



Fire Risk Assessment

S.H.E GLOBAL
SAFETY · HEALTH · ENVIRONMENTAL



Location of Premises		Assessment Number	
Contractor			
Name of Manager			
Contact Telephone No			
Date of Assessment			
Assessment carried out by			

Location		Assessment Area	
Staff		Contractors	
Public & Others		Disabled Persons	

Hazard Identification	Yes	No	Remarks
Combustible Materials			
Combustible and flammable materials stored on site	<input type="checkbox"/>	<input type="checkbox"/>	
Effective Systems in place for the control of these materials	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable measures adopted for safe storage	<input type="checkbox"/>	<input type="checkbox"/>	
Excessive quantities of waste allowed to accumulate	<input type="checkbox"/>	<input type="checkbox"/>	
Safe means of disposal available and utilized	<input type="checkbox"/>	<input type="checkbox"/>	
Details:			
Work place free of accumulation of rubbish or waste paper, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
General housekeeping and arrangements for disposal	<input type="checkbox"/>	<input type="checkbox"/>	
Details:			
Wall and ceiling linings removed or treated to reduce flame spread	<input type="checkbox"/>	<input type="checkbox"/>	
Upholstered furnishing maintained in good state of repair	<input type="checkbox"/>	<input type="checkbox"/>	

Details:

Effective implementation of No-Smoking policy	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable facilities or designated smoking areas	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate means for the disposal of smoking materials	<input type="checkbox"/>	<input type="checkbox"/>	

Details:

Ignition Sources

Work place activities or processes involve the use of naked flames	<input type="checkbox"/>	<input type="checkbox"/>	
Safer alternatives available	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate controls and safe systems of work	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate means of monitoring hot works, including permits systems	<input type="checkbox"/>	<input type="checkbox"/>	
Provision of appropriate segregation	<input type="checkbox"/>	<input type="checkbox"/>	
All equipment used in accordance to manufacturer's instructions	<input type="checkbox"/>	<input type="checkbox"/>	
Removal of unnecessary sources	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance of ventilation or extraction facilities	<input type="checkbox"/>	<input type="checkbox"/>	

Details:

Workplace have oil or gas burning equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Portable heating appliances present	<input type="checkbox"/>	<input type="checkbox"/>	
Replacement with convection or central heating system	<input type="checkbox"/>	<input type="checkbox"/>	
Heating appliances in fixed positions, at safe distance from combustible materials and suitably guarded	<input type="checkbox"/>	<input type="checkbox"/>	
Clean ducts or flues maintained in a suitable state of repair	<input type="checkbox"/>	<input type="checkbox"/>	

Details:			
Electricity			
Electrical supply systems facilitate demand	<input type="checkbox"/>	<input type="checkbox"/>	
Systems inspected and maintained to required standard	<input type="checkbox"/>	<input type="checkbox"/>	
Installation suitably protected and accessible	<input type="checkbox"/>	<input type="checkbox"/>	
System protection devices suitable for purpose	<input type="checkbox"/>	<input type="checkbox"/>	
Fixtures and fitting appropriately placed and away from combustibles	<input type="checkbox"/>	<input type="checkbox"/>	
Details			
Portable electrical equipment repaired or replaced when damaged	<input type="checkbox"/>	<input type="checkbox"/>	
Inspection and preventive maintenance regime in place	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment fitted with fuses of the correct rating and other protection devices as required	<input type="checkbox"/>	<input type="checkbox"/>	
Use of multi-point adaptation or extension lead kept to a minimum	<input type="checkbox"/>	<input type="checkbox"/>	
Cables kept to minimum length	<input type="checkbox"/>	<input type="checkbox"/>	
Cable runs protected or positioned where danger unlikely to occur	<input type="checkbox"/>	<input type="checkbox"/>	
Details			
Security			
Suitable measures taken to prevent arson	<input type="checkbox"/>	<input type="checkbox"/>	
Details:			

People	Yes	No	Remarks
Staff and Others especially at Risk			
Staff working in remote areas of the workplace, or areas of high risk; <ul style="list-style-type: none"> sufficiently trained adequate evacuation arrangements 	<input type="checkbox"/>	<input type="checkbox"/>	
Disabled persons; <ul style="list-style-type: none"> sufficient staff to assist evacuation appropriate equipment available or other means of protection 	<input type="checkbox"/>	<input type="checkbox"/>	
Occupied by large numbers of people, particularly members of the public; <ul style="list-style-type: none"> adequate procedure sufficient trained staff to assist in evacuation appropriate communication 	<input type="checkbox"/>	<input type="checkbox"/>	
Details:			
Fire Safety Arrangements	Yes	No	Remarks
Means of escape			
Travel distances reflective of requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Protected routes provided and meet required standards	<input type="checkbox"/>	<input type="checkbox"/>	
Integrity of fire resistant doors, walls etc. in good order	<input type="checkbox"/>	<input type="checkbox"/>	
Sufficient exits for the number of people present	<input type="checkbox"/>	<input type="checkbox"/>	
Provisions for people who have disabilities	<input type="checkbox"/>	<input type="checkbox"/>	
Gangways and escape routes free from obstacles	<input type="checkbox"/>	<input type="checkbox"/>	
Provision of appropriate fire action notices	<input type="checkbox"/>	<input type="checkbox"/>	
Suitably positioned exit and directional signs	<input type="checkbox"/>	<input type="checkbox"/>	
Internal fire doors clearly labeled	<input type="checkbox"/>	<input type="checkbox"/>	
Vents and ducts, etc. suitably protected and where appropriate restricts the spread of smoke and fire	<input type="checkbox"/>	<input type="checkbox"/>	
Installation of emergency lighting as necessary – in good working order	<input type="checkbox"/>	<input type="checkbox"/>	
As appropriate, doors used for escape purposes open in direction of travel	<input type="checkbox"/>	<input type="checkbox"/>	
Doors used for escape can easily and immediately be opened with the use of a key	<input type="checkbox"/>	<input type="checkbox"/>	
All exits lead to a place of safety	<input type="checkbox"/>	<input type="checkbox"/>	

Details:			
Fire Fighting Equipment			
Provision of equipment, including specialist items for specific hazards	<input type="checkbox"/>	<input type="checkbox"/>	
Sprinkles or other suppression systems	<input type="checkbox"/>	<input type="checkbox"/>	
Suppression system suitable for the risks in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	
Details:			
Alarm			
Fire alarm call points appropriately distributed	<input type="checkbox"/>	<input type="checkbox"/>	
Call points unobstructed and suitably indicated	<input type="checkbox"/>	<input type="checkbox"/>	
Installation of automatic detection systems	<input type="checkbox"/>	<input type="checkbox"/>	
Current means of alert appropriate for the workplace	<input type="checkbox"/>	<input type="checkbox"/>	
Details:			
Alarm			
Alarm system in working order and appropriately tested and maintained	<input type="checkbox"/>	<input type="checkbox"/>	
Alarm audible from all points in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate system for the workplace and associated risk	<input type="checkbox"/>	<input type="checkbox"/>	
Details:			

Instructions			
Action notices clearly displayed throughout the workplace	<input type="checkbox"/>	<input type="checkbox"/>	
Procedure in place to ensure contractor and visitors, etc. receive necessary information	<input type="checkbox"/>	<input type="checkbox"/>	
Details:			
Training			
Provision of fire safety training for all employees	<input type="checkbox"/>	<input type="checkbox"/>	
Specific training for staff who use combustible or flammable materials, and sources of heat	<input type="checkbox"/>	<input type="checkbox"/>	
Designated and trained staff to assist in evacuations	<input type="checkbox"/>	<input type="checkbox"/>	
Details:			
Inspections			
Inspections undertaken on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	
Fire drills are undertaken on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	
Fire risk assessments are maintained and reflective of current risk	<input type="checkbox"/>	<input type="checkbox"/>	
Firefighting equipment, alarm and emergency lighting are maintained and checked in accordance with manufacturers instruction	<input type="checkbox"/>	<input type="checkbox"/>	
Formal emergency plan available as required and maintained as current	<input type="checkbox"/>	<input type="checkbox"/>	
Records of the training, drill, inspections, equipment tests and maintenance are kept and up to date	<input type="checkbox"/>	<input type="checkbox"/>	
Details:			

Additional Arrangements

Recommendations

Name		Signature		Date	
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Action Plan				
Detail of Action	Responsible Person	Completion Date	Review	Confirmed Completion