

# Fire risk assessment

Site record and significant findings

## PREMISES AND ASSESSMENT

|                                                        |       |
|--------------------------------------------------------|-------|
| Client / responsible person                            | ..... |
| Premises address                                       | ..... |
| Building name or reference                             | ..... |
| Date of assessment                                     | ..... |
| Assessor and basis of competence                       | ..... |
| Type (initial / review / after an incident or change)  | ..... |
| Methodology applied (PAS 79-1, PAS 79-2, BS 9792:2025) | ..... |
| Date of previous assessment                            | ..... |
| Areas not accessed, and why                            | ..... |

### 1. THE BUILDING

Everything downstream is judged against this. Height and sleeping risk in particular change which duties apply.

| WHAT TO ESTABLISH AND RECORD                                                | NOTES |
|-----------------------------------------------------------------------------|-------|
| 1.1 Use of the premises, and any mixed or ancillary uses                    | ..... |
| 1.2 Storeys above and below ground, and height to the top occupied storey   | ..... |
| 1.3 Construction, including the external wall system and any known cladding | ..... |
| 1.4 Approximate floor area, per floor and in total                          | ..... |
|                                                                             |       |

1.5 Do people sleep on the premises?

1.6 Hours of occupation, including out-of-hours and contractor access

1.7 Maximum likely number of occupants

1.8 Date of construction and of any significant alteration or refurbishment

## 2. PEOPLE AT RISK

Name the groups, not just the number. An assessment that does not identify who would struggle to escape has not assessed the risk.

| WHAT TO ESTABLISH AND RECORD                                                 | NOTES |
|------------------------------------------------------------------------------|-------|
| 2.1 Employees, including those working alone or at night                     |       |
| 2.2 Visitors, contractors and members of the public                          |       |
| 2.3 Residents, and whether any live alone                                    |       |
| 2.4 People with mobility, sensory or cognitive impairment                    |       |
| 2.5 People in areas remote from an escape route or unlikely to hear an alarm |       |
| 2.6 Children, or anyone in the premises unsupervised                         |       |
| 2.7 Are personal emergency evacuation plans in place where they are needed?  |       |

## 3. FIRE HAZARDS AND SOURCES OF IGNITION

Record what you saw, not the category. "Trailing leads under desks in the open-plan office" is a finding; "electrical" is a heading.

| WHAT TO ESTABLISH AND RECORD | NOTES |
|------------------------------|-------|
|                              |       |

**3.1** Electrical installation: periodic inspection in date, appliance testing, trailing leads and adapters, damaged accessories

**3.2** Smoking: policy, designated area, provision for safe disposal, evidence of smoking where it is prohibited

**3.3** Arson: security of the perimeter, external bin storage, combustibles stored against the building, unsecured voids

**3.4** Heating and ventilation: fixed plant serviced, portable heaters, clearance from combustibles

**3.5** Cooking: extraction and ductwork cleaned, suppression where fitted, fixed and portable appliances

**3.6** Lightning protection, where the building warrants it

**3.7** Housekeeping: accumulation of combustible waste, storage in escape routes, plant and riser cupboards

**3.8** Contractors and building works: permit-to-work, hot works controls, temporary arrangements during the works

**3.9** Dangerous substances: what is held, quantity, storage arrangement, DSEAR assessment where required

**3.10** Any other significant hazard particular to this building

## 4. MEANS OF ESCAPE

Walk every route, in both directions, and open every final exit door yourself.

### WHAT TO ESTABLISH AND RECORD

### NOTES

**4.1** Travel distances, and whether escape is in one direction or more

|                                                                                              |  |
|----------------------------------------------------------------------------------------------|--|
| <b>4.2</b> Number and separation of alternative escape routes                                |  |
| <b>4.3</b> Width of routes and stairs against the occupancy served                           |  |
| <b>4.4</b> Protection of escape routes: enclosure, fire doors, and storage within them       |  |
| <b>4.5</b> Final exits open readily and give onto a safe place                               |  |
| <b>4.6</b> Escape routes clear of obstruction, storage and combustibles                      |  |
| <b>4.7</b> Inner rooms, and how an occupant would be warned                                  |  |
| <b>4.8</b> External escape stairs: condition, protection and lighting                        |  |
| <b>4.9</b> Escape for people who cannot use stairs: refuges, evacuation lifts, communication |  |
| <b>4.10</b> Assembly point, and whether it is far enough away and reachable                  |  |

## 5. MEASURES LIMITING FIRE SPREAD

Compartmentation fails at the penetrations. Lift the ceiling tiles and open the risers.

| WHAT TO ESTABLISH AND RECORD                                                                            | NOTES |
|---------------------------------------------------------------------------------------------------------|-------|
| <b>5.1</b> Compartment walls and floors, and whether they are continuous to the structure               |       |
| <b>5.2</b> Fire stopping at service penetrations: cables, pipes, ductwork, structural gaps              |       |
| <b>5.3</b> Cavity barriers in voids, ceilings and roof spaces                                           |       |
| <b>5.4</b> Fire doors: rating, condition, gaps, seals, self-closing, held open only on approved devices |       |

### 5.5 Fire and smoke dampers where ductwork crosses a compartment line

### 5.6 Surface linings and any combustible finishes on escape routes

### 5.7 External wall construction, balconies and anything attached to the façade

## 6. FIRE PROTECTION SYSTEMS

For each system, record the category or standard it was designed to, not just that it exists.

| WHAT TO ESTABLISH AND RECORD                                                                          | NOTES |
|-------------------------------------------------------------------------------------------------------|-------|
| 6.1 Detection and alarm: category (for example L1 to L5, or M), coverage, audibility, zoning          |       |
| 6.2 How the alarm is raised, and whether it is monitored                                              |       |
| 6.3 Emergency escape lighting: coverage of routes, exits, changes of level and firefighting equipment |       |
| 6.4 Fire safety signs and notices: exit signage, fire action notices, door signage                    |       |
| 6.5 Portable extinguishers: type appropriate to the risk, siting, signage, in date                    |       |
| 6.6 Sprinklers or other fixed suppression, and the standard designed to                               |       |
| 6.7 Smoke control and ventilation, natural or mechanical                                              |       |
| 6.8 Dry or wet rising mains, firefighting shafts and firefighting lifts                               |       |
| 6.9 Fire service access, hydrants and the premises information box                                    |       |

## 7. MANAGEMENT OF FIRE SAFETY

The most common significant finding in any building is not a missing system. It is a system nobody tests.

| WHAT TO ESTABLISH AND RECORD                                                                      | NOTES |
|---------------------------------------------------------------------------------------------------|-------|
| 7.1 Named responsible person, and who discharges the duty day to day                              |       |
| 7.2 Fire safety policy and emergency plan, and whether either matches what staff describe         |       |
| 7.3 Evacuation strategy: simultaneous, phased, stay put or progressive horizontal                 |       |
| 7.4 Fire drills: frequency, date of the last, and what it recorded                                |       |
| 7.5 Staff training on induction and refresher, and training for fire marshals                     |       |
| 7.6 Testing regimes and their frequency: alarm, emergency lighting, extinguishers, dampers, doors |       |
| 7.7 Servicing contracts in place and certificates available                                       |       |
| 7.8 Records kept, and whether the logbook is actually up to date                                  |       |
| 7.9 Arrangements for contractors, permits and out-of-hours working                                |       |

## SIGNIFICANT FINDINGS AND ACTION PLAN

This is the part the responsible person acts on, and the part an enforcing authority reads first. Every finding needs an action, an owner and a date — without those three it is an observation.

| REF | SIGNIFICANT FINDING OBSERVED | RISK | ACTION REQUIRED | PRIORITY | BY WHEN |
|-----|------------------------------|------|-----------------|----------|---------|
|     |                              |      |                 |          |         |
|     |                              |      |                 |          |         |
|     |                              |      |                 |          |         |
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OUTCOME

Fire risk rating, and the reasoning for it

Is the existing fire safety provision adequate? (yes / no)

Any finding requiring immediate action

Date of next review

Assessor signature

Free fire risk assessment checklist from AssessHub, fire risk assessment software for UK assessors. Run PAS 79 and BS 9792:2025 checklists on a phone with no signal, attach photographs to findings as you take them, and produce the report and prioritised action plan in one click — [assesshub.co.uk/fire-risk-assessment-software](https://assesshub.co.uk/fire-risk-assessment-software)