

Fire risk assessment is an important part of your building and facilities program. Even a small fire could have fatal consequences and will have serious financial implications.

Follow the 5 key steps below, fill in the Fire Safety Assessment checklist and assess your Fire Safety Plan.

1 Identify Fire Hazards

- Source of ignition such as naked flames
- Sources of fuel such as flammable liquids or rubbish left around
- Sources of oxygen such as air

2 Identify people at risk

- People in and around the premises
- People who are especially at risk

3 Evaluate, remove or reduce and protect from risk

- Evaluate the risk of a fire starting
- Evaluate the risk to people from a fire
- Remove or reduce fire hazards
- Remove or reduce the risks to people from a fire
- Protect people by providing fire precautions

4 Record, plan, inform, instruct and train

- Record any major findings and actions you have taken
- Discuss and work with other responsible people
- Prepare an emergency plan
- Inform and instruct relevant people
- Provide training

5 Review

- Review your fire-risk assessment regularly
- Make changes where necessary

Remember to review your fire risk assessment regularly