

Fire Risk Assessment Checklist for the Motor Industry

Keep the assessment simple and straightforward so that it is easy to execute. To help you do this, we've put together a handy checklist that should help you to comply with all government guidelines and regulations regarding fire safety in the motor industry.

1. What are the fire hazards within your environment?

This should include anything that is a source of ignition – i.e. welding equipment, machinery.

It should also consider anything that is a source of fuel – i.e. flammable oils and solvents, combustible materials, compressed gases.

2. Who is at risk within your environment?

Note anyone within the environment who is particularly vulnerable – i.e. those with a disability, those working in loud conditions that may not hear an alarm, those working with hazardous materials and machinery.

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

Keep working areas tidy and free from obstruction.

Pay special attention to the use and storage of combustible materials and flammable liquids/gases.

Are oily rags and solvent brushes kept away from ignition?

Is all waste being disposed of safely?

Have waste collection services been put in place?

Is the correct signage present throughout the building?

Have all electric components (including lighting) undergone PAT testing?

Is cleaning carried out on a regular basis to prevent oil spills etc. from being left untreated?

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Are all evacuation points kept clear of obstruction?

Are the fire extinguishers present the ones most suited to the environment?

4. Record, plan and train

Take steps to remove or reduce each fire risk wherever possible.

Record each step taken in your log.

Those hazards that cannot be removed should be assigned a plan in order to rectify them.

Detail a timeframe and schedule for executing all fire safety improvements.

Ensure that all staff members in your showroom, office, warehouse or factory are fully trained and aware of their responsibilities during an emergency evacuation. Perform regular drills to achieve this.

Similarly, make sure that all employees are familiar with the use of fire extinguishers, particularly which ones to use on which fire type.

Finally, keep all of your logs and findings in a place that's accessible to everyone on your premises, and be sure that all specific fire safety information (fire exits, assembly points, evacuation procedures, fire extinguisher types) is fully visible to all visitors.

5. Review and maintain your plan

If you make any interior or exterior alterations to your environment, then your fire risk assessment must be reviewed and amended as necessary.

Any fires or near-misses should prompt a review of your plan.

Any new equipment or working practices that are introduced to your premises will necessitate a review.

All fire drills should be recorded and your plan updated accordingly.