

Fire Safety Assessment Checklist



A Fire Risk Assessment is an important part of your building and facilities program. A fire starts when heat (source of ignition) comes into contact with fuel (anything that burns) and oxygen. Even a small fire could have fatal consequences and will have serious financial implications.

This checklist will help you review your risks and guide you through some simple steps to reduce the risk for a fire. We recommend that you review this checklist and take action appropriate to your situation, as we appreciate each organisation will have differing risk factors e.g. location or usage.

Fire Hazards						
	Yes	No	NA	Action	Who	By When
Have you found anything that could start a fire? <i>Think about heaters, naked flames, electrical equipment, hot processes such as grinding or welding.</i>						
Are there any highly flammable substances kept on site? <i>e.g. paints, thinners, flammable gases, flammable chemicals, plastics, rubber, foams – polystyrene / polyethylene.</i>						
Are flammable liquids or gases used or stored in areas without adequate ventilation?						
Are there quantities of combustible material stored, on display, or in use in the premises? <i>e.g. paper, cardboard, packaging, fabrics, wood?</i>						
Are quantities of combustible waste allowed to accumulate in the premises such as paper, cardboard, wood shavings, dust?						

	Yes	No	NA	Action	Who	By When
Are areas of walls or ceilings covered with combustible linings? <i>e.g. walls covered with carpet tiles, ceilings covered with polystyrene tiles.</i>						
Is grass and other vegetation cut back and managed in line with local council requirements?						
If you are in a bushfire zone, please refer to you BAL Rating.						
Is rubbish and/or combustible waste cleared inside or outside any buildings including subfloors and facilities?						
Are gutters kept free of leaves and other debris that could provide a source of fuel for fire, particularly in bushfire season?						
Are gardens and surrounds cleared and maintained around the building or facilities?						
Have you found anything that could burn?						
Does any work activity involve hot work processes such as welding or flame cutting, hot surfaces, sparks?						
Are hazards introduced by outside contractors and building works?						
Does the work activity involve processes such as incinerating or cooking?						
Do you have heating appliances that are portable or of a radiant or open flame type?						
Do you have areas designated to Smoking?						
Are there light fittings near combustible materials?						
Is electrical equipment and wiring Tested and Tagged on a regular basis?						
Is Arson a potential problem?						

	Yes	No	NA	Action	Who	By When
Are you in an area prone to bushfires or lightening?						

If you would like to speak to someone about protecting your buildings or premises, call our Risk Management hotline on **03 8630 3136** (Monday to Friday, 09:00 to 17:00 - excluding Public Holidays) or email us at info@ansvarrisk.com.au