

Regulatory Reform (Fire Safety) Order 2005

**Fire Risk Assessment/Review - including generic prompts for key hazard areas**  
**Date of Assessment**

**Assessor\***  
**Duty Holder**

	HAZARD	EXISTING CONTROL MEASURES IN PLACE	FURTHER ACTION (IF ANY)	ACTION BY (NAME AND TIMESCALE)
1	<b>Management Systems &amp; Procedures for Fire</b>			
	Premise checks (ignition sources and fuels). Alarm system tests and checks. Equipment checks and maintenance. Access and egress checks. Signage audits. Emergency lighting tests. Staff training and information.			
2	<b>Sources of Ignition allowing fire to start</b>			
	Risk of arson. Electrical system test and PAT. Smoking and naked flames.			
3	<b>Sources of fuel that may assist fire growth</b>			
	Flammable substances, quantity and storage. Combustibles and house-keeping.			
4	<b>Rapid Fire &amp; smoke spread in workplace</b>			
	Fire separation, doors.			
5	<b>Persons in premises unaware of fire</b>			
	Alarms and Marshalls.			
6	<b>Persons cannot safely evacuate in the event of fire</b>			
	Access and egress. Lighting. Signage. Training and information. Fire-fighting equipment. PEEPs and equipment.			
7	<b>Persons cannot be accounted for</b>			
	Use of Marshalls, visitor records and roll calls.			

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8	<b>Fire Service effectiveness</b>			
	Aware of fire. Familiar with premises. Access to premises.			
9	<b>Any other (inc. changes to premises etc)</b>			

\*Any person carrying out a fire risk assessment/review must be competent to do so

Notes