

Fire Risk Assessment

Fire risk assessment following the five steps in GOV.UK guidance: hazards, people at risk, fire precautions, emergency plan and training, findings with actions and review.

1. Premises

The building, who is responsible and who is assessing it.

Project

Filled in from the project in SiteSurvey.

Customer

Premises *

Address

Date of assessment *

Date of the previous assessment

Responsible person *

The employer, owner, landlord or anyone else with control of the premises.

Assessor name *

Assessor organisation

What must be recorded. Since 1 October 2023 every responsible person must record the fire risk assessment in full, including all the findings, and their fire safety arrangements. Where someone is engaged to help with the assessment, their name and organisation must be recorded too. This applies to non-domestic premises and the non-domestic parts of blocks of flats, such as corridors, stairways and plant rooms.

This form follows the Regulatory Reform (Fire Safety) Order 2005, which applies in England and Wales. Scotland and Northern Ireland have their own fire safety law.

What is the building used for? (choose one)

- ☐ Office
- ☐ Shop
- ☐ Factory or warehouse
- ☐ School or nursery
- ☐ Care home
- ☐ Hotel, hostel or other sleeping accommodation
- ☐ Block of flats: common parts
- ☐ Pub, restaurant or venue
- ☐ Community hall or place of worship
- ☐ Other: _____

Number of floors

Most people in the building at one time

Does anyone sleep on the premises?

- ☐ Yes ☐ No

Brief description of the building and how it is used

2. Step 1: fire hazards

What could start a fire, and what could burn.

Sources of ignition (tick all that apply)

- ☐ Electrical equipment and wiring
- ☐ Portable heaters
- ☐ Cooking
- ☐ Smoking
- ☐ Hot work by contractors
- ☐ Arson
- ☐ Battery charging, including e-bikes and scooters
- ☐ Plant and machinery
- ☐ Candles or naked flames
- ☐ Other: _____

Things that could burn (tick all that apply)

- ☐ Paper and cardboard
- ☐ Waste and recycling
- ☐ Furniture and furnishings
- ☐ Flammable liquids
- ☐ Gas cylinders
- ☐ Packaging and stock
- ☐ Displays and decorations
- ☐ Wall and ceiling linings
- ☐ Other: _____

Are there oxygen cylinders or oxidising chemicals?

- ☐ Yes ☐ No

Housekeeping and waste (choose one)

☐ Adequate ☐ Needs improvement ☐ Not adequate

Electrical installation and equipment checks (choose one)

☐ In date ☐ Overdue ☐ No record

Security against arson (choose one)

Bins away from the building, doors and windows secure, no rubbish against walls.

☐ Adequate ☐ Needs improvement ☐ Not adequate

Notes on the hazards

Photos (photos: attach, or note the file names)

3. Step 2: people at risk

Who is in the building, and who would need help to get out.

Who uses the building? (tick all that apply)

- ☐ Employees
☐ Visitors or the public
☐ Contractors
☐ Lone workers
☐ People sleeping
☐ Children
☐ Older people
☐ Disabled people
☐ People who do not know the building

GOV.UK guidance says the assessment must consider the needs of vulnerable people, for example the elderly, young children or those with disabilities.

Would anyone need help to leave the building?

☐ Yes ☐ No

Does each of them have a personal emergency evacuation plan? (if applicable)

☐ Yes ☐ No

If applicable: Agree a personal emergency evacuation plan with each person and record it as an action on page 6.

Notes

4. Step 3: evaluate the precautions

For each one, is what is in place enough for this building and these people?

Escape routes and exits (choose one)

Enough of them, short enough, clear, and doors open easily in the direction of escape.

☐ Adequate ☐ Needs improvement ☐ Not adequate ☐ Not applicable

What did you find? (if applicable)

Fire doors and the walls and floors that hold back fire (choose one)

Doors close fully, are not wedged open, and there are no unsealed holes for pipes and cables.

☐ Adequate ☐ Needs improvement ☐ Not adequate ☐ Not applicable

What did you find? (if applicable)

Emergency lighting (choose one)

☐ Adequate ☐ Needs improvement ☐ Not adequate ☐ Not applicable

What did you find? (if applicable)

Fire exit signs and notices (choose one)

☐ Adequate ☐ Needs improvement ☐ Not adequate ☐ Not applicable

What did you find? (if applicable)

Fire detection and warning (choose one)

Can everyone in the building be warned in time?

☐ Adequate ☐ Needs improvement ☐ Not adequate ☐ Not applicable

What did you find? (if applicable)

Fire extinguishers and other firefighting equipment (choose one)

☐ Adequate ☐ Needs improvement ☐ Not adequate ☐ Not applicable

What did you find? (if applicable)

Storage of dangerous substances (choose one)

☐ Adequate ☐ Needs improvement ☐ Not adequate ☐ Not applicable

What did you find? (if applicable)

Testing and maintenance records (choose one)

Alarm tests, emergency lighting tests, extinguisher servicing.

☐ Adequate ☐ Needs improvement ☐ Not adequate ☐ Not applicable

What did you find? (if applicable)

If applicable: Regulatory Reform (Fire Safety) Order 2005, article 17. The responsible person must make sure the premises and the fire safety equipment are subject to a suitable system of maintenance, and are kept in efficient working order and in good repair. Home Office guidance is that fire warning systems should be tested once a week.

5. Step 4: plan and train

The emergency plan, training and drills.

Is there a written emergency plan?

☐ Yes ☐ No

Do staff know what to do if they find a fire or hear the alarm?

☐ Yes ☐ No

Evacuation strategy (choose one)

- ☐ Everyone leaves at once
☐ Phased or staged
☐ Stay put (flats)
☐ Progressive horizontal (care)
☐ Not defined

Have staff had fire safety training?

☐ Yes ☐ No

Are there trained fire wardens or marshals?

☐ Yes ☐ No

Date of the last fire drill

Days since the last drill (if applicable; worked out automatically in the app)

If applicable: GOV.UK guidance says you should carry out at least one fire drill per year and record the results.

Assembly point

6. Findings and actions

One entry for each thing that needs putting right.

Findings (copy this block for each one)

Where *

What is wrong? *

Risk * (choose one)

☐ High ☐ Medium ☐ Low

Action needed

Who

By when

Photos (photos: attach, or note the file names)

Findings (worked out automatically in the app)

High risk (worked out automatically in the app)

Overall risk to life from fire in this building * (choose one)

☐ High ☐ Medium ☐ Low

High, Medium and Low are this form's own scale. The law asks for a suitable and sufficient assessment, not a particular scoring method.

Summary for the responsible person

7. Step 5: review and sign-off

Keep it up to date.

Review date

GOV.UK guidance is to review and update the fire risk assessment regularly. Review it sooner after a fire or near miss, building work, a change of use or layout, or a change in who uses the building.

You can do the assessment yourself with the help of the standard guides. If you do not have the expertise or the time, GOV.UK says you need to appoint a competent person, such as a professional risk assessor.

Assessor name

Assessor signature

Responsible person name

Responsible person signature