

OFFICE FIRE RISK ASSESSMENT FORM

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NAME OF PREMISES

ADDRESS OF PREMISES

NAME OF OWNER

OWNER CONTACT INFORMATION

ASSESSMENT CONDUCTED BY

ASSESSMENT DATE

NEXT ASSESSMENT DUE

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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 portable) 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?	

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 battery back up in place?	

SAFE ESCAPE FROM FIRE HAZARDS CHECKLIST

Yes	No	N/A	SAFE ESCAPE FROM FIRE HAZARDS ITEM	NOTES
			Are there at least 2 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?	

FIRE FIGHTING EQUIPMENT CHECKLIST

Yes	No	N/A	FIRE FIGHTING EQUIPMENT ITEM	NOTES
			Is there an adequate amount 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 a working gas flooding system in the building?	
			Are fixed installations tested according to BS standards?	
			Are all protection systems provided with working alarms?	

STAFF TRAINING CHECKLIST

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

ADDITIONAL INFORMATION

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RISK ASSESSOR NAME

RISK ASSESSOR SIGNATURE

DATE

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RISK ASSESSOR TITLE

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APPROVING OFFICIAL NAME

APPROVING OFFICIAL SIGNATURE

DATE

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APPROVING OFFICIAL TITLE

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