

FIRE SAFETY SERVICES

FREE FRA MANAGEMENT RESOURCE

Fire Risk Assessment Review Record

A structured record for testing whether an assessment remains current, requires revision or should be replaced.

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.

Free to use for managing your own premises. Do not remove the source, version or limitation notices when sharing a completed copy.

How to use this review record

A review is a reasoned check of the existing fire risk assessment against the premises as it is now. It should examine relevant changes, incidents, maintenance, actions, new evidence and whether the assessment's assumptions and conclusions remain reliable.

NO UNIVERSAL ANNUAL EXPIRY

The Fire Safety Order requires review regularly and when there is reason to suspect the assessment is no longer valid or there has been a significant change. A planned review programme can be sensible, but this document does not create a fixed statutory annual interval.

A POSSIBLE REVIEW OUTCOMES

Remains current	No material change identified; record the evidence and next review basis.
Targeted revision	Defined sections or arrangements need updating.
Full reassessment	The existing record is missing, fundamentally inadequate or no longer provides a reliable basis.
Immediate action	A serious concern requires controls or restrictions without waiting for document revision.

B REVIEW DISCIPLINE

Confirm before signing

- ☐ The full current FRA and action plan were available.
- ☐ Relevant areas and records were examined, not just the cover date.
- ☐ Responsible persons and people controlling shared systems were consulted where necessary.
- ☐ Uncertainty, inaccessible areas and further investigation are recorded.
- ☐ Any urgent concern was escalated immediately.

01 ASSESSMENT AND REVIEW DETAILS

Premises name	
Full address and postcode	
Responsible person(s)	
Existing FRA reference/version	
Existing FRA date	
Original assessor	
Review date	
Reviewer name	
Reviewer organisation	
Reviewer competence/role	
Reason for review	☐ Planned review ☐ Triggered review ☐ Handover ☐ Other

Areas, activities and records included in this review

Areas or evidence not available

02 CHANGES AND REVIEW TRIGGERS

Potential change or trigger	No	Yes	Details / action ref
Building layout, use, occupancy or operating hours	☐	☐	
Responsible person, ownership, tenancy or areas of control	☐	☐	
Staffing, vulnerable people or assistance arrangements	☐	☐	
Processes, storage, dangerous substances or ignition sources	☐	☐	
Escape routes, exits, security or assembly arrangements	☐	☐	
Alarm, emergency lighting, doors, compartmentation or other systems	☐	☐	
Construction, external walls, refurbishment or maintenance work	☐	☐	
Fire, near miss, unwanted alarm or important system failure	☐	☐	
Enforcement, insurance, licensing or competent-person concern	☐	☐	
New guidance, evidence or information affecting an assumption	☐	☐	
Summary of material changes 			

03 PEOPLE, HAZARDS AND PRECAUTIONS

Area reviewed	Evidence and present position	Revision/action ref
People at risk	<i>Occupancy, unfamiliar people, sleeping risk, vulnerability and assistance arrangements.</i>	
Fire hazards	<i>Ignition, fuel, oxygen, dangerous substances, housekeeping and deliberate fire-setting.</i>	
Means of escape	<i>Routes, travel, exits, capacity, protection, security and external escape.</i>	
Detection and warning	<i>Coverage, audibility/visual warning, zoning, monitoring, testing, faults and false alarms.</i>	
Emergency lighting	<i>Coverage, testing, duration evidence and defects.</i>	
Fire doors and compartmentation	<i>Condition, alteration, inspection evidence, concealed uncertainty and remediation.</i>	
Equipment and specialist systems	<i>Extinguishers, smoke control, suppression, firefighting facilities and impairments.</i>	
Management arrangements	<i>Emergency plan, training, drills, maintenance, contractors and shared responsibilities.</i>	

04 ACTION PLAN AND MANAGEMENT EVIDENCE**Previous action-plan status**

- ☐ Immediate and high-priority actions have current, honest status.
- ☐ Interim precautions remain suitable and are being checked.
- ☐ Overdue or blocked actions have been escalated.
- ☐ Completed actions have location-specific evidence and verification.
- ☐ Completed work has been reflected in the FRA, plans and procedures where necessary.

Testing, inspection and maintenance evidence examined

Training, drills, incidents and false-alarm evidence examined

Outstanding defects, impairments or further investigation

05 REVIEW DECISION

Outcome	☐ Remains current ☐ Targeted revision ☐ Full reassessment ☐ Immediate action
Existing risk conclusion remains reliable	☐ Yes ☐ No ☐ Only after stated revisions
Emergency plan requires revision	☐ No ☐ Yes
New or revised actions required	☐ No ☐ Yes — transfer to action plan
Specialist investigation required	☐ No ☐ Yes
Interim precautions required	☐ No ☐ Yes

Reasoned review conclusion

Explain the evidence, material changes, unresolved uncertainty and why the selected outcome is justified.

Required revisions and immediate or interim precautions

06 APPROVAL AND FUTURE REVIEW

Revised FRA version/reference	
Revision issue date	
Actions transferred to plan	
Information communicated to	
Next planned review basis	
Earlier review triggers	Significant change, fire, near miss, system failure or reason to suspect invalidity

Review approval

Reviewer name/signature	
Date	
Responsible person name/signature	
Date	

Review history

Date	Trigger/basis	Outcome and revision	Reviewer

Sources: Regulatory Reform (Fire Safety) Order 2005, Article 9; GOV.UK workplace fire-safety responsibilities; Home Office five-step fire-risk-assessment checklist. Review against current law and premises-specific guidance before use.