FIRE SAFETY SERVICES

FREE FRA MANAGEMENT RESOURCE

Fire Risk Assessment Action Plan

A controlled record for priorities, owners, target dates, interim precautions and verified closure.

Jurisdiction	England
Version	1.0
Published	24 July 2026

IMPORTANT
This template is a recording framework, not a compliance certificate. It does not inspect the premises, supply competence or replace premises-specific professional advice. The responsible person remains responsible for ensuring the assessment is suitable and sufficient and that necessary precautions are implemented.

How to use the action plan

Copy every recommendation or required outcome from the fire risk assessment into this plan. Keep the original reference and location so the action can be traced back to the finding. One named role should own progress even when contractors or several organisations are involved.

NOT A SUBSTITUTE FOR THE FRA
This action plan manages findings from an assessment. It does not identify hazards, determine whether precautions are suitable or replace the full recorded fire risk assessment.

01 PLAN CONTROL

Premises name	
Full address	
FRA reference/version	
FRA date	
Responsible person	
Plan owner	
Plan version	
Review frequency/basis	

02 PRIORITY GUIDE

Immediate / intolerable	Act now. Restrict use or introduce effective controls where necessary; escalate for competent advice.
High	Put interim controls in place and complete permanent action urgently within a justified timescale.
Medium	Plan and complete within a justified short programme; monitor dependencies and risk.
Lower	Manage through a recorded programme and verify completion.
Further investigation	Define the unresolved question, competence, access and interim assumption.

Use the assessment’s own defined priority method where it differs. Cost or convenience does not reduce the underlying risk.

03 MASTER ACTION SCHEDULE

Ref	Required outcome	Priority	Owner	Target / status
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

Programme-level dependencies, funding or coordination

Overdue or blocked high-priority actions escalated to

Action 01

Finding/reference	
Location/asset	
Priority	☐ Immediate ☐ High ☐ Medium ☐ Lower ☐ Further investigation
Action owner	
Target date	
Status	☐ Open ☐ In progress ☐ Blocked ☐ Complete

Finding and reason for concern

State what was observed, why it matters and who or what may be affected.

Required outcome

Describe the result required; obtain competent design or specification where necessary.

Interim precautions and review frequency

Dependencies, approvals or access constraints

Completion evidence and verification

Record evidence, completion date, verifier and whether the FRA or emergency plan was updated.

Action 02

Finding/reference	
Location/asset	
Priority	☐ Immediate ☐ High ☐ Medium ☐ Lower ☐ Further investigation
Action owner	
Target date	
Status	☐ Open ☐ In progress ☐ Blocked ☐ Complete

Finding and reason for concern

State what was observed, why it matters and who or what may be affected.

Required outcome

Describe the result required; obtain competent design or specification where necessary.

Interim precautions and review frequency

Dependencies, approvals or access constraints

Completion evidence and verification

Record evidence, completion date, verifier and whether the FRA or emergency plan was updated.

Action 03

Finding/reference	
Location/asset	
Priority	☐ Immediate ☐ High ☐ Medium ☐ Lower ☐ Further investigation
Action owner	
Target date	
Status	☐ Open ☐ In progress ☐ Blocked ☐ Complete

Finding and reason for concern

State what was observed, why it matters and who or what may be affected.

Required outcome

Describe the result required; obtain competent design or specification where necessary.

Interim precautions and review frequency

Dependencies, approvals or access constraints

Completion evidence and verification

Record evidence, completion date, verifier and whether the FRA or emergency plan was updated.

Action 04

Finding/reference	
Location/asset	
Priority	☐ Immediate ☐ High ☐ Medium ☐ Lower ☐ Further investigation
Action owner	
Target date	
Status	☐ Open ☐ In progress ☐ Blocked ☐ Complete

Finding and reason for concern

State what was observed, why it matters and who or what may be affected.

Required outcome

Describe the result required; obtain competent design or specification where necessary.

Interim precautions and review frequency

Dependencies, approvals or access constraints

Completion evidence and verification

Record evidence, completion date, verifier and whether the FRA or emergency plan was updated.

Action 05

Finding/reference	
Location/asset	
Priority	☐ Immediate ☐ High ☐ Medium ☐ Lower ☐ Further investigation
Action owner	
Target date	
Status	☐ Open ☐ In progress ☐ Blocked ☐ Complete

Finding and reason for concern

State what was observed, why it matters and who or what may be affected.

Required outcome

Describe the result required; obtain competent design or specification where necessary.

Interim precautions and review frequency

Dependencies, approvals or access constraints

Completion evidence and verification

Record evidence, completion date, verifier and whether the FRA or emergency plan was updated.

Action 06

Finding/reference	
Location/asset	
Priority	☐ Immediate ☐ High ☐ Medium ☐ Lower ☐ Further investigation
Action owner	
Target date	
Status	☐ Open ☐ In progress ☐ Blocked ☐ Complete

Finding and reason for concern

State what was observed, why it matters and who or what may be affected.

Required outcome

Describe the result required; obtain competent design or specification where necessary.

Interim precautions and review frequency

Dependencies, approvals or access constraints

Completion evidence and verification

Record evidence, completion date, verifier and whether the FRA or emergency plan was updated.

04 CLOSURE EVIDENCE REGISTER

Ref	Completed	Evidence / location	Verified by	FRA updated?

Plan review and approval

Review open actions against current risk, verify that interim controls remain effective and escalate overdue or blocked priorities. Record decisions rather than simply changing a status.

Review date	
Open immediate/high actions	
Interim controls verified	
Overdue actions escalated	
Next review	
Reviewed by	

Review decisions and changes to the programme

Approval	
Responsible person/name	
Signature or approval reference	
Date	

A status change to "complete" should be supported by evidence that the required fire-safety outcome was achieved. An invoice alone may not demonstrate location, specification, commissioning or satisfactory installation.