**GENERAL INFORMATION**

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| **Property name:** |       |
| **Property address:** |       |
| **Date:** |       |
| **Name of person completing the checklist:** |       |
| **Type of property:**Such as school, residential home, office. |       |
| **Property description:**Include number of floors, floor area and construction details if known. |       |
| **Areas covered by assessment:**Such as all, certain blocks or floors. |       |
| **General activities undertaken:** |       |
| **Occupancy of property** |
| At any one time, what is the approximate maximum number of: |  |
| * employees
 |  |
| * clients / service users
 |  |
| * members of the public / visitors in the property?
 |  |
| **Known occupants at special risk** |
| Number of occupants who: |  |
| * have restricted mobility
 |  |
| * have vision or hearing impairment
 |  |
| * are under 16 years old
 |  |
| * sleep in the premises
 |  |
| * have learning difficulties?
 |  |
| Other known occupants at special risk - give details and approximate numbers.           |
| Do you have visitors who may be at special risk?If **yes**, approximate maximum number at any one time? | Yes [ ]  No [ ]  |
| **Property fire history** |
| Describe any previous fires.      |

**ROLES AND RESPONSIBILITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible persons** | **Name** | **Position** | **Contact number** |
| Who has overall responsibility for the property? |       |  |       |
| Who is responsible for fire safety, if it’s someone different? |       |  |  |
| Who is responsible for fire safety in the absence of the nominated person? |       |  |  |

List other people responsible for implementing the property’s fire management procedures. This may include doing alarm tests, acting as fire wardens, or alerting the Fire and Rescue Service in an emergency.

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| --- | --- | --- | --- |
| **Name** | **Position** | **Responsibility** | **Contact number** |
|       |       |       |       |
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| For fire safety precautions to be adequate, you should be able to answer ‘yes’ to all the relevant questions in this checklist. Any ’no’responses are **significant** findings that need resolving. Use the form on page 12 to list all significant findings, the remedial action needed and target dates for completing it. Share this fire risk assessment with your employees and make sure they understand what they need to do.Send a copy of the summary form to the Corporate Health and Safety Team, CHST, mailbox - employee.healthandsafety@derby.gov.uk. |
| Question | **Yes, no****or N/A** | **Things to consider / additional explanation** | **Remedial action required to address any significant findings** |
| **Electrical** |
| Are fixed electrical installations inspected and tested periodically? |       | This means the lighting and power circuits within the building. These checks have to be done by a competent electrician at least every five years. |       |
| Is all new portable equipment PAT tested before it’s first used? |       | New equipment needs to go onto appropriate inventories.Make sure employees don’t use their own untested portable electrical equipment at work. |       |
| Is portable electrical equipment tested at least annually?  |       | Check test stickers on equipment. Some equipment may need testing more regularly. Get advice from CHST. |       |
| Do users carry out visual checks of portable equipment on a regular basis? |       | Get users to check the equipment they use and report any problems to you. Look out for signs of overheating and damage. |       |
| Have you checked that sockets aren’t overloaded? |       | Make sure the load on the socket doesn’t exceed 13 amps. Get advice from CHST. |       |
| Have you checked that multi-plug adapters aren’t being used? |       | These are adapter blocks that fit directly into socket outlets, such as double or treble plugs. They can cause circuit overloading. |       |
| Have you checked that any essential extension leads aren’t overloaded and don’t cause a trip hazard? |       | Avoid extension leads wherever possible. If they are necessary, make sure they’re not overloaded. |       |

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| Question | **Yes, no****or N/A** | **Things to consider / additional explanation** | **Remedial action required to address any significant findings** |
| **Smoking** |
| Is smoking banned on the premises? |       | Check the Council’s Smoking Policy for more information. |       |
| If smoking is allowed in some areas, are suitable arrangements in place to prevent fires? |       | This will only apply to a very small number of Council buildings. Get advice from CHST. |       |
| Arson |
| Are reasonable measures in place to prevent arson? |       | Check that basic security is adequate to prevent arson by outsiders. Have there been any arson attacks before? |       |
| Are waste bins and other flammable materials stored away from the building? |       | External waste bins should be secured at least **six** metres away from the building. Lids should be secured. |       |
| Are security and visitor control systems adequate? |       | Check that systems are effective and will prevent unauthorised access. |       |
| Portable heaters and heating systems |
| Is the use of portable heaters avoided as far as possible? |       | Avoid using portable heaters as only for emergency use. Take H&S advice before using them. Never leave them switched on overnight or in unoccupied areas. |       |
| If used, are radiant heaters fitted with suitable guards and fixed in a position away from combustible materials? |       | Try to replace naked flame, LPG and radiant bar heaters. If you can’t, make sure they have appropriate guards and are kept away from combustible materials. |       |
| Are fixed heating systems regularly inspected and maintained? |       | Contact the Facilities Management (FM) on 640212 if in Council contract. |       |
| Are boiler rooms kept clear of flammable items? |       | Make sure boiler rooms don’t become unofficial storage areas. |       |
| Is the boiler room accessible at all times? |       | Make sure a key is readily available on site at all times. |       |

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| Question | **Yes, no****or N/A** | **Things to consider / additional explanation** | **Remedial action required to address any significant findings** |
| **Cooking** |
| Is any cooking done on site? |       | Make sure measures are in place to prevent fires as a result of cooking activities. |       |
| Are extraction filters changed and ductwork cleaned regularly? |       | Build-up of grease can cause fires, and a regular cleaning regime must be in place. |       |
| Is suitable fire extinguishing equipment available? |       | Make sure appropriate equipment is provided, such as fire blankets, carbon dioxide or dry powder extinguishers. See guidance on page 13. |       |
| Housekeeping and cleaning |
| Is the standard of housekeeping adequate? |       | Check that public areas, corridors and spaces under stairs are kept clear of combustible materials. |       |
| Are combustible materials kept away from sources of ignition? |       | For example, make sure papers aren’t stored near heaters. |       |
| Are levels of stored combustible materials and waste kept as low as possible? |       | Arrange more frequent collections of stored waste or recycling items if these could be a fire hazard. If possible, order more frequent deliveries of combustible items, rather than keep bulk stores.  |       |
| Are hazardous materials stored safely? |       | Check information on hazard data sheets and get advice from your H&S adviser if you’re in any doubt. |       |
| Building maintenance and contractors |
| Is there adequate control over works carried out by outside contractors? |       | See the Council’s Managing Contractors Safely Policy for more information.Make sure you know what work is going on within your buildings and exactly what it involves. If ’hot work’ is required, get advice from CHST. Make sure fire safety is discussed with contractors.  |       |

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| Question | **Yes, no****or N/A** | **Things to consider / additional explanation** | **Remedial action required to address any significant findings** |
| Are checks made to make sure building works won’t compromise fire safety precautions? |       | Work could affect fire detection and alarm systems, or measures designed to prevent fire spreading, such as fire doors and fire barriers. Get advice from the Property, Projects, and Technical Services (PPTS) as simple wiring work can affect fire safety. |       |
| Lightning |
| Does the building have a lightning protection system? |       | Lightning protection systems are important to reduce the risk of fire and damage to electrical systems. Check with the PPTS if you’re unsure. |       |
| **Other significant sources of ignition & control measures** |
| Are there any other significant sources of ignition within your establishment? |       | If yes, list them and the relevant control measures in place to prevent fires.      |

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| Question | **Yes, no****or N/A** | **Things to consider / additional explanation** | **Remedial action required to address any significant findings** |
| Means of escape |
| 29. Can all fire exit doors be opened easily and immediately when the premises are occupied? |       |  |       |
| 30. Are fire doors clear of obstructions, both internally and externally? |       |  |       |
| 31. Can all designated fire exits be opened easily and immediately without a key? |       |  |       |
| 32. Are all internal and external escape routes free from obstructions, storage and combustible displays? |       | Corridors and passageways that are part of fire escape routes should be free of all combustible materials. |       |
| 33. Do all self-closing fire doors close fully into the door frame? |       |  |       |
| 34. Are fire door seals in good condition? |       |  |       |
| 35. Are all self-closing devices in good working order? |       |  |       |
| 36. Are all self-closing fire doors properly shut? Are there any gaps between the door and frame?  |       | Make sure fire doors are **never** wedged open. If you see one, deal with it immediately. |       |
| 37. Have arrangements been made to evacuate disabled people from the premises safely? |       | Make sure Personal Emergency Evacuation Plans (PEEPs), have been drawn up for every disabled employee. You can get guidance on PEEPs from CHST.Where appropriate, a work colleague should accompany disabled employees to fire refuges and stay with them.Employees and/or Building managers are responsible for any disabled visitors they have. General Emergency Evacuation Plans (GEEPS) must be in place for public buildings. |       |

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| **Question** | **Yes, No****or N/A** | **Things to consider / additional explanation** | **Remedial action required to address the Significant Findings** |
| **Emergency lighting -** see guidance notes on page 13 |
| 38. Do the premises have an emergency lighting system to illuminate escape routes if the general lighting system fails? |       |  |       |
| 39. Are the premises occupied during the hours of darkness?  |       |  |       |
| 40. Are lights and exit signs undamaged and in good condition? |       | If there are any problems, contact FM on 640212 if in a Council contract.  |       |
| 41. Is the emergency lighting system tested and visually inspected every month? |       |  |       |
| 42. Are the tests recorded? |       | Check the property’s Fire Logbook. |       |
| Means of raising the alarm in the event of a fire |
| 43. Do the premises have a system or procedure for raising the alarm if there’s a fire? |       |  |       |
| 44. Is the indicator panel showing normal? |       | If you’re unsure, contact the PPTS for advice or the system supplier. |       |
| 45. Is the system tested weekly using a different call point for each test? |       | If not, you need to set up a procedure for doing this. |       |
| 46. Are the tests recorded in the Fire Logbook? |       |  |       |
| 47 .Is the alarm audible in all parts of the building? |       |  |       |

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| **Question** | **Yes, No****or N/A** | **Things to consider / additional explanation** | **Remedial action required to address the Significant Findings** |
| 48. Are break-glass call points clearly visible and unobstructed? |       |  |       |
| 49. Is the automatic fire detection system, such as for smoke / heat in full working order? |       | If you’re unsure, get advice the PPTS or the system supplier. |       |
| 50. Is the system or installation tested regularly? |       | This should be done by the system supplier. |       |
| 1. Are the tests recorded?
 |       | Check the property’s Fire Logbook. |       |
| **Fire safety signs** |
| 52. Are final exit doors and escape routes signed clearly and correctly? |       | If in doubt, get advice from CHST. |       |
| 53. Do the signs show the ‘running man’ symbol? |       |  |       |
| 54. Do all internal fire doors have ‘Fire door - keep shut’ signs? |       | If any are missing, contact the Fire Safety Team/CHST or a safety signs supplier. |       |
| 55. Are ‘Fire action’ notices displayed? |       | Make sure they’re properly filled in, up-to-date, readable and prominently placed. |       |
| 56. Do doors with emergency fastenings have ‘Push bar to open’ or similar signs? |       | If any are missing, contact the Fire Safety Team/CHST or a safety signs supplier. |       |
| **Fire fighting equipment** - see guidance notes on page 13 |
| 57. Are suitable fire extinguishers provided at each floor level and by each final exit door? |       | See guidance on fire extinguishers at page 13 or get advice from CHST. |       |
| 58. Are extinguishers securely mounted on wall brackets? |       | Some public buildings have dedicated stands on the floor, but these **should not** be mobile. |       |
| 59. Are extinguishers freely available, visible and unobstructed? |       | Make sure they’re not hidden behind furniture or equipment - even temporarily. |       |

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| **Question** | **Yes, No****or N/A** | **Things to consider / additional explanation** | **Remedial action required to address the Significant Findings** |
| **Fire fighting equipment - continued** |
| 60. Does a competent person or company service them annually? |       | If in doubt, contact the PPTS or your fire extinguisher supplier. |       |
| 61. Are the results of the service / tests recorded? |       | Check the property’s Fire Logbook. |       |
| 62. Does every extinguisher have a label showing last date tested? |       | Test / inspection dates should be within the last twelve months. If they’re not, check with the PPTS or your supplier. |       |
| **Management and staff training** |
| 63. Do you have a fire evacuation plan? |       | All premises should have an up-to-date fire evacuation plan. If in doubt, check with CHST. |       |
| 64. Are all employees given instruction about what to do if there’s a fire/they discover a fire? |       | Fire awareness training, including details of premises-specific arrangements, should be given on induction and at regular periods after. |       |
| 65. Is a full evacuation drill carried out twice yearly minimum? |       | Drills should be monitored and recorded in the Fire Logbook. Any problems that arise during a drill should be reported to CHST. |       |
| 66. Have you recorded the findings of your Fire Risk Assessment? |       | Do this in consultation with your staff. Make sure the final version is written down and circulated/communicated to everyone. |       |
| 67. Are visitors to the premises, including contractors and cleaners, told about fire evacuation procedures? |       | Make sure you have an appropriate mechanism in place to give visitors/contractors essential health and safety information, including details of fire evacuation procedures. |       |
| 68. Do you have procedures in place to make sure contractors use ‘hot work permits’/working in confined spaces? |       | Hot work is a major potential source of ignition. You can get advice on permit to work systems from CHST or the Fire Safety Team.  |       |

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| **Question** | **Yes, No****or N/A** | **Things to consider / additional explanation** | **Remedial action required to address the Significant Findings** |
| **Miscellaneous** |
| 69. Do the premises have a ‘Red Box’ containing essential information for the Fire and Rescue Service? |       | The ‘Red Box’ should contain essential building information, such as the asbestos register, building plans, location and type of any stored hazardous materials and services locations. |       |
| 70. Do all automatic opening doors and security doors on escape routes ‘fail safe’ in the open position? |       | Check with the PPTS or your supplier if you’re unsure. |       |
| 71. Are external fire escape stairs safe? |       | Do a visual inspection regularly. Report any serious defects, including badly rusted metalwork, to the PPTS or your maintenance contractor. |       |
| 72. Are vehicles blocking fire hydrants or access to them? |       |  |       |
| 73. Has the fire hydrant bypass flow valve control been tested by a competent person? |       | If you’re unsure, check with the PPTS. |       |
| 74. Has external access for the Fire and Rescue Service been checked for ongoing availability? |       | Walk around the site to make sure there’s clear access to all buildings. |       |
| 75. Are any necessary fire engine direction signs in place? |       |  |       |

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| **Issue** | **Significant finding** | **People at risk** | **Remedial action required** | **Person responsible for action and target date for completion** | **Date remedial action completed** |
|  |       |       |       |       |       |
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| **Name and signature of ‘site duty holder’ completing form** |     | **Date form completed** |       |
| **Name and signature of ‘responsible person’** |       | **Date form signed** |       |
| **Property name and address** |       | **Contact telephone number** |       |

**Share this information with your manager and employees.**

**Send a copy of the completed fire risk assessment checklist to CHST for information and auditing – employee.healthandsafety@derby.gov.uk**

**Types of Fire Extinguishers**

1. As a ‘rule of thumb’, you should have one extinguisher for every 200 square metres, (m²), of floor space, with at least one on each floor. If you’re in any doubt, then contact your health and safety adviser.

**Emergency Lighting**

**Monthly tests**

2. Emergency lighting should be tested monthly. Include inspecting the system for cleanliness as well as checking that the lights are working effectively. All tests should be undertaken at times of least risk because of failures. Contact the PPTS/Fire Safety Team or emergency lighting supplier if in doubt on how to test the lighting.

**Annual inspections**

3. An annual test (refer to table below) should be carried out using a qualified service engineer to make sure the self-contained and central battery systems are working correctly. Simulating a failure of the normal lighting supply for a continuous period of one hour is the usual method employed for carrying out this test.

4. All emergency lighting fittings will be checked for proper functioning during this test.

**Guidance on Frequency of Fire Safety Systems Inspection / Test Procedures**

The table provides guidance on the recommended frequency of inspection and testing of the fire safety systems that may be in place within your establishment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fire safety system** | **Daily** | **Weekly** | **Monthly** | **6 monthly** | **Annually** |
|  |
| Emergency Escape Route | Visual Check |  | Visual Inspection |  |  |
| Fire Alarm System | Panel Check | Alarm Test |  |  | \* |
| Fire Fighting Equipment |  |  | Visual Inspection  |  | \* |
| Automatic Fire Detection |  |  | Visual Inspection |  | \* |
| Emergency Lighting |  |  | Test & Visual Inspection |  Residential Only | \* |
| Fire Instruction | Induction |  |  |  | Refresher |
| Fire Evacuation Drill |  |  |  | FullEvacuation |  |
| Fire Risk Assessment |  |  |  |  | Review |

 \*Inspection / testing of the items should be carried out by a competent person.

All test certificates should be filed and stored with the building’s Fire Logbook.