

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.