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| Fire risk assessment details |
| Name of Tenant/Company: |  |
| Name of occupied building: |  |
| Date of fire risk assessment: |  |
| Latest date of next fire risk assessment review: |  |
| Date of previous fire risk assessment: |  |
| Responsible Person: |  |
| Nominated person/s to assist with fire safety: |  |
| Name and role of Assessor: |  |
| Assessed level of fire risk: | Trivial | Tolerable | Moderate | Substantial | Intolerable |

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| Contents |
| [Fire risk assessment details 1](#_Toc129260792)[Building details 3](#_Toc129260793)[Executive Summary 3](#_Toc129260794)[Fire risk assessment review log: 3](#_Toc129260795)[1. History of fires previously affecting the building: 3](#_Toc129260796)[2. Identified sources of ignition: 3](#_Toc129260797)[3. Identified work processes: 3](#_Toc129260798)[4. Identified sources of fuel: 3](#_Toc129260799)[5. Hazardous substances present: 3](#_Toc129260800)[6. Additional sources of oxygen present: 3](#_Toc129260801)[7. Structural fire hazards: 3](#_Toc129260802)[8. Details of those at risk from fire: 3](#_Toc129260803)[9. Means of escape: 3](#_Toc129260804)[10. Means of detecting and giving warning of fire: 3](#_Toc129260805)[11. Means of separating areas of higher fire risk and restricting fire spread: 3](#_Toc129260806)[12. Means of fighting fire: 3](#_Toc129260807)[13. Emergency plan: 3](#_Toc129260808)[14. Fire safety policy: 3](#_Toc129260809)[15. Fire safety training: 3](#_Toc129260810)[16. Maintenance programme and record keeping for preventative and protective measures: 3](#_Toc129260811)[Appendix A – Fire door schedule](#_Appendix_A_–)Appendix B –  |

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| Building details |
| Building address: |  |
| Building number: |  |
| Building owner: |  |
| Name of occupying tenant: |  |
| Use of tenant-controlled area: |  |
| Maximum number of occupants in tenant-controlled area: |  |
| Hours the tenant-controlled areas are occupied: |  |
| Dimensions of tenant-controlled areas: |  |
| Overall number of storeys in the building: |  |
| Storeys occupied by the tenant: |  |

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| Executive Summary |
| [Name of tenant/company] occupies space within [name of building] which is owned and managed by the University of Oxford. This document forms part of the overall fire risk assessment for [name of building].The areas controlled by [name of tenant/company] are occupied by approximately [number of people] on a day-to-day basis. This number could increase to [number of people] [enter details of any particular event if relevant. Otherwise delete this line]. Occupants consist of [select from list **A**].[Name of building] has [enter number of floors] storeys, which includes [enter number] basement level[s] [delete if not applicable], and has [enter number of staircases] sets of stairs serving the upper [and basement] levels. [Name of tenant/company] occupies space on the [storey number/s] floor/s and consists of [select from list **B**]The ‘Responsible Person’ for the tenant-controlled areas is [enter name of CEO/Director/Employer here], with the day-to-day management of fire safety being overseen by [enter name and job title here], who is considered to be the ‘Competent Person’.Higher risk areas and processes under the control of the tenant/company include [select two or three from lists **C1** and **C2**].General fire precautions provided in the building include [select a maximum of five, beginning from the top of list **D**]. These are subject to in-house testing, as well as regular servicing by competent engineers, with a record kept. Further details are recorded in the overall fire risk assessment for [name of building].There is adequate means of escape from the areas occupied by [name of tenant/company]. [Name of building] has a suitable provision of fire exits in terms of number and location to safely accommodate the number of occupants expected to be using the building at any given time, and where necessary, escape routes are protected by fire resisting construction and fire doors, with escape routes maintained at all material times. [If this isn’t the case in all instances, include a note here to say ‘with the exception of… which will require remedial action’][Name of tenant/company] employees have been provided with general fire safety training both as part of their induction training, and subsequently as a refresher. A number of staff members have also been nominated as Fire Wardens and have received additional training in this role which includes the practical use of fire extinguishers [Reword this if this isn’t the case, including a note to say that ‘a requirement for training has been identified, and will need to be provided’] Full evacuation drills are carried out on a termly basis, with a record kept. [If this isn’t the case, include a note here to say ‘this will need to be increased to a termly basis’][Other] Significant findings identified by this fire risk assessment include [enter top three hazards in need of remedial action].It is considered that the current level of risk to occupants of the [name of tenant/company]-controlled areas by fire sits at a [enter risk level here] level, however this can be reduced to a Tolerable, if not Trivial level of risk by undertaking the remedial works detailed in the following Action Plan. [Delete this last part if your findings are Trivial]. |

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| No. | Hazard | Existing control measures | Action required | Risk / Time frame |
|  |  |  |  | **Substantial** |
|  |
| Remedial action undertaken | Signed / Date |
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|  |
| No. | Hazard | Existing control measures | Action required | Risk / Time frame |
|  |  |  |  | **Moderate** |
|  |
| Remedial action undertaken | Signed / Date |
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| No. | Hazard | Existing control measures | Action required | Risk / Time frame |
|  |  |  |  | **Tolerable** |
|  |
| Remedial action undertaken | Signed / Date |
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|  |
| No. | Hazard | Existing control measures | Action required | Risk / Time frame |
|  |  |  |  | **Trivial** |
|  |
| Remedial action undertaken | Signed / Date |
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| Fire risk assessment review log: | Significant findings: | Reviewed by: |
| Date of **first** fire risk assessment review: |  |  |
| Do the findings of this review indicate a full re-assessment of fire risk be undertaken? |  |

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| Fire risk assessment review log: | Significant findings: | Reviewed by: |
| Date of **second** fire risk assessment review: |  |  |
| **It is recommended that the next review be a full re-assessment of the fire risks on the premises.** |

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| History of fires previously affecting the tenant-occupied area/s: |
| Details:  |
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| Identified sources of ignition: | Notes: |
| Are hot work processes carried out only when absolutely necessary and with safe systems of work in place? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is there a clear smoking policy in place? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If permitted, is smoking restricted to designated areas provided with adequate method of disposal of smoking materials? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Any breach of smoking policy observed? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are there kitchen / cooking facilities within the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| 2. Identified sources of ignition (continued): | Notes: |
| Are cooking appliances maintained? | Yes [ ]  | No [ ]  | n/a [ ]  | . |
| If present, do extraction systems have an automatic shut-off facility upon activation of the fire alarm? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If candles / naked flames are in use can these be replaced with a safer alternative? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If no, are they used in a safe manner with suitable accessories? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are electric vehicles (cars, vans, bikes, scooters, mobility scooters) charged in or near the tenant-occupied area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is there evidence of unsafe use of extension leads, and/or use of cube plug adaptors? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is there evidence of portable heaters in use? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are high-powered Class 4 lasers in use? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If Class 4 lasers are in use, has a laser system risk assessment been undertaken with the necessary control measures in place and emergency protocols implemented? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Have any other potential sources of ignition identified? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| Identified work processes: |
| Commercial cooking | [ ]  | Welding / hot plumbing work | [ ]  | Use of Lithium-ion batteries | [ ]  | Other (please add details) | [ ]  |
| Details: |
|  | Notes: |
| Where possible, do procedures and processes avoid the use of combustible materials or processes that use heat? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are personnel fully trained and competent to carry out the potentially hazardous work process required and aware of the associated fire risk? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are all personnel aware of their own fire safety responsibilities towards maintaining a safe working environment for themselves and their colleagues? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If work involves the use of use of lithium-ion batteries, or these are used in large quantities, are additional control measures in place? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| Identified sources of fuel: | Notes: |
| Are wall / ceiling linings flame retardant or of a non-combustible material? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If deemed necessary, are controls in place regarding the amount of combustible material stored on the premises? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If yes, is the system for control of quantities operating effectively? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is the furniture upholstery flame retardant / non-combustible and in good condition? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is the standard of housekeeping adequate? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is the tenant-controlled area free of rubbish and combustible waste? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are combustible materials, flammable liquids and gases separated from potential sources of ignition? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are combustible materials stored in an appropriate manner? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| 4. Identified sources of fuel (continued): | Notes: |
| Are large (commercial) quantities of alcohol and/or crisps stored in the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are large quantities of combustible video / audio tape stored in the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are combustible display materials present throughout the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are packaging materials stored in the tenant-controlled area/s in large quantities? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are fridges and freezers kept clear of combustibles? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are combustible toners and ink cartridges stored in the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Have any other potential sources of fuel identified? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| Hazardous substances present: |
| Cooking oil (commercial quantities) | [ ]  | Paints / thinners / aerosols | [ ]  | LPG | [ ]  | Other (provide details) | [ ]  |
| Details: |
|  | Notes: |
| Are there any hazardous substances stored or used in the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Name of chemical | Approximate quantity | Location | Comments |
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| 5. Hazardous substances present (continued): |
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| Name of chemical | Approximate quantity | Location | Comments |
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| Hazardous substances present (continued): |
| b. Are the necessary data sheets held for each substance, with supplier’s guidelines for safe storage and fire safety adhered to? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Does the use of flammable substances pose any significant fire risk? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Can highly flammable substances be substituted with less flammable ones? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If deemed necessary, are controls in place regarding the amount of flammable substance stored on the premises? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If yes, is the system for control of quantities operating effectively? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are the arrangements for the safe storage of all flammable solids and liquids satisfactory | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are the storage and supply arrangements for flammable gases satisfactory | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are arrangements for the safe decanting of flammable substances satisfactory? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are fume cupboards provided? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If yes, are those provided for use with flammable substances fitted with Fire Trace or a similar fire suppression system? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| Additional sources of oxygen present: |
| Is bottled or piped oxygen used in the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is the building considered to be a high-rise? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are there high-pressure airlines in the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are there any oxidising substances stored or used in the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Name of chemical | Approximate quantity | Location | Comments |
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| 6. Additional sources of oxygen present (continued): |
| Are the necessary data sheets held for each oxidising substance, with supplier’s guidelines for safe storage and fire safety adhered to? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Does the use of oxidising substances pose any significant fire risk? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Can oxidising substances be substituted with less flammable ones? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If deemed necessary, are controls in place regarding the amount of oxidising substances stored on the premises? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If yes, is the system for control of quantities operating effectively? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are the arrangements for the safe storage of all oxidising solids and liquids satisfactory? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| Structural fire hazards: | Notes: |
| Are there suspected (or confirmed) hidden voids throughout the tenant-controlled area/s through which fire can spread? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are there inner rooms within the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are the fire doors in good condition and close fully into their frame? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Have any other potential fire hazards associated with the building identified? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| Details of those at risk from fire: |
| Employees / occupants familiar with premises  | [ ]  | Intoxicated occupants  | [ ]  | Mobility-impaired | [ ]  | Young persons (under 18) | [ ]  |
| Visitors (unfamiliar with premises)  | [ ]  | Sleeping occupants  | [ ]  | Language barrier  | [ ]  | Children (Under 16) | [ ]  |
| Elderly / infirm occupants  | [ ]  | Lone working  | [ ]  | Hearing-impaired | [ ]  | Contractors | [ ]  |
| PTSD / mental health considerations | [ ]  | Buggies and pushchairs | [ ]  | Sight-impaired | [ ]  | Temporary staff | [ ]  |
| Students (undergraduate) | [ ]  | Students (post-graduate) | [ ]  | Heavily pregnant occupants | [ ]  | Other | [ ]  |
| Details: |

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| Means of escape: | Notes: |
| Are all final exit doors unobstructed, clearly identifiable, fitted with suitable fastenings and readily available for use? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Do all emergency routes and exits lead, directly as possible, outside the building to a place of ultimate safety?  | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are the escape routes from the tenant-controlled area/s adequate given the size of the space, its use, and the equipment and occupancy within your area/s at any one time? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are the travel distances of escape routes considered acceptable? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are emergency escape routes adequately protected from the effects of fire? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are necessary measures in place to provide safe escape from inner rooms? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is there adequate means of escape for occupants with limited mobility? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are levels of visibility in the escape routes adequate given the hours in which the premises are occupied? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| 9. Means of escape (continued): | Notes: |
| Are escape routes both inside the premises and externally free from slip and trip hazards? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is the direction of escape immediately apparent and clearly identifiable, with sufficient provision of emergency exit signage where required? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is there satisfactory means of securing exits where means of escape are shared? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Have any other issues with the means of escape been identified? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| Means of detecting and giving warning of fire: | Notes: |
| Is there an adequate method of warning people in the event of fire? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Details of system: |  |
| Can it be seen or heard by everyone in the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Does everyone in the tenant-controlled area/s know what it means? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If operating a manual break glass call point system, is an adequate number of call points located appropriately throughout the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are fire alarm call points clearly visible and unobstructed with the appropriate signage? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If the alarm is raised by sounding a gong or horn for example, can it be raised without placing anyone at risk? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| 10. Means of detecting and giving warning of fire (continued): | Notes: |
| If a fire were to start in an un-occupied room within the tenant-controlled area/s would it be detected prior to escape routes becoming untenable? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Method of detection: |  |
| Upon activation, is the alarm signal transmitted to a reception and monitoring centre? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is the fire alarm interfaced with the air handling system for the building? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If so, can you confirm that air handling plant supplying essential make up air to fume cupboards DOES NOT automatically shut down up activation of the fire alarm system? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Note any other systems within the tenant-controlled area/s that are actuated upon activation of the fire alarm system: |  |

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| Means of separating areas of higher fire risk and restricting fire spread: | Notes: |
| If hidden voids have been identified within the tenant-controlled area/s, have measures been taken to limit or counteract the potential spread (or effects) of fire? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Has the need for fire stopping around services within the tenant-controlled area/s been identified and measures taken to limit or counteract the potential spread (or effects) of fire? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is adequate compartmentation in place between areas of the premises under your control – in particular, between storeys and protecting escape routes? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are fire doors installed within the tenant-controlled area/s in order to provide the necessary fire resistance where required? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are fire doors fitted with the correct door furniture, signage, functioning self-closing device, and either intumescent strips and cold smoke seals, or 1-inch stops where required within the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If a fire door does not close fully into its frame, is air current responsible for the lack of seal? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is there evidence of fire doors being forcibly held open within the tenant-controlled area/s?  | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| 11. Means of separating areas of higher fire risk and restricting fire spread (continued): | Notes: |
| Is there the potential for fire spread into the tenant-controlled area/s via an external route? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is an automatic fixed fire-fighting system in place within the tenant-controlled area/s?  | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is there a smoke ventilation system in place within the tenant-controlled area/s?  | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are tenant-controlled area/s in which processes involving hazardous substance are undertaken adequately segregated from other parts of the premises? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are tenant-controlled area/s in which hot work processes are undertaken adequately segregated from other parts of the premises? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are any boiler rooms and other areas containing the main electrical and gas inlets that are located within the tenant-controlled area/s provided with sufficient segregation from other parts of the premises? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are smoke and fire dampers provided within the tenant-controlled area/s as necessary to protect the means of escape in the early stages of fire?  | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Have any other issues with the means of separating areas of higher fire risk and restricting fire spread been identified? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| Means of fighting fire: | Notes: |
| Is there an adequate provision of portable firefighting equipment with regards to quantity, location and extinguishing media within or available to the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are your staff expected to use fire extinguishers in an emergency?  | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are portable extinguishers provided in the tenant-controlled area/s clearly visible with the necessary signage? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are portable extinguishers provided in the tenant-controlled area/s suitably located and ready for immediate use? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are portable extinguishers provided in the tenant-controlled area/s regularly serviced by a competent person? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are hose reels provided in the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are any fixed fire-fighting installations such as a sprinkler system provided in the tenant-controlled area/s regularly serviced by a competent person? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are rising mains installed within the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| If present within the tenant-controlled area/s, are fume cupboards used for handling flammable substances fitted with Firetrace or a similar suppression system? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Have any other issues with the means of fighting fire been identified? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| Emergency plan: | Notes: |
| Is there a pre-determined emergency plan in place for the tenant-occupied area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are there areas of the building that operate a delayed evacuation procedure due to the nature of the work taking place? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are all occupants of the tenant-controlled area/s aware of the procedure / is it clearly communicated to visitors? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Have plans been prepared and rehearsed to assist visitors and those with limited mobility to evacuate the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is there an adequate number of trained fire marshals to assist with evacuation from the tenant-controlled area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are your personnel aware of any responsibilities they may have in the event of an emergency, i.e. calling 999, taking a roll call, assisting those with limited mobility, liaising with the fire service? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are ‘Fire Action’ notices displayed adjacent to each emergency call point and / or exit within the tenant-occupied area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Do all ‘Fire Action’ notices within the tenant-occupied area/s provide coherent, non-conflicting advice and in additional languages if required? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are assembly points a safe distance from the premises, signed where necessary and clearly communicated on the ‘Fire Action’ notices within the tenant-occupied area/s? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is there a suitable method of ensuring all occupants of the tenant-controlled area/s have been evacuated, such as a visitors’ book from which to perform a roll call, or a system of sweeping the building? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are there any other ways the emergency plan could be improved? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| Fire safety policy: | Notes: |
| Does your company have a fire policy? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is this successfully communicated to all occupants of the tenant-controlled area/s where necessary? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is it regularly reviewed, updated and reissued? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is it included in your new employee induction packs? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Does the policy outline the basics of fire prevention and highlight the responsibilities of the employees (where applicable) with regards to fire safety? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Does the document cover the steps to be taken upon discovering a fire? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are means of escape and location of exits discussed, as well as highlighting the importance of keeping emergency routes and exits unobstructed at all times? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Does the policy contain information and requirements with regards to staff training? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Is the policy issued to employees with the facility to provide proof of receipt, understanding and compliance? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are there any other ways your fire safety policy could be improved? | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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| Fire safety training: |
| Induction training | [ ]  | Basic fire safety | [ ]  | Use of extinguishers | [ ]  | Training for the competent / key person | [ ]  |
| Fire Warden training | [ ]  | Evacuation drills | [ ]  | Specific training | [ ]  | Other | [ ]  |
| Details: |
|  | Notes: |
| Are your new employees given an induction containing vital fire safety information? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Do all of your employees receive basic fire safety training periodically? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are those members of your staff with specific duties with regards to fire safety given the adequate training, i.e. fire marshals? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are those persons nominated as competent to assist in with fire safety within your organisation adequately trained to do so? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are those personnel involved in hot work processes and/or work with hazardous substances within the tenant-controlled area/s adequately trained to do so safely? | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Are evacuation drills of your areas carried out termly? | Yes [ ]  | No [ ]  | n/a [ ]  | Details can be found in the overall fire risk assessment for the building. |

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| Maintenance programme and record keeping for preventative and protective measures: | Notes: |
| General daily checks | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Weekly fire alarm tests | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Monthly emergency lighting tests | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Annual servicing of extinguishers | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| PAT testing | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Evacuation drills | Yes [ ]  | No [ ]  | n/a [ ]  |  |
| Staff training | Yes [ ]  | No [ ]  | n/a [ ]  |  |

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|  |
| No. | Location | Issue | Action required | Complete? |
| A1 |  |  |  |  |
| A2 |  |  |  |  |
| A3 |  |  |  |  |