

Controlling fire hazards	Yes	No	Action	When	By Whom
1. Do all staff know about your fire safety policy and arrangements?	<input checked="" type="checkbox"/>		Policy meeting	20/05/18	JE
2. Is there a system for controlling the amounts of combustible materials/flammable liquids/gases that are kept in the workplace/	<input checked="" type="checkbox"/>		All combustible materials are left in ventilated container away from ...	15/06/2018	JE,LK
3. Is the system operating effectively?	X			15/06/2018	JE
4. Are all combustible materials/flammable liquids/gases stored safely (preferably outside the building)?	<input checked="" type="checkbox"/>		We will create an outside space secure and safe	15/06/2018	JE,LK
5. Is the workplace free of rubbish and combustible waste materials?	<input checked="" type="checkbox"/>		We clean the entire building once each week. we will add a maintenance inspection.	15/06/2018	JE,MS
6. Are all heaters fitted with suitable guards, fixed in position away from combustible materials or structures ?	<input checked="" type="checkbox"/>				
7. Are all items of portable electrical equipment visually inspected regularly and fitted with correctly rated fuses?	<input checked="" type="checkbox"/>		We clean the entire building once each week. we will add a maintenance inspection.	15/06/2018	JE,MS
8. Is the wiring of the electrical installation	<input checked="" type="checkbox"/>				

that may present a higher risk of fire (e.g. due to high loads or repeated movement of leads)inspected periodically by a competent person?					
9. Is the use of extension leads and multi-point adaptors kept to a minimum?	✓		We often use portable electric devices that require cable extensions. we will replace these items with fixed products.	15/06/2017	JE
10. Are flexes run in safe places where they will not be damaged?	✓		Remove flexes	15/06/2018	JE, AB,AK
11. Is the upholstery of furniture in good condition?	✓		Remove faulty		
12. Have measures been taken to ensure that doors are kept closed to prevent fire and smoke spreading from one area to another?	✓				
13. When contractors are on site, are they suitably informed and supervised?	✓		Need quardening off equipment. Create material to inform the employer of any person from an outside organisation who is working in our premises (e.g. agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken.	15/06/2018	JE
14. Have measures been taken to protect against the risk of arson?	✓			15/06/2018	JE,LK

Means of Escape	Yes	No	Action	When	By Whom
1. Can all the occupants escape to a place of safety, in an acceptable time, once a fire has been detected?	✓		Fire safety point is established	15/06/2018	JE
2. Is that a reasonable length of time?	✓		Workshop restriction, tables in main classroom		
3. Are there enough exits and are they in the right place?	✓				
4. Are the type and size of the exits suitable and sufficient for the number of people likely to need to use them (e.g. wide enough for wheelchair users)?	✓				
5. In the event of fire, could people turn away from a fire and walk to an alternative exit?	✓				
6. Will at least one route from any part of the premises remain available?	✓				
7. Are all escape routes: i) ii) iii) easily identifiable free from obstructions adequately illuminated?	✓			15/08/2018	JE

8. Have you instructed and trained staff in using the means of escape? Is the frequency of drills sufficient?	<input checked="" type="checkbox"/>		30 min fire evacuation training, detailed diagram of escape routes labelled.	15/06/2018	JE
9. Have you included your means of escape arrangements in an emergency plan?	<input checked="" type="checkbox"/>		Diagrams to be completed	15/06/2018	JE
Fire Detection and Warning	YES	NO	Action	WHEN	BY WHOM
1. Can the existing means of detection discover a fire quickly enough to raise an alarm in time for all occupants to escape to a safe place?	<input checked="" type="checkbox"/>				
2. Can the means of giving warning be clearly heard and understood throughout the whole premises when initiated from any single point?	<input checked="" type="checkbox"/>				
3. If the fire detection and warning system is electrically powered, does it have a back-up power supply?	<input checked="" type="checkbox"/>				
4. Have you told staff about your fire warning system. i.e. will they know how to operate it and respond to it?	<input checked="" type="checkbox"/>		All staff informed during a 30 min fire evacuation meeting	15/06/2018	JE
5. Are there instructions for employees	<input checked="" type="checkbox"/>		A 30 min fire evacuation meeting	15/06/2018	JE

on how to operate the fire warning system and what action they should take on hearing a warning?					
6. Have you included the fire detection and fire warning arrangements in your emergency plan?	✓			15/06/2018	JE
Means of Fighting Fire	Yes	No	Action	When	By Whom
1. Are the extinguishers suitable for the purpose and of sufficient capacity?	✓			15/06/2018	JE
2. Are there sufficient extinguishers sited throughout the workplace?	✓			15/06/2018	JE
3. Are the right types of extinguishers located close to significant fire hazards and can users gain access to them without exposing themselves to risk?	✓			15/06/2018	JE
4. Are the locations of the extinguishers obvious?	✓			15/06/2018	JE
5. Does their position need indicating?	✓			15/06/2017	JE
6. Have the people likely to use the fire extinguishers been given adequate instruction and training?	✓			15/10/2017	JE
7. Have you included use of fire-fighting	✓			15/10/2017	JE

equipment in your emergency plan?					
Maintenance and Testing	Yes	No	Action	When	By whom
1. Do you regularly check all fire doors and escape routes and associated lighting and signs?	✓				
2. Do you regularly check your fire-fighting equipment?	✓			15/10/2017	JE
3. Do you regularly check your fire detection and alarm equipment?	✓				
4. Do you regularly check any other equipment provided to help means of escape arrangements in the building?	✓			15/10/2017	JE
5. Are those who test and maintain the equipment properly trained and instructed?	✓				
Record the Findings	YES	NO	Action	WHEN	BYWHOM
1. Have you told staff or their representatives about your significant findings?	✓			15/06/2018	JE
2. If you have prepared a formal report, has this been shown to staff or their representatives?	✓			15/06/2018	JE
3. If you share the workplace with others, do they know about the risks that you	✓			15/06/2018	JE

have identified?					
4. If you do not have direct control over the workplace, have you made your findings known to the owner or landlord?				15/06/2018	JE
Carry out a periodic review of the assessment	YES	NO	Action	WHEN	BY WHOM
1. Has a procedure been established to review the fire risk assessment periodically?			The board will review the fire risk assessment with an expert. the findings will be shared with all those that i share the workplace with.	15/05/2018	JE,

NOTES ON FIRE RISK ASSESMENT

RECORD OF FIRE RISK ASSESMENT