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| **Fire Risk Assessment** | | | | | | |
| **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 relevant details of the person undertaking the Fire Risk Assessment/ review:** | | | | | | |
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| **Signed:** | |  | | | **Date:** |  |

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| **2** | **General statement of policy** |
| **Statement:** | |
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| **3** | **General description of premises** | | | | |
| **Description** | | | | | |
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| **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 x metres)** | |  | | | |
| **Number of floors:** | |  | | | |
| **Number of Stairs:** | |  | | | |

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| **4** | **Plan drawing** |
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| **5** | **Identify fire hazards** |
| **Ignition sources:** | |
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| **Fuel sources:** | |
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| **Work processes:** | |
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| **Structural features that could promote the spread of fire:** | |
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| **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:** | |
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| **7** | **Means of escape – horizontal evacuation** |
| **Commentary:** | |
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| **8** | **Means of escape – vertical evacuation** |
| **Commentary:** | |
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| **9** | **Fire safety signs and notices** |
| **Commentary:** | |
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| **10** | **Fire detection and warning** |
| **Commentary:** | |
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| **11** | **Emergency lighting** |
| **Commentary:** | |
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| **12** | **Fire-fighting equipment** |
| **Commentary:** | |
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| **13** | **Other fire safety systems (e.g. sprinklers, automatic smoke extraction)** |
| **Commentary:** | |
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| **14** | **Maintenance** | |
| **Is there a maintenance program for the fire safety provisions in the premises? Y/N** | |  |
| **Commentary:** | | |
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| **Are regular checks of fire resisting doors, walls and partitions conducted? Y/ N** | |  |
| **Commentary:** | | |
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| **Are regular checks of escape routes and exit doors carried out? Y/ N** | |  |
| **Commentary:** | | |
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| **Are regular checks of fire safety signs carried out? Y/ N** | |  |
| **Commentary:** | | |
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| **Is there a maintenance programme for the fire warning system? Y/ N** | |  |
| **Weekly** | |  |
| **Six-monthly** | |  |
| **Annually** | |  |
| **Commentary:** | | |
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| **Is there a maintenance programme for the emergency lighting? Y/ N** | |  |
| **Monthly** | |  |
| **Annually** | |  |

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| **Commentary:** | |
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| **Is there maintenance of the fire fighting equipment (by competent person?) Y/ N** |  |
| **Weekly** |  |
| **Annually** |  |
| **Commentary:** | |
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| **Is there a maintenance programme for other fire safety systems? Y/N** |  |
| **Commentary:** | |
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| **Are records kept and their location identified? Y/N** |  |
| **Commentary:** | |
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| **15** | **Method for calling the fire service** |
| **Commentary:** | |
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| **16** | **Fire emergency plan (FEP)** |
| **Commentary:** | |
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| **17** | **Training** |
| **Commentary:** | |
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| **18** | **Significant findings** | |
| **a)** | **Existing control measures** | |
| **Significant finding** | | **Control measure** |
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| **b)** | **Fire safety deficiencies to be rectified** | | | |
| **Deficiency/ Action/ Allocated to** | | **Priority** | **Target date** | **Date rectified** |
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