

Fire Safety Assessment Checklist

Fire risk assessment is an important part of your building and facilities program. A fire starts when heat (source of ignition) comes into contact with fuel (anything that burns) and oxygen. Even a small fire could have fatal consequences and will have serious financial implications.

This checklist is intended to provide general information to assist you review your risks and guide you through some simple steps to reduce the risk for a fire. We recommend that you review this checklist and take action appropriate to your situation, as we appreciate each organisation will have differing risk factors e.g. location or usage.

This is not an exhaustive list. A 'Blank' response to any question indicates that further planning and investigation is required to effectively manage risk.

Organisation	
Date	
Address	
Inspector	

FIRE HAZARDS PROBLEMS

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Have you found anything that could start a fire such as heaters, naked flames, electrical equipment, grinding or welding.						
Is electrical equipment and wiring tested and Tagged on a regular basis?						
Do you have a process for hot works such as welding or flame cutting, hot surfaces, sparks?						
Are there any flammable substances such as LPG bottles paints, thinners, flammable chemicals kept on site?						
If yes to above are they used or stored in areas without adequate ventilation?						
Are there quantities of combustible material such as paper, cardboard, wood stored or used in the premises?						
If yes to above are they allowed to accumulate in the premises?						
Are fire hazards introduced by outside contractors such as building works?						

* Not Applicable



FIRE HAZARDS PROBLEMS (Continued)

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Are areas of walls covered with carpet tiles or ceilings with polystyrene tiles.						
Are you in an area prone to bushfires or lightening?						
Are gutters kept free of leaves and other debris, particularly in bushfire season?						
Are gardens and surrounds cleared and maintained around the building or facilities?						
Does any work activity involve processes such as Cooking?						
Do you have portable or of a radiant or open flame heating appliances?						
Are there light fittings near combustible materials?						
Do you have areas designated to Smoking?						

* Not Applicable

FIRE AND SMOKE MANAGEMENT						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Do you have working smoke alarms in all buildings?						
Have the smoke alarms been replaced in the past 10 years?						
Do your buildings have an Automatic Fire Detection and Alarm System? (A fire detection is a commercial system, a smoke alarm is referred to residential smoke alarms).						
Do you have fire extinguishers and/or hose reels?						
Have the fire extinguisher and/or hose reels been tested and serviced in the last 2 years?						
Do you have a sprinkler system installed for all new buildings?						

* Not Applicable

PROVIDE DETAILS OF ANY IDENTIFYABLE PROBLEMS

If you would like to speak to someone about protecting your buildings or premises email us at info@ansvarrisk.com.au

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