

## Annex A (informative)

### Model pro forma for documentation of a fire risk assessment

**A.1** This annex contains a model pro forma for documentation of an FRA in England and Wales. (Electronic versions, including modified pro formas for use in Scotland and Northern Ireland, are available online at <https://documentportal.bsigroup.com> using access code PAS 79:2020.) If the pro forma is properly completed by a competent person, the format and scope of the FRA will be suitable and sufficient to satisfy the recommendations of this PAS. Modifications to this format will be necessary in the case of premises in multiple occupation, for which information about the building, and about the premises of the occupier for whom the FRA is being carried out, both need to be recorded.

**NOTE** *Enforcement of fire safety legislation is the prerogative of the enforcing authority charged by legislation with the responsibility to do so. Each enforcing authority is autonomous. There is sometimes debate as to the legal interpretation of what constitutes the significant findings of an FRA. However, the format of the pro forma contained in this annex, being part of a BSI PAS, is considered by the National Fire Chiefs Council to be one suitable format for recording the significant findings of a suitable and sufficient FRA, although many other formats would also be acceptable.*

**A.2** The format of a documented FRA may vary from that shown in this annex, provided that the recommendations of each clause of this PAS are satisfied. For example, in the case of means of escape, compliance with Annex C necessitates that the key factors in Table C.1 are explicitly addressed in the documented FRA, but not all the specific issues shown in Table C.1 and in the pro forma contained in this annex need necessarily be included in all documented FRAs conforming to the recommendations of this PAS, as they might not all constitute "significant findings". It is, however, necessary for compliance with this PAS, that the specific issues have, at least, been considered by the fire risk assessor while carrying out the FRA.

**A.3** Similarly, the prompt-list of fire hazards shown in the pro forma may be expanded. This might be appropriate, for example, if there are significant fire hazards for which no headings are included in the pro forma.

**A.4** Where description of any fire hazards or fire precautions is considered appropriate, this can be recorded under the appropriate "Relevant information (including description of arrangements and deficiencies observed)" heading in the pro forma. These sections can also be used to set out justification for acceptance of standards of any fire protection measures that depart significantly from a prescriptive norm (see 10.4). Information recorded can include positive findings as well as deficiencies, as this helps to contextualize the assessment of risk.

**A.5** While it might not be essential to record further information in every section of the pro forma, care needs to be taken to ensure that the pro forma does not become purely a tick-list with inadequate supporting information. Such an FRA is unlikely to satisfy fire safety legislation, nor would it meet the recommendations of this PAS.

**A.6** Within the pro forma in this annex, for each main topic, the clause within this PAS that provides guidance on that topic is shown in parentheses alongside the topic heading. This is for the guidance of the user of this PAS, and the clause references need not be shown in the documented fire assessment provided to the dutyholder.

**A.7** For further guidance on the use of the pro forma, an exemplar of a completed FRA is contained in Annex E.

## REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

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Responsible person (e.g. employer) or person  
having control of the premises:

Address of premises:

Person(s) consulted:

Assessor:

Report validated by:

Date of fire risk assessment:

Date of previous fire risk assessment:

Suggested date for review:

This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), which requires that a risk assessment be carried out.

[Date]

**GENERAL INFORMATION****1. THE PREMISES** (*Clause 12*)

1.1 Number of floors at ground level and above:

Number of floors entirely below ground level:

Floors on which car parking is provided:

1.2 Approximate floor area:  m<sup>2</sup> per floor.

Approximate floor area:  m<sup>2</sup> gross.

Approximate floor area:  m<sup>2</sup> on ground floor.

1.3 Details of construction and layout:

1.4 Occupancy:

**2. THE OCCUPANTS** (*Clause 12*)

2.1 Approximate maximum number of employees at any one time:

2.2 Approximate maximum number of other occupants at any one time:

2.3 Approximate total number of people present in the building at any one time:

**3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE** (*Clause 12*)

3.1 Sleeping occupants:

3.2 Disabled employees:

3.3 Other disabled occupants:

3.4 Occupants in remote areas and lone workers:

3.5 Young persons employed:

3.6 Others:

**4. FIRE LOSS EXPERIENCE**

**5. OTHER RELEVANT INFORMATION**

**6. RELEVANT FIRE SAFETY LEGISLATION**

6.1 The following fire safety legislation applies to these premises:

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6.2 The above legislation is enforced by:

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6.3 Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:

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6.4 The other legislation referred to above is enforced by:

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6.5 Is there an alterations notice in force? Yes ☐ No ☐

Relevant information and deficiencies observed:

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**FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL****7. ELECTRICAL SOURCES OF IGNITION** *(Clause 13 and Annex B)*

7.1 Are reasonable measures taken to prevent fires of electrical origin? Yes ☐ No ☐

7.2 More specifically:

a) Are fixed installations periodically inspected and tested? N/A ☐ Yes ☐ No ☐

b) Is portable appliance testing carried out? N/A ☐ Yes ☐ No ☐

c) Is there suitable control over the use of personal electrical appliances? N/A ☐ Yes ☐ No ☐

d) Is there suitable limitation of trailing leads and adapters? N/A ☐ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

**8. SMOKING** *(Clause 13 and Annex B)*

8.1 Are reasonable measures taken to prevent fires as a result of smoking? Yes ☐ No ☐

8.2 More specifically:

a) Is smoking prohibited in the building? Yes ☐ No ☐

b) Is smoking prohibited in appropriate areas? N/A ☐ Yes ☐ No ☐

c) Are there suitable arrangements for those who wish to smoke? Yes ☐ No ☐

d) Did the smoking policy appear to be observed at time of inspection? Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

**9. ARSON** (*Clause 13 and Annex B*)

9.1 Does basic security against arson by outsiders appear reasonable<sup>1)</sup>? Yes ☐ No ☐

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

<sup>1)</sup> Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, this should be obtained from a security specialist.

**10. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS**  
(*Clause 13 and Annex B*)

10.1 Is there satisfactory control over the use of portable heaters? N/A ☐ Yes ☐ No ☐

10.2 Are fixed heating and ventilation installations subject to regular maintenance? N/A ☐ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

**11. COOKING** (*Clause 13 and Annex B*)

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A ☐ Yes ☐ No ☐

11.2 More specifically, are filters cleaned or changed and ductwork cleaned regularly? N/A ☐ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

**12. LIGHTNING** *(Clause 13 and Annex B)*

12.1 Does the building have a lightning protection system?

Yes ☐ No ☐

Relevant information and deficiencies observed:

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**13. HOUSEKEEPING** *(Clause 13 and Annex B)*

13.1 Is the overall standard of housekeeping adequate?

Yes ☐ No ☐

13.2 More specifically:

a) Do combustible materials appear to be separated from ignition sources?

Yes ☐ No ☐

b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?

Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

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**14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS**  
*(Clause 13 and Annex B)*

14.1 Is there satisfactory control over works carried out in the building?

N/A ☐ Yes ☐ No ☐

More specifically:

a) Where appropriate, are fire safety conditions imposed on outside contractors?

N/A ☐ Yes ☐ No ☐

b) Where appropriate, is a permit to work system used (e.g. for "hot work")?

N/A ☐ Yes ☐ No ☐

c) Are suitable precautions taken by in-house maintenance personnel who carry out works?

N/A ☐ Yes ☐ No ☐



Relevant information (including description of arrangements and deficiencies observed):

*NOTE: Suitable guidance documents on control of contractors can be found in the References at the end of the report.*

**15. DANGEROUS SUBSTANCES<sup>2)</sup> (Clause 13)**

- 15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises<sup>3)</sup>? N/A ☐ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

<sup>2)</sup> For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

<sup>3)</sup> Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

**16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION**

- 16.1 Hazards:

Relevant information (including description of arrangements and deficiencies observed):

**FIRE PROTECTION MEASURES**

**17. MEANS OF ESCAPE [Clause 15c) and Annex C]**

- 17.1 Is the design and maintenance of the means of escape considered adequate? Yes ☐ No ☐

## 17.2 More specifically:

- |   |                              |                              |                             |
|---|------------------------------|------------------------------|-----------------------------|
| a) Do staircase and exit capacities appear to be adequate for the number of occupants <sup>4)</sup> ?       | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b) Are there reasonable distances of travel:  |                              |                              |                             |
| – where there is escape in a single direction?  | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| – where there are alternative means of escape?  | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c) Is there adequate provision of exits?  | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d) Do fire exits open in the direction of escape, where necessary?  | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e) Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits? | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| f) Are the arrangements provided for securing exits satisfactory?   | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| g) Is a suitable standard of protection designed for escape routes?   | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| h) Are there reasonable arrangements for means of escape for disabled people?                               | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Relevant information (including description of arrangements and deficiencies observed):

- |   |                              |                              |                             |
|---|------------------------------|------------------------------|-----------------------------|
| 17.3 Are the escape routes available for use and suitably maintained? | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|---|------------------------------|------------------------------|-----------------------------|

## More specifically:

- |   |                              |                              |                             |
|---|------------------------------|------------------------------|-----------------------------|
| a) Are fire-resisting doors maintained in sound condition and self-closing, where necessary?      | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b) Is the fire-resisting construction protecting escape routes in sound condition <sup>5)</sup> ? | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c) Are all escape routes clear of obstructions?   | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d) Are all fire exits easily and immediately openable?  | N/A <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |