

SITE SURVEY REPORT

Fire Risk Assessment

Prepared for	Brookside Packaging (sample organisation)
Date	22 Sep 2026
Site	Unit 4, Brookside Trading Estate, Wakefield
Prepared by	J. Okafor

FORM

Fire Risk Assessment

1. Premises

Project	Unit 4, Brookside Trading Estate, Wakefield: fire risk assessment (completed example)
Customer	Brookside Packaging (sample organisation)
Premises	Unit 4, Brookside Trading Estate
Address	Unit 4, Brookside Trading Estate, Calder Road, Wakefield
Date of assessment	22 Sep 2026
Date of the previous assessment	18 Sep 2025
Responsible person	S. Hargreaves, operations director, Brookside Packaging
Other responsible persons for these premises	Calder Estates, the estate landlord, controls the shared service road, the estate fire hydrant and the external lighting. UK address for notices: Calder Estates, 12 Market Street, Wakefield. Brookside Packaging controls everything inside Unit 4 and its yard.
Assessor name	J. Okafor
Assessor organisation	Elmfield Fire Consultants

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?	Factory or warehouse
Number of floors	2 (warehouse, with a two-storey office block at the front)
Most people in the building at one time	45
Does anyone sleep on the premises?	No
Brief description of the building and how it is used	Sample report. The premises, people and organisations are fictional. Steel-framed warehouse with high bay racking, a goods-in dock and a forklift charging bay. Two-storey office and mess room block at the front. Day shifts only, Monday to Saturday.

2. Step 1: fire hazards

Sources of ignition	Electrical equipment and wiring, Cooking, Battery charging, including e-bikes and scooters, Plant and machinery, Arson
Things that could burn	Paper and cardboard, Packaging and stock, Waste and recycling, Furniture and furnishings
Are there oxygen cylinders or oxidising chemicals?	No
Housekeeping and waste	Needs improvement
Electrical installation and equipment checks	In date
Security against arson	Adequate
Notes on the hazards	Shrink-wrapped stock racked close to the roof. Empty pallets and cardboard were building up by the dock doors. Forklift charging bay is in the warehouse, about 4 metres from stock, in a marked area kept clear of stock and waste.

Photos



3. Step 2: people at risk

Who uses the building?	Employees, Visitors or the public, Contractors, Lone workers, 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

Does each of them have a personal emergency evacuation plan?

Yes

Notes

One office worker uses a wheelchair on the ground floor and has a plan. Delivery drivers wait in the driver room and are signed in at goods-in.

4. Step 3: evaluate the precautions

Escape routes and exits

Adequate

Fire doors and the walls and floors that hold back fire

Needs improvement

What did you find?

First floor office corridor double doors: closer arm has come away from the right hand leaf, so that leaf does not close.

Emergency lighting

Adequate

Fire exit signs and notices

Adequate

Fire detection and warning

Adequate

Fire extinguishers and other firefighting equipment

Needs improvement

What did you find?

Mess room extinguisher label shows its last service in August 2025. All others serviced in September 2026.

Storage of dangerous substances

Adequate

Testing and maintenance records

Adequate

5. Step 4: plan and train

Is there a written emergency plan?

Yes

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

Yes

Evacuation strategy

Everyone leaves at once

Have staff had fire safety training?

Yes

Are there trained fire wardens or marshals?

Yes

Date of the last fire drill

15 Apr 2026

Days since the last drill

160

Assembly point

Front car park, by the visitor spaces

6. Findings and actions

Findings 1: Goods-in dock, doors 1 and 2

Where	Goods-in dock, doors 1 and 2
What is wrong?	Empty pallets and flattened cardboard stacked against the dock wall, about 2 metres high.
Risk	Medium
Action needed	Clear to the outside pallet store. Add cardboard to the daily close-down check.
Who	Warehouse supervisor
By when	29 Sep 2026

Findings 2: First floor office corridor

Where	First floor office corridor
What is wrong?	Closer arm detached from the right hand leaf of the corridor double doors. The leaf stays open.
Risk	Medium
Action needed	Refix or replace the closer and check both leaves close fully and in the right order.
Who	Elmfield Facilities
By when	6 Oct 2026

Photos



Findings 3: Mess room kitchenette

Where	Mess room kitchenette
What is wrong?	Extinguisher service is overdue going by the service label.
Risk	Low
Action needed	Service with the next visit, or swap for a serviced unit.
Who	Office manager
By when	20 Oct 2026

Photos

Findings	3
High risk	0
Overall risk to life from fire in this building	Medium

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	The building has a working alarm, clear and signed exits and trained wardens. The main concerns are the build-up of packaging at the dock and one corridor door that will not close. Both are simple to fix. Once they are done the risk would be low.
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7. Step 5: review and sign-off

Review date	22 Sep 2027
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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.

Have employees been told the risks found, Yes
the measures in place and the emergency
procedures?

Assessor name

J. Okafor

Assessor signature

J. Okafor

Responsible person name

S. Hargreaves

Responsible person signature

S. Hargreaves