



Safety equipment emplaced

Damage control and safety measures include installing firefighting equipment at key points on the premises.



ACCESSIBLE FIRE EXTINGUISHERS

1. Are the fire extinguishers accessible and in a good working order?

YES/NO

2. Do members of staff know how to prevent a small fire from spreading by using a fire extinguisher?

YES/NO



Fire drills & evacuation instructions

Unless staff is instructed on how to act and what to do in the case of fire, the risk of things going wrong increases significantly.



FIRE DRILL PRACTICES

1. Do you execute regular fire drills?

YES/NO

2. Do you maintain fire drill records?

YES/NO



Responsible persons: planning & training

Delegate responsibilities to selected persons in charge who conduct regular trainings, assign roles, plan and implement fire risk assessment systems and fire prevention practices.



NOMINATE RESPONSIBLE PERSONS

1. Have you nominated members of staff to execute regular fire prevention training sessions?

YES/NO

2. Does everyone understand their role (ex: who will call the fire services)?

YES/NO

3. Have you ensured that temporary staff is also instructed?

YES/NO



Risk assessment review

Changes of operations and work practices, as well as alterations to building structures may result in fire risk changes.



EVALUATE RISK ASSESSMENT PLAN

1. Do any changes call for a reevaluation of your fire risk assessment plan?

YES/NO

2. Has a recent fire incident increased the risk and a review of your fire prevention practices need be applied?

YES/NO

3. Do you conduct regular reviews of your fire risk assessment plan?

YES/NO

 

FURTHER FIRE SAFETY INFORMATION:

If you need more information on fire prevention and safety, visit:

<https://www.gov.uk/government/policies/fire-prevention-and-rescue>

<https://www.thefpa.co.uk/>

<http://www.hse.gov.uk/toolbox/fire.htm>