FIRE RISK ASSESSMENT

Regulatory Reform (Fire Safety) Order 2005, article 9. Recorded in full, with the fire safety arrangements.

Reference	Date of assessment	Review by	Previous assessment
Responsible person	Assessor (name, organisation)	Assisted by	Other occupiers or owner

The premises	The people
Use	Maximum on site
Floors	Sleeping on site
Construction	PEEPs needed
Approx. floor area	Lone or remote workers
Fire alarm	Young persons
Emergency lighting	Visitors, contractors

Checklist: Y (yes), N (no, action needed), N/A

Ref.	Area	Question	Y/N/NA	Findings
1.1	Ignition	Electrics inspected (EICR) within the last 5 years?		
1.2	Ignition	Portable appliances inspected and tested?		
1.3	Ignition	Hot work under a permit, with a fire watch after?		
1.4	Ignition	Smoking only in a designated area away from the building?		
1.5	Ignition	Portable heaters banned or controlled?		
1.6	Ignition	Lithium-ion batteries charged in a safe place?		
1.7	Arson	Secured against arson; bins and skips kept away?		
2.1	Fuel	Waste removed regularly; good housekeeping?		
2.2	Fuel	Flammable liquids and gas cylinders stored safely?		
2.3	Fuel	Contractors and building works controlled?		
3.1	Escape	Escape routes and exits kept clear?		
3.2	Escape	Travel distances reasonable; alternative routes where needed?		
3.3	Escape	Exit doors open easily without a key?		
3.4	Escape	Escape routes and exits signed?		
3.5	Escape	Stair and corridor protection in good order?		
4.1	Doors	Fire doors close fully, with seals and closers working?		
4.2	Doors	Fire doors shut, or held open only on alarm releases?		
5.1	Detection	Fire alarm tested weekly, serviced (BS 5839-1)?		
5.2	Lighting	Emergency lighting tested monthly and yearly (BS 5266-1)?		
5.3	Fighting	Extinguishers suitable, serviced annually (BS 5306-3)?		
5.4	Structure	Holes in fire-resisting walls and ceilings fire-stopped?		
6.1	Managing	Fire procedures written; arrangements recorded?		

Ref.	Area	Question	Y/N/NA	Findings
6.2	Managing	Fire drill at least yearly, recorded?		
6.3	Managing	Staff trained at induction and periodically; wardens trained?		
6.4	Managing	PEEPs for everyone who needs one?		
6.5	Managing	Information given to staff, agency workers, other employers?		
6.6	Managing	Cooperation with other occupiers and the landlord?		
6.7	Managing	Fire service access clear; premises information ready?		
6.8	Managing	Young persons' risks assessed (art. 9(4))?		
6.9	Managing	Test and service records kept for all fire equipment?		
7.1	Flats	Flats: fire safety and fire door information to residents?		
7.2	Flats	Over 11 m: fire doors checked (communal 3-monthly)?		
7.3	Flats	18 m or 7 storeys: information box, signs, plans?		
7.4	Flats	External walls and flat entrance doors assessed?		

Likelihood of fire	Consequence if a fire started	Overall risk level

Action plan

No.	Ref.	Action	Priority	By whom	By when	Done

Fire safety arrangements (article 11)

Assessor

Responsible person

Date of next review