

3.5 Fire safety risk assessment template



DATE OF FIRE RISK ASSESSMENT :

ASSESSMENT REVIEW DATE :

	Yes	No	N/A	Comments	Review
<b>DAILY CHECKS (NOT NORMALLY RECORDED)</b>					
<b>Escape routes</b>					
Can all fire exits be opened immediately and easily?					
Are fire doors clear of obstructions?					
Are escape routes clear?					
<b>Fire Warning Systems</b>					
Shout to raise alarm					
<b>Escape lighting</b>					
Is emergency lighting?					
<b>Firefighting Equipment</b>					
Are all fire extinguishers in place?					
Are fire extinguishers clearly visible?					
Are vehicles blocking fire hydrants or access to them?					
<b>WEEKLY CHECKS</b>					
<b>Escape routes</b>					
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
<b>Fire Warning Systems</b>				
Did the alarm system work correctly when tested?				
Did staff and other people hear the fire alarm?				
<b>Firefighting equipment</b>				
Is all equipment in good condition?				
<b>MONTHLY CHECKS</b>				
<b>Firefighting equipment</b>				
Is the pressure in "stored pressure" fire extinguishers correct?				
<b>SIX MONTHLY CHECKS</b>				
<b>Firefighting equipment</b>				
Has all firefighting equipment been checked by a competent person?				
<b>Miscellaneous</b>				
Has external access for the fire service been checked for ongoing availability?				

Assessment by

Team member.....

Principal .....