Fire Risk Assessment Checklist for the Facilities Industry

The key to a successful facilities risk assessment is to keep it simple. Here's a useful checklist we've put together to help you comply with the Regulatory Reform while upholding optimum health and safety measures in your working environment.

#1 What are the fire hazards within your environment?

☐ In respect of the fire triangle, this should include anything that is a source of ignition (i.e. cooking equipment, electrical components).

☐ Similarly, anything that is a source of fuel (i.e. flammable solvents, cleaning materials, rubbish piles)

#2 Who is at risk within your environment?

☐ This should consider all staff, customers and visitors.

☐ Particular attention should be paid to vulnerable persons – the elderly, the very young, those with a disability, those working in high-risk areas.

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

☐ Keep all working environments within the facility clean and free of hazardous obstructions.

☐ Storage of all equipment and materials used in the management of facilities (cleaning products, solvents etc.) should be carefully regulated.

☐ Effective waste disposal procedures should be in place to prevent a build-up of rubbish bags and other waste.

☐ Ensure that correct fire safety signage is present throughout the premises, indicating emergency exits and evacuation assembly points.

☐ Have all electrical elements involved in the management of the facilities been PAT tested?

☐ Are the fire extinguishers within the premises the ones most suited to the environment?

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#4 Record, plan and train

☐ Record all potential risks discovered during the assessment.

☐ Take steps to remove or reduce each hazard wherever possible.

☐ Keep all staff within the facilities informed and ensure that they are aware of, and trained in, the correct evacuation procedure and fire extinguisher use.

☐ Plan regular fire drills to maintain good practice.

☐ Draw up a detailed timeframe for carrying out all fire safety improvements required.

☐ Keep all records and logs in a place that can be accessed by your staff.

☐ Make sure that all fire exit, fire extinguisher types, assembly points and other evacuation information is clearly visible for any visitors to the premises.

#5 Review and maintain your plan

☐ Any interior or exterior alterations to the structure of the premises would necessitate a revision of the fire risk assessment.

☐ Any fires or close-calls should also prompt a review.

☐ Should the working practices or the equipment used within the environment change, then the assessment will need to change accordingly.

☐ A record should be kept of any fire drills carried out.