

Fire risk assessment checklist

You must keep a copy of this completed fire risk assessment for your records

Responsible person
(employer or person having
control of premises):

Henry Smith

Address of premises:

Mellor Building
Stoke-on-Trent
ST4 2XE

Assessor:

Henry Smith

Date of assessment:

20/03/25

Use of premises:

Multi-purpose tech incubator for webdesign, music/video
production, data recovery, forensics tools, and game development

Number of floors:

1

Construction:

Open-plan office space, partitioned rooms, steel frame with
plaster board

Maximum number of
employees/visitors:

48 employees + 12 visitors (60)

Electrical installations and equipment

Are fixed installations periodically inspected
and tested every five years?

Yes ☒ No ☐

Are electrical equipment and appliances periodically
inspected and tested?

N/A ☐ Yes ☒ No ☐

Is the use of trailing leads and adaptors avoided
where possible?

N/A ☐ Yes ☒ No ☐

Smoking

Are adequate measures in place to stop people from smoking on the premises?

Yes ☒ No ☐

Are 'No smoking' signs provided?

Yes ☒ No ☐

Are suitable arrangements in place for those who wish to smoke outside the premises?

N/A ☐ Yes ☒ No ☐

Arson

Are the premises adequately secured to prevent unauthorised access?

Yes ☒ No ☐

Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?

N/A ☐ Yes ☒ No ☐

Heating systems and portable heaters

Are fixed heating systems subject to periodic maintenance?

N/A ☐ Yes ☒ No ☐

Are portable heaters subject to periodic inspection and used safely?

N/A ☒ Yes ☐ No ☐

Cooking

Are adequate measures taken to prevent fires from cooking?

N/A ☐ Yes ☒ No ☐

Are filters and ductwork subject to regular cleaning?

N/A ☒ Yes ☐ No ☐

Means of escape

Are all escape routes kept clear of obstructions to enable people to escape safely?

Yes ☒ No ☐

Are all fire exits easily and immediately openable?

Yes ☒ No ☐

Are distances of travel considered reasonable?

Yes ☒ No ☐

Are suitable precautions in place for all inner rooms?

N/A ☐ Yes ☒ No ☐

Is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors?

N/A ☐ Yes ☒ No ☐

Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises?

N/A ☐ Yes ☒ No ☐

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the Action Plan.

Evac chairs

Means of giving warning in case of fire

Is there a suitable electrical fire alarm system?

N/A ☐ Yes ☒ No ☐

Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate?

N/A ☐ Yes ☒ No ☐

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

Smoke detectors throughout building

Manual fire extinguishers

Is there reasonable provision of fire extinguishers?

N/A ☐

Yes ☒

No ☐

Emergency escape lighting

Is there a reasonable standard of emergency escape lighting to illuminate escape routes and areas without natural lighting?

N/A ☐

Yes ☒

No ☐

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

Natural lighting every room, illuminated exit sign

Fire safety signs and notices

Is there a reasonable standard of fire exit signage and fire safety signs?

N/A ☐

Yes ☒

No ☐

Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations?

Yes ☒

No ☐

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

Evac plan posted

Management of fire safety

- | | | |
|--|---|---|
| Has someone been appointed to manage fire safety? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Are procedures in the event of fire appropriate and properly documented? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are all employees given regular instruction and training on the action to take in the event of a fire? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are monthly and annual testing routines in place for the emergency escape lighting? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Are weekly testing and periodic maintenance and servicing routines in place for the fire alarm system and any automatic detectors? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Are fire extinguishers subject to annual maintenance? | N/A <input type="checkbox"/> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Are records of testing and maintenance maintained? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Record brief details of the above measures in the box below.

If the answer to any question is no, include suitable action within the action plan.

University fire wardens + maint.

Action plan

If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.

Item	Deficiency	Proposed action	Timescale	Person responsible
1	No fire safety officer	Appoint FSO	2 weeks	Assessor
2	↑ Remedied 04/04/25, using university fire safety officer			
3				
4				
5				
6				
7				
8				
9				
10				