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| Fire risk assessment details | | | | | | |
| Name of 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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| Building details | |
| Building address: |  |
| Building number: |  |
| Building owner: |  |
| Property management agent: |  |
| Construction: |  |
| Dimensions: |  |
| Number of storeys: |  |
| Adjoining buildings: |  |
| Please complete if parts of the building remain occupied: | |
| Building occupier / Department: |  |
| Building use: |  |
| Maximum number of occupants: |  |
| Hours the building is occupied: |  |

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| Executive Summary |
| [USE THIS VERSION IF THE BUILIDING IS COMPLETELY UNOCCUPIED]  [Name of building] is a ‘void’ building and is managed by the Voids Management Team (VMT) within the University’s Estates Services. It is constructed mainly from [select from list **B**] and was built in or around [year of construction].  The building stands empty, and is therefore unoccupied on a day-to-day basis. Limited access is made to the premises for a routine inspection undertaken every seven days on a Tuesday. It is carried out by a lone member of the VMT and takes around 15-20mins to complete.  In addition to the in-house weekly inspections, monthly testing of the emergency lighting is to be introduced imminently and will involve access by an outside contractor, accompanied by a member of the VMT.  The building consists of [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.  Access to and escape from key areas and equipment including a [plant room/server room / electrical distribution board etc.] is kept clear and is provided with emergency lighting [and automatic fire detection] [delete if this is not the case].  The ‘Responsible Person’ for the building is [enter name here], with the day-to-day management of fire safety being overseen by the Void Management Team, who are collectively considered to be the ‘Competent Person’.  Higher risk areas and processes include [select two or three from lists **D1** and **D2**].  VMT members have been provided with general fire safety training both as part of their induction training, and subsequently as a refresher. They are familiar with the layout of the building and carry a radio and mobile phone as standard practice.  The building has a ‘RemoteZone’ system installed which consists of PIR intruder sensors and automatic fire detection. This is linked to, and monitored by Oxford University Security Services (OUSS) and operates purely as a property-protection measure and not for the purposes of life safety.  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 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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| Executive Summary |
| [USE THIS VERSION IF THE BUILIDING IS PARTIALLY OCCUPIED]  [Name of building] is partially occupied by [department] and provides [select from list **A**]. The area covered by this fire risk assessment is the void space located on the [basement/ground floor/first floor etc.] level.  The building is constructed mainly from [select from list **B**] and was built in or around [year of construction].  The working areas of the building 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 **C**].  The void portion of the building stands empty, and is therefore unoccupied on a day-to-day basis. Limited access is made to the void space for a routine inspection undertaken every seven days on a Tuesday. It is carried out by a lone member of the VMT and takes around 15-20mins to complete.  In addition to the in-house weekly inspections, monthly testing of the emergency lighting within the void space is to be introduced imminently and will involve access by an outside contractor, accompanied by a member of the VMT.  The overall building consists of [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.  Within the void space, access to and escape from key areas and equipment including a [plant room/server room / electrical distribution board etc.] is kept clear and is provided with emergency lighting [and automatic fire detection] [delete if this is not the case].  The ‘Responsible Person’ for the void space is [enter name here], with the day-to-day management of fire safety being overseen by the Void Management Team, who are collectively considered to be the ‘Competent Person’. This is carried out with co-operation and co-ordination with the nominated Competent Person and person responsible for the occupied areas of the building.  Higher risk areas and processes within the void area include [select two or three from lists **D1** and **D2**]. Higher risk areas and processes within the occupied areas of the building include [select two or three from lists **D1** and **D2** following consultation with the occupying department].  General fire precautions provided in the occupied areas of the building include [select a maximum of five, beginning from the top of list **E**]. It is understood that these are subject to in-house testing, as well as regular servicing by competent engineers, with a record kept.  VMT members have been provided with general fire safety training both as part of their induction training, and subsequently as a refresher. They are familiar with the layout of the building and carry a radio and mobile phone as standard practice.  The building has a ‘RemoteZone’ system installed which consists of PIR intruder sensors and automatic fire detection. This is linked to, and monitored by Oxford University Security Services (OUSS) and operates purely as a property-protection measure and not for the purposes of life safety. [Delete if not applicable]  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 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 |
|  |  |  |  | **Intolerable** |
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| Remedial action undertaken | | | | Signed / Date |
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| No. | Hazard | Existing control measures | Action required | Risk / Time frame |
|  |  |  |  | **Substantial** |
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| Remedial action undertaken | | | | Signed / Date |
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| No. | Hazard | Existing control measures | Action required | Risk / Time frame |
|  |  |  |  | **Moderate** |
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| Remedial action undertaken | | | | Signed / Date |
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| No. | Hazard | Existing control measures | Action required | Risk / Time frame |
|  |  |  |  | **Tolerable** |
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| Remedial action undertaken | | | | Signed / Date |
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| No. | Hazard | Existing control measures | Action required | Risk / Time frame |
|  |  |  |  | **Trivial** |
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| 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 building: | | | | |
| 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 |  |
| Are suitable measures in place to protect against arson? | Yes | No | n/a |  |
| Does the building have a maintained lightening protection system? | 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 |  |

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| 2. Identified sources of ignition (continued): | | | | Notes: |
| Are electric vehicles (cars, vans, bikes, scooters, mobility scooters) charged in or near the building? | 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 |  |
| 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 | | |  | |
| Is there a hot work permit system in place? | | | | | Yes | No | n/a | | |  | |
| Are there any further relevant control measures in place with regards work carried out by outside contractors? | | | | | Yes | No | n/a | | |  | |
| Are there any other known specific fire hazards arising from work processes, stored materials etc. from neighbouring buildings or businesses operating from the same building as the premises? | | | | | 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 void area free of rubbish and combustible waste? | Yes | No | n/a |  |
| Is there any fire load in close proximity to the building exterior? | Yes | No | n/a |  |
| Are insulated sandwich (composite) panels used in the construction of the building? | Yes | No | n/a |  |
| Is the fabric of the building itself combustible? | Yes | No | n/a |  |
| Is gas equipment fitted with emergency cut-off devices? | 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 void areas? | | | | | Yes | No | n/a | | |  | |
| 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 materials / substances pose any significant fire risk? | | | | | Yes | No | n/a | | |  | |
| Can highly flammable substances and materials be substituted with less flammable ones? | | | | | Yes | No | n/a | | |  | |
| If deemed necessary, are controls in place regarding the amount of flammable liquid and gas 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, liquids and gases satisfactory? | | | | | Yes | No | n/a | | |  | |
| Are the storage and supply arrangements for LPG satisfactory? | | | | | Yes | No | n/a | | |  | |

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| Additional sources of oxygen present: | | | | | | | |
| High rise conditions |  | Pressurised air lines |  | Air handling units |  | Medical oxygen (cylinders) |  |
| Details: | | | | | | | |

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| Structural fire hazards: | | | | Notes: |
| Are there suspected (or confirmed) hidden voids throughout the premises through which fire can spread? | Yes | No | n/a |  |
| Are there inner rooms within the void space in which VMT staff and VMT members are expect to work? | Yes | No | n/a |  |
| Is the building of an historic nature subject to advice and consent by building control / English Heritage etc.? | Yes | No | n/a |  |
| If the premises is within an historic building, are combustible under-floor insulation, and underground ducts and voids likely to be present | Yes | No | n/a |  |
| Is the fabric of the building itself combustible? | Yes | No | n/a |  |
| Is there lath-and-plaster construction internally? | Yes | No | n/a |  |
| Are the fire doors in good condition and close fully into their frame? | Yes | No | n/a |  |
| Is the location of the premises worthy of consideration? | Yes | No | n/a |  |
| Have any other potential fire hazards associated with the void space been 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 designated fire exit doors from the void area 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 and final exits adequate given the size of the premises, its use, and the equipment and occupancy within the premises 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 |  |
| Are levels of visibility in the escape routes throughout the void space adequate?? | Yes | No | n/a |  |

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| 9. Means of escape (continued): | | | | Notes: |
| Are escape routes both inside the void space 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 void areas? | | Yes | No | n/a |  |
| Does everyone likely to be in the void space 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 void spaces likely to be accessed? | | Yes | No | n/a |  |
| Are fire alarm call points clearly visible and unobstructed with the appropriate signage? | | Yes | No | n/a |  |
| If a fire were to start in an un-occupied room 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 void area fitted with a RemoteZone system? | | Yes | No | n/a |  |

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| Means of separating areas of higher fire risk and restricting fire spread: | | | | Notes: |
| Is adequate compartmentation in place between void areas of the premises, and occupied parts of the building? – in particular, between storeys and protecting escape routes? | Yes | No | n/a |  |
| Are fire doors installed to protect escape routes 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? | Yes | No | n/a |  |
| Is there the potential for fire spread through the premises via an external route? | Yes | No | n/a |  |
| Are areas in which processes involving hazardous substance are undertaken adequately segregated from other parts of the premises? | Yes | No | n/a |  |
| Are areas in which hot work processes undertaken adequately segregated from other parts of the premises? | Yes | No | n/a |  |
| Are boiler rooms and other areas containing the main electrical and gas inlets provided with sufficient segregation from other parts of the premises? | 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? | Yes | No | n/a |  |
| Are personnel expected to use fire extinguishers in an emergency? | Yes | No | n/a |  |
| Are portable extinguishers clearly visible with the necessary signage? | Yes | No | n/a |  |
| Are portable extinguishers suitably located and ready for immediate use? | Yes | No | n/a |  |
| Are portable extinguishers regularly serviced by a competent person? | 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 with regards the void area? | Yes | No | n/a |  |
| Are all occupants aware of the procedure / is it clearly communicated to contractors? | Yes | No | n/a |  |
| Are personnel aware of any responsibilities they may have in the event of an emergency, i.e. calling 999, raising the alarm in occupied parts of the building, liaising with the fire service? | Yes | No | n/a |  |
| Are ‘Fire Action’ notices displayed adjacent to each emergency call point and / or exit? | Yes | No | n/a |  |
| Do all ‘Fire Action’ notices 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? | 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: |
| Is there a fire policy for the premises? | Yes | No | n/a |  |
| Is this successfully communicated to all occupants where necessary? | Yes | No | n/a |  |
| Is it regularly reviewed, updated and reissued? | Yes | No | n/a |  |
| Is it included in 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 |  |
| Does (a version of) the policy contain information for outside contractors or visitors working on the premises? | Yes | No | n/a |  |
| Are there suitable arrangements in place for the management of unwanted fire signals? | Yes | No | n/a |  |
| Are there any other ways the 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 new employees given an induction containing vital fire safety information? | | | | | Yes | No | n/a | | |  | |
| Do all employees receive basic fire safety training periodically? | | | | | Yes | No | n/a | | |  | |
| Are those members of 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 adequately trained to do so? | | | | | Yes | No | n/a | | |  | |
| Are those personnel involved in hot work processes and/or work with hazardous substances adequately trained to do so safely? | | | | | Yes | No | n/a | | |  | |

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| Maintenance programme and record keeping for preventative and protective measures: | | | | | | | | | | | |
| Daily checks |  | Alarm / AFD |  | Emergency lighting | | | |  | Portable extinguishers | |  |
| Sprinkler system |  | PAT testing |  | Heating system | | | |  | Fixed electrical installation | |  |
| Wet / dry risers |  | Smoke ventilation system |  | Fire doors | | | |  | Other | |  |
| Details: | | | | | | | | | | | |
|  | | | | | | | | | | Notes: | |
| 7-day checks | | | | | Yes | No | n/a | | |  | |
| Monthly smoke detector and emergency lighting tests | | | | | Yes | No | n/a | | |  | |
| Annual servicing of extinguishers | | | | | Yes | No | n/a | | |  | |
| Annual servicing of automatic fire detection and alarm system | | | | | Yes | No | n/a | | |  | |

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| 16. Maintenance programme and record keeping for preventative and protective measures (continued): | | | | Notes: |
| Periodic servicing of emergency lighting | Yes | No | n/a |  |
| Annual inspection and testing of lightening protection system | Yes | No | n/a |  |
| Inspection and testing of fixed electrical installation | Yes | No | n/a |  |
| Annual testing and servicing of gas and emergency devices | Yes | No | n/a |  |
| Staff training | Yes | No | n/a |  |

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