

## Fire Risk Assessment - Office Facilities - Record of Findings & Action Plan

### FIRE RISK ASSESSMENT OF OFFICE FACILITIES

Assessed by:

Signature:

Date Assessed:

Date of Review:

#### A: HAZARDS IDENTIFIED

#### B: PEOPLE AT RISK

#### C: ACTION PLAN

	Action required	Who by	Target Date	OUTCOME	Verified by / Date
Evaluate the risk of the fire starting at the Organisation's premises					
Evaluate the risk to people from a fire starting at the Organisation's premises					
Remove, or reduce to a manageable level, those hazards that may cause a fire					
Remove, or reduce to a manageable level, the risks to people from a fire					