FIRE RISK ASSESSMENT PREPARATION

WORKPLACES & COMMERCIAL PREMISES.

For businesses, premises managers and responsible persons. Help us understand the building, its activities and the fire safety arrangements in place.



01

Tell us about it

Complete one property form. Include location, layout and how the premises are used.

02

Gather your records

Use the checklist on page 2. Send what applies and tell us what is missing.

03

Arrange the visit

Agree access, a contact and a private route for sharing your reports.

Where practicable, share information three working days before your visit. This guide supports preparation; it is not a completed assessment or confirmation of compliance.

THE RECORDS TO HAVE READY.

Tick the records you have gathered. Provide complete reports and remedial evidence, where applicable and available.

- [ ] **Building information & fire strategy**
  The existing fire strategy and revisions, relevant fire safety handover information, floorplans, building use and details of significant alterations.

- [ ] **Previous assessment & action plan**
  The latest fire risk assessment, its action plan and evidence of work completed or actions still outstanding.

- [ ] **Fire alarm records**
  The latest servicing report, routine test records and details of faults, false alarms, repairs or outstanding recommendations.

- [ ] **Emergency lighting records**
  The latest duration-test or servicing report, routine functional test records and evidence of repairs.

- [ ] **Fire extinguisher servicing**
  The latest service report or certificate, equipment schedule where available, and details of defects or replacements.

- [ ] **Electrical installation (EICR)**
  The full Electrical Installation Condition Report, including schedules, plus evidence addressing the defects identified.

- [ ] **Gas & heating records**
  Relevant gas safety inspection and appliance servicing reports, together with remedial records, where gas or heating equipment is installed.

- [ ] **Fire safety management**
  The emergency and evacuation plan, training and drill records, and arrangements to help anyone who may need assistance to evacuate.

- [ ] **Other systems & existing surveys**
  Relevant records for fire doors, compartmentation, smoke control, sprinklers, risers or external walls, where these systems or reports exist.

Not every item applies. This list does not mean you must commission every report. Tell us if a record is unavailable, not applicable or held by another party.

THE RIGHT PEOPLE.
THE RIGHT INFORMATION.

01 Make the visit work for your premises

Arrange a contact who understands the building and its fire safety arrangements. Confirm keys, permissions and access to relevant rooms, common parts and plant areas. Tell us about site hazards, inductions and restrictions.

02 Explain how the building operates

Be ready to discuss occupancy, opening hours, sleeping accommodation, shared responsibilities and recent changes. Tell us about assistance needed to evacuate; avoid sending personal medical details through the website form.

03 Use the private upload link for your property

Complete the online property form and request an upload link if you need one. SIUK will arrange it after reviewing your details. Name files with the property, document type and date, and keep the originals available.

During the visit: we review accessible areas, your arrangements and available evidence within the agreed scope. A visual FRA does not replace servicing, an EICR or specialist intrusive surveys.

Missing records? Let us know early. Missing evidence does not automatically cancel the visit, but may need to be recorded as a limitation or followed up. Receiving a document does not confirm it is satisfactory.

YOUR NEXT STEP

Complete the property form and view the online checklist.

help@safetyinspectors.co.uk
0330 1226 337

Further reading: GOV.UK fire risk assessments · HSE gas safety for employers