Fire Safety Risk Assessment

1 Identify fire hazards

This includes identifying:

- Sources of ignition- including heaters, lighting, naked flames, electrical equipment, smokers' materials (cigarettes, matches, etc.), and anything else that can get very hot or cause sparks.
- Sources of fuel- such as wood, paper, plastic, rubber or foam, loose packaging materials, rubbish and furniture.
- Sources of oxygen- e.g. the air around us.

2 Identify people at risk

You need to be aware of:

- People in and around the premises- including numbers in the event of evacuation.
- People especially at risk- for example, if they work especially close to fire hazards or if it may take longer for them to evacuate in the event of a fire.

3 Reduce or remove risks

Key points:

- Think about the risks of fire and explosions from the substances you use or create in your business and consider how you might remove or reduce the risks.

- Consider reducing the number of flammable/explosive substances you store on site.
- Check fire detection and warning systems.

- Ensure fire-fighting equipment is available and in proper working order.

- Plan evacuation procedures and highlight escape routes using signs and notices.

4 Inform relevant people
Next steps:

- When you have minimised as many risks as possible, you should inform relevant people in areas where there are still significant risks to safety that cannot be reduced e.g. if you work with chemicals then this risk cannot be eliminated completely.
- Record these significant risks.
- Provide training (such as fire safety training) to those in higher risk areas.
- Inform all employees of evacuation procedures and display notices throughout the workplace (useful for visitors).

5 Stay up-to-date

- Review your risk-assessment regularly.
- Maintain good house-keeping by avoiding the build-up of rubbish, dust or grease, which may start a fire or could make a fire worse.

Remember to keep your fire risk assessment under review

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