Fire Risk Assessment

Structured with reference to PAS 79-1:2020

FRA-SAMPLE-01

Mill Lane Business Centre

Mill Lane, Anytown, AN1 1AA

Client	**Mill Lane Estates Ltd**
Assessment Date	**14 October 2026**
Assessor	**Jordan Ellis**
Validated By	**Priya Shah**
Next Review Date	**14 October 2027**
Overall Risk Rating	**Moderately Significant**

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Report Reference: FRA-SAMPLE-01

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Legal Disclaimer

This fire risk assessment was recorded using a methodology structured with reference to PAS 79-1:2020 ("Fire risk assessment — Part 1: Premises other than housing — Code of practice"), and with reference to the Regulatory Reform (Fire Safety) Order 2005.

The assessment is based on a visual inspection of the premises and information provided by the responsible person or their representative at the time of the assessment. It does not include intrusive investigation, structural survey, or testing of fire safety systems unless specifically stated.

The findings and recommendations in this report are based on the conditions observed at the time of assessment. The responsible person should be aware that conditions may change over time and that the assessment should be reviewed regularly, and whenever there are significant changes to the premises, their use, or the people who use them.

Scope of Assessment

This assessment covers the general fire safety provisions of the premises including, but not limited to: fire hazard identification, people at risk, fire detection and warning systems, means of escape, emergency lighting, fire safety signage, firefighting equipment, structural fire protection, building services, and fire safety management arrangements.

Limitations

This assessment does not guarantee the absence of fire or that a fire will not cause damage to the premises or harm to persons. It provides guidance on the fire safety management of the premises and identifies areas where improvements may be necessary to reduce the risk of fire and to protect people in the event of fire.

The assessor has exercised reasonable care and professional judgement in carrying out this assessment. The recommendations made are based on current best practice and relevant legislation at the time of the assessment.

Standards Referenced

- PAS 79-1:2020 — Fire risk assessment — Part 1: Premises other than housing — Code of practice
- Regulatory Reform (Fire Safety) Order 2005

Review Requirements

Article 9(3) of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to review the fire risk assessment regularly so as to keep it up to date, and in particular where there is reason to suspect that it is no longer valid, or where there has been a significant change in the matters to which it relates (including the premises, their use, or the number or type of occupants).

Separately, and as a matter of good practice rather than statute, the assessment should also be reviewed following a fire or a near-miss incident. The Order does not prescribe a fixed review interval. An annual review is widely recommended as good practice and the next review date shown in this report reflects that recommendation; it is not a statutory deadline.

About this document

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Confidentiality

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Executive Summary

137	7	7
Items Assessed	Findings Identified	Require Action

This executive summary provides an overview of the fire risk assessment carried out at Mill Lane Business Centre, Mill Lane, Anytown on 14 October 2026 by Jordan Ellis. The building type is recorded as Offices with ground-floor café and workshops. The assessment was recorded using a methodology structured with reference to PAS 79-1:2020 to support the responsible person's duties under the Regulatory Reform (Fire Safety) Order 2005. The purpose of this assessment is to identify fire hazards, evaluate the risk to people, and recommend measures to reduce or eliminate fire risk.

Action Item Summary

Priority 1 — Urgent
1
Requires immediate action

Priority 2 — Important
3
Address within 1–3 months

Priority 3 — Advisory
3
Address within 3–6 months, within 6–12 months or at next review

Risk Rating

Likelihood of fire: Possible
A fire is considered possible. Some improvements to fire safety controls are recommended.

Harm to people: Serious
In the event of fire, there is potential for serious harm to people. Fire safety improvements would reduce this risk.

Overall Risk Rating

Moderately Significant

The overall level of fire risk is moderately significant. Improvements are recommended to reduce risk to an acceptable level within a reasonable timeframe.

Assessor's Summary

> Mill Lane Business Centre is a three-storey converted mill used as offices, with a café and two workshop units on the ground floor. Fire safety is generally well managed: there is a full automatic fire alarm, two protected stairways and a current maintenance regime. One rear exit was found locked and must be made openable without a key at once. The other actions are routine repairs and record keeping.

Noted Items & Issues

This section consolidates all items explicitly flagged by the assessor during this assessment. **Issues** require action and are reflected in the Priorities Action Plan. **Noted** items are informational and provided for context.

Issues (7 items)

#	Source	Finding	Action
1	**Q 3.4 — People at Risk**	Evacuation plans (PEEPs / GEEPs)	Prepare a general emergency evacuation plan (GEEP) for visitors who may need help to leave, and brief reception staff on it. — Priority: Advisory
2	**Q 5.7 — Means of Escape**	Final exits — ease of opening	Remove the padlock and chain from the rear exit of workshop unit 2. Fit a push-pad or push-bar fastening so the door opens from inside without a key whenever the building is occupied. — Priority: Immediate
3	**Q 6.6 — Fire Safety Signs and Notices**	'Fire Exit Keep Clear' signs	Fit a 'Fire Exit Keep Clear' sign on the outside face of the rear exit door. — Priority: Long-term (6–12 months)
4	**Q 7.6 — Emergency Lighting**	Condition of emergency light fittings	Have a competent contractor repair or replace the two faulty emergency lights on the second-floor landing, then test them and record the result in the log book. — Priority: Short-term (1–3 months)
5	**Q 9.2 — Structural Fire Protection**	Compartmentation breaches	Fire-stop the cable holes in the first-floor riser cupboard with a tested fire-stopping product, fitted by a competent contractor. — Priority: Short-term (1–3 months)
6	**Q 9.3 — Structural Fire Protection**	Fire door condition	Remove the wedge from the first-floor kitchen fire door. If tenants need it open, fit a hold-open device linked to the fire alarm. — Priority: Short-term (1–3 months)
7	**Q 11.10 — Fire Safety Management**	Fire safety log book	Test the fire alarm from a different call point each week and record every test in the log book. — Priority: Medium-term (3–6 months)

Noted Items (2 items)

#	Source	Item	Note
1	**Q 0.2 — Assessment Scope**	Limitations and areas not inspected	—
2	**Observation**	Scaffolding on the north wall: Contractors' scaffolding stands against the north wall for roof repairs. It does not block any exit. Keep it clear of the final exits until it is taken down.	Location: North elevation

Client & Location Details

Client Information

Client Name
Mill Lane Estates Ltd

Contact Person
Sam Patel

Email
facilities@example.com

Phone
01234 567890

Location / Premises Details

Premises Name
Mill Lane Business Centre

Address
Mill Lane, Anytown

Postcode
AN1 1AA

Building Type
Offices with ground-floor café and workshops

Number of Floors
3

Occupancy
Up to 100 people

0. Assessment Scope

2 items assessed — no significant findings

Assessment Type

Q 0.1 **Type of fire risk assessment**

This is a Full premises assessment fire risk assessment.

Q 0.2 **Limitations and areas not inspected** **Noted**

Limitations of assessment: The tenant's server room on the second floor was locked and was not inspected. No roof voids were opened.

1. Premises Information

42 items assessed — no significant findings

Responsible Person(s)

Q 1.1 **Responsible person**

The responsible person for the premises was given as Mill Lane Estates Ltd.

Q 1.2 **Role / title of responsible person**

The responsible person's role was given as Owner.

Q 1.3 **Responsible person contact details**

The responsible person can be contacted at the managing agent's office, 01234 567890.

Property Classification

Q 1.5 **Property classification**

The assessor recorded the premises as Commercial / Office.

Q 1.6 **Building attachment type**

The building is of Detached construction.

Q 1.7 **Client uses all of the premises**

The assessor was told that the client uses all of the premises.

Building Details

Q 1.8 **Floor levels and areas assessed**

A three-storey converted mill. The ground floor holds the reception, a café and two workshop units. The first and second floors are open-plan offices let to four tenants. All floors were assessed.

Q 1.9 **Estimated total floor area**

The estimated total floor area of the premises is Over 5,000 sq ft.

Q 1.10 **Occupancy / building state**

Occupancy: Shared occupancy.

Q 1.11 **Significant structural alterations**

No significant structural alterations or extensions were seen or reported.

Q 1.40 **Storeys above access level**

Storeys above the access level, including the access storey: 3.

Q 1.41 **Basement / lower-ground storeys**

Basement or lower-ground storeys: 0.

Construction

Q 1.12 **External wall construction**
The external walls are of Brick / masonry construction.

Q 1.13 **Internal wall construction**
Internal walls and partitions are of Masonry, Stud partition / plasterboard.

Q 1.14 **External cladding present**
No external cladding was seen on the building.

Q 1.15 **Building height**
The building height is 11 m or less.

Q 1.18 **Roof construction**
The roof is of Pitched — slate construction.

Q 1.19 **External staircases**
External staircases were seen on the building.

Q 1.20 **Protected staircases**
Protected staircases were seen within the building.

Q 1.21 **Stairlifts / platform lifts**
No stairlifts or platform lifts were seen.

Q 1.42 **Floor construction**
Floor construction: Timber joist.

Q 1.43 **Smoke control system**
Smoke control: No designed system.

Building Services

Q 1.22 **Building services**
The building is served by Mains electricity, Mains gas.

Q 1.23 **Heating system type**
The primary heating system is Gas central heating (boiler).

Q 1.24 **Boiler type**
Boiler type: Gas.

Persons at Risk

Q 1.25 **Maximum occupancy**
The usual peak number of people in the premises is 51–100.

Q 1.26 **Staff / employees on site**
There are approximately 51–100 staff/employees on site.

Q 1.27 **Regular contractors**
Approximately 4 regular contractors attend the premises.

Q 1.28 **Visitors / public access**

Visitors/members of the public access the premises on a Regular basis.

Q 1.29 **Sleeping occupants**

No one sleeps on the premises.

Q 1.30 **People at greater risk**

Groups of people at greater risk if there is a fire: Disabled / mobility impaired, Lone workers.

Q 1.31 **Occupancy profile**

Occupancy profile: Mixed.

Q 1.32 **Normal hours of occupation**

The normal hours of occupation are Mon–Fri 08:00–18:00.

Q 1.33 **Occupied outside normal hours**

The building is not routinely occupied outside normal working hours.

Sub-buildings / Annexes

Q 1.34 **Sub-buildings / annexes**

No associated sub-buildings or annexes were seen or reported.

Fire Safety Legislation

Q 1.35 **Applicable primary legislation**

The assessor recorded the following primary legislation as relevant to these premises: Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021.

Q 1.36 **Applicable guidance and standards**

This assessment was recorded with reference to: PAS 79-1:2020 — Fire risk assessment (non-housing), Approved Document B (Fire Safety).

Q 1.37 **Alteration notices in force**

The assessor was told of no alteration notice in force for the premises.

Q 1.38 **Enforcement notices in force**

The assessor was told of no enforcement notice in force for the premises.

Q 1.39 **Prohibition notices in force**

The assessor was told of no prohibition notice in force for the premises.

Q 1.44 **Previous fires or incidents**

The assessor was told of no fire or fire-related incident at the premises.

Q 1.46 **Fire service or local authority visits**

The assessor was told of no Fire and Rescue Service or Local Authority advisory or audit visit in the previous 12 months.

2. Fire Hazard Identification

14 items assessed — no significant findings

Sources of Ignition

Q 2.1 **Electrical ignition sources**

Electrical ignition sources seen on the premises include: Cooking equipment, Electrical distribution boards, Portable appliances (kettles, toasters etc.), IT equipment / server rooms.

Q 2.2 **Naked flames and hot works**

Naked flames, hot works and other high-risk activities: No naked flames or hot works.

Q 2.3 **Arson history**

Arson history: No known incidents.

Q 2.4 **Smoking policy**

Smoking policy: Designated external smoking area only.

Q 2.6 **Cooking facilities and controls**

Cooking facilities assessment: Domestic-style kitchen(s) with adequate controls.

Q 2.13 **Separation of ignition sources from combustibles**

Separation of ignition sources from combustible materials: Yes — adequate separation throughout.

Q 2.14 **Arson prevention measures**

Arson prevention arrangements: Yes — comprehensive prevention measures.

Q 2.15 **Signs of unauthorised smoking**

No signs of unauthorised smoking were seen on the premises.

Sources of Fuel

Q 2.7 **Combustible materials stored**

Combustible materials seen on the premises include: Paper / cardboard, Upholstered furniture, Packaging materials.

Q 2.8 **Flammable substances stored**

No significant quantities of flammable liquids, gases or chemicals were seen or reported on site.

Q 2.10 **Standard of housekeeping**

The assessor judged the general standard of housekeeping to be: Satisfactory — minor issues only.

> **Note:**
> Empty delivery boxes were stacked by the rear door of the café.

Q 2.17 **Furniture and furnishings on escape routes**

Upholstered furniture, mattresses, curtains and drapes in escape routes: Yes — items seen are suitable and in good condition.

Sources of Oxygen

Q 2.11 **Processes increasing oxygen levels**

No processes that increase oxygen levels were seen or reported.

Q 2.12 **Ventilation aiding fire spread**

Natural ventilation and fire spread: No — building is well-sealed with controlled ventilation.

3. People at Risk

4 items assessed — 1 finding identified

Occupant Profile

Q 3.1 **Occupant groups**

The following groups regularly occupy or visit the premises: Employees / staff, Members of the public / customers, People with mobility impairments, Contractors / maintenance staff.

Q 3.2 **Persons unfamiliar with layout**

People who may not know the building layout use the premises, such as visitors, customers or temporary workers.

Q 3.3 **Isolated / remote workers**

The assessor was told that no one routinely works in isolated or remote areas of the building.

Vulnerability Assessment

Q 3.4 **Evacuation plans (PEEPs / GEEPs)** Issue

Emergency evacuation plans: PEEPs in place but no GEEP.

Note:
Two staff with mobility impairments have PEEPs. There is no general plan for visitors who may need help to leave.

4. Fire Detection and Warning

11 items assessed — no significant findings

Detection Systems

Q 4.1 **Fire detection system type**

The following fire detection system was seen on the premises: Automatic fire detection (AFD) — full coverage to BS 5839-1.

Q 4.2 **Detection system category**

The fire detection system category was recorded as L2.

Q 4.3 **Detection coverage**

Detection coverage: Yes — all areas suitably covered.

Q 4.8 **Zone plan at the alarm panel**

Zonal plan or zone display at the fire alarm panel: Yes — current plan or equivalent panel display present.

Warning Systems

Q 4.4 **Warning / alarm system type**

The following fire warning system was seen on the premises: Electronically operated sounders (bells/sirens) linked to detection.

Q 4.5 **Alarm audibility**

Alarm audibility: Yes — audible throughout.

Q 4.9 **Warning for hearing-impaired people**

Alternative means of warning for people with impaired hearing: Yes — alternative warning provided and integrated.

Q 4.10 **Manual call points**

Manual call points: Yes — accessible and on escape routes.

Maintenance & Testing

Q 4.6 **Detection / alarm testing and maintenance**

Detection/alarm testing and maintenance: Yes — weekly testing and regular professional maintenance. The fire alarm should be tested weekly and serviced by a competent person at least every six months.

Q 4.7 **Last professional service date**

The assessor was told that the fire alarm system was last professionally serviced on 12 August 2026.

Q 4.11 **Alarm panel faults**

Fire alarm control panel status at the time of inspection: Yes — panel in normal quiescent state.

5. Means of Escape

12 items assessed — 1 finding identified

Escape Routes

Q 5.1 **Number of independent escape routes**

2 independent escape route(s) were seen from the premises.

Q 5.2 **Escape routes clear and unobstructed**

Escape route condition: Yes — all routes clear and unobstructed. Escape routes should be kept clear at all times.

Q 5.3 **Travel distances**

Travel distances: Yes — all within acceptable limits.

Q 5.4 **Inner rooms present**

No inner rooms were seen within the premises.

Q 5.11 **Dead-end escape conditions**

Single-direction (dead-end) escape: No dead-end conditions.

Evacuation Strategy

Q 5.5 **Evacuation strategy**

The evacuation strategy for the premises is: Simultaneous evacuation.

Final Exits

Q 5.6 **Final exits — direction of opening**

Final exit doors — direction of opening: Yes — all open in direction of escape.

Q 5.7 **Final exits — ease of opening** Issue

Final exit doors — ease of opening: Some require keys or are secured. Fire exit doors should open easily and at once from the inside, without a key, whenever the premises are occupied.

> **Note:**
> The rear exit from workshop unit 2 was locked with a padlock and chain at the time of the visit.

Q 5.8 **Final exits — place of safety**

The final exits seen lead to a place of safety in the open air, clear of the building.

Q 5.12 **Emergency exit doors and fastenings**

Emergency exit doors and fastenings: Yes — appropriate door type and fastening standard.

Protected Routes

Q 5.9 **Protected escape routes**

Protected escape routes: Yes — fully protected with fire-resisting construction.

Q 5.13 **Wall and ceiling linings on escape routes**

Wall and ceiling linings and combustible items in escape routes: Yes — linings appear suitable and routes free from combustible decoration.

6. Fire Safety Signs and Notices

6 items assessed — 1 finding identified

Escape Route Signage

Q 6.1 **Fire exit signage**

Fire exit signage: Yes — signage at all relevant points.

Q 6.2 **Exit sign illumination**

Exit sign illumination: Yes — all signs are illuminated or photoluminescent.

Q 6.6 **'Fire Exit Keep Clear' signs** Issue

'Fire Exit Keep Clear' signs on the outside of final exits: Mostly — some signs missing, worn, or obscured.

> **Note:**
> There is no 'Fire Exit Keep Clear' sign on the outside of the rear exit, where vans park for deliveries.

Safety Information

Q 6.3 **Fire action notices**

Fire action notices: Yes — displayed at all relevant locations. Notices should be displayed at manual call points and in prominent places.

Q 6.4 **Extinguisher signage**

Extinguisher signage: Yes — all extinguishers have location and ID signs.

Q 6.5 **Fire door signs**

Fire door signs: Yes — all fire doors signed appropriately for their function.

7. Emergency Lighting

6 items assessed — 1 finding identified

Provision

Q 7.1 **Emergency lighting provision**

Emergency escape lighting: Yes — maintained emergency escape lighting system.

Q 7.2 **Emergency lighting coverage**

Emergency lighting coverage: Yes — comprehensive coverage.

Q 7.5 **External emergency lighting**

External emergency lighting from final exits to the place of safety: Yes — external escape paths and assembly point lit.

Maintenance

Q 7.3 **Emergency lighting testing and maintenance**

Emergency lighting testing and maintenance: Yes — tested monthly, with a full-duration test each year. Emergency lighting should have a short functional test monthly and a full-duration test each year.

Q 7.4 **Last professional test date**

The assessor was told that the emergency lighting last had a full-duration test on 20 March 2026.

Q 7.6 **Condition of emergency light fittings** Issue

Condition of emergency luminaires when seen: Some units defective or charge fault indicated.

> **Note:**
> Two emergency lights on the second-floor landing showed a red charge-fault light.

8. Firefighting Equipment

7 items assessed — no significant findings

Portable Extinguishers

Q 8.1 **Portable extinguishers provided**

Portable fire extinguishers were seen on the premises.

Q 8.2 **Extinguisher types**

The following types of fire extinguisher were seen: Water (red label), CO2 (black label), Fire blankets.

Q 8.3 **Extinguisher type suitability**

Extinguisher types for the fire risks present: Yes — appropriate types for all identified risks.

Q 8.4 **Extinguisher siting and visibility**

Extinguisher siting and visibility: Yes — well-positioned and visible. Extinguishers should be sited on escape routes, near exits and near specific hazards.

Maintenance

Q 8.5 **Extinguisher service status**

Extinguisher service status: Yes — all within service date. Extinguishers should be serviced by a competent person each year.

Fixed Systems

Q 8.6 **Fixed firefighting systems**

Fixed firefighting systems: None.

Q 8.7 **Need for further fixed firefighting systems**

Fixed firefighting provision for the building's risk profile: Not applicable — risk profile does not warrant fixed systems.

9. Structural Fire Protection

10 items assessed — 2 findings identified

Compartmentation

Q 9.1 **Compartmentation adequacy**

Compartmentation: Yes — compartmentation appears intact and adequate.

Q 9.2 **Compartmentation breaches** Issue

Breaches in fire-resisting construction: Minor breaches (e.g., small cable penetrations). Gaps and service penetrations through fire-resisting walls, floors and ceilings should be fire-stopped.

> **Note:**
> Unsealed cable holes through the ceiling of the first-floor riser cupboard.

Q 9.9 **Cavity barriers**

Cavity barriers in concealed spaces: Yes — cavity barriers verified or documented in building records.

Q 9.10 **Separation of places of special fire risk**

Separation of places of special fire risk: Yes — high-risk areas separated to required standard.

Q 9.11 **Lift shaft enclosure**

Fire-resisting enclosure of lift shafts: Yes — lift shaft enclosed to required FR rating.

Q 9.12 **Refuges for assisted evacuation**

Not applicable to these premises.

Fire Doors

Q 9.3 **Fire door condition** Issue

Fire doors need remedial work. Fire doors should be kept in good repair so they hold back fire and smoke.

> **Note:**
> The first-floor kitchen door was wedged open.

Q 9.4 **Intumescent strips and smoke seals**

Intumescent strips and smoke seals were seen fitted to the fire doors inspected, in satisfactory condition.

Q 9.5 **Self-closing devices**

Self-closing devices were seen fitted and working on the fire doors inspected.

External Fire Spread

Q 9.7 **External fire spread risk**

External fire spread: No concern — non-combustible or low-risk construction.

10. Building Services

10 items assessed — no significant findings

Electrical Installation

Q 10.1 **Last EICR date**

The assessor was told that the last Electrical Installation Condition Report (EICR) was carried out on 9 May 2024.

Q 10.2 **Portable appliance testing (PAT)**

Portable appliance testing (PAT): Yes — regular PAT testing programme in place.

Heating Systems

Q 10.3 **Gas installation inspection**

Gas installation inspection: Yes — annual gas safety certificate current. Gas installations should be checked each year by a Gas Safe registered engineer.

Q 10.6 **Mains gas intake and emergency valve**

Mains gas intake and emergency control valve: Yes — intake suitably located and ECV accessible and identified.

Q 10.7 **LPG appliances and cylinders**

LPG appliances and cylinders: Not applicable — no LPG installation or appliances.

Ventilation and Air Conditioning

Q 10.4 **Ventilation / AC systems and fire dampers**

Ventilation, air conditioning and fire dampers: Yes — maintained systems with fire dampers.

Lifts

Q 10.5 **Lifts**

Lifts: Passenger lift(s) — enclosed shaft.

Q 10.8 **Lift examinations (LOLER)**

Thorough examination of lifts: Yes — thorough examination current and firefighting lift checks recorded where applicable.

Renewable Energy Systems

Q 10.9 **Solar panels**

Photovoltaic (solar) panels: Not applicable — no photovoltaic installation.

Q 10.10 **EV charging and battery storage**

Electric vehicle charging and battery energy storage: Not applicable — no EV charging or battery storage installed.

11. Fire Safety Management

13 items assessed — 1 finding identified

Responsible Person

Q 11.1 **Responsible person identified**

The assessor was told who the responsible person for the premises is.

Q 11.2 **Day-to-day fire safety responsibility**

The assessor was told that a named person has day-to-day responsibility for fire safety.

Fire Risk Assessments

Q 11.3 **Current fire risk assessment**

Existing fire risk assessment: Yes — current and reviewed within the last 12 months. The fire risk assessment should be kept under review.

Training and Drills

Q 11.4 **Staff fire safety training**

Staff fire safety training: Yes — all staff trained on induction and at regular intervals. All staff should receive fire safety training.

Q 11.5 **Evacuation drill frequency**

Fire evacuation drill frequency: Annually.

Q 11.6 **Last fire drill date**

The assessor was told that the last fire evacuation drill was carried out on 22 April 2026.

Q 11.13 **Information for visitors and contractors**

Fire safety information for visitors, contractors and outside undertakings: Yes — formal arrangements (induction packs, sign-in briefings, contractor permits).

Emergency Plan

Q 11.7 **Written fire emergency plan**

A written fire emergency plan/procedure was seen or reported.

Q 11.8 **Designated assembly point**

The assessor was told that there is a designated assembly point and that occupants know where it is.

Q 11.9 **Fire wardens / marshals**

Fire wardens/marshals: Yes — sufficient fire wardens covering all areas.

Q 11.12 **Fire service vehicle access**

Fire and Rescue Service vehicle access: Yes — access meets ADB Volume 2 §15 and is kept clear.

Q 11.14 **Written fire safety policy**

Written fire safety policy: Yes — written policy in place, reviewed within last 12 months.

Record Keeping

Q 11.10 **Fire safety log book** Issue

Fire safety log book: Yes — but incomplete or not regularly updated. A record of fire safety checks, tests, training and drills should be kept.

> **Note:**
> No weekly fire alarm tests were recorded for July and August.

Priorities Action Plan

Brief all tenants on keeping fire doors shut and exits clear, and add both points to the tenant handbook. Review this assessment after the works in the action plan are done, or within 12 months.

The following action plan identifies items requiring attention, grouped by priority level. When each action has been completed, please initial the sign-off section below.

Priority 1 — Urgent (1 item)

#	Requirement	Priority	Timeframe	Notes
1	Q 5.7 — Means of Escape: Final exits — ease of opening (flagged)	P1 — Urgent	Immediate	Remove the padlock and chain from the rear exit of workshop unit 2. Fit a push-pad or push-bar fastening so the door opens from inside without a key whenever the building is occupied.

Priority 2 — Important (3 items)

#	Requirement	Priority	Timeframe	Notes
2	Q 7.6 — Emergency Lighting: Condition of emergency light fittings (flagged)	P2 — Important	1–3 months	Have a competent contractor repair or replace the two faulty emergency lights on the second-floor landing, then test them and record the result in the log book.
3	Q 9.2 — Structural Fire Protection: Compartmentation breaches (flagged)	P2 — Important	1–3 months	Fire-stop the cable holes in the first-floor riser cupboard with a tested fire-stopping product, fitted by a competent contractor.
4	Q 9.3 — Structural Fire Protection: Fire door condition (flagged)	P2 — Important	1–3 months	Remove the wedge from the first-floor kitchen fire door. If tenants need it open, fit a hold-open device linked to the fire alarm.

Priority 3 — Advisory (3 items)

#	Requirement	Priority	Timeframe	Notes
5	Q 11.10 — Fire Safety Management: Fire safety log book (flagged)	P3 — Advisory	3–6 months	Test the fire alarm from a different call point each week and record every test in the log book.
6	Q 6.6 — Fire Safety Signs and Notices: 'Fire Exit Keep Clear' signs (flagged)	P3 — Advisory	6–12 months	Fit a 'Fire Exit Keep Clear' sign on the outside face of the rear exit door.
7	Q 3.4 — People at Risk: Evacuation plans (PEEPs / GEEPs) (flagged)	P3 — Advisory	At next review	Prepare a general emergency evacuation plan (GEEP) for visitors who may need help to leave, and brief reception staff on it.

Responsible Person Acknowledgement

I acknowledge receipt of this fire risk assessment and accept responsibility for ensuring the recommendations contained herein are implemented within the stated timeframes.

Print Name: _____ Position: _____

Signature: _____ Date: _____

Assessor's Declaration and Document Control

This assessment was recorded using a methodology structured with reference to PAS 79-1:2020, and with reference to the Regulatory Reform (Fire Safety) Order 2005. The findings and recommendations are those of the named assessor, based on the conditions observed and the information available to them at the time of the assessment, and are made with reasonable care and professional judgement.

This assessment has been prepared for the premises identified below. The findings and recommendations are based on the assessor's professional opinion and current best practice at the time of assessment. Whether the assessment is suitable and sufficient for the purposes of the Order is a matter for the responsible person and the assessor; the software provider makes no representation to that effect.

Document Control

Field	Detail
Report Reference	FRA-SAMPLE-01
Premises	Mill Lane Business Centre, Mill Lane, Anytown
Client	Mill Lane Estates Ltd
Assessment Date	14 October 2026
Report Issue Date	16 October 2026
Next Review Date	14 October 2027
Company	Example Fire Consultancy Ltd
Assessor Job Title	Fire Risk Assessor
Assessor Qualifications	Level 4 Diploma in Fire Risk Assessment

Assessment Personnel

Assessed By

Name
Jordan Ellis

Job Title
Fire Risk Assessor

Qualifications
Level 4 Diploma in Fire Risk Assessment

Email
jordan.ellis@example.com

Date of Assessment
14 October 2026

Validated By

Name
Priya Shah

Job Title
Senior Fire Safety Consultant

Qualifications
Level 5 Diploma in Fire Safety

Email
priya.shah@example.com

Date of Validation
16 October 2026

Assessor Declaration

I confirm that I am suitably qualified and experienced to carry out this fire risk assessment. I have no conflict of interest in relation to the premises assessed. The findings and recommendations are my professional judgement, based on what I saw and what I was told at the time of the assessment.

Name: Company:

Jordan Ellis

Level 4 Diploma in Fire Risk Assessment

Assessor signature (as held on file at time of issue):



Example Fire Consultancy Ltd

Date of assessment:

14 October 2026

Validation Declaration

I have reviewed this fire risk assessment and, in my professional judgement, its findings and actions are reasonable.

Name:

Priya Shah

Level 5 Diploma in Fire Safety

Validator signature (as held on file at time of issue):



Company:

Example Fire Consultancy Ltd

Date of validation:

16 October 2026

Next Review Date: 14 October 2027

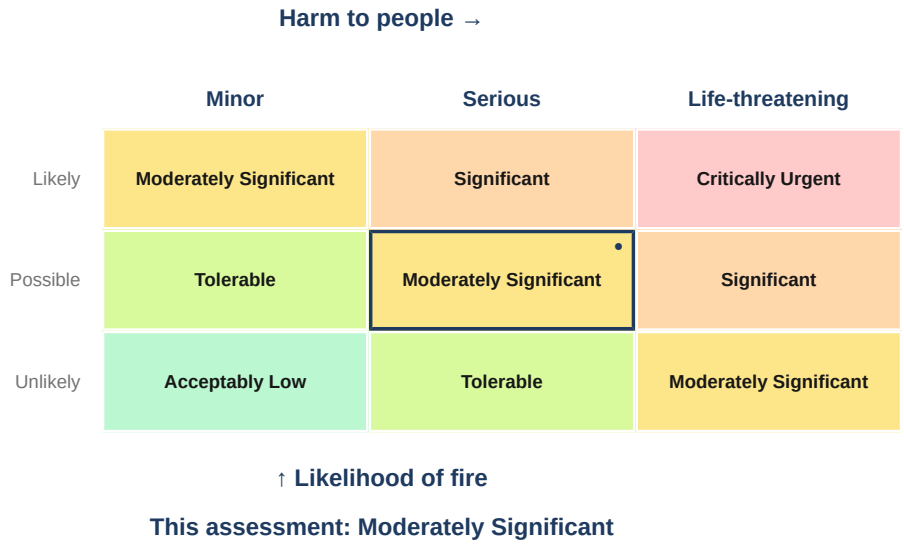
This fire risk assessment should be reviewed by the date above, or sooner if there are significant changes to the premises, their use, or the people who use them.

Appendix A: Risk Assessment Methodology

Assessment Method

All answers, risk scores, and findings were recorded by the named assessor.

The overall risk rating for the assessment is determined by combining the assessor's judgement of the likelihood of fire (Unlikely, Possible, Likely) with the potential harm to people (Minor, Serious, Life-threatening). The resulting combination determines the overall risk category as shown in the matrix below.



Risk Categories

Category	Action Required
Acceptably Low	No immediate action required. Maintain current fire safety controls and review periodically.
Tolerable	Minor improvements may be beneficial. Review controls at next opportunity.
Moderately Significant	Improvements recommended. Address identified deficiencies within a reasonable timeframe to reduce risk.
Significant	Significant action needed. Prioritise remedial measures promptly to reduce risk.
Critically Urgent	Immediate action essential. Serious risk to life safety identified — urgent remedial measures required.

Appendix B: Photo Evidence

No photographic evidence was recorded during this assessment.