

PREMISES FIRE RISK ASSESSMENT

ASSESSMENT — PREMISES FILE

Office, yard, store or workshop — hazards, people, warning, escape, equipment, findings and action plan

KD-FIRE-PF-009 Rev A0

For the contractor's own office, yard, store or workshop. A construction site is assessed on KD-FIRE-RA-001; premises that include residential accommodation carry further duties and are outside this document. Regulatory Reform (Fire Safety) Order 2005: the responsible person — the employer, where the workplace is to any extent under its control, otherwise the person in control of the premises or the owner (art 3) — takes general fire precautions to ensure, so far as is reasonably practicable, the safety of employees and makes the premises safe for others (art 8); makes a suitable and sufficient assessment of the risks (art 9(1)) and reviews it regularly and whenever it may no longer be valid or there has been a significant change (art 9(3)); applies the principles of prevention (art 10); and makes, gives effect to and records the arrangements for planning, organising, controlling, monitoring and reviewing the measures (art 11). In England and Wales, since 1 October 2023, art 9(6) and (7) require every responsible person, whatever the number of employees, to record the assessment and each review — including the findings and the measures taken or to be taken, and any group of people especially at risk — and art 11(2) requires the fire safety arrangements to be recorded; older guidance giving a five-employee threshold is out of date. The Order applies in England and Wales; Scotland and Northern Ireland have their own fire safety law. The employer's company fire and emergency arrangements are KD-HSA-FE-014; this is the assessment of the premises they point to.

1 THE PREMISES AND THIS ASSESSMENT

PREMISES REF	PREMISES NAME AND ADDRESS	DATE ASSESSED	ASSESSED BY
RESPONSIBLE PERSON	USE OF THE PREMISES	OTHER OCCUPIERS OF THE BUILDING	REV / SUPERSEDES
BUILDING AND SIZE	HOURS OF USE	PREVIOUS ASSESSMENT DATE	FLOOR PLAN ATTACHED?

2 PEOPLE AT RISK

EMPLOYEES (MAXIMUM AT ONCE)	VISITORS, CUSTOMERS, DRIVERS	CONTRACTORS WORKING ON THE PREMISES	OUT OF HOURS / LONE WORKERS
☐ People who may need help to escape — mobility, hearing, sight, or a temporary condition	☐ Visitors and drivers unfamiliar with the escape routes		
☐ Young persons employed — the assessment takes particular account of them (art 9(4) and (5))	☐ People whose English is limited		
☐ People in remote areas — yard, store, mezzanine, workshop — who may not hear the alarm	☐ Lone workers or people working outside normal hours		

GROUPS OF PEOPLE ESPECIALLY AT RISK, AND THE ARRANGEMENT MADE FOR EACH (ART 9(7)(B))

3 IGNITION SOURCES ON THESE PREMISES

One line per source actually present. The candidates are in the tooltip on the first column; leave out what the premises do not have.

IGNITION SOURCE	WHERE ON THE PREMISES	CONTROL RELIED ON	L / M / H

4 FUEL — WHAT WOULD BURN

MATERIAL	WHERE STORED OR IN USE	TYPICAL QUANTITY	CONTROL RELIED ON	L / M / H

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MATERIAL	WHERE STORED OR IN USE	TYPICAL QUANTITY	CONTROL RELIED ON	L / M / H

☐ Flammable liquids, LPG or other dangerous substances are kept or used — KD-FIRE-DS-010 is completed and attached (art 9(2))

☐ Oxygen or other oxidising substances are stored — located and separated as the supplier's safety data sheet requires

5 DETECTION AND WARNING

FIRE DETECTION AND ALARM SYSTEM	AREAS COVERED	HEARD IN EVERY PART?	TEST ROUTINE
SERVICED BY / LAST SERVICE	FALSE ALARMS IN THE LAST YEAR	LINK TO OTHER OCCUPIERS' ALARM	

☐ The premises are equipped with fire detectors and alarms to the extent appropriate for their size, use, contents and the number of people (art 13(1)(a) and (2))

6 MEANS OF ESCAPE

Tick what is true for every part of the premises. Anything not ticked becomes a finding in section 13. Art 14 applies where necessary to safeguard people.

☐ Routes to emergency exits, and the exits themselves, are kept clear at all times — including the yard gates and the store aisles (art 14(1))	
☐ Emergency routes and exits lead as directly as possible to a place of safety (art 14(2)(a))	
☐ The number, spread and width of routes and exits suit the use, the equipment and the maximum number of people present (art 14(2)(c))	
☐ Emergency doors open in the direction of escape; no sliding or revolving doors on exits intended as emergency exits (art 14(2)(d) and (e))	
☐ Emergency doors are not locked or fastened so that they cannot be opened easily and immediately by anyone who needs them (art 14(2)(f))	
☐ Routes and exits are indicated by signs (art 14(2)(g))	
☐ Routes and exits that need lighting have emergency lighting that works if the normal lighting fails (art 14(2)(h))	
TRAVEL DISTANCE BASIS	ASSEMBLY POINT
	UPPER FLOORS, MEZZANINES, YARD

7 FIRE-FIGHTING EQUIPMENT

EXTINGUISHERS — TYPE AND LOCATIONS	OTHER EQUIPMENT	SERVICED BY / LAST SERVICE

☐ Equipment is appropriate to the premises and what is kept there, easy to reach, simple to use and indicated by signs (art 13(1))

☐ Competent people are nominated to put the fire-fighting measures into effect, with enough of them, trained and equipped (art 13(3)(b))

☐ Contacts with the fire and rescue service are arranged — access, water supply, and what is stored where (art 13(3)(c))

8 EMERGENCY LIGHTING AND SIGNS

EMERGENCY LIGHTING	TEST ROUTINE	SIGNS AND FIRE ACTION NOTICES

9 HOUSEKEEPING, STORAGE AND ARSON

☐ Waste removed from inside the building regularly; bins and skips kept away from the building and secured out of hours — the separation written in section 4

☐ Storage does not block routes, exits, call points, extinguishers or detectors, and is kept below the level the detection and sprinklers need

☐ Flammable liquids and gas cylinders kept only in their designated store, with the quantity limited to what is needed

☐ Smoking and vaping only at the designated place, away from the building and stores, with a metal bin

☐ Battery charging only at a designated point, on a non-combustible surface, away from stored combustibles

☐ Yard, perimeter and doors secured out of hours; nothing stacked against the building that would help someone start a fire

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The premises and the fire safety facilities, equipment and devices are kept under a suitable system of maintenance and in efficient working order and good repair. One line per system; write the intervals in from the servicing contractor or the manufacturer.

11 PROCEDURES, PEOPLE, TRAINING AND DRILLS (ARTS 15 AND 21)

Procedures, including drills, are set for serious and imminent danger, and people can stop work and go to a place of safety (art 15(1)(a) and (2)(b))

Nobody enters an area restricted on safety grounds — stores, plant rooms — without adequate safety instruction (art 15(1)(c))

Employees are trained when first employed and when exposed to new or increased risks; training is repeated periodically and given in working hours (art 21)

Visitors and contractors are told the alarm, the routes and the assembly point on arrival

WHO PLANS, ORGANISES, CONTROLS, MONITORS AND REVIEWS THE FIRE SAFETY MEASURES, AND HOW

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What the assessment found and the measures taken or to be taken. A finding with no owner and no date is not a control.

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14 REVIEW (ART 9(3))

Review the assessment regularly, and whenever there is reason to think it is no longer valid or there has been a significant change — a new layout, a change of use, new stock or substances, more people, building work, a fire or a near miss. Every review is recorded.

DATE	REASON FOR REVIEW	WHAT CHANGED	BY

15 SIGNATURES

Assessed by:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

For the responsible person:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.