Fire Risk Assessment Form

(Simple Premises)

Building Address	

Building Use	

Name of employer (responsible person)	

Name and contact details of assessor	

Job title of assessor	

Assessor's signature		Date of assessment	

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Introduction

Our fire risk assessment template follows the preferred five-step method as recommended in guidance in support of the Regulatory Reform (Fire Safety) Order. Ideally suited for simple work premises, our template will help you to record fire hazards, assess the risk and evaluate measures to reduce the likelihood of a fire.

We recommend this document to be used in conjunction with an appropriate (to your circumstances) 'Example Risk Assessment' found at **www.hse.gov.uk/risk/casestudies.**

1. Fire hazards

Fire starts when heat (source of ignition) comes into contact with fuel (anything that burns), and oxygen (air).
You need to keep sources of ignition and fuel apart.

1.1 How could a fire start?

Think about heaters, lighting, naked flames, electrical equipment, hot processes such as welding or grinding, cigarettes, matches and anything else that gets very hot or causes sparks.

1.1 How Could a Fire Start (sources of ignition)		
Hazard	**Location**	**Notes**

1. Fire Hazards

1.1 How Could the Fire Start (sources of ignition)		
Hazard	**Location**	**Notes**

1.2 What could burn

Packaging, rubbish and furniture could all burn, just like the more obvious fuels such as petrol, paint, varnish and white spirit. Also think about wood, paper, plastic, rubber and foam. Do the walls or ceilings have hardboard, chipboard or polystyrene? **Check outside too.**

1.2 What Could Burn (anything that burns/fuels)		
Hazard	**Location**	**Notes**

1. Fire Hazards

1.2 What Could Burn (anything that burns/fuels)		
Hazard	**Location**	**Notes**

2. People at risk

Everyone is at risk if there is a fire. Think whether the risk is greater for some because of when or where they work, such as night staff, or because they're not familiar with the premises, such as visitors or customers. Children, the elderly or disabled people are especially vulnerable.

2. Person/s at Risk		
Person/s at risk	**Reasons for increased risk**	**Notes**

2. People at Risk

2. Person/s at Risk		
Person/s at risk	**Reasons for increased risk**	**Notes**

3.1 Evaluate, remove and reduce risk

Evaluate

First, think about what you have found in steps 1 and 2: what are the risks of a fire starting and what are the risks to people in the building and nearby?

Remove and reduce risk

How can you avoid accidental fires? Could a source of heat or sparks fall, be knocked or pushed into something that would burn? Could that happen the other way round?

3.1 Evaluate and Remove/Reduce Risk				
Hazard or Person/s at Risk	**Can the hazard be removed?**		**If No, what can be done to reduce hazard**	**Date hazard removed/ reduced**
	Yes	No		

3. Evaluate and Act

3.1 Evaluate and Remove/Reduce Risk				
Hazard or Person/s at Risk	**Can the hazard be removed?**		**If No, what can be done to reduce hazard**	**Date hazard removed/ reduced**
	Yes	No		

3.2 Protect

Take action to protect your premises and people from fire.

How can you make sure everyone is safe in case of fire?
Will you know there is a fire? (e.g. fire detection)
Do you have a plan to warn others? (e.g. fire alarms)
Who will make sure everyone gets out? (e.g. fire wardens)
Who will call the fire service? (e.g. responsible person/duty managers etc.)
Could you put out a small fire quickly and stop it spreading? (e.g. extinguisher training)

3. Evaluate and Act

How will everyone escape?
Have you planned escape routes?
Have you made sure people will be able to safely find their way out, even at night if necessary?
Does all your safety equipment work?
Will people know what to do and how to use equipment?

4. Record, plan and train

Record

Use this document to help keep an up to date record of any fire hazards and what you have done to reduce or remove them. If your premises are small, a record is a good idea. If you have five or more staff or have a licence then you must keep a record of what you have found and what you have done.

Plan

You must have a clear plan of how to prevent fire and how you will keep people safe in case of fire. If you share a building with others, you need to co-ordinate your plan with them.

Train

You need to make sure your staff know what to do in case of fire, and if necessary, are trained for their roles.

5. Review

Keep your risk assessment under regular review. Over time, the risks may change. If you identify significant changes in risk or make any significant changes to your plan, you must tell others who share the premises and where appropriate re-train staff.

Have you?

- Made any changes to the building inside or out?
- Had a fire or near miss?
- Changed work practices?
- Begun to store chemicals or dangerous substances?
- Significantly changed your stock, or stock levels?
- Have you planned your next fire drill?