



Fire Risk Assessment for Simple Premises Record Template

Building address and use			
Name of employer (responsible person/dutyholder/ occupier/owner)			
Name and contact details of assessor			
Job title of assessor			
Assessor's signature		Date of assessment	

STEP 1: IDENTIFY HAZARDS

Sources of ignition

Hazard	Steps taken to remove the hazard	Steps taken to reduce hazard

Fuel Sources

Hazard	Steps taken to remove the hazard	Steps taken to reduce hazard

ACTION REQUIRED?

Yes ☐ (record at step 4)

No action required ☐

STEP 2: IDENTIFY PEOPLE AT RISK

People at risk (including employees, visitors, contractors and neighbours)

People at risk	Why they are at risk	Measures in place to reduce/remove the risk

ACTION REQUIRED?

Yes ☐ (record at step 4)

No action required ☐

STEP 3: EVALUATE THE RISKS OF FIRE AND ASSESS EXISTING FIRE SAFETY MEASURES

Evaluate the risks of fire

Accidental (eg smoking materials, candles or toasters)

Hazard	Severity of hazard (Slight, Moderate, High)	Risk of fire (Unlikely, Likely, Very likely)	Overall risk rating (High, Medium, Low)

By act or omission (eg incorrectly maintained electrical equipment, waste being allowed to build up near a heat source)

Hazard	Severity of hazard (Slight, Moderate, High)	Risk of fire (Unlikely, Likely, Very likely)	Overall risk rating (High, Medium, Low)

Deliberately (ie arson/wilful fire raising)

Hazard	Severity of hazard (Slight, Moderate, High)	Risk of fire (Unlikely, Likely, Very likely)	Overall risk rating (High, Medium, Low)

ACTION REQUIRED?

Yes ☐ (record at step 4)

No action required ☐

Consider the effectiveness of existing fire precautions to manage identified hazards:

A – Provision and protection of escape routes

B – Emergency lighting (internal and external)

C – Emergency signage (eg running man signs, fire action notices)

D – Fire detection and warning system (eg smoke detectors)

E – Portable firefighting equipment

F – Staff training and drills	
Management policies (eg non-smoking policy, housekeeping policy, hot works policy, visitors' policy)	
Evacuation plan (eg what duties staff have to perform to ensure all persons are evacuated, including any non-staff members such as customers and visitors)	
Security measures to prevent arson and wilful fire raising	
G – Provisions for disabled visitors and staff	
H – Co-operation with neighbours	
I – Fire brigade access	
ACTION REQUIRED?	Yes <input type="checkbox"/> (record at step 4) No action required <input type="checkbox"/>

STEP 4: RECORD SIGNIFICANT FINDINGS, ASSESS AND PLAN

Significant finding	Priority Low, Medium or High*	Details of remedial action (if any)	Person responsible	Completion date and sign

Record overall assessment of risk (Low, Medium or High)

Prepare your emergency plan			
Does your emergency plan identify:	Yes	No	N/A
The actions to take on discovering a fire?			
Who is responsible for calling the brigade?			
The actions to take upon hearing the alarm?			
Location of escape routes and any specific requirements for their use?			
Arrangements for fighting the fire?			
The location of the assembly point?			
Routines and responsibilities for turning off non-essential equipment?			
Routines and responsibilities for isolating gas and other fuel supplies?			
Arrangements for evacuation of people especially at risk such as young people, lone workers or those with disabilities?			
Who is responsible for checking the building is evacuated and detail relevant procedures including those for staff, visitors and members of the public?			
Who will greet the fire brigade when they arrive?			
Who will ensure the building is secure and that no one returns to the building until the all clear is given by the fire brigade?			
Who is responsible for conducting the roll call?			
If you have fire wardens, who are they and is their training up to date			

If the answer to any of the above is 'No', review your emergency plan

Have you provided staff with copies of the emergency plan and given adequate training?	
Yes	(if 'No', detail actions taken to rectify)
No	

Where applicable have you liaised with neighbours and other occupants of the building on fire safety issues?

Yes	(if 'No', detail actions taken to rectify)
No	

Are your fire action notices complete and prominently displayed and copies provided to all staff and visitors?

Yes	(if 'No', detail actions taken to rectify)
No	

STEP 5: PERIODIC REVIEW

Review date

Reviewed by

Reviewing person's job role

Reviewing person's signature

Reason for review

Outcome of review