Fire Risk Assessment

Template for simple, low-risk premises

Under the Regulatory Reform (Fire Safety) Order 2005, which applies in both England and Wales, the "responsible person" for a workplace or the common parts of a multi-occupied building must carry out a suitable and sufficient fire risk assessment, act on its findings and keep it under review. If you employ five or more people (counted across the whole business, including where they work over more than a single site, and including volunteers, such as those working in charity shops), or the premises are licensed or subject to an alterations notice, the significant findings must be recorded.

This template follows the five steps in the HM Government fire safety guides:

1. Identify fire hazards - sources of ignition, fuel and oxygen.
2. Identify people at risk - including anyone especially at risk.
3. Evaluate, remove, reduce and protect from risk - means of escape, detection, lighting, signs, fire doors, firefighting equipment.
4. Record, plan, inform, instruct and train - emergency plan, staff training, fire drills.
5. Review - regularly, and after any significant change.

How to complete this form

• Walk round the whole premises, inside and out, including stores, plant rooms, roof spaces and external areas.

• Tick Yes, No or N/A for each question. Any "No" answer is a deficiency - describe it in the comments and add it to the Action Plan.

• Use the guidance most suitable to your premises (e.g. "Fire Safety Risk Assessment: Offices and Shops" or "Small and Medium Places of Assembly").

• Save the completed form, keep it with your fire safety records and share the relevant findings with staff and anyone else who needs to know.

• Review it at least annually, and whenever there is a change in layout, use, occupancy, or after a fire or near miss.

Important - when you need a competent fire risk assessor

This template is intended for simple, low-risk premises only. It is not suitable for hotels, HMOs, flats, care homes or hostels, complex layouts, high-risk processes, or where people may need help to escape.

The responsible person must be competent to carry out the assessment. If you are unsure about any answer, or the premises is not simple, appoint a competent fire risk assessor.

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Part A - Premises and assessment details

Name of premises / business			
Address and postcode			
Responsible person (name and position)			
Responsible person contact details			
Assessment carried out by (name)			
Date of assessment		**Review date**	
Use of premises (e.g. office, shop, workshop)			
Number of floors		**Approx. floor area (sq m)**	
Construction (walls, floors, roof)			
Hours of use / occupancy times			
Max. number of staff		**Max. number of public / visitors**	
Other occupants of the building (shared parts)			
Fire safety guidance used			

Step 2 - People at risk

Who could be harmed by a fire? Consider people especially at risk.

Question	Yes	No	N/A	Comments / findings
Employees				
Members of the public / visitors / customers				
Contractors and visitors unfamiliar with the premises				
Lone workers or people working in remote areas				
People with a disability or reduced mobility, hearing or sight				
Young persons, children or the elderly				
People who may be affected by alcohol, medication or language barriers				

Details of anyone especially at risk and arrangements for them (e.g. PEEPs)	

Step 1 - Fire hazards and their control

Sources of ignition, sources of fuel and sources of oxygen.

Electrical

Question	Yes	No	N/A	Comments / findings
Is the fixed electrical installation inspected and tested (EICR) at the recommended interval, with all C1/C2 items remedied?				
Are portable electrical appliances in good condition and checked/tested as appropriate?				
Is the use of extension leads and adaptors kept to a minimum, with no "daisy chaining" or overloading?				
Are e-bikes, e-scooters and other lithium-ion batteries charged in a safe location, away from escape routes?				

Smoking

Question	Yes	No	N/A	Comments / findings
Is smoking (and vaping) prohibited inside the building and the policy observed?				
Are designated smoking areas located away from the building, openings and combustible materials?				

Arson

Question	Yes	No	N/A	Comments / findings
Is the building secure against unauthorised entry?				
Are bins and combustible waste stored securely, away from the building (at least 6 m where possible)?				

Heating and cooking

Question	Yes	No	N/A	Comments / findings
Are fixed heating systems and gas appliances serviced (Gas Safe) and records kept?				
Are portable heaters avoided, or used safely away from combustibles?				
Are cooking areas kept clean, with extract filters and ductwork cleaned regularly and suitable extinguishers/fire blanket provided?				

Housekeeping, contractors and dangerous substances

Question	Yes	No	N/A	Comments / findings
Is housekeeping good, with no build-up of rubbish or combustible materials?				
Are flammable liquids, gases and chemicals stored safely, in minimum quantities?				
Are contractors controlled, including hot-work permits where needed?				
Is the building free from other significant fire hazards (processes, plant, solar PV, etc.)?				

Other fire hazards identified

Step 3 - Evaluate, remove, reduce and protect

Means of escape and fire protection measures.

Means of escape

Question	Yes	No	N/A	Comments / findings
Are escape routes and exits adequate for the number of people, and are travel distances reasonable?				
Are escape routes and final exits kept clear of obstructions and storage at all times?				
Can all exit doors be opened easily and immediately from the inside without a key?				
Do exit doors open in the direction of escape where necessary?				
Is there a place of safety outside, clear of the building, with a clear route to it?				
Are there suitable arrangements to evacuate anyone who needs assistance?				

Fire doors and compartmentation

Question	Yes	No	N/A	Comments / findings
Are fire doors in good condition, self-closing fully into the frame, with intact intumescent strips/smoke seals and gaps of about 3 mm?				
Are fire doors kept closed (not wedged open) and signed "Fire door keep shut"?				
Are walls and ceilings free from holes or unsealed penetrations (cables, pipes) that would let fire and smoke spread?				
Are wall and ceiling linings on escape routes of low fire spread (no combustible decorations or materials)?				

Detection, lighting and signs

Question	Yes	No	N/A	Comments / findings
Is there a suitable fire alarm / detection system that can be heard throughout the premises?				
Is the fire alarm tested weekly and serviced at least every 6 months, with records kept?				
Is emergency lighting provided where needed, tested monthly and annually, with records kept?				
Are fire exit signs provided where needed, clearly visible and correct?				
Are fire action notices displayed telling people what to do in a fire?				

Firefighting equipment

Question	Yes	No	N/A	Comments / findings
Are suitable fire extinguishers provided, correctly located, wall-mounted, signed and unobstructed?				
Are extinguishers serviced annually by a competent person?				
Are any other systems (sprinklers, smoke vents, dry risers) maintained and tested?				

Step 4 - Record, plan, inform, instruct and train

Question	Yes	No	N/A	Comments / findings
Is there a written emergency plan, known to staff, explaining what to do in a fire?				
Are there arrangements for calling the fire and rescue service (999) and meeting them on arrival?				
Have all staff received fire safety training on induction, with refresher training at suitable intervals?				
Are fire marshals/wardens appointed and trained where needed?				
Are fire drills carried out at least annually and recorded?				
Are visitors and contractors given fire safety information?				
Are you co-operating and sharing information with other responsible persons in the building?				
Are records kept of all fire safety tests, training, drills and maintenance (fire log book)?				

Risk rating

Taking into account the hazards and the precautions in place, record your overall judgement.

Likelihood of fire (hazard) Low Medium High

Consequences to life if fire occurs Slight harm Moderate harm Extreme harm

Overall risk to life Trivial Tolerable Moderate Substantial Intolerable

Risk matrix (based on BS 8800) - find the likelihood row and the consequence column to give the overall risk.

Likelihood \ Consequence	Slight harm	Moderate harm	Extreme harm
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

- No action required
- No major additional controls
- Reduce risk within a defined period
- Urgent action required
- Do not occupy until risk reduced

Summary of significant findings

Action plan

List every deficiency ("No" answers) and the action needed. Priority: 1 = immediate, 2 = within 1 month, 3 = within 3 months, 4 = when opportunity arises.

No.	Deficiency found	Action required	Priority	By whom	Target date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Step 5 - Sign-off and review record

Assessment completed by (print name)			
Signature		**Date**	
Responsible person (print name)			
Signature		**Date**	

Review record - review the assessment at least annually and whenever there is a significant change.

Review date	Reviewed by	Changes / comments	Next review

Need a professional fire risk assessment?

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