**Form 4b**

**Fire Risk Assessments Checklist (EXAMPLE)**

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| **Section A – Premises Detail** |
| Location:  | No Of Occupants: |
| Premises Address:  |
| Occupier (S):  |
| Premises Use: |
| This assessment is based on the findings of the premise inspection recorded on Fire Inspection Checklist dated:  |
| **Section B – Fire Hazards**  |
| Ignition Sources | Fuel Sources | Oxygen Sources |
| * Naked Flames
* Cooking Equipment
* Sparks / Static
* Lighting Equipment
* Ventilation Equipment
* Faulty or misused electrical equipment
* Hot Surfaces
 | * Flammable Liquids
* Flammable Solvents
* Flammable Chemicals
* Paper & Card
* Packing Materials
* Textiles / Furnishings
* Waste Products
* Flammable Gasses
 | * Air – Natural
* Mechanical Ventilation / Air Conditioning units.
* Oxidising chemicals.
* Piped or bottled oxygen.
 |
| **Section C – People at Risk** |
| People at risk in and around the premises | Vulnerable people especially at risk and why |
| * + Employees
	+ Visitors
	+ Contractors
	+ Suppliers
	+ Students.
 | * Lone Workers
* Visitors unfamiliar with premises
* People with disabilities
* Elderly persons / parents with children
* People with language difficulties
 |
| **Section D – Evaluation of significant findings**  |
| * All areas cover by sprinkler system, emergency lighting, signs & notices.
* Fire extinguishers placed around the premises. Maintenance records held on site.
* External Monitoring of alarms. Linked to Fire Authority.
* Regular Preventative M&E Planned Maintenance carried out.
* Specific Risk assessments to be produced for each activity i.e., Catering, Cleaning & Maintenance activities.
* Staff to follow the premise evacuation procedures and receive induction training from premise management
* Induction records held in Fire Management Plan, staff to sign sheet.
* No Smoking on premises.
* Insurance maintenance forms for machinery in CDT, fume cupboards and kiln, held by CDT Technician.
* List of chemicals and quantities held in the Fire Management Plan file.
* CDT technician also holds the maintenance forms for the cookers in Food Technology.
* Electrical equipment to be PAT tested in November to include personal electrical equipment of the staff. A list will be complied of these items.
* Oxidising chemicals kept separate from other chemicals.
* Flammable liquids locked in metal cabinet.
 |
| **Section E – Assessment Summary**  |
| The risk of a fire occurring is  | HIGH | MEDIUM | LOW |
| The risk to people from a fire starting is  | HIGH | MEDIUM | LOW |
| Actions to be taken to remove or reduce the hazards that may cause a fire are |
| * Replacing highly flammable materials with less flammable ones.
* Separating flammable materials from sources of ignition.
* Separating oxidising chemicals from other chemicals.
* Empty packaging to be removed from school to waste compounds.
* Ensure escape routes are kept clear of obstructions.
* Grouping electrical appliances together away from paper and other flammable substances.
* All electrical appliances to be PAT tested in November, to include personal equipment.
* Process of copying paper documents to electronic format.
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| Actions to be taken to remove or reduce the risks to people from fire are |
| * Provide adequate training to staff & visitors records of induction to be held on site.
* Fire training to be carried out jointly with building occupiers / school.
* Staff to be aware of specific responsibilities especially within kitchen area.
* Staff to follow premise evacuation procedures held within the Fire Management Plan.
* Regular planned maintenance to be carried out within specific timescales.
* Additional signage required in corridors.
* All doors to be assessed to establish level of protection against fire or smoke spread.
 |
| Signed: | Name: | Date: |
| This assessment must be reviewed before – Date: |
| Signed:  | Name: | Date: |
| **Section F – Assessment Review** |
| Summary of review (If findings are significant complete a new form)  |
|  |
| Signed: | Name: | Date: |