



FIRE RISK ASSESSMENT CHECKLIST

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5 STEP FIRE RISK ASSESSMENT CHECKLIST

Every business is required by law to conduct regular fire risk assessments. But what does that mean? And where do you even start? Here's what you need to know with a simple checklist to get you started.

1. IDENTIFY FIRE HAZARDS

- Assess all potential fire hazards on your premises. Including both sources of heat and combustibles. So, look out for, lighting, heating, electrical equipment, and anything that involves the use of a naked flame including matches.
- Identify what combustible materials your building contains including, chemicals, fuels, paper/cardboard, and plastic. Also pay attention to fixtures, fittings and building materials.

2. DETERMINE PEOPLE AT RISK

- Assess and recognise the risk for people with mobility issues, for example, who may need additional support to evacuate the building. If your business brings young children or people with sensory difficulties on to your premises, they will also require their own sets of fire safety procedures.
- Review and analyse if certain employees engage in business activities or job roles that are more high-risk than normal or will potentially have a greater risk of encountering a fire situation.

3. FIRE DETECTION AND SAFETY EQUIPMENT

- Test your smoke alarms. Do you have enough smoke alarms to cover the entire premises?
- Are your fire doors easily accessible and easily opened?
- When did you last have your alarm system serviced?
- Do you have adequate fire safety signage?
- Do you have emergency lighting? Is it working?
- Do you have fire extinguishers? And do you know what each of your fire extinguishers is for?

4. APPRAISE AND IMPLEMENT

- Record all the fire hazards you have identified and evaluate how you might remove or reduce the identified risks.
- Create a plan of action on how you intend to keep people safe in future and avoid hazards. Detail how you have reduced or removed the fire hazards you have identified.
- Share this information with the rest of your team and or any other occupants of the same building in which you are responsible for (ie shared companies in one building)

5. REVIEW AND REPEAT

There is no specific legislation relating to the time-frame in which you need to conduct fire risk assessments for your business. We'd recommend monthly, and after any infrastructure change.

- Conduct regular fire risk assessments (recommended monthly). This is due to the fact workplaces are constantly changing including new employees joining and current staff leaving, layout changes to your business and new materials being brought into the building to be stored.
- Your dedicated fire marshal or fire warden should keep a log of all changes and set a reminder to continually review your fire risks for you business.

Need Help or want to book a professional Fire Risk Assessment?
Visit us online and get in touch at www.1stclassfireprotectionnorfolk.co.uk