

3.5 Fire safety risk assessment template



DATE OF FIRE RISK ASSESSMENT :

ASSESSMENT REVIEW DATE :

	Yes	No	N/A	Comments	Review
DAILY CHECKS (NOT NORMALLY RECORDED)					
Escape routes					
Can all fire exits be opened immediately and easily?					
Are fire doors clear of obstructions?					
Are escape routes clear?					
Fire Warning Systems					
Is the indicator panel showing " power on"					
Escape lighting					
Is emergency lighting?					
Firefighting Equipment					
Are all fire extinguishers in place?					
Are fire extinguishers clearly visible?					
Are vehicles blocking fire hydrants or access to them?					
WEEKLY CHECKS					
Escape routes					
Do all emergency fastening devices to fire exists (push bars and pads, etc.) work correctly?					
Are external routes clear and safe?					



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	Yes	No	N/A	Comments
Fire Warning Systems				
Did the alarm system work correctly when tested?				
Did staff and other people hear the fire alarm?				
Firefighting equipment				
Is all equipment in good condition?				
MONTHLY CHECKS				
Firefighting equipment				
Is the pressure in "stored pressure" fire extinguishers correct?				
SIX MONTHLY CHECKS				
Firefighting equipment				
Has all firefighting equipment been checked by a competent person?				
Miscellaneous				
Has external access for the fire service been checked for ongoing availability?				

Assessment by

Team member.....

Principal