

Fire Safety Risk Assessment Record

Premises address	
POSTCODE	

Person responsible for Fire Safety	
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Person responsible for assessment	
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Assessor's signature		Date	
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Stage 1. People at risk

Identify all persons at risk from fire, including employees, customers, contractors, tradesmen and visitors

Stage 2. Fire Hazards

Sources of ignition	Comments

Sources of fuel	

Source of oxygen	



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Stage 3. Evaluate risk and adequacy of fire safety measures

Likelihood and consequences of a fire start-	Comments
Accidentally	
By act or omission	
Deliberately	

Action required (please tick)

YES

NO

Adequacy of existing Fire Safety measures	Comments
Provision and protection of escape route	
Lighting and signage	
Fire detection and warning	
Fire fighting equipment	
Staff training and fire drills	



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Adequacy of existing Fire Safety measures continued

Adequacy and distribution of Fire Instructions	
Management and Fire Safety policy	
Co-operation and co-ordination with other building owners and/or occupiers	

Action required (please tick)

YES

NO

Stage 4. Courses of Action, timescale and responsibilities

Notes

Having undertaken this assessment the Assessor should detail and prioritise remedial measures based on the level of risk. A typical rating of priority would be Low Risk (L) 3-6 months; Medium Risk (M) Up to 3 months; High Risk (H) Immediate/as soon as possible. These timescales are recommendations although risks should be eliminated as soon as possible.

Action	L M H	Deadline	Person responsible
Action	L M H	Deadline	Person responsible
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Stage 5. Assessment Review

The Fire Risk Assessment should be reviewed if it is likely that it is no longer valid or if there has been a significant change to affect its findings

Review date:

Reviewed by:

Reason for review

Review conclusions and findings

Further information and guidance on Fire Safety risk assessment is available from the Scottish Government website:-<http://www.scotland.gov.uk/Resource/0045/00459852.pdf>

Produced by Fife Licensed Trade Association based on Scottish Government forms and notes.



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