

# Fire Risk Assessment Safety Checklist

This checklist has been prepared to help you comply with The Regulatory Reform Fire Safety Order 2005

## What is the Regulatory Reform (Fire Safety) Order 2005?

The Regulatory Reform Order (Fire Safety) 2005 came into force on 1 October 2006, and replaced over 70 separate pieces of fire safety legislation.

## What do I have to do?

The Order places a duty on a 'responsible person' (usually the owner, employer or occupier of business or industrial premises) to carry out a fire risk assessment. Responsible persons under the Order are required, following a risk assessment, to implement appropriate fire safety measures to minimise the risk to life from fire; and to keep the assessment up to date.

## What does a fire risk assessment involve?

There are 5 key steps in a fire safety risk assessment:

1. Identify fire hazards - eg, how could a fire start? what could burn?
2. Consider the people who may be a risk - eg, employees, visitors to the premises, and anyone who may be particularly vulnerable such as children, the elderly and disabled people.
3. Evaluate and act - think about what you have found in steps 1 and 2 and remove and reduce any risks to protect people and premises.
4. Record, plan and train - keep a record of what risks you identified and what actions you have taken to reduce or remove them. Make a clear plan of how to prevent fires and, should a fire start, you will keep people safe. Make sure your staff know what to do in the event of a fire and if necessary that they are trained for their roles.
5. Review - regularly review your risk assessment to ensure it remains up to date and reflects and changes that may have occurred.

## Am I responsible if my fire safety equipment fails?

Under the Regulatory Reform Order (RRO) all fire precautions must be maintained in efficient working order and good repair so if any failure is due to lack of maintenance, then you could be held responsible. However, where maintenance contracts exist for the equipment, the enforcers may take action against the contractor.

## What is a competent person?

A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.

## Enforcement

The local fire and Rescue authority has the power to inspect your premises.

They will look for evidence that you have carried out a suitable fire risk assessment and acted on it.

## Step 1: Identify Fire Hazards

By checking all work-related activities that have the 3 elements needed to create a fire:

		Yes √	No X	N/A
1	Have you identified all potential ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you identified all potential fuel sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Have you identified all potential sources of oxygen e.g. air vents, gas cylinders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Have you made a note of your findings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Step 2: Identifying People at Risk

5	Have you identified who is at risk (including anyone at increased risk due to mobility impairment, or other disability, and lone workers or out-of-hours activities)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Have you identified why they are at risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Have you made a note of your findings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Step 3: Evaluate, Remove, Reduce and Protect from Risk

### Detection

8	Can the existing means of 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are detectors of the right type and in the appropriate locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Can the means of warning be clearly heard and understood by everyone throughout the whole building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Can the warning be initiated from a single fire call point?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are there provisions for people or locations where the alarm cannot be heard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	If the fire-detection and warning system is electrically powered, does it have a back-up power supply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Fire fighting equipment and facilities

14	Are the extinguishers suitable for the purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Are there enough extinguishers sited throughout the premises at appropriate locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Are the right types of extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Are the extinguishers visible and appropriately signposted with a fire point?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Have you taken steps to prevent the misuse of extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Do you regularly check any other equipment provided to help maintain the escape routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Do you carry out daily checks to ensure that there is clear access for fire engines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Are those who test and maintain the equipment competent to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Escape Routes

		Yes √	No X	N/A
22	Does your building have sufficient and suitable protected fire doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Can all the occupants escape to a place of total safety in a reasonable time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Are the existing escape routes adequate for the numbers and type of people that may need to use them, e.g. staff, members of the public, young children, and disabled people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Are all escape routes and final exits kept clear at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Do all doors on escape routes open in the direction of escape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Can all fire doors be quickly released e.g. automatic release, push-bar?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Can all final exit doors be opened easily and immediately if there is an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Will everybody be able to safely use the escape routes from your premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Are escape routes kept free of combustible materials and fire doors properly closed e.g. not wedged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Are there any particular or unusual issues to consider e.g. non-standard escape routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Emergency Escape Lighting

35	Are your premises used during periods of darkness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Are all escape routes properly lit, including outdoors, to assembly points?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Do you have back-up power supplies for your emergency lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Signs and notices

38	Are escape routes and exits, the locations of fire fighting equipment and emergency fire telephones indicated by appropriate signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Have you provided fire warning notices for: information to staff; operating security devices on doors; fire door signage; and fire action notices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Are all signs attached, information, and keys (where necessary) readily available to the fire & rescue service for; location of water suppression stop valves, fire hydrants, gas lock-off, electricity lock-off and the storage of hazardous substances, including zoned areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	Do you have Fire, Emergency & Evacuation Procedures in place which are: - <ul style="list-style-type: none"> <li>• readily available and displayed?</li> <li>• approved by Fire &amp; Rescue Service?</li> <li>• reviewed at least annually or when they may become invalid?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Maintenance

		Yes √	No X	N/A
42	Do you have arrangements for; daily, weekly, monthly, six monthly and annual checks and tests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	Do you regularly check all fire doors and escape routes and associated lighting and signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	Do you regularly check all your fire fighting equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45	Do you regularly check your fire-detection and alarm equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46	Are those who test and maintain the equipment competent to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	Do you keep a log book to record tests and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	Do you have the necessary procedures in place to maintain any facilities that have been provided for the safety of people in the building (or for the use of fire fighters, such as access for fire engines and fire fighting lifts)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Evaluate, remove, reduce and protect risks by:

**Evaluating the risk to people in your building if a fire starts**  
**Removing or reducing the hazards that might cause a fire**

49	Have you removed or reduced sources of ignition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	Have you removed or reduced sources of fuel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51	Have you reduced or controlled sources of air or oxygen in the event of fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	Have you removed or reduced arson risks (e.g. by securing building/site access and controlling waste disposal arrangements)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Have you removed or reduced the risks to people in the event of a fire by:

53	Providing fire detection and fire warning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54	Providing fire fighting equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55	Determined whether your general lighting and emergency lighting are adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56	Checking that you have adequate signs and notices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57	Regularly testing and maintaining fire safety equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58	Considering whether you need any other equipment or facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Step 4: Record, Plan, Inform Instruct and Train

### Record

59	Have you recorded the significant findings of your risk assessment with an action plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	Have you recorded what you have done to remove or reduce the risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61	Has your risk assessment been signed off and accepted by your line manager/senior person responsible for the building/site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62	Are your records readily available for inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Emergency Plans

		Yes √	No X	N/A
63	Do you have an emergency plan and are the details recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64	Does your plan take account of other emergency plans applicable to the building/site, including contingency plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65	Is the plan readily available for anyone to read?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Co-operation and co-ordination

66	Are staff told about the emergency plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67	Are guests and visitors informed about what to do in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68	Are people identified to perform particular task e.g. fire wardens, incident officers, risk assessors, first aiders, (and where necessary, persons nominated to call the Fire Brigade)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69	Are staff given information about any dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70	Do you have arrangements for informing temporary or agency staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71	Do you have arrangements for informing other employers whose staff are guest workers in the premises, such as maintenance contractors and cleaners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72	Are your fire safety arrangements co-ordinated with other responsible people in the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73	Are details recorded of any information or instructions you have given and the details of any arrangements for co-operation and co-ordination with others e.g. permit to work, out-of-hours working procedures, building or alterations works schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Training

74	Do staff receive relevant information, instruction and training on fire safety as part of local induction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75	Have your staff received fire safety awareness training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76	Have all staff identified to carry out specific tasks (e.g. risk assessors, incident officers, fire wardens, first aiders and nominated persons to call the Fire Brigade) received suitable and sufficient training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77	Are training sessions recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78	Have you carried out a fire drill recently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79	Are employees aware of specific tasks if there is a fire e.g. Personal Emergency Evacuation Plans for mobility and temporarily impaired staff (PEEPs) use of buddy systems/Evac Chairs etc, fire wardens, incident officers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80	Are joint training sessions and fire drills carried out for multi-occupied buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81	If you use, store or produce hazardous or explosive substances, are your staff informed, instructed and trained appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Important Note

**You should seek professional advice if you don't feel competent with undertaking a suitable and sufficient fire risk assessment.**