



Risk Assessment - General

▼ Assessment overview

This form can be used to create risk assessments. Many hazards are pre-loaded with information but additional information can be added manually. All risk ratings pre-loaded in this form can be edited.

Risk ratings in this form are guidelines, the level of the risk will vary between premises based on multiple variables (e.g. the presence of children, if the area is accessed by the public etc.)

Please use the '+' button to upload additional hazards

Brief details

Assessment date

2026-10-16

You Selected: 16-Oct-2026

Review date

yyyy-mm-dd

You Selected:

Key to risk level

	Low 1 - 3	Moderate 4 - 6	Significant 8 - 12	High 15 - 25
Key to risk level	Proceed	Proceed with caution / extra measures	Proceed with line manager approved extra measures	Proceed with director approved extra measures

▼ Record multiple hazards

Please use the '+' button to add additional hazards

Hazard Type	Hazard
Fire	Risks from a fire outbreak
Who might be harmed	
☐ Staff	
☐ Visitors	
☐ Contractors	
☐ Public	
☐ Children / young people	
☐ Older people	
☐ Disabled people	
☐ Volunteers	
☐ Guests	
How might they be harmed	
☐ Physical injury, loss of life, property damage	
Existing control measures	
☐ A minimum of two fire evacuation drills held every year with timings reviewed to confirm effectiveness	
☐ Action in the event of fire explained during induction - fire policy displayed on the wall - staff know the evacuation plan	
☐ Annual emergency lighting servicing / maintenance	
☐ Defects repaired promptly	
☐ Fire alarm serviced regularly	
☐ Fire awareness training	
☐ Fire doors kept closed at all times or fitted with auto closers that operate in the event of an alarm	
☐ Fire marshal training	
☐ Good housekeeping to limit the build-up of combustible materials e.g. cardboard boxes	
☐ Regular emergency lighting checks	
☐ Regular fire door checks	
☐ See separate premises fire risk assessment	
☐ Monthly fire alarm testing	

☐ weekly fire alarm testing ☐ Others
Likelihood * ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5
Severity * ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5
Initial Risk Rating (IR) : 15 - Proceed with director approved extra measures
Additional control measures ☐ Arrange annual servicing of emergency lighting under contract ☐ Arrange for contract servicing of fire alarm ☐ Commission separate premises fire risk assessment ☐ Ensure defects repaired promptly ☐ Ensure fire doors kept closed at all times or fitted with auto closers that operate in the event of an alarm ☐ Ensure fire drills undertaken at least annually and recorded ☐ Implement monthly checks of emergency lighting ☐ Implement regular fire door checks ☐ Improve housekeeping / management of combustibles / flammables throughout environment ☐ Provide / complete fire action notices ☐ Provide fire awareness training ☐ Provide fire marshal training ☐ Undertake weekly fire alarm testing ☐ Others
Likelihood ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5
Severity ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5
Residual Rating (RR) : 10 - Proceed with line manager approved extra measures
Person Responsible none selected
Due Date * Date Action should be completed by 2026-10-16 
You Selected: 16-Oct-2026
+

▼ **Signature of person completing the form**

Signature * 	
Name *	Department *
Date * 2026-10-16 	

You Selected: 16-Oct-2026

✓ Submit