



*Awarded for excellence*



## Blank Fire Risk Assessment



Basic Premises information

## Fire Risk Assessment

Premises Name: Address:	
Premises Description:	
Hours of Business:	
Max No. of persons at any one time:	
Responsible Person:  Position Held:  Contact Number:	
Building Owner:  Contact Number:	
Assessment date:	
By:	
Review Date:	
By:	

## Hazard identification (example)

Sources of Ignition	NA	Yes	No
Electrical installation regularly inspected?			
Electrical equipment PAT tested?			
Portable or fixed heating kept away from combustibles?			
Multipoint adaptors/ extension leads kept to a minimum?			
Electrical flexes safe from physical damage?			
Hot works permit procedure in force?			
Smoking Permitted in and around premises?			
Any processes that produce heat?			
Any other sources of ignition not mentioned above?			
Sources of Fuel			
Safe storage of combustible materials?			
Flammable liquids kept on premises stored safely?			
Standard of housekeeping satisfactory			
Procedures to protect from arson in place?			
Any other sources of fuel not mentioned above?			
Sources of O <sup>2</sup>			
Any sources of oxygen other than air?			

Comments

## Sources of ignition/Fuel/Oxygen

[illegible]

## Means for Giving Warning

Fire Alarm and Detection System	NA	Yes	No
Does the building have a means for giving warning in case of fire?			
Is the means for giving warning appropriate and does it meet the building requirements?			
Is the alarm audible throughout the building?			
Is the number and siting of call points satisfactory?			
Is the detection sufficient and appropriate for the building needs?			
Are any detectors or call points obstructed?			
Are all employees aware of how to raise the alarm?			
Are employees trained on how to raise the alarm?			
Is the fire alarm system tested on a weekly basis?			
Is the fire alarm system serviced/maintained in accordance with BS 5839?			
Does the system have a battery back up?			

Comments

### Means for giving warning

[illegible]

## Means of escape

General	NA	Yes	No
Is there an alternative exit from all areas of the premises?			
Are travel distances acceptable?			
Are there any dead end situations			
Are all escape routes unobstructed and free from combustibles?			
Suitable arrangements in place for inner room conditions?			
Are escape routes adequately protected?			
Doors			
Are there sufficient exits of suitable size to allow egress for all occupants?			
Can all exits be immediately opened without the use of a key?			
Are all internal fire doors in good condition, fitted with appropriate devices and in working order?			
Are any internal doors wedged open?			
Are all automatic door fastenings fail safe open & provided with an override facility			
Signage			
Is the premises fitted with sufficient exit signage?			
Are all escape routes clearly identified?			
Does the signage comply with BS 5499?			
Are all doors fitted with appropriate label signage?			
Any external signage required?			
Are there adequate staff notices?			
Are illuminated exit signs required?			
Lighting			
Is emergency lighting required?			
Are all escape routes adequately illuminated?			
Are additional emergency lighting luminaries needed?			
Does existing artificial lighting appear satisfactory?			
Do emergency lighting units appear to be charging?			
Is emergency lighting maintained and tested according to BS5266?			

Comments

## Means of Escape

[illegible]



Portable Fire fighting equipment
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	NA	Yes	No
Are Additional extinguishers required?			
Are extinguishers correctly positioned?			
Are extinguishers appropriate to the risk & of sufficient capacity?			
Are fire blankets required?			
Are extinguishers obstructed?			
Are extinguisher signs required?			
Have extinguishers been serviced?			

Comments

## Portable Fire fighting Equipment

[illegible]

## Fixed Installations

	NA	Yes	No
Is the building provided with a sprinkler system?			
Is the building provided with a dry/wet riser?			
Is the building provided with a gas flooding system?			
Is the building provided with a smoke control system?			
Is the building provided with any other Fixed installation?			
Are hose reels provided?			
Are fixed installations tested to current BS standards?			
Are all protection systems provided with appropriate signage?			
Are all protection systems provided with appropriate alarms			

Comments

## Fixed Installations

[illegible]

## Arson

	NA	Yes	No
Are the premises reasonably secure during hours of darkness?			
Is there a reasonable standard of external lighting?			
Could external rubbish/ waste put the building at risk?			
Are Wheelie bins lockable?			
Are wheelie bins remote from the building?			
Is CCTV provided?			

Comments

## Arson

[illegible]

## Maintenance and Record Keeping

	NA	Yes	No
Is there a suitable and sufficient risk assessment?			
Is the risk assessment reviewed on a regular basis?			
Is there a Suitable and sufficient emergency action plan?			
Is a log book kept within the building?			
Are there up to date records of:			
Fire Alarm testing?			
Fire alarm actuations?			
Emergency light testing?			
Means of escape testing?			
Fire extinguisher testing?			
Fixed installation testing?			
Staff fire training?			
Fire Drills?			

Comments

### Maintenance and record keeping

[illegible]



Section K	Emergency Action Plan
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	NA	Yes	No
Is there a written site specific fire emergency action plan?			
Is the location of the fire assembly point specified on staff fire notices?			
Does the fire emergency action plan include details of the following:			
Action on discovering a fire			
How to raise the alarm			
Action on hearing fire alarm			
Procedure for alerting members of the public/visitors			
Evacuation procedure to reach the assembly point			
Location &, when appropriate, use of fire fighting equipment			
Importance of closing fire doors			
Isolation of machinery			
Reason for not using lifts (unless specifically designed for evacuation)			
Information on specific hazards in your premises			

Comments

## Emergency Action Plan

[illegible]

## Staff Training

	NA	Yes	No
Are staff given information as to the contents of the Fire risk assessment?			
Are staff given written copies of the premises emergency action plan?			
<b>Are staff being trained in the following areas:</b>			
Action on discovering a fire?			
How to raise the alarm?			
Action on hearing fire alarm?			
Procedure for alerting members of the public/visitors?			
Evacuation procedure to reach the assembly point?			
Location &, when appropriate, use of fire fighting equipment?			
Importance of closing fire doors?			
Isolation of machinery?			
Reason for not using lifts (unless specifically designed for evacuation)?			
Information on specific hazards in your premises?			
The requirements for any specific role such as a fire marshal?			
Are fire drills undertaken			

Comments

## Staff Training

[illegible]

Works Action Plan	
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[illegible]