

## 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.