

**Document 5** Sample fire risk assessment template

<i>Place / address</i>	<i>Building description</i>	<i>Used for</i>	<i>Assessment done by</i>
<b>Building:</b>  <b>Address:</b>	<b>Type / size of building:</b>	<b>Main purpose and any others</b>	<b>Name:</b>  <b>Date:</b>  <b>Signature:</b>

**Areas identified from checklist**

<i>Area</i>	<i>Who affected</i>	<i>Already doing</i>	<i>Further action required</i>	<i>By when / whom</i>	<i>Done</i>
Smoke alarm					
Carbon-monoxide alarm					
Other equipment					
Flames (eg. candles)					
Cigarettes					
Electrics					
Gas appliances					
Anything else					
Escape route					
Knowledge & telling student					

<i>Review date</i>	<i>Any changes to building in meantime</i>	<i>Any further action required</i>	<i>Review done by</i>
<b>Date:</b>			<b>Name:</b>  <b>Signature:</b>