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<<Business Name>> Shop or Office Fire Safety Risk Assessment

Duty Holder Name:		Assessed by:	
Job Title:		Assessed on:	
		Next review:	
		Assessed at:	

Priority Key		A - Immediate	B - One month	C - Two months	R - Recommended		
RA No.	Page	Issue	Action	Priority	Person to action	Date done	Signed off by

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Property Details

Address assessed		
Responsible Person		
Type of business		
Building construction, age		
General condition - holes in walls, floors or ceilings; wall coverings, etc.		
Floor area		
Flights of stairs – internal /external		
Hours of use		
Nearest Fire Station, distance and travel time		
Fire engine access - narrow drive or roads, access to whole building		

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1. Assessment

1.1	Fire management	Y/N/	
1.1.1	Do you have an up to date Fire Policy?		
1.1.2	Does it include any firefighting procedures?		
1.1.3	Do the relevant staff members know about it?		
1.1.4	Do you have fire marshals? Do your staff know who they are?		
1.1.5	Are fire safety drills/practices carried out regularly?		
1.1.6	When was the last one and did it go smoothly?		
1.1.7	Do you have an Emergency Action Plan? Is it on display for all to see?		
1.1.8	Does it clearly show escape routes and assembly points?		
1.1.9	Who has responsibility for the common areas – stairs etc.?		
1.1.10	Does the Landlord's alarm link to yours?		
1.1.11			

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1.2	Relevant persons	Y/N
1.2.1	Employees – Full-Time, Part-Time, Casual	
1.2.2	Visitors, customers	
1.2.3	Lone workers – cleaners etc.	
1.2.4	Are there any disabled or less ambulant members of staff? Do any have hearing/seeing/learning difficulties?	
1.2.5	Have you written a Personal Emergency Evacuation Plan? Do other staff members know about it?	
1.2.6	Do you have suitable equipment – evac chairs etc.?	

1.3	Sources of ignition	Y/N
1.3.1	Smoking: are there shelters? Are all butts cleared away from the building? Empty bins or accumulated rubbish, waste near boundaries	
1.3.2	Portable heaters – oil radiators, Calor-gas, bar heaters, fan heaters Are they used to dry clothes?	
1.3.3	Overloaded sockets, extension leads, any signs of overheating	
1.3.4	Kitchen – cookers, extractors, are they cleaned? How often?	

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1.3.5	Microwaves/kettles/ toasters	
1.3.6	PAT tests – date of testing	
1.3.7	Register of equipment	
1.3.8	Procedures for regular checks. Who are these completed by?	
1.3.9	Periodic Inspection Report – date of test	
1.3.10	Consumer Unit - enclosed or open?	
1.3.11	History of arson or malicious damage?	

1.4	Fuel	Y/N
1.4.1	Flammable liquids – solvents/ oils/ alcohol/ aerosols	
1.4.2	Gas – mains or bottled	
1.4.3	Location of bottles or tank, distance from building. Bunds	
1.4.4	Can it be isolated? Location of switch	
1.4.5	Fuel oil	
1.4.6	Location of tank, distance from building	
1.4.7	Can it be isolated? Location of switch	
1.4.8	Wall coverings – paintings/curtains etc.	

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1.4.9	Packaging materials - cardboard/ fillers	
1.4.10	Papers – magazines/ files/ books etc.	
1.4.11	Waste or shredded paper	
1.4.12	Furniture – timber/ plastics	
1.4.13	Soft furnishings - foam filled cushions/ rugs	
1.4.14	Exposed timber frames	
1.4.15	Garden materials/foilage	
1.4.16	General housekeeping/waste material stored near to buildings	
1.4.17	Parked vehicles, distance from building	

1.5	Escape routes	Y/N
1.5.1	Escape routes adequate for number of Relevant Persons	
1.5.2	Width of doors and passages	
1.5.3	Are they clear of obstructions?	
1.5.4	Are escape routes clearly marked/route map?	
1.5.5	Are there inner rooms?	
1.5.6	Escape route properly signed/illuminated	

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1.5.7	Escape routes protected	
1.5.8	Final exits have single operation exits – push bars, thumb turns	
1.5.9	Emergency lights fitted – location of lights, are they adequate?	
1.5.10	Emergency lights tested/ records kept	

1.6	Warning systems	Y/N
1.6.1	Alarm fitted, grade known?	
1.6.2	Maintained by	
1.6.3	Last service	
1.6.4	Log book available	
1.6.5	Are weekly tests carried out?	
1.6.6	Type of warning devices - audio or optical	
1.6.7	Can they be heard/seen?	
1.6.8	Sounders etc. – location	
1.6.9	Call points – location	
1.6.10	Are cables wall or ceiling surface mounted?	

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1.6.11	Are they mechanically fixed?	
1.6.12	Are there sprinklers?	
1.6.13	Are they tested? – who by/ date	
1.6.14	Is there an automatic smoke vent?	
1.6.15	Is it tested/date/who by?	

1.7	Fire doors	Y/N
1.7.1	Are there fire doors? Location	
1.7.2	Condition – do they close properly/ in a timely manner?	
1.7.3	Smoke and intumescent seals in place, 3 hinges	
1.7.4	Double doors - close properly, in sequence, meet in centre	
1.7.5	Vision panels	
1.7.6	Are they clean/painted/ wired?	
1.7.7	Is glazing fire rated BS EN 357 (2004)?	
1.7.8	Doors closed or wedged open?	
1.7.9	Are there any holes in walls, floors or ceilings?	

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1.8	Extinguishers available	Y/N
1.8.1	Type/size	
1.8.2	Suitable for staff/users	
1.8.3	Location, can they be seen or obstructed?	
1.8.4	Are they accessible, can they be used?	
1.8.5	Do staff know locations?	
1.8.6	Have staff been trained to use them?	
1.8.7	Are staff aware of Company Policy for fighting fires? – see 1.1.2	
1.8.8	Correct signs for extinguishers	
1.8.9	Serviced, who by	
1.8.10	Date of last service	

1.9	Training	Y/N
1.9.1	As part of induction	
1.9.2	Refreshers	
1.9.3	Fire marshal training	
1.9.4	Extinguisher training	

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