



The Regulatory Reform (Fire Safety) Order 2005

FIRE RISK ASSESSMENT

Insert Photo of the premises here

Employer or other responsible person			
Name of Premises			
Address			
Post Code		Telephone number	
Name of Assessor(s)			
Date of Assessment		Date for Review	

Property Use			
Number of floors		No of floors below ground	
Approx area in m² of footprint of building		Age of building	
Brief details of construction			
Maximum number of employees/visitors			



Premises description & other relevant information

Building Plan

Insert plan of your building here or if you do not possess one, use this space to draw your building floor plan (this does not have to be to scale). **Further guidance can be found in Part 1 Section 4.1 of the appropriate guide.** Mark on all fire precautions equipment e.g. Fire doors, Extinguishers, Emergency lighting, Fire alarm and any fire detection.

Fire Hazards

Ignition Sources

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, extension cables and adaptors avoided where possible?	N/A		Yes		No	
If the answer to the above question is no are they being used according to their safe working limit.?	N/A		Yes		No	
Are e-vehicle charging points provided in accordance with current guidance?	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 a purpose-built compound/room?	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	

Housekeeping

Is the standard of housekeeping adequate to avoid the accumulation of rubbish, combustible materials and waste?			Yes		No	
Are combustibles materials kept separate from ignition and heat sources?			Yes		No	
Is it ensured that all contractors who undertake work on the premises are competent and qualified?			Yes		No	
Is a 'hot works permit' system in place?	N/A		Yes		No	

Dangerous substances

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?	N/A		Yes		No	
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Other significant fire hazards

Are there any other significant fire hazards?		Yes		No	
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If the answer to the above question is yes, please list each hazard and any control measures to reduce the likelihood of fire in the box below.
If the answer to any of the previous questions is no, include suitable action within the action plan.

Record brief details of any additional control measures for the fire hazards in the box below

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	
If doors on escape routes are to be used by more than 60 people do they open in the direction of travel?	N/A		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 measures in the box below
 If the answer to any of the previous questions is no, include suitable action within the action plan.

Means of giving warning in case of fire

Is there a suitable method for giving warning in case of fire?	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 measures in the box below
 If the answer to any of the previous questions is no, include suitable action within the action plan.

Manual fire extinguishers

Have a reasonable number of fire extinguishers been provided?	N/A		Yes		No	
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Emergency escape lighting

Are all escape routes, including external routes, adequately illuminated?		Yes		No	
Is there a reasonable standard of emergency lighting in case of mains power failure?	N/A	Yes		No	

Record brief details of the measures in the box below
If the answer to any of the previous questions is no, include suitable action within the action plan.

Fire safety signs and notices

Are there enough signs so that people can find their way to a final exit?		Yes		No	
Is there a reasonable standard of fire exit signage and fire safety signs?		Yes		No	
Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations?	N/A	Yes		No	

Record brief details of the measures in the box below
If the answer to any of the previous questions is no, include suitable action within the action plan.

Management of fire safety

Has someone been appointed to manage fire safety?			Yes		No	
Are procedures in the event of fire appropriate and properly documented?	N/A		Yes		No	
Is a fire safety policy statement available and displayed?			Yes		No	
Are all employees given regular instruction and training on preventing fires and what action to take in the event of a fire?			Yes		No	
Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles?	N/A		Yes		No	
Are regular checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?			Yes		No	
Is the fire alarm tested weekly from a different call point each time?	N/A		Yes		No	
Is periodic maintenance and servicing of the fire alarm system and any automatic detectors conducted?	N/A		Yes		No	
Is the emergency lighting tested monthly?	N/A		Yes		No	
Is the emergency lighting serviced annually?	N/A		Yes		No	
Are fire extinguishers subject to annual maintenance?	N/A		Yes		No	
Are fire evacuation drills conducted to ensure that the emergency plan remains effective?			Yes		No	

Action Plan

If any of the 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				
2				
3				
4				
5				
6				
7				

Fire Risk Assessment review form

	FRA reviewer	Date
This Fire Risk Assessment was reviewed, and no significant changes were identified, therefore it still remains valid		
	The number of the action point	
The following actions still remain outstanding from the FRA see action plan on previous page(s)		

Have any new minor actions been identified during the review?	Yes		No	
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If the answer to the previous question is yes enter these in the table below

Item	Deficiency	Proposed action	Timescale	Person responsible
R1				
R2				