

Fire Risk Assessment Template

A PAS 79-1 style layout for a small, simple premises. Print it, walk the building, tick and write as you go.

Read first. This template helps the responsible person of a small, simple premises structure a self-assessment under the Regulatory Reform (Fire Safety) Order 2005. It does not by itself make an assessment suitable and sufficient. Where people sleep on the premises, or the building is flats, an HMO, a school, a care setting or is complex, a competent fire risk assessor is needed. A fire risk assessment does not replace a fire door inspection, which is a separate service.

1. Premises details

Premises name and address

Responsible person (name, role, phone)

Assessor (name) and date of assessment

Use of building, number of floors, approximate floor area

☐ People usually in the building at once: _____ Anyone sleeping on the premises? Yes / No (if yes, use a competent assessor)

2. People at risk

Who could be hurt if there is a fire, and who would need help to get out?

- ☐ Employees, including lone workers and early or late staff
- ☐ Visitors, customers, contractors and delivery drivers
- ☐ People with a mobility, hearing, sight or cognitive impairment
- ☐ Children or young people
- ☐ Anyone who would not know the building (first-time visitors)
- ☐ Anyone in areas where a fire could start unseen (stores, plant rooms, lofts)

Notes (who, where, what help they need):

3. Ignition sources

What could start a fire? Record each one and where it is.

- ☐ Electrical: overloaded sockets, extension leads, damaged cables, old fuse boards, portable heaters
- ☐ Cooking and heating appliances, fryers, boilers, flues
- ☐ Smoking (inside, or by doors, bins and fire exits)
- ☐ Hot work and maintenance by contractors
- ☐ Lighting: hot bulbs close to stock or fabric
- ☐ Arson risk: unlocked bins, open yards, easy access from outside
- ☐ Battery charging (e-bikes, scooters, tools, vapes)

Notes:

4. Fuel (things that burn)

What would feed a fire if it started?

- ☐ Stock, paper, packaging, cardboard and waste, and where it is stored
- ☐ Flammable liquids, gases and aerosols (quantities and storage)
- ☐ Soft furnishings, curtains, wall and ceiling linings
- ☐ Waste bins and skips (distance from the building)

- ☐ Stored items blocking or lining escape routes

Notes:

5. Oxygen

What adds air to a fire?

- ☐ Natural ventilation: windows, vents, open doors
- ☐ Mechanical ventilation, air conditioning and extraction (could it spread smoke?)
- ☐ Oxygen or other oxidising gas cylinders stored on site
- ☐ Fire doors propped open or wedged

Notes:

6. Detection and warning

Will everyone be warned in time, day and night?

- ☐ Fire alarm system present (type: manual call points / smoke / heat / none)
- ☐ Alarm audible in every room, with doors shut and machinery running
- ☐ Panel shows no faults; weekly test recorded in the log book
- ☐ Alarm serviced in the last 6 months (BS 5839-1 recommends six-monthly visits)
- ☐ Staff know what each alarm sound and panel indication means

Notes:

7. Escape routes

Can everyone get out quickly and safely?

- ☐ Routes are clear and not used for storage, including stairs and final exits
- ☐ Exit doors open easily from inside without a key
- ☐ Doors on escape routes open in the direction of travel where needed
- ☐ Floors, stairs and thresholds in good repair, handrails fitted
- ☐ Exits lead to a safe place, and the way to it is clear
- ☐ Travel distance to an exit is short, with more than one way out where needed
- ☐ Assembly point agreed, signed and known to staff

Notes:

8. Emergency lighting (BS 5266-1)

Can people see the way out if the power fails?

- ☐ Lighting covers exits, stairs, changes of direction and fire equipment
- ☐ Monthly flick test and annual full duration test done and logged
- ☐ Failed or dim units replaced

Notes:

9. Signage

Can a stranger find the way out and the equipment?

- ☐ Fire exit signs on every exit and along routes where the exit is not obvious
- ☐ Fire action notice at call points and main exits
- ☐ Fire door keep shut / keep locked signs where needed
- ☐ Extinguisher and call point identification signs

Notes:

10. Fire doors and compartmentation

Do the doors and walls hold a fire back and keep smoke out of escape routes?

- ☐ Doors on escape routes and to risk rooms shut fully and are not held open
- ☐ Door leaves undamaged: no large holes, splits or cut-outs
- ☐ Frames sound, with intumescent strips and smoke seals intact
- ☐ Closers work and pull the door fully shut from open
- ☐ Hinges secure, gaps around the leaf look even and small
- ☐ No visible holes in walls, ceilings or floors where cables or pipes pass through
- ☐ Riser cupboards and store room doors kept shut and locked

Notes. This tick-list is not a fire door inspection. Doors that look doubtful need checking by a competent person:

11. Firefighting equipment

The right extinguisher in the right place, and people who know how to use it.

- ☐ Extinguishers suit the risks (water, foam, CO2, powder) and are mounted and visible
- ☐ Serviced in the last 12 months, tags in date
- ☐ Fire blankets in kitchens
- ☐ Staff shown how to use equipment and when not to

Notes:

12. Management and records

Fire safety is only as good as how it is run day to day.

- ☐ Written emergency plan: what to do on discovering a fire and on hearing the alarm
- ☐ Staff trained on induction and at least once a year, with attendance recorded
- ☐ Fire drill held and timed in the last 12 months
- ☐ Named fire marshals, and cover for absences
- ☐ Plan for anyone who needs help to leave (personal emergency evacuation plan where needed)
- ☐ Log book: alarm tests, lighting tests, extinguisher service, door checks, drills
- ☐ Contractors told about fire rules, and fire stopping reinstated after any work
- ☐ Fire procedures shared with any other occupiers of the building

Notes:

13. Risk rating

For each hazard you found, score the likelihood of a fire starting there (1 low, 2 medium, 3 high) and the consequence if it did (1 slight harm, 2 harm, 3 serious harm or loss of life). Multiply. 1 to 2 is low, 3 to 4 is medium, 6 to 9 is high.

Likelihood x consequence	1 Slight	2 Harmful	3 Serious
1 Unlikely	1 Low	2 Low	3 Medium
2 Possible	2 Low	4 Medium	6 High
3 Likely	3 Medium	6 High	9 High

14. Action plan

Fix high items first. Give every action one owner and a date. Priority: H = high (now), M = medium (within 1 month), L = low (within 3 months).

No.	What needs doing	Rating	Priority	Owner	Due	Done
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

15. Review

Date of this assessment: _____ Review due (at least yearly): _____

Signed (responsible person): _____ Date: _____

Review sooner if you change the layout, use, number of people or stock, or after any fire, near miss or alarm failure. Keep the signed copy with your log book.