

1. What is a fire hazard?

- Have you found anything that could start a fire? Make a note of it.
- Have you found anything that could burn? Make a note of it.

2. Who is at risk?

- Make a note of who could be at risk, particularly anyone likely to be vulnerable.

3. What is your plan to keep people safe?

- Have you kept fuel and heat apart?
- Have you assessed the risk to guests and other visitors and to staff (if you have any)?
- If someone wanted to start a fire deliberately, is there anything around they could use?
- Do you regularly maintain and service household appliances?
- Will you know if there is a fire?
- How will you make sure everyone gets out?
- Who will phone the Fire Service?
- Could a small fire be put out quickly to stop it spreading?
- Have you planned escape routes?
- Have you made sure people will be able to find their way out safely, even at night?
- Does all your safety equipment work and is it maintained?
- Will people know what to do and how to use any equipment?

4. Record, plan and train

- Have you removed or reduced any risks you have found?
- Have you made a note of what you have done to remove or reduce these risks?
- Have you made a record of what you plan to do to deal with any risks which you cannot remove?
- Have you got a timeframe for carrying out any necessary improvements?
- Have you told your family and any staff, what to do in any emergency?
- Have you practiced a fire drill and recorded how it went?
- Do you know how to use any fire extinguishers that are available?
- Have you made information on the emergency plan and escape routes available to guests?
- Have you told your guests what to do if they discover a fire?

5. Maintain your plan

- Have you made any changes to the building inside or out?
- Has there been, or almost been, a fire?
- Have you changed the way you work?
- Have you planned your next fire drill?

Risk Assessment – Record of significant findings

Risk assessment for	Assessment carried out by
Building: Address:	Date: Completed by: Signature:
Floor/area:	Use:

Step 1 – Fire Hazards

Sources of ignition	Sources of fuel	Sources of Oxygen

Step 2 – People at risk

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Step 3 – Evaluate, remove, reduce and protect from risk

What is the risk? Who is at risk? Action taken to remove and reduce the hazards that may cause a fire Action taken to remove and reduce the risk to people from a fire	
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Assessment/review

Assessment/review date:	Completed by:	Signature: