

**Fire Risk Assessment**

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| **1** | **Premises particulars** |
| Premises name |  |
| Address |  |
| Use of premises |  |
| Employer/Owner/Person(s) in control of the workplace |  |
| Date of assessment |  | Date(s) reviewed |  |
| Date of 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 |  |

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| **2** | **General statement of policy** |
| Statement |
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| **3** | **General description of premises** |
| Description |
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| **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 footprint (metres x metres) |  | Number of floors |  |
| Number of stairs |  |  |
| **4** | **Plan Drawing** |
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| **5** | **Identify fire hazards** |
| Ignition sources |
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| Fuel sources |
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| Work processes |
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| Structural features that could promote the spread of fire |
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| **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** |
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| **7** | **Means of escape – horizontal evacuation** |
| **Commentary** |
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| **8** | **Means of escape – vertical evacuation** |
| **Commentary** |
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| **9** | **Fire safety signs and notices** |
| **Commentary** |
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| **10** | **Identify people at risk** |
| **Commentary** |
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| **11** | **Emergency lighting** |
| **Commentary** |
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| **12** | **Fire fighting equipment** |
| **Commentary** |
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| **13** | **Other safety systems (e.g. sprinklers, automatic smoke extraction)** |
| **Commentary** |
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| **14** | **Maintenance** |
| **Is there a maintenance program for the fire safety provisions in the premises? Y/N** |  |
| **Commentary** |
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| **Are regular checks of fire resisting doors, walls and partitions conducted? Y/N** |  |
| **Commentary** |
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| **Are regular checks of escape routes and exit doors carried out? Y/N** |  |
| **Commentary** |
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| **Are regular checks of fire safety signs carried out? Y/ N** |  |
| **Weekly** |  |
| **Six-monthly** |  |
| **Annually** |  |
| **Commentary** |
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| **Is there a maintenance programme for the fire warning system? Y/ N** |  |
| **Commentary** |
|  |
| **Is there a maintenance programme for the emergency lighting? Y/ N** |  |
| **Monthly** |  |
| **Annually** |  |
| **Commentary** |
|  |
| **Is there maintenance of the fire fighting equipment (by competent person?) Y/ N** |
| **Weekly** |  |
| **Annually** |  |
| **Commentary** |
|  |
| **Is there a maintenance programme for other fire safety systems? Y/N** |  |
| **Commentary** |
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| **Are records kept and their location identified? Y/N** |  |
| **Commentary** |
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| **15** | **Method for calling the Fire Service** |
| **Commentary** |
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| **16** | **Fire emergency plan (FEP)** |
| **Commentary** |
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| **17** | **Training** |
| **Commentary** |
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| **18** | **Significant findings** |
| **a)** | **Existing control measures** |
| **Significant findings** | **Control measures** |
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| **b)** | **Fire safety deficiencies to be rectified** |
| **Deficiency/ Action/ Allocated to** | **Priority** | **Target date** | **Date rectified** |
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