

RISK ASSESSMENT TEMPLATE

Fire Risk Assessment

Provided by: BHIB Insurance Brokers

Company name:	Date of risk assessment: Next assessment due:
Risk assessment performed by:	Location:

Completing a Fire Risk Assessment

1. Identify the fire hazards.

This is the most important aspect of your risk assessment. A fire begins when **heat** (source of ignition) interacts with **fuel** (anything that can burn), as well as **oxygen** (air). It is critical to keep sources of ignition and fuel apart.

- Think about materials or processes on the premises that could start a fire. This could include heaters, lighting, open flames (such as from a candle), electrical equipment, workplace practices such as welding or cooking, cigarettes, matches, or anything else you notice that could become very hot or generate sparks.
- Determine the materials on your premises with the potential to burn, thus spreading the fire further. This could include packaging, rubbish, furniture, wood, paper, plastic, rubber, petrol, paint, varnish, or any other materials or chemicals within the walls or ceilings. Don't forget to evaluate the outside of the premises too.

2. Think about who might be harmed and how.

In the event of a fire, everyone is at risk. However, think about specific groups of people that may face greater risk, such as employees that work closely with sources of ignition or visitors that are unaware of building safety procedures. In addition, groups such as children, the elderly or people with disabilities are vulnerable.

- Identify how these people or groups may be harmed and what type of injuries may occur. Think about people not in the workplace all the time, such as contractors or members of the public.
- Consider the possibility of the fire spreading and causing harm to people and buildings nearby.

3. Evaluate the risks and decide on precaution.

Think about the risks and ramifications you identified earlier. Once you have done so, it's time to assess different methods for removing, reducing, and protecting both your building and those within or near it from a fire.

- When possible, always remove risks. This includes keeping sources of ignition and fuel apart and removing or securing any potential fuel an arsonist could use to start a fire on the premises.
- Next, try to reduce risk as much as possible. This includes informing employees of best practices when working near sources of ignition or fuel and taking steps to avoid accidental fires.
- Finally, consider how you can protect both your building and people from a fire. This includes having a fire response plan, possessing a fire detection and warning system, establishing escape routes and using proper safety equipment.

4. Record, plan and train.

You must keep a written record of your fire risk assessment if your business has five or more people. Make a record of your significant findings—the hazards, how people might be harmed and what processes you have in place to control the risks, including staff training and a fire response plan. A fire risk assessment should demonstrate that:

- A proper check was made and you involved your employees or their representatives in fire prevention training.
- You considered who might be affected and involved employees in the process of developing a fire response plan.
- You dealt with all major fire hazards. The precautions are reasonable and the remaining risk is low.

5. Review your fire risk assessment periodically and update when necessary.

Few workplaces stay the same. Eventually, you will bring in new equipment, substances or procedures that could lead to new fire hazards. Review your risk assessment on an ongoing basis and ask yourself:

- Have there been any significant changes to the building, stock, stock levels, work practices or dangerous substances?
- Are there improvements you still need to make or have workers spotted a problem?
- Have you learnt anything from accidents or near misses? Have you planned your next fire drill?

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Preface: Ensuring Compliance

Under the Regulatory Reform (Fire Safety) Order 2005, all employers and those responsible for non-domestic, industrial, commercial and residential premises must ensure that they (with the help of [standard fire safety risk assessment guides](#)) or a 'competent person' carry out a fire risk assessment for their property. If your organisation employs five or more people, you are required to keep a written record.

Essentially, you (with the help of [standard fire safety risk assessment guides](#)) or a competent person (someone with enough training, experience or knowledge to effectively complete the task) must properly evaluate workplace activities, existing hazards and property locations for potential fire risks, including who may be harmed and how. This person must then determine whether your property's existing fire precautions are appropriate for handling your specific risks, or if more work needs to be done. The fire risk assessment must be regularly reviewed and updated. In addition to carrying out a risk assessment, you must comply with these standards:

- Appoint one or more competent person(s) to implement preventive and protective measures against the property's fire risks and hazards. You can nominate yourself for this purpose.
- Provide employees with any important information regarding the risks found within your fire risk assessment, as well as the measures being taken to prevent a fire. Before employing a child, provide the parent with this information. In addition, inform the parent of special measures in place to protect the child from fire hazards.
- Communicate with staff members (or their elected representatives) about specific fire precautions, who is responsible for carrying out specific roles related to fire safety and a plan for contacting emergency services.
- Consider the presence of any dangerous substances and the risks they present.
- Inform non-employees (such as temporary or contract workers) of any relevant fire risks, contact information for the nominated competent person(s) and all fire safety procedures for the property.
- Co-ordinate with any responsible people who may also have premises within the property and inform them of significant findings in your fire risk assessment that could potentially affect the safety of their employees. Communicate any actions your organisation is taking to reduce and control those risks.
- Provide information regarding the risks found in your fire risk assessment, as well as the measures being taken to prevent a fire, to the employer of any outside organisations working on your premises (a contractor). Additionally, you must provide those employees with necessary instruction and training for handling the fire risks they may face.
- Establish employee training during normal working hours regarding fire precautions in the workplace when employees start working for you and periodically afterwards.
- Ensure that all firefighting equipment, fire detection and warning systems, emergency routes and exits are included in routine maintenance plans by a competent person(s).
- Co-operate with employees to be sure that the workplace is safe from fire risks, and that employees follow all precautions to keep themselves and others safe.

To comply with these standards and establish an effective fire risk assessment, BHIB Insurance Brokers has created a comprehensive assessment template for you by including tables and entries for common fire hazard topics. Identify the hazards that are high priority and complete each section to suit. You can print and save this template to review and update the information when needed. You should review your fire risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new equipment or work activities).

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Fire Risk Assessment

Section 1: General Property Information

As you begin your fire risk assessment, start by creating a general outline of your property and its key components. Doing so will provide you with a better picture moving forward of higher-priority hazards, building occupants at significant risk from a fire, fire prevention methods and important emergency evacuation considerations.

General Property Details

Number of floors in the building:	
Approximate floor area:	
Past or current construction details (date and purpose for construction):	
Property usage (eg office space):	
Secondary property usage (eg kitchen, bar or conference hall):	
Maximum number of occupants permitted in property (include breakdown of different room regulations):	

Occupancy Profile: Identifying Occupants at Risk from Fire

Occupants that could be sleeping:	
Occupants under the age of 16:	
Occupants with disabilities:	
Occupants in remote or isolated areas:	
Average amount of visitors:	
Occupants with additional vulnerabilities (elderly or speak different language):	

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Section 2: Sources of Ignition and Fuel

This is the most important aspect of your risk assessment. A fire begins when **heat** (source of ignition) interacts with **fuel** (anything that can burn), as well as **oxygen** (air). It is critical to keep sources of ignition and fuel apart. All text listed in red was created as a sample to help get you thinking—be sure to customise to fit your needs. Whether it be rubbish buildup, hazardous appliances or workplace practices that involve fire risks, consider your organisation’s risks when completing this section:

A. Electrical Sources and Appliances

What is the source of ignition or fuel?	How could this source create a hazard?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Fixed electrical installations and light fixtures	Faulty or outdated installations may result in electric spark or explosion, resulting in the spread of open flame.	Installations are inspected, tested and updated on a routine basis (eg every year).	<ul style="list-style-type: none">Perform additional maintenance to ensure electrical wiring is fully functional and safe.Before installing or updating electrical fixtures with a bulb, review the maximum recommended wattage.	<ul style="list-style-type: none">All staff, supervisor to monitorManager	<ul style="list-style-type: none">From now onxx/xx/xx	<ul style="list-style-type: none">xx/xx/xxxx/xx/xx
Electrical sockets and plugs						
Electrical cords and extension leads						
Portable electrical appliances						
						*Hint: tab here for new row

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B. Common Kitchen Practices and Appliances

What is the source of ignition or fuel?	How could this source create a hazard?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Grease/grease traps	Overflowing grease traps that contain pieces of food can easily catch fire, resulting in the spread of open flame.	Employees are required to empty and clean grease traps on a routine schedule.	<ul style="list-style-type: none"> Establish a safe system for disposing of and storing excess grease in the kitchen. Encourage employees to check kitchen vents and grease traps prior to cooking to avoid grease spillage and open flames. 	<ul style="list-style-type: none"> All staff, supervisor to monitor Manager 	<ul style="list-style-type: none"> From now on xx/xx/xx 	<ul style="list-style-type: none"> xx/xx/xx xx/xx/xx
Appliances that use open flames (eg a gas cooker)						
Flammable kitchen materials (employee uniforms, tea towels or oven gloves)						
						*Hint: tab here for new row

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C. Fixed Heating Installations and Portable Heaters/Heat-related Appliances

What is the source of ignition or fuel?	How could this source create a hazard?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Fixed heater (such as a boiler)	<ul style="list-style-type: none"> Faulty or outdated system could result in an explosion, causing the spread of open flame. Combustible materials placed near the system for prolonged periods could catch fire and spread flame. 	Heating system is subject to regular maintenance and updates when necessary.	<ul style="list-style-type: none"> Encourage all employees, visitors and residents to avoid placing combustible materials near the heating system. 	<ul style="list-style-type: none"> Visitors/residents All staff, supervisor to monitor Manager 	<ul style="list-style-type: none"> From now on xx/xx/xx 	<ul style="list-style-type: none"> xx/xx/xx xx/xx/xx
Portable heater						
Other portable appliances						
						*Hint: tab here for new row

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D. Housekeeping

What is the source of ignition or fuel?	How could this source create a hazard?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Rubbish and waste buildup	<ul style="list-style-type: none"> Rubbish buildup could cause flames to become larger and spread faster. Excess rubbish and waste left near escape routes could block points of exit. 	Maintenance employees possess a routine schedule for properly disposing of rubbish and waste.	<ul style="list-style-type: none"> Encourage all employees, visitors and residents to immediately dispose of any rubbish or waste in the appropriate location. 	<ul style="list-style-type: none"> Visitors/residents All staff, supervisor to monitor Manager 	<ul style="list-style-type: none"> From now on xx/xx/xx 	<ul style="list-style-type: none"> xx/xx/xx xx/xx/xx
Combustible or flammable cleaning materials						
Improperly stored hazardous materials (eg combustible materials placed near a source of ignition)						
Escape routes blocked by combustible materials						
						*Hint: tab here for new row

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E. Smoking

What is the source of ignition or fuel?	How could this source create a hazard?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Improperly discarded or unextinguished cigarette butts	<ul style="list-style-type: none"> Cigarette butts that are not fully extinguished and improperly discarded can interact with fuel sources to start a fire. 	<ul style="list-style-type: none"> The premises contains designated smoking areas and cigarette butt disposals. The premises contains effective smoke alarms to detect indoor cigarette smoke. 	<ul style="list-style-type: none"> Encourage all employees, visitors and residents to fully extinguish and properly dispose of cigarette butts in written or digital communications. Implement strict consequences for failing to comply with premises smoking standards. 	<ul style="list-style-type: none"> Visitors/residents All staff, supervisor to monitor Manager 	<ul style="list-style-type: none"> From now on xx/xx/xx 	<ul style="list-style-type: none"> xx/xx/xx xx/xx/xx
Cigarette smoke						
Cigarette lighter						
						*Hint: tab here for new row

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Section 3: Dangerous Substances

Many organisations don't realise the prevalence of dangerous, potentially flammable substances present in their workplace until it's too late and their property is literally in flames. What's more, failing to do so can easily result in non-compliance violations of the **Dangerous Substances and Explosive Atmospheres Regulations 2002**. Use the following table to identify common dangerous substances in your workplace and proper fire risk management techniques:

What is the dangerous substance?	How could this substance create a hazard?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Alcohol and spirits	If these substances are improperly sealed, stored or spilt near a heat source or flame, they can cause a fire or explosion.	Employees that work with these substances are properly trained to seal and store the substances in a location safe from potential heat sources or flames.	<ul style="list-style-type: none"> Properly label these substances as highly flammable. Offer warning signs and labels in areas where these substances are present. 	<ul style="list-style-type: none"> All staff, supervisor to monitor Manager 	<ul style="list-style-type: none"> From now on xx/xx/xx 	<ul style="list-style-type: none"> xx/xx/xx xx/xx/xx
Cleaning liquids and sanitisers						
Petrol						
Solvents, paints, varnishes, flammable gases, LPG, dusts from machining operations, pressurised gases						
						*Hint: tab here for new row

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Section 4: Contractors and Building Works

Although most organisations have proper fire risk instruction and training in place for permanent employees, it can be easy to forget that temporary workers, such as contractors, require this information as well. Consider the poor practices and accompanying prevention strategies when working with contractors:

What is the poor practice?	How could this practice create a hazard?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Hot work permits (jobs that involve fire- or spark-producing tools or a source of ignition) fail to include necessary safe work practices	Contractors and temporary workers lack the information to safely perform their tasks, facing severe fire-related injuries or causing a property fire/explosion.	Contractors and temporary workers must agree to necessary safe work practices, outlined in a written hot work permit contract.	<ul style="list-style-type: none"> Contractors and temporary workers must complete fire safety training before work. The organisation possesses an effective recruitment process to ensure contractors are competent in fire safety. 	<ul style="list-style-type: none"> Contractors, their employees and temporary workers Manager 	<ul style="list-style-type: none"> From now on xx/xx/xx 	<ul style="list-style-type: none"> xx/xx/xx xx/xx/xx
Faulty hot work personal protective equipment or machinery						
Contractors/temporary workers are unaware of fire evacuation procedures						
						*Hint: tab here for new row

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Section 5: Arson or Deliberate Ignition

All properties run the risk of destruction from an arsonist. And, while it is difficult to predict whether or not someone will attempt to destroy your property, use this table to understand common causes of arson and reduce the potential for fire-related criminal activity on the premises:

What is the common cause?	How could this practice create a hazard?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Flammable substances are not properly secured and locked away when not in use	Potential arsonists can easily access flammable substances, thus spreading a fire quickly.	Employees that work with flammable substances are instructed to store them in a secure, locked location after use.	<ul style="list-style-type: none"> Only allow employees with proper credentials to use flammable substances or work in areas with flammable substances present. 	<ul style="list-style-type: none"> All staff, supervisor to monitor Manager 	<ul style="list-style-type: none"> From now on xx/xx/xx 	<ul style="list-style-type: none"> xx/xx/xx xx/xx/xx
The property fails to implement security measures to detect criminal activity						
The organisation lacks a vetting process to eliminate potential arsonists from being hired						
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Section 6: Emergency Evacuation Measures

MEANS OF ESCAPE AND EMERGENCY ESCAPE LIGHTING	YES	NO	N/A	COMMENTS
Have you created and distributed an evacuation plan with reasonable means of escape? (Please attach the plan to this assessment.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are your escape routes appropriate and adequately designed to meet the needs of your occupants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do your escape routes possess reasonable distances of travel in emergency circumstances (eg when escape must occur in a single direction)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are your escape routes properly protected and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered the building capacities when crafting escape routes to prevent overflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are your escape routes easy to access and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do your means of escape provide reasonable accommodations for vulnerable occupants (eg people with disabilities, the elderly and expectant mothers)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the evacuation map and plan identify dead-end corridors, inner rooms and take floor space factors into account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your premises possess reasonable standards of emergency escape lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all escape routes properly labelled and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your business perform routine maintenance, inspections and updates on emergency escape lighting to ensure effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MEASURES TO LIMIT FIRE DEVELOPMENT	YES	NO	N/A	
Does your building possess a reasonable standard of fire-resisting materials and components?.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has your building limited the use of materials that promote fire spreading and ignition (eg flammable linings, wall and ceiling fixtures/paint)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises contain fire dampers in ducts or vents when necessary (eg to protect escape routes from fire spread)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Emergency Evacuation Measures (Continued)

FIRE SAFETY SIGNS/NOTICES AND WARNINGS	YES	NO	N/A	COMMENTS
Does the premises possess a reasonable standard of fire safety signs and notices (eg labelled fire exits and hazard signage)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises contain an appropriate fire warning system (eg a manually operated fire alarm)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises provide an effective automatic fire detection system throughout? Is the system appropriate for the size, fire risk and occupancy of the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises offer a remote transmission system to send alarm signals to appropriate emergency contacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Emergency Evacuation Risks (Customise as needed)

What is the risk?	How could this risk create a hazard?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Failing to provide evacuation accommodations to those with disabilities	Building inhabitants with disabilities lack the resources or aid to properly escape	All employees and visitors are provided with the building escape routes and exit points in a pamphlet upon arrival.	<ul style="list-style-type: none"> Include a detailed map in both hard copy and digital format of the premises to employees and visitors. 	<ul style="list-style-type: none"> Manager 	<ul style="list-style-type: none"> From now on xx/xx/xx 	<ul style="list-style-type: none"> xx/xx/xx xx/xx/xx
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Section 7: Fire Extinguishing Appliances

MANUAL EXTINGUISHERS AND RELEVANT AUTOMATIC SYSTEMS	YES	NO	N/A
Does the premises provide a reasonable amount of portable extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all manual fire extinguishing appliances easy to access and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the premises offer appropriate wall signage relevant to extinguisher use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the premises provide hose reels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the premises offer any relevant automatic fire extinguishing systems (eg sprinkler or misting system or gas suppression system)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all automatic fire extinguishing systems routinely inspected and updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the premises provide and maintain additional relevant fire extinguishing equipment (eg smoke ventilation, smoke curtains or dry/wet risers)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Fire Extinguishing Risks (Customise as needed)

What is the risk?	How could this risk create a hazard?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
			•	•	•	•
						*Hint: tab here for new row

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Section 8: Fire Safety Practices and Training

PROCEDURES AND ARRANGEMENTS	YES	NO	N/A	COMMENTS
Does the premises currently have appointed competent people in charge of fire safety measures? Please state the name of each person involved in fire safety and what their responsibility is: <ul style="list-style-type: none">•••	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises have a proper record of fire safety arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there appropriate fire procedures currently in place? Are these procedures documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises have proper arrangements for summoning the Fire and Rescue Service (F&RS)? Are there plans to meet the FR&S upon arrival and provide relevant information to firefighters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises possess a building plan with basic layout information and areas of risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises have practices in place to ensure the building has been evacuated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there appropriate fire assembly points?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises have procedures in place that nominate trained, competent people to assist in evacuation, including that of vulnerable populations (eg the elderly and expectant mothers)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the premises nominated a liaison with the F&RS to assist in familiarisation visits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises perform routine in-house inspections of fire precautions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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TRAINING AND DRILLS	YES	NO	N/A	COMMENTS
<p>Does the premises have a competent person in charge of fire safety training?</p> <ul style="list-style-type: none"> Please list the name of the person in charge: 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all staff members receive proper fire safety instruction and training when hired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Do staff members receive routine refresher training at appropriate intervals?</p> <ul style="list-style-type: none"> At what intervals: 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all staff members with additional responsibilities (eg those who assist people with disabilities) receive specific training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Does staff training include the following informational topics?</p> <ul style="list-style-type: none"> Fire risks in the premises General fire precautions in the building Action in the event of a fire Action upon hearing the fire alarm Method of operation for manual call points Location and proper use of fire extinguishers How to summon F&RS The identity of those assisting in evacuation The identity of those nominated to use fire extinguishers 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises conduct fire drills at appropriate intervals and maintain a record of these drills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a proper amount of fire safety information provided between employer and employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are non-employees or employees of another employer provided with appropriate fire safety instructions and necessary training when on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there appropriate co-operation between responsible persons of each organisation on the premises (in multi-occupancy situations) to ensure compliance with the Fire Safety Order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fire Safety Practices and Training (Continued)

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Fire Risk Assessment

Fire Safety Practices and Training (Continued)

TESTING AND MAINTENANCE	YES	NO	N/A	COMMENTS
Does the premises have a competent person in charge of fire safety testing and maintenance? • Please list the name of the person in charge:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises maintain an adequate maintenance routine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises perform weekly testing and periodic servicing of the fire detection and alarm system? Does this routine include ancillary equipment (eg door locks and door hold devices)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises perform monthly and annual testing routines for emergency escape lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises ensure annual maintenance of fire extinguishing appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises conduct periodic inspections of external escape staircases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises conduct weekly or monthly testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises conduct routine checks on secondary fire safety appliances and equipment, such as sprinklers, exit doors and fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premises conduct all other relevant inspections and tests on a routine basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Fire Safety Practices and Training (Continued)

RECORDING	YES	NO	N/A	COMMENTS
Does the premises hold appropriate records for the following procedures? <ul style="list-style-type: none"> • Fire drills • Fire safety training • Fire alarm tests • Emergency escape lighting tests • Maintenance and testing of other fire precaution systems or equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are these records properly stored and available for inspection by the Fire Authority? <ul style="list-style-type: none"> • Location of the records: 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Fire Safety Practices and Training Risks (Customise as needed)

What is the risk?	How could this risk create a hazard?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
			•	•	•	•
						*Hint: tab here for new row

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