

Fire Risk Assessment Checklist for the Healthcare Industry

The best way to ensure that the risk assessment is straightforward and easy to execute is to keep it simple. Following this useful checklist should help you to both keep the people within your healthcare facility safe and also keep you in full compliance of the law.

1. What are the fire hazards within your environment?

- Anything that is a source of ignition – medical equipment, electrical components, open flames etc.
- Anything that is a source of fuel – strong cleaning liquids, neglected rubbish piles, compressed oxygen tanks or other gases etc.

2. Who is at risk within your environment?

- Accommodate for the vulnerable as well as your employees. In a healthcare facility, this could be those with a physical disability or other ailment that restricts movement or sensory perception, as well as the elderly and very young.

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

- Keep all working and visitor areas clean and obstruction free.
- Store all cleaning products and combustible materials correctly and safely.
- Put measures in place to dispose of all waste regularly and correctly.
- Ensure that appropriate fire safety signage is present throughout the healthcare facility.
- All electrical components must undergo regular PAT testing.
- Cleaning should be regular and thorough to avoid spills and the build-up of dust that can block ventilation.
- Keep all evacuation points free from obstruction at all times.
- Check that all fire extinguishers onsite are suited to the environment and the type of fire most likely to occur.

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4. Record, plan and train

- Take action to remove each fire risk.
- Record each step you take in your log, including drills.
- Produce a detailed plan and timeframe for which to remove all hazards and implement fire safety improvements.
- Ensure that all staff, including medical practitioners, nurses, administrative workers, receptionists, cleaners and all other employees, are aware of their responsibilities in the event of a fire.
- Perform regular fire drills to uphold correct evacuation practice.
- Fire extinguisher training is also important for your employees, especially which extinguisher to use on which fire.
- Make sure your logs are kept in a place that's accessible to all staff, as well as ensuring that all fire safety information (fire exits, assembly points, evacuation procedures and extinguisher types) is visible to all visitors.

5. Review and maintain your plan

- If there are alterations to your healthcare facility made, whether inside or outside, then your fire risk assessment should be updated accordingly.
- Any actual fires, or near-misses, will necessitate a revision of the assessment.
- If new equipment or procedures are introduced to the healthcare facility, your plan will need to change to reflect this.
- All fire drills must be recorded and your assessment updated with anything of note.