FIRE RISK ASSESSMENT

Five steps: identify fire hazards, identify people at risk, evaluate and reduce the risk, record, plan and train, review. England and Wales: Regulatory Reform (Fire Safety) Order 2005, art. 9.

Premises	Example Shop Ltd, 12 High Street, York
Responsible person	Store manager
Assessed by	J. Smith
Date of assessment	23/11/2026
Review by	23/11/2027
Employees · maximum people on site	6 · 40

#	Question	Answer	Findings and action needed
1. Fire hazards			
1	Are sources of ignition (heaters, cooking, electrics, smoking, hot work) controlled?	No	Portable heater next to cardboard in the stockroom: remove
2	Is combustible waste and packaging removed and stored away from the building?	No	Cardboard in rear corridor: daily removal to bin store
3	Are flammable liquids and gases stored safely, in the smallest practical amounts?	Yes	
2. People at risk			
4	Have you identified staff, visitors, contractors and lone workers on site?	Yes	
5	Is there a plan for anyone who needs help to escape (personal evacuation plans)?	N/A	No one at present; review when staff change
3. Evaluate, remove, reduce, protect			
6	Can a fire be detected and everyone warned (alarm tested weekly)?	No	Weekly call-point test, logged
7	Are escape routes and fire exits clear, signed and easy to open?	No	Rear exit partly blocked by deliveries: keep 1 m clear
8	Is emergency lighting fitted where needed and tested?	Yes	Monthly test logged
9	Are extinguishers suitable, in place and serviced in the last 12 months?	No	Last service 14 months ago: book annual service
4. Record, plan, inform, train			
10	Is there a written emergency plan and a named assembly point?	Yes	Front car park
11	Have all staff, including part-time, had fire training on induction?	No	Train part-time staff; drill once a year
12	Has a fire drill been held and recorded in the last 12 months?	No	Schedule drill and record results
5. Review			
13	Is it still valid: no change to layout, stock, staff or use since the last assessment?	Yes	
14	Free of fires, false alarms and near misses since the last review?	Yes	

Answers needing action ("No")	**7**	Copy each into the action plan with an owner and date

England and Wales: record the findings, the measures taken or to be taken and any group especially at risk (art. 9(6)-(7)). Scotland: Fire Safety (Scotland) Regulations 2006; Northern Ireland: Fire Safety Regulations (NI) 2010; there the significant findings are recorded with 5+ employees, a licence or an alterations notice (regs 8-9). Source: GOV.UK Fire safety in the workplace.

FIRE SAFETY ACTION PLAN

Every action from the assessment, with an owner and a date. Mark Y when done.

#	Finding	Action	Priority	Owner	Due	Done
1	Portable heater next to cardboard	Remove the heater; fixed heating only	High	Manager	30/11/2026	
2	Waste cardboard in rear corridor	Daily removal to bin store 6 m from building	High	Supervisor	Daily	
3	Rear fire exit partly blocked	Keep 1 m clear; mark the floor; check at opening	High	Supervisor	Daily	
4	Fire alarm tested irregularly	Weekly call-point test, logged	Medium	Manager	Every Monday	
5	Extinguishers serviced 14 months ago	Book annual service; record the certificate	Medium	Manager	15/12/2026	
6	Part-time staff not trained	Induction training; one fire drill a year, recorded	Medium	Manager	31/01/2027	
7						
8						
9						
10						
11						
12						

Open actions	6