

Astutis.

Fire Risk Assessment Template



Section 1 - Premises Particulars

Premises name:			
Address:			
Use of premises:			
Employer/ Owner/ Person(s) in control of the workplace:			
Date of assessment:		Date(s) reviewed:	
		Date for next review:	
Name and details of the person undertaking the Fire Risk Assessment/ review: (e.g. relevant qualifications / training / experience in fire safety)			
Signed:		Date:	

Section 2 - General Statement of Policy

Statement:

Section 3 - General Description of Premises

Description:	
--------------	--

Occupancy

Times the Premises are in use:	From:	
	To:	
The total number of persons employed within the premises at any one time:		
The total number of persons who may be present (including visitors) at the premises at any one time:		

Size

Building foot-print (metres):		Number of floors:		Number of Stairs:	
-------------------------------	--	-------------------	--	-------------------	--

Section 4 - Plan Drawing

Plan drawing:

Section 5 – Identify Fire Hazards

Ignition sources:	
Fuel sources:	
Work processes:	
Structural features that could promote the spread of fire:	

Section 6 – Identify People at Risk

Identify people at risk in the event of a fire and their location within the premises. Outline why they are at risk, and what control measures are (or need to be) in place.

Commentary:

Section 7 – Means of Escape: Horizontal Evacuation

Commentary:

Section 8 – Means of Escape: Vertical Evacuation

Commentary:

Section 9 – Fire Safety Signs and Notices

Commentary:

Section 10 – Fire Detection and Warning

Commentary:

Section 11 – Emergency Lighting

Commentary:

Section 12 – Fire Fighting Equipment

Commentary:

Section 13 – Other Fire Safety Systems

(e.g. sprinklers, automatic smoke extraction)

Commentary:

Section 14 - Maintenance

Is there a maintenance program for the fire safety provisions in the premises?			Commentary:	
Are regular checks of fire resisting doors, walls and partitions conducted?			Commentary:	
Are regular checks of escape routes and exit doors carried out?			Commentary:	
Is there a maintenance programme for the fire warning system?	Weekly		Commentary:	
	Six-Monthly			
	Annually			
Is there a maintenance programme for the emergency lighting?	Monthly		Commentary:	
	Annually			

Section 14 - Maintenance

Is there maintenance of the fire-fighting equipment (by competent person?) Yes/No	Weekly		Commentary:	
	Annually			
Is there a maintenance programme for other fire safety systems?			Commentary:	
Are records kept and their location identified?			Commentary:	

Section 15 – Method for Calling the Fire Service

Commentary:

Section 16 – Fire Emergency Plan (FEP)

Commentary:

Section 17 – Training

Commentary:

Section 18 – Significant Findings

A) Existing control measures			
Significant finding:		Control measure:	
Significant finding:		Control measure:	
Significant finding:		Control measure:	
Significant finding:		Control measure:	
Significant finding:		Control measure:	

Section 18 – Significant Findings

B) Fire safety deficiencies to be rectified

Deficiency/ Action/ Allocated to:	Priority:	Target date:	Date rectified:

