

RISK ASSESSMENT - FIRE SAFETY

HAZARD	RISK	CONTROL MEASURES	TIMESCALE
Locked fire escape Staff and visitors are unable to evacuate the premises in the event of a fire or other emergency.	High	Have a procedure in place to ensure that all external fire escape doors are unlocked each day.	Immediate
Blocked fire escape routes Creates a bottle-neck for staff evacuating the premises and slows the speed of evacuation down.	High	Arrange for rubbish to be cleared from corridors etc.	Immediate
Obstacles present a trip hazard and risk of injury.	High	Find alternative storage on premises for any remaining items.	Short term
Out-of-date extinguishers Risk of being unable to fight a fire due to poorly maintained fire extinguishers.	Medium/high	Arrange for extinguishers to be maintained by a reputable firm. If they are, then make an appointment for them to be serviced.	Short term
Staff fire evacuation practice necessary Staff unaware of what to do in the event of a fire.	Medium	Arrange for a fire evacuation to take place.	Short term
Regulatory breach of legislation (this would only be a problem in the event of an inspection or complaint).	Low	Make a diary note to ensure at least two fire evacuations per year.	
Non compliant signage Word-only signage may not be understood by foreigners.	Low		
Regulatory breach of safety legislation (this would only be a problem in the event of an inspection or complaint).	Low	Order new signage with pictogram of running man.	Medium term

This assessment has been completed to the best of my knowledge.

Signed: Date:

Note: This risk assessment is to be kept on file for at least three years.