

**H&S Information Sheet #11**

**Example Fire Risk Assessment**

**FIRE RISK ASSESSMENT**

ADDRESS		USE OF PROPERTY (e.g. shop / office / warehouse)
COMPLETED BY	POSITION	DATE
<p><b>FLOOR PLAN(S)</b> Draw a simple diagram of each floor indicating the size of the accommodation and the exits. Show the location of any sources of heat and combustibles (inside and outside).</p>		
<p><b>AREAS at greatest risk of fire occurring and/or where people are at greatest risk</b></p>		
<p><b>PEOPLE at risk</b></p>		

	YES – NO N/A
<b>FIRE PREVENTION</b>	
1. Is all stock (sorted and unsorted) stored safely?	
2. Is all flammable rubbish / waste stored safely?	
3. Is all externally stored rubbish / waste safe from an arson attack?	
4. Are all heaters in a position away from combustibles?	
5. Is there a No Smoking policy on the premises?	
6. Is there a ban on the use of naked flames (e.g. candles)?	
7. Is the use of extension leads and multi-point adaptors kept to a minimum?	
8. Are flexes run in safe places where they will not be damaged?	
9. Is all electrical equipment switched off and, where appropriate, unplugged when not in use?	
10. Are all items of portable electrical equipment fitted with correctly rated fuses and inspected regularly?	
11. Date of last documented full visual inspection	
12. Date of last Portable Appliance Test	
13. Is the fixed electrical installation inspected periodically by a competent person?	
14. Date of last Fixed Electrical Installation inspection.	
15. Do staff and volunteers receive instruction on fire prevention on induction?	
16. Is there a written record of such induction training?	
17. Do the existing controls reduce the risk of fire to an acceptable level?	
<b>MEANS OF ESCAPE</b>	
18. Are internal fire doors correctly signed?	
19. Are internal fire doors normally kept shut and not wedged open?	
20. Are self-closers on internal fire doors operating correctly?	
21. Are gangways and escape routes kept free from obstructions?	
22. Are stairs and steps in a good state of repair?	
23. Are escape routes correctly signed?	

## Safety Matters in Charity Retailing

	<i>YES – NO N/A</i>
24. Are escape routes adequately lit?	
25. Are final exits always unlocked when premises are in use or fitted with safe opening devices (without the use of a key)?	
26. Do the exits lead to a place of safety?	
27. Is emergency escape lighting installed and in working order?	
28. Is it tested monthly, six-monthly and annually?	
29. Is there a written record of these tests?	
30. Date and type of last Emergency Escape Lighting test	
31. Is there a written record of all training associated with operating and testing the emergency lighting?	
<b>FIRE DETECTION &amp; ALARM</b>	
32. Is there an automatic fire detection and alarm system?	
33. Are the fire alarm call points clearly visible and unobstructed?	
34. Is the alarm tested weekly?	
35. Is there a written record of these weekly tests?	
36. Is there a written record of all training associated with operating and testing the fire alarm?	
37. Is the alarm inspected and maintained regularly?	
38. Date of last maintenance check	
39. If there is not an automatic alarm, is the means of raising the alarm adequate?	
40. What is it?	
41. Is there a battery operated smoke alarm?	
42. Are the batteries checked regularly?	
<b>EMERGENCY PLAN</b>	
43. Is there an adequate, written emergency plan on site?	
44. Is there a Fire Action Notice on site, clearly visible to occupants?	
45. Are visitors informed of the fire evacuation procedures?	

## Safety Matters in Charity Retailing

	YES – NO N/A
46. Do staff and volunteers receive instruction on the fire evacuation procedures on induction?	
47. Is there a written record of this induction training?	
48. Are fire drills or passive fire drills undertaken regularly?	
49. Is there a written record of when the drills were carried out and who was involved?	
50. Date of the last fire drill / passive fire drill	
51. Is there a Signing In and Out book and is it completed daily?	
<b>FIRE FIGHTING</b>	
52. Is there an adequate number of suitable fire extinguishers?	
53. Are they hung on a wall bracket or on a suitable stand?	
54. Are they suitably located and accessible?	
55. Are they inspected monthly?	
56. Is there a written record of such inspections?	
57. Are they serviced annually?	
58. Date of last service	
59. Have staff and volunteers been trained to operate the fire extinguishers?	
60. Is there a written record of such training?	
<b>CONSULTATION &amp; CO-OPERATION</b>	
61. If the premises are shared with others, do they know about the risks that have been identified?	
62. If your charity does not have direct control over the workplace, is the owner or landlord aware of all the findings in the assessment?	

**Signature of Assessor**.....

**Date of Next Review**.....