**OFFICE FIRE RISK ASSESSMENT FORM**

|  |
| --- |
| NAME OF PREMISES |
|  |
| ADDRESS OF PREMISES |
|  |
| NAME OF OWNER |
|  |
| OWNER CONTACT INFORMATION |
|  |
| ASSESSMENT CONDUCTED BY | ASSESSMENT DATE | NEXT ASSESSMENT DUE |
|  |  |  |
| ASSESSOR CONTACT INFORMATION |
|  |

|  |  |
| --- | --- |
| MAXIMUM OCCUPANCY OF PREMISES |  |
| NUMBER OF PEOPLE EMPLOYED AT PREMISES |  |
| AREAS OF PREMISES ASSESSED |  |

BUILDING / AREA ASSESSED

|  |  |
| --- | --- |
| BUILDING/AREA NAME |  |
| BUILDING/AREA PURPOSE |  |
| NUMBER OF FLOORS |  |
| APPROXIMATE FLOOR AREA |  |
| PARTIES AT RISK |  |

**HAZARD ASSESSMENT** CHECKLIST

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **HAZARD ASSESSMENT ITEM** | **NOTES** |
|  |  |  | Are heating sources (fixed or portal) kept clear of combustible materials? |  |
|  |  |  | Are multipoint adaptors and electrical extension leads kept to a minimum? |  |
|  |  |  | Is electrical equipment regularly inspected for faulty or damaged wire? |  |
|  |  |  | Is smoking permitted on the premises? |  |
|  |  |  | Are combustible materials safely stored away from sources of ignition? |  |
|  |  |  | Are flammable liquids safely stored away from sources of ignition? |  |
|  |  |  | Are procedures in place to minimize the risk of and protect from arson? |  |
|  |  |  | Other |  |
|  |  |  | Other |  |
|  |  |  | Other |  |

**FIRE ALARM AND DETECTION** CHECKLIST

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **FIRE ALARM AND DETECTION ITEM** | **NOTES** |
|  |  |  | Are smoke detectors tested monthly? |  |
|  |  |  | Are smoke detector batteries replaced at least once or twice a year? |  |
|  |  |  | Is the fire alarm audible from all spaces in the building? |  |
|  |  |  | Are the number and locations of fire call points throughout the building satisfactory? |  |
|  |  |  | Are any fire alarms or call points obstructed from view or access? |  |
|  |  |  | Are all personnel in the building aware of how to raise an alarm? |  |
|  |  |  | Are fire alarms tested and serviced in accordance with BS 5839 standards? |  |
|  |  |  | Does the alarm system have a backup battery in place? |  |
|  |  |  | Other |  |
|  |  |  | Other |  |

**SAFE ESCAPE FROM FIRE HAZARDS** CHECKLIST

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **SAFE ESCAPE FROM FIRE HAZARDS ITEM** | **NOTES** |
|  |  |  | Are there at least two escape routes located in each space? |  |
|  |  |  | Are all escape routes unobstructed and easily accessible? |  |
|  |  |  | Can all escape points be exited quickly without the use of a key? |  |
|  |  |  | Is there sufficient exit signage located in each space, and does it comply with BS 5499? |  |
|  |  |  | Are illuminated exit signs required? |  |
|  |  |  | Is emergency lighting in place and properly functioning? |  |
|  |  |  | Are all exit routes sufficiently illuminated? |  |
|  |  |  | Is emergency lighting tested and maintained according to BS 5266? |  |
|  |  |  | Other |  |
|  |  |  | Other |  |

**FIRE FIGHTING EQUIPMENT** CHECKLIST

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **FIRE FIGHTING EQUIPMENT ITEM** | **NOTES** |
|  |  |  | Is there an adequate number of fire extinguishers available? |  |
|  |  |  | Are fire extinguishers located in higher fire hazard areas? |  |
|  |  |  | Have fire extinguishers been properly serviced and tested? |  |
|  |  |  | Are fire blankets available? |  |
|  |  |  | Is a working sprinkler system installed in the building? |  |
|  |  |  | Is there a working gas flooding system in the building? |  |
|  |  |  | Are fixed installations tested according to BS standards? |  |
|  |  |  | Do all protection systems include working alarms? |  |
|  |  |  | Other |  |
|  |  |  | Other |  |

**STAFF TRAINING** CHECKLIST

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** | **STAFF TRAINING ITEM** | **NOTES** |
|  |  |  | Are staff members trained on how to report a discovered fire? |  |
|  |  |  | Are staff members trained on how to raise the fire alarm?  |  |
|  |  |  | Are staff members trained on how to use a fire extinguisher? |  |
|  |  |  | Are staff members trained on evacuation procedures? |  |
|  |  |  | Are staff members trained on alerting other staff and personnel about a fire? |  |
|  |  |  | Are team leaders or roles assigned to help facilitate safe escape? |  |
|  |  |  | Are staff members trained on where to go for a safe assembly point? |  |
|  |  |  | Are staff members trained regarding specific hazards on the premises? |  |
|  |  |  | Other |  |
|  |  |  | Other |  |

**EVALUATION**

|  |  |
| --- | --- |
| LOW | Unlikely to result in injury |
| MED | Likely to result in injury of one or two occupants |
| HIGH | High potential for serious injury or death |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOW** | **MED** | **HIGH** | **EVALUATION ITEM** | **NOTES** |
|  |  |  | Probability of a fire occurring or igniting on the premises |  |
|  |  |  | Severity of consequences if a fire was to occur  |  |
|  |  |  | Competency of staff on evacuation procedures |  |
|  |  |  | Other |  |
|  |  |  | Other |  |
|  |  |  | Other |  |
|  |  |  | Other |  |
|  |  |  | Other |  |

**ACTION PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| **HAZARD** | **ACTION** | **ASSIGNED TO** | **DUE DATE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**ADDITIONAL INFORMATION**

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| RISK ASSESSOR NAME | RISK ASSESSOR SIGNATURE | DATE |
|  |  |  |
| RISK ASSESSOR TITLE |
|  |

––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

|  |  |  |
| --- | --- | --- |
| APPROVING OFFICIAL NAME | APPROVING OFFICIAL SIGNATURE | DATE |
|  |  |  |
| APPROVING OFFICIAL TITLE |
|  |