FIRE SAFETY RISK ASSESSMENT

The Risk Assessment Process

The starting point of risk assessment is the identification of hazards within your mosque/madrassa.
Simply begin by walking around and taking a close look at your facility.
Then ask yourself. .. 'Where would a fire most likely start in my mosque/madrassa?"
You probably already know the answer to this question and by doing so, identified your biggest risk.

Section 1   **This section focuses on hazard identification.**

Part A   **Identify potential hazards** by focusing on any combustible materials and sources of heat within the mosque/madrassa as well as any unsafe acts (people smoking near combustible materials) and any unsafe conditions that may assist a fire to spread more quickly.

Identify the persons most at risk with these hazards, paying special attention to those with any disabilities or those working in isolated areas.

Determine if existing controls in place are adequate or if more must be done to either reduce or eliminate the risks. Here you will need to focus on such matters as:
- Means of detecting and giving warning in case of fire
- Means of escape
- Signage
- Firefighting equipment

Part B   An extensive questionnaire focuses on more specific aspects of fire safety.
As in Part A, indicate whether existing controls are adequate or if more must be done.

Section 2   If any existing controls have been deemed inadequate from the hazard identification exercise in Section 1   (Parts A&B), record the Action Plan to reduce these risks to a minimum or acceptable level here.

Section 3   Provides an area to sketch out any problem areas within the business or to develop possible alternatives to help reduce the risk of fire within different locations.

Remember!

- Don't over complicate the process, use common sense.
- If you are unsure about a potential hazard, seek help from a competent source.
- Review assessments whenever changes have been made to your workplace regarding machinery, substances, materials and procedures.

Mosque/Madrasah Name & Details	Reason for Assessment
	❏ Initial Assessment
	❏ Equipment Change
	❏ New Procedures/Processes
	❏ Review
	❏ …………………………………………

Date of Assessment	Date of Review

Estimated number of people expected to be in the facility during normal hours (includes visitors, cleaners etc.)	
Number of people with mobility issues	

Individuals conducting Assessment	Signatures

Version: 1.0
Author: Akhtar Khan
Date Created: 20/03/2016

Last Update: 20/03/2016
Review Date: 20/03/2017
Page Number: **2** of **10**

Section 1. Hazard Identification (Part A)	Risk Evaluation:

Section 1. Hazard Identification (Part A)

Remember ... 3 things are needed to start a fire:
1. Fuel (anything that burns) Examples; Paper. textiles, rubbish, flammable liquids & solvents, plastics, furniture, packaging materials
2. A Source of Ignition (heat) Examples: Naked flame, cigarettes, heaters, sparks, hot processes, cooking equipment, faulty electrical equipment, boilers
3 Oxygen

Indicate below where in your business all three could potentially come together to start a fire.

Risk Evaluation:

When recording potential hazards, attempt to classify the risks as either **LOW** (minimal risk of fire), **NORMAL** (outbreak of fire likely to remain confined with warning system allowing persons to escape safely) or **HIGH** (where flammable or explosive materials are stored / used or where reaction times of individuals may be an issue).

Potential Hazard & Location	Person at Risk	Risk Evaluation	Existing Controls*
			Tick(✓) ❑ Adequate ❑ Not Adequate
			❑ Adequate ❑ Not Adequate
			❑ Adequate ❑ Not Adequate
			❑ Adequate ❑ Not Adequate
			❑ Adequate ❑ Not Adequate
			❑ Adequate ❑ Not Adequate

* Note: If existing controls are determined "Not Adequate", develop a plan to reduce these risks to a minimum or acceptable level in Section 2

Section 1. Hazard Identification (Part B)

The following checklist has been designed to help you identify many of the key issues that need to be considered during the risk assessment process.

*Note: if existing controls are determined 'Not Adequate', develop a plan of action to reduce these risks to a minimum or acceptable level in Section 2.

Fire Safety Checklist		Existing Controls*
Housekeeping and Storage	Tick(✓)	Tick(✓)
Is the Mosque/Madrasah free from rubbish and combustible waste materials?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Are materials stacked neatly with adequate space around them to manoeuvre?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Are storage areas separate from other areas of the mosque/madrassa?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Are storage areas checked regularly?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Is all waste removed from the building at the end of each day?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Training & Testing	Tick(✓)	Tick(✓)
Do all staff know what to do if fire breaks out?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Are staff aware of the evacuation procedures, locations and assembly points?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Have staff been trained in the use of fire extinguishers, hose reels and basic fire protection?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Is a fire drill conducted at least once per year?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate

Version: 1.0
Author: Akhtar Khan
Date Created: 20/03/2016

Last Update: 20/03/2016
Review Date: 20/03/2017
Page Number: **4** of **10**

	Tick(✓)	Tick(✓)
Is the fire alarm tested weekly?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Are there tested plans in place to assist disabled staff and visitors to evacuate the premises in the event of an emergency?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Have staff been trained on the importance/function of fire doors?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Means of Escape	**Tick(✓)**	**Tick(✓)**
Are all escape routes and exit doors free from clutter and obstruction?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Are escape routes free from slipping and tripping hazards?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Where appropriate, have escape routes been mapped out and communicated to staff?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Are there enough exits allowing staff to exit the building quickly?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Are all escape routes adequately lit?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
In the event of a power failure, do all escape routes have emergency lighting	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Do doors on escape routes open in the direction of travel?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Do all exits lead to a clear area externally?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Are all exit doors clearly marked?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate

Version: 1.0
Author: Akhtar Khan
Date Created: 20/03/2016

Last Update: 20/03/2016
Review Date: 20/03/2017
Page Number: **5** of **10**

Are fire alarm call points clearly visible and unobstructed?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Flammable Liquids	**Tick(✓)**	**Tick(✓)**
Are all flammable liquids properly stored?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Are separate receptacles used to dispose of flammable liquids and materials	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Is there adequate ventilation where flammable materials are kept and used?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate

Fire Safety Checklist Contd.		Existing Controls*
Electricity & Heating	**Tick(✓)**	**Tick(✓)**
Are electrical heaters (if any)... Securely guarded and fixed in position?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Inspected regularly?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Kept a safe distance from combustible materials?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Is all portable electrical equipment inspected annually and labelled accordingly?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Are main switches kept off when equipment is not in use?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Are any cables/plugs damaged?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
If the fire detection and warning system is electric, is there a back- p if there is a power loss?	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Fire Extinguishers & Other Systems	**Tick(✓)**	**Tick(✓)**
Do you have the correct type and size of fire extinguisher{s) within the workplace	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate
Are there sufficient fire extinguishers located throughout	❑ YES ❑ NO ❑ NA	❑ Adequate ❑ Not Adequate

the workplace?		
Are all fire extinguishers properly placed in position with secure mountings?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Have all fire extinguishers been inspected/serviced within the last 12 and ready for use?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Is fire-fighting equipment indicated by signage?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Is fire safety first aid equipment provided?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Is there an automatic fire detection and warning system?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Is there an automatic sprinkler system?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Are internal fire doors identified accordingly and kept dosed?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Are fire action notices displayed prominently throughout the workplace?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Maintenance & General Policy	Tick(✔)	Tick(✔)
Is equipment properly maintained and inspected as per manufacturer specifications?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Is equipment regularly cleaned?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Do you utilise Permits to Work forms for any contractors working on site?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Do you have a visitor control system acknowledging any visitors/contractors in the building at all times?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Are designated smoking areas clearly indicated by signage?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Is the smoking policy strictly enforced?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Are smoking areas equipped with receptacles for safe and easy disposal of cigarette ends?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Are all staircases properly maintained with handrails?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate

Has the maintenance of fire extinguishers and other equipment been recorded into a log book?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate
Have adequate measures been taken to protect against arson?	❏ YES ❏ NO ❏ NA	❏ Adequate ❏ Not Adequate

Section 2. Risk Reduction Action Plan

Use this section to develop action plans aimed at reducing risks identified within Section 1. to minimum or acceptable levels

Hazard Identified From Section 1. Where existing controls deemed "Not Adequate"	Persons at Risk / Location	Action Plan	Date Action Plan Complete

Section 3.   Mosque/Madrassa Layout Issues / Alternatives

Use this grid to sketch any potential problem areas within your workplace resulting from the assessment process or to develop possible alternatives to help reduce the risk of fire within various locations.