



# Fire Risk Assessment

<b>1 Premises particulars</b>			
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 including relevant qualifications, training and experience in fire safety of the person undertaking the Fire Risk Assessment/ review:			
Signed:		Date:	

<b>2 General statement of policy</b>	
Statement:	

<b>3 General description of premises</b>			
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 x metres)			
Number of floors:			

Number of Stairs:

**4 Plan drawing**

**5 Identify fire hazards**

Ignition sources:

Fuel sources:

Work processes:

Structural features that could promote the spread of fire:

**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:

**7 Means of escape – horizontal evacuation**

Commentary:

**8 Means of escape – vertical evacuation**

Commentary:

**9 Fire safety signs and notices**

Commentary:

**10 Fire detection and warning**

Commentary:

<b>11</b>	<b>Emergency lighting</b>
Commentary:	

<b>12</b>	<b>Fire-fighting equipment</b>
Commentary:	

<b>13</b>	<b>Other fire safety systems (e.g. sprinklers, automatic smoke extraction)</b>
Commentary:	

<b>14</b>	<b>Maintenance</b>	
Is there a maintenance program for the fire safety provisions in the premises? Y/N		
Commentary:		
Are regular checks of fire resisting doors, walls and partitions conducted? Y/ N		
Commentary:		
Are regular checks of escape routes and exit doors carried out? Y/ N		
Commentary:		
Are regular checks of fire safety signs carried out? Y/ N		
Commentary:		
Is there a maintenance programme for the fire warning system? Y/ N		
Weekly		
Six-monthly		
Annually		
Commentary:		
Is there a maintenance programme for the emergency lighting? Y/ N		
Monthly		
Annually		

<b>Commentary:</b>	
<b>Is there maintenance of the fire fighting equipment (by competent person?) Y/ N</b>	
<b>Weekly</b>	
<b>Annually</b>	
<b>Commentary:</b>	
<b>Is there a maintenance programme for other fire safety systems? Y/N</b>	
<b>Commentary:</b>	
<b>Are records kept and their location identified? Y/N</b>	
<b>Commentary:</b>	

<b>15</b>	<b>Method for calling the fire service</b>
<b>Commentary:</b>	

<b>16</b>	<b>Fire emergency plan (FEP)</b>
<b>Commentary:</b>	

<b>17</b>	<b>Training</b>
<b>Commentary:</b>	

<b>18</b>	<b>Significant findings</b>
<b>a)</b>	<b>Existing control measures</b>
<b>Significant finding</b>	<b>Control measure</b>

<b>b)</b>	<b>Fire safety deficiencies to be rectified</b>		
<b>Deficiency/ Action/ Allocated to</b>	<b>Priority</b>	<b>Target date</b>	<b>Date rectified</b>