

FIRE RISK ASSESSMENT GUIDANCE AND TEMPLATE FOR SMALL BUSINESS PREMISES

Please note: This template is intended as a guidance document for small businesses with straightforward fire risks. It provides a basic framework to help Responsible Persons understand the fire risk assessment process and record significant findings.

This template may not be suitable for larger, more complex or higher-risk premises. Completing this template does not guarantee compliance with fire safety legislation, and the Responsible Person remains legally responsible for ensuring that a suitable and sufficient fire risk assessment is carried out.

If you are unsure whether this template is appropriate for your premises, please contact Surrey Fire & Safety for advice.

Address	
Used as	
Date of Assessment	
Name of Assessor	
Review Date	(Every year)

Property Description
How a Fire Could Start

People Affected by Fire
Escape Routes
Fire Alarm
Fire Extinguishers
Fire Action

Fire Information
Summary of Significant Findings
Action Plan

Review Date	Comments

Sketch Plan of Premises	

