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Assessment Name>> Fire Risk Assessment	
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Duty Holder Name:	Date of Assessment:
Job Title:	Date of last/next review:
Assessed by:	Assessor qualifications:

Priority Key		PLAN			
		A - Immediate		C - Two months	
RA No.	Page	Issue	Priority	Person to action	Signed off by

SAMPLE

Property Details

Address assessed	
Responsible Person	
Type of business	
Building construction, age	
External wall finishes brick/render/tiles/cladding	
Are there balconies – size/construction material/ height	
General condition - holes in walls, floors ceilings; wall coverings. See 1.4	
Floor area	
Internal wall/ceiling finishes	
Flights of stairs – internal /external. Enclosed or open	
Fire engine access - narrow drive or roads, guests' cars restrict access to whole building	

1. Assessment

1.1	Fire management	Comments
1.1.1	Do you have an up-to-date Fire P	
1.1.2	Does it include any firefighting procedures?	
1.1.3	Do the staff members know about	

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1.1.4	Do you have fire marshals? Do your staff know who they are?	
1.1.5	Are fire safety drills/practices carried out regularly?	
1.1.6	When was the last one - did it go smoothly? Did you consider disabled guests? - see 1.2.4, 1.2.5	
1.1.7	Do you have an Emergency Action Plan? Is it on display for all to see including disabled guests?	
1.1.8	Does it clearly show escape routes and assembly points?	

1.2	Relevant persons	Comments
1.2.1	Employees – Full-Time, Part-Time – see 1.9	
1.2.2	Guests. How many?	
1.2.3	Do you have any disabled or less mobile/ambulant guests? Do any have hearing/seeing/learning difficulties?	
1.2.4	Have you written a Personal Emergency Evacuation Plan? Do all staff members know about it?	

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1.2.5	Do you have suitable equipment? chairs etc. Are staff trained to use	
1.2.6	Lone workers – cleaners etc.	
1.3	Sources of ignition	Comments
1.3.1	Smoking: are there shelters? Are cleared away from the building? Empty bins or accumulated rubbish near boundaries	
1.3.2	Are there open fires? Are guards Does the fire burn at night? Can the room/area be isolated?	
1.3.3	Portable heaters – oil radiators, C bar heaters, fan heaters. Are they used to dry clothes?	
1.3.4	Overloaded sockets, extension le signs of overheating?	
1.3.5	Kitchen – cookers, extractors, are cleaned? How often? Date of last	
1.3.6	Kettles/Irons in rooms. Checked for damage.	
1.3.7	PAT tests – date of testing.	
1.3.8	Register of equipment/fittings.	
1.3.9	Procedures for regular checks. W	

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1.3.10	Electrical Installation Condition Re date of test.
1.3.11	Consumer Unit - enclosed or open
1.3.12	History of arson or malicious dama

1.4	Fuel
1.4.1	Flammable liquids – cleaning liquids, cooking oils etc.
1.4.2	Gas – mains or bottled?
1.4.3	Location of bottles or tank, distance from building. Bunds.
1.4.4	Can gas supply be isolated? Location of switch.
1.4.5	Heating oil.
1.4.6	Location of tank, distance from building.
1.4.7	Can it be isolated? Location of switch.
1.4.8	Wall coverings – paintings/curtains etc.
1.4.9	Papers – magazines/ files/ books etc.
1.4.10	Furniture – timber/ plastics.

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1.4.11	Soft furnishings - foam filled cushions, rugs.
1.4.12	Exposed timber frames.
1.4.13	Garden materials/foilage.
1.4.14	General housekeeping/waste materials stored near to buildings.
1.4.15	Parked vehicles, distance from buildings.

1.5	Escape routes
1.5.1	Escape routes adequate for number of Relevant Persons.
1.5.2	Width of doors and passages.
1.5.3	What is the condition of the carpets on stairs and hallways? Are there trip hazards?
1.5.4	Are they clear of obstructions including furniture?
1.5.5	Are escape routes clearly marked on a map?
1.5.6	Are all guests made aware on check-in?
1.5.7	Escape route properly signed/illustrated.
1.5.8	Escape routes protected – see 1.5.1.

Comments

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1.5.9	Final exits have single operation push bars, thumb turns.
1.5.10	Emergency lights fitted – adequate number, correct locations.
1.5.11	Emergency lights tested/ records Date of last test.

1.6	Warning systems
1.6.1	Interlinked mains or battery alarm grade known?
1.6.2	Maintained by?
1.6.3	Last service.
1.6.4	Log book available?
1.6.5	Are weekly tests carried out?
1.6.6	Type of warning devices - audio c
1.6.7	Can they be heard/seen?
1.6.8	Sounders etc. – location.
1.6.9	Call points – location.
1.6.10	Are cables wall or ceiling surface mounted?
1.6.11	Are they screwed to the walls or c

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1.6.12	Are there sprinklers? In what rooms?
1.6.13	Are they tested? – who by/ last test
1.6.14	Is there an automatic smoke vent
1.6.15	Is it tested/date/who by?

1.7	Fire doors
1.7.1	Are there fire rated doors, location
1.7.2	Condition – do they close properly
1.7.3	Smoke and intumescent seals in hinges.
1.7.4	Double doors - close properly, in sequence, meet in centre.
1.7.5	Vision panels.
1.7.6	Are they clean/painted/ wired?
1.7.7	Doors closed or wedged open?
1.7.8	Are there any holes in walls, floor ceilings?
1.7.9	

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1.8	Extinguishers available
1.8.1	Type/size.
1.8.2	Suitable for staff/users.
1.8.3	Location, can they be seen or observed?
1.8.4	Are they accessible, can they be reached?
1.8.5	Do staff know locations?
1.8.6	Have staff been trained to use them?
1.8.7	Are staff aware of Company Policy on fighting fires? – see 1.1.2.
1.8.8	Correct signs for extinguishers.
1.8.9	Serviced, who by?
1.8.10	Date of last service.

Comments

1.9	Training
1.9.1	As part of induction.
1.9.2	Refreshers.
1.9.3	Fire marshal training.

Comments

1.9.4	Extinguisher training.		

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