

Fire Risk Assessment Checklist for the Retail Industry

Our checklist has been compiled to make the process of a risk assessment in your retail environment as straight-forward as possible. It is in line with all Government advice and covers each step of a risk assessment for full legal compliance.

#1 What are the fire hazards within your shop?

- Make a note of anything within your retail environment which could start a fire (such as lighting, electrical equipment and heaters).
- Make a note of anything within your retail environment which could burn (such as paper, clothing and soft furnishings).

#2 Who is at risk within your environment?

- Make a note of anyone who could be at risk within your retail environment, especially anyone who may be more vulnerable in an emergency situation.

#3 How will you keep people safe within your environment?

- Ensure fuel and heat sources are kept apart.
- Assess the risk to staff, customers and visitors.
- Make a note of anything which could be used to start a fire deliberately.
- Ensure appliances are tested and maintained (such as computers, lighting installations and electric tills).
- Install appropriate fire detection and warning equipment.
- Appoint someone who will be responsible for calling the local Fire and Rescue service.
- Install appropriate fire-fighting equipment.

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- Make sure there are adequate fire escape routes from every area of your shop.
- Make sure escape routes are obvious, signed and illuminated.
- Ensure all fire safety equipment is in full working order and regularly maintained.
- Make sure measures are in place to inform everyone who works within or visits your construction site of what to do and how to use fire safety equipment.

#4 Record, plan and train

- Remove or reduce each fire risk as far as is possible.
- Make a note of what has been done to remove or reduce these risks.
- If there are risks which can't be removed, make a note of how you plan to deal with these risks.
- Plan a timeframe for carrying out all necessary fire safety improvements.
- Inform your retail staff, and any customers and visitors, of what to do in an emergency.
- Regularly practice a fire drill and record the results.
- Ensure all your retail staff know how to use fire extinguishers.
- Make sure all fire safety information – including emergency plans and escape routes – is made available to guests and visitors. This should be in the form of obvious notices and signs within bedrooms and communal areas.

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#5 Review and maintain your plan

- If you make any exterior or interior changes to your retail environment, your plan must be reviewed.
- If there has been, or almost been, a fire within your retail environment, your plan must be reviewed.
- If work processes are changed or updated, your plan must be reviewed.
- After each fire drill, the results should be recorded and your plan updated.