
Fire Assessment

Premises:

Contact:
Telephone:
Fax:
E-Mail:

Area Name:

Number of Occupants in Area:

Contact:
Telephone:
Fax:
E-Mail:

Assessed By:
Assessment No:
Assessment Date:

1 Section: Management Fire Safety

Question ID	Question	Guidance
1.	Are regular and frequent fire safety inspections carried out?	Walk round fire safety inspections should be carried out by a responsible person on a regular and frequent basis. Caerphilly CBC has a fire safety checklist that can be used. The frequency of the inspections should depend upon the risk, e.g. for a building under construction it may be appropriate to have a fire warden walking around constantly but for a small office block once a week would probably be sufficient.
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Applicable
2.	Are there adequate arrangements to review fire risk assessments?	Fire risk assessment should be reviewed: (A) Whenever there is a change that may affect the initial assessment, e.g. building alterations, increased number or type of occupants, raw material or process changes, internal layout change, procedural changes etc. (B) Periodically to identify fire risks that have crept in, such as unauthorised changes, deterioration or damage to fire defence systems etc. (C) Whenever events indicate the initial assessment may no longer be valid, e.g. a fire either in the building or in a similar building, a fire drill which highlights defects in equipment or procedures, a change in the law or change in accepted standards etc.
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Applicable
3.	Are there arrangements on the control of smoking? NB – after Jan 2006 CCBC will operate a no smoking policy in all buildings.	Fires caused by smoking have been on the decline for a number of years. However, they are now on the increase again and it is advisable for every premise to have effective arrangements to control smoking.
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Applicable
4.	Have a sufficient number of fire marshals/wardens been appointed where necessary?	There should be a sufficient number of fire marshals, or fire wardens, to be able to check and evacuate their areas in the following times: (A) For all wooden buildings – two minutes. (B) For buildings with brick walls, wooden floors – two and a half minutes.

(C)For all concrete buildings – three minutes.

If fire marshals/wardens cannot check and evacuate their areas in the above times then their allotted areas are too large. Extra marshals/wardens should be appointed and trained.

Satisfactory

Unsatisfactory

Not Applicable

-
5. Can the fire brigade easily locate the building?

Buildings fronted onto roads and streets can be easily located by the emergency services. However premises that are located behind other buildings, in rural locations or other non-obvious locations may prove difficult to find. In these cases it is advisable that a full address is available, together with directions, landmarks and other information that will assist the fire brigade to locate the premises.

Where the premises may not be readily seen, additional signs should be displayed indicating the route to take. In rural areas this may take the form of a large board indicating the road or track to take where it leaves main roads.

Satisfactory

Unsatisfactory

Not Applicable

-
6. In the event of fire, are there adequate arrangements to brief the fire brigade on arrival and provide them with plans of the buildings etc?

To be able to quickly and efficiently carry out rescues, fire fight and protect property the fire brigade needs to be provided with all relevant information as quickly as possible on arrival. It is important that a person with good knowledge of the layout of the building and its services meets the fire brigade to brief and assist them. Plans should be immediately available showing:

- (A)The internal layout of the building, including lifts, staircases etc.
- (B)All access points.
- (C)The location of all main service shut-offs including gas, electricity and water.
- (D)The location of all known hazards such as highly flammable liquids and gases, chemicals and pressurised vessels.
- (E)The location of all valuable or critical parts of the building, e.g. computer sites, data storage rooms, archives, valuable machinery or stock etc.
- (F)The location of all fire hydrants, or open water supplies, in the immediate vicinity of the building.

Satisfactory

Unsatisfactory

Not Applicable

-
7. Does the building or site have a written fire procedure?

Every building or site should have a written fire procedure detailing the action to be taken if a fire is discovered and what people should do if they hear the fire alarm.

Satisfactory

Unsatisfactory

Not Applicable

-
8. Is the fire procedure simple, easy to understand and will it work?

Many fire procedures are confusing or contain a potential for failure. For example, many procedures list several actions to be carried out if a fire is discovered such as raise the alarm, telephone a certain number, fight the fire, evacuate the building etc. This often confuses people into not knowing which one to carry out first. These procedures can be easily improved by stating:

If you discover a fire –
You must first raise the alarm.
Leave the building and go to your assembly point.

Some procedures have named persons, or job titles, included such as Mr or Mrs X, or the shift supervisor, will call the fire brigade. These systems may fail if the named person is not in work that day or is missing. Procedures should not contain named persons or specific job titles; a suitable alternative would be to state "the senior person present". Procedures should be short and concise, procedures that are too wordy do not get read or may be mis-understood.

Satisfactory Unsatisfactory Not Applicable

-
9. Are there adequate procedures for contacting the fire brigade? It is not sufficient to merely raise the alarm and evacuate the building. It is important that the fire brigade is called as quickly as possible if a fire breaks out or a fire is suspected. Every fire procedure should contain effective procedures to ensure the fire brigade is called as soon as possible. Fire procedures should not contain named persons or specific job titles as those responsible for calling the fire brigade because there is always the danger that the person may not be at work that day or be trapped by the fire. Some buildings may have automatic links to a call centre.

Satisfactory Unsatisfactory Not Applicable

-
10. Are visitors/contractors informed of fire safety procedures?

Satisfactory Unsatisfactory Not Applicable

-
11. Is a register of staff on the premises available in the event of an emergency?

Satisfactory Unsatisfactory Not Applicable

-
12. Have adequate procedures been adopted for the evacuation of vulnerable people e.g. children, elderly, disabled people etc? Where vulnerable people may be in a building e.g. the very young, elderly, disabled, sedated, confused, psychologically impaired or persons under restraint, safe procedures for their evacuation must be implemented. These procedures must be practised frequently and should be documented to allow changing staff to familiarise themselves with the procedures. A sufficient number of staff should be available, or be able to be quickly summoned, to effect the evacuation.

Other vulnerable people who must be considered are those in elevated positions or positions with difficulty of egress such as crane drivers, high bay warehouse operatives, those in confined spaces etc.

Satisfactory Unsatisfactory Not Applicable

13. Is there an effective procedure to ensure that no-one is left in the building on evacuation?

When the fire brigade arrives the first concern is to ensure that no one is left inside the building. It is, therefore, essential that there is an effective evacuation procedure. Where the occupants of the building can be predicted and controlled a roll call procedure is ideal. The roll call should be able to be taken within the shortest possible time of the alarm sounding so that on arrival the brigade can be informed if everyone is safe or people are missing.

Where the occupants of the building are not predictable, e.g. customers in shops, visitors at entertainments centres etc., a sweep search is an effective means of checking evacuation. A sweep search can be used in all buildings to check on evacuation and can complement a roll call procedure.

Satisfactory

Unsatisfactory

Not Applicable

14. Is there an effective permit to work system in operation for all hot work and other fire related work?

A permit to work system should strictly control hot work such as welding, burning, grinding, plumbing and hot paint stripping. Where there may be more than one permit to work current at the same time a permit board, or other effective procedure, should be used to bring the attention of users and issuers to all permits that are current.

It is advisable for permits to work to also be used when work is being carried out on items that affect the fire defence of the building or site such as the fire alarm system, emergency lights, sprinklers and other fixed installations etc.

Satisfactory

Unsatisfactory

Not Applicable

15. Is there any other factor regarding the arrangements and procedures for fire safety that should be taken into account? If yes, tick the unsatisfactory box.

Satisfactory

Unsatisfactory

Not Applicable

Question ID	Question	Guidance						
16.	Do all rooms and storeys have a sufficient number of exits available for the maximum number of people likely to use them?	<p>Forty able-bodied people can escape through an average sized doorway in one minute. Using this as a basis for your calculations everyone should be able to escape in the following timescales:</p> <p>BUILDING TYPE:</p> <table data-bbox="730 488 1326 584"> <tr> <td>All wooden</td> <td>2 minutes</td> </tr> <tr> <td>Traditional</td> <td>2 ½ minutes</td> </tr> <tr> <td>Monolithic</td> <td>3 minutes</td> </tr> </table> <p>All wooden = wooden floors, walls and staircases Traditional = wooden floors, brick, block or plasterboard walls, any material for staircases Monolithic = concrete floors, solid walls, and concrete or metal staircases.</p> <p>For all wooden buildings the stated time is for everyone to be out of the building. Able-bodied people should be able to evacuate traditional and monolithic buildings of ground and two floors above in stated times. Disabled people should be able to evacuate or reach a refuge within the appropriate time. A disabled refuge is a designated place where a disabled person can await rescue in relative safety, protected by fire resisting structure.</p> <p>In offices, shops, factories, hotels, railway premises and educational buildings more than one exit will be required from a room or area which can accommodate more than sixty people.</p> <p>In places of entertainment more than one exit will be required from rooms or areas in the following circumstances –</p> <p>One exit may be rendered unusable by the fire. You should, therefore, allow for this in your calculations i.e. where more than one exit is available from a room or storey you should strike out one exit, the larger if sizes vary, and there should still be sufficient exits for the maximum number of occupants.</p> <p>Exits that fall within an angle of 45 degrees from any point should be counted as a single exit when doing this exercise as both could be affected by one fire.</p>	All wooden	2 minutes	Traditional	2 ½ minutes	Monolithic	3 minutes
All wooden	2 minutes							
Traditional	2 ½ minutes							
Monolithic	3 minutes							
17.	Do all doors from areas from which a large number of people may have to escape open in the direction of travel?	<table data-bbox="316 1704 1219 1771"> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Satisfactory</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Unsatisfactory</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Not Applicable</td> </tr> </table> <p>Large numbers of persons pushing against a door that opens inwards can make it impossible to open. Therefore, doors through which more than 50 people may have to escape should open in the direction of travel. This includes doors from rooms and areas and also includes final exits from the building.</p> <p>Where the risk is judged to be acceptable i.e. there is no risk of a fire developing at a speed to threaten people in the room by heat or smoke, this number can be increased</p>	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>	Not Applicable
<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>	Not Applicable			

to 60. In this case the contents of the room or area should not include highly flammable substances and the quantity of flammable substances should be kept to a minimum and be so arranged as to be as far from the exit doors as practicable.

Satisfactory Unsatisfactory Not Applicable

18. Do all exits from small rooms and restricted areas in which a fire may develop rapidly open outwards? People pushing in an emergency situation against a door that opens inwards can make it impossible to open. Therefore, in a situation where people need to escape quickly from a rapidly developing fire, e.g. highly flammable substances etc., it is advisable for the exits to open outwards to allow occupants extra vital seconds for escape; this is especially important in small rooms and restricted areas.

Satisfactory Unsatisfactory Not Applicable

19. Do all final exits lead to a place from where people can safely disperse and no longer be in danger from fire or smoke? Exits that lead into a rear yard or small car park from where dispersal may be difficult or impossible may still leave people in danger from fire or smoke, even though they may have escaped from the building. To safely disperse, people need not only to be able to leave the building but be able to leave the immediate vicinity of the building so they are no longer in any danger should the fire develop, explosions occur or smoke bank down to ground level. External escape routes along narrow alleys should be looked at with a view to fire breaking out of windows or doors leading onto the alley. See example 2.

Satisfactory Unsatisfactory Not Applicable

20. Can all doors on escape routes be opened readily and easily from the inside without the use of a key? Keys in boxes and keys on chains are not advisable. People fumbling in their haste to escape can drop keys and occasionally locks are changed without the escape key being changed. Escape doors should be able to be opened readily and easily from the inside without the use of a key. A Yale type lock, a push bar or similar type of mechanism should be used. If escape doors are provided with key type locks for security reasons they should be unlocked while the building is occupied.

Satisfactory Unsatisfactory Not Applicable

21. Can all doors fitted with security locks be readily and easily opened in an emergency? Electrically operated security locks fitted to doors through which people may have to pass to escape should automatically unlock on failure of the power supply and on operation of the fire alarm.

Where necessary, such doors should be fitted with 'break glass' over-ride devices to enable people to pass through and reach an escape route or fire alarm call point before the alarm has sounded.

Mechanically operated security locks, e.g. keypads, must be able to be opened in the direction of escape by people without knowledge of the security code.

Satisfactory Unsatisfactory Not Applicable

-
22. Do all emergency exit doors (i.e. doors not in normal use) have clear instructions displayed on how to open? All opening devices on emergency exit doors should have clear operating instructions displayed such as Push Bar to Open, Break Glass and Slide Lever or Break Glass to Open.

Satisfactory Unsatisfactory Not Applicable

-
23. Are all emergency exit doors (i.e. doors not in normal use) of the hinged type (i.e. not sliding, lifting or revolving)? Emergency exit doors should be of the hinged type only. Other types of doors such as sliding, lifting, revolving etc. are not acceptable as emergency only doors. The expectation of escaping people is that emergency exit doors will be of the hinged type.

Satisfactory Unsatisfactory Not Applicable

-
24. Are all means of escape doors NOT in normal use opened at least monthly? Means of escape doors fitted with devices that mean they are only used in an emergency are often not used for considerable periods. Doors can swell, be painted in the closed position or become overgrown with vegetation on the outside. Hinges and other door furniture can rust or stick. All means of escape doors that are not in normal use should be opened at least once a month to check their ease of operation.

Satisfactory Unsatisfactory Not Applicable

-
25. Do all fire resisting self-closing doors close freely into their frames? Fire and smoke stop doors are an important part of fire defence systems. They are designed to hold back fire and smoke long enough for people to escape, so it is important that they are free to close fully. They should close freely into their frames without being pushed or aided in any way. Common problems are doors sticking on carpets or catching on the floor, mis-aligned frames, damaged catches and loose hinges, and weak or defective self closing devices.

Satisfactory Unsatisfactory Not Applicable

-
26. Are all fire resisting self-closing doors free of devices or obstructions liable to prevent them closing? No fire resisting self-closing doors should be fitted with cabin hooks or other devices that do not automatically release the door on operation of the fire alarm. Boxes, wedges, door weights etc. should not be used.

Satisfactory Unsatisfactory Not Applicable

-
27. Where fire resisting self-closing doors are fitted with electro-magnetic, or other hold-open devices, are they closed at critical times? Fire resisting self closing doors that are held open for most of their lives can fail to close when needed. This happens for three main reasons –
- a) The electro-magnetic device becomes magnetised and retains its magnetic attraction on interruption of the current, preventing the door from being released.
 - b) Hydraulic self closers held under pressure can allow oil to leak past the piston seals and partially equalise

- the oil pressure, preventing the door from fully closing.
- c) Spring actuated self closers held under tension for most of their lives lose their elasticity and when released do not close the door fully into its frame.

These mechanisms should be regularly checked, ideally when the fire alarms are tested on a weekly basis.

Satisfactory

Unsatisfactory

Not Applicable

-
28. Where fire doors, or the area surrounding them, are provided with glazed areas, is the glazing fire resistant?

Glazing is often installed in, above or to the side of fire resisting doors for safety reasons to allow vision through the door or light to penetrate into corridors. Where these glazed areas have been installed the glazing should provide half hour fire resistance. Georgian wired glass is acceptable. There are several non-wired proprietary brands of fire resisting glazing – these should all be etched with the manufacturer's mark. If they are not marked then documentary evidence should exist to prove they are of a suitable fire resisting standard.

Satisfactory

Unsatisfactory

Not Applicable

Section: 3 Escape Routes

Question ID	Question	Guidance				
29.	<p>Are all escape routes, doors, floor coverings, stairs and banisters visually in good condition and well maintained?</p> <p>Are escape routes unobstructed?</p>	<p>People making their escape may well need to move along the escape route with some degree of urgency (sometimes in reduced lighting). They need to be confident that the route is in good order e.g. banisters are sturdy, carpets and other floor coverings are well fixed and with no trip hazards and doors will open easily. There should be nothing on the escape route to cause someone to slip, trip or fall.</p> <p>The fire resistance of escape routes is of vital importance. Damage to walls, ceilings and floors can aid the spread of fire and smoke. No wall, ceiling or floor in escape routes should have holes or damaged areas likely to aid the spread of fire and/or smoke. Floors and walkways should be of sound construction. Exit doors should be in good working order.</p>				
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable			
30.	<p>Are escape routes able to be used by all occupants, e.g. children, elderly, disabled etc?</p>	<p>Consideration must be given to all potential occupants of a building – the very young and elderly, disabled etc. Escape doors, staircases and escape routes must be suitable for those who may have to use them.</p>				
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable			
31.	<p>Are all travel distances acceptable?</p>	<p>When judging whether travel distances are acceptable take into account the following:</p> <p>(A) Can a fire develop rapidly, e.g. flammable gases or liquids?</p> <p>(B) Can everyone leave the building or reach a protected staircase in an acceptable time?</p> <p>(C) Is the escape route difficult, e.g. different levels?</p> <p>In general, the travel distances in Table 1 should be acceptable but if any of the above apply then travel distances may have to be shortened –</p> <p>The distances shown in Table 1 are for a direct line from the furthest point in a room to a final or storey exit, or to a position from where a choice of escape routes exist.</p> <p>The design of means of escape in case of fire is a complex area of fire safety. The distances in Table 1 represent a ‘rule of thumb’ approach for the purposes of carrying out a fire risk assessment and must not be used for design or planning purposes. Some buildings will have travel distances in excess of those stated and if this is the case you should ensure that all conditions still meet the designers and planners original specifications, i.e. that the excessive travel distance has not come about by a change from the original design.</p>				
		<p>Table 1</p> <table border="1"> <tr> <td></td> <td>More than 1</td> <td>Single route</td> </tr> </table>		More than 1	Single route	
	More than 1	Single route				

	route	
High	25	12
Med (sleeping)	32	16
Med	45	18
Low	60	45

Satisfactory
 Unsatisfactory
 Not Applicable

32. Are all dead end situations satisfactory as regards travel distance and/or fire protection? A dead end situation is where only one direction of travel is available, a dead end situation which leads to a final exit, or to a position from where a choice of exit routes becomes available, is acceptable if it conforms with Table 1. Where these distances are exceeded an alternative escape route should normally be provided.

In educational buildings the maximum number of people in a dead end should not be more than 120 and no rooms or areas within the dead end must be classed as high fire risk.

Satisfactory
 Unsatisfactory
 Not Applicable

33. Are external fire escapes adequately protected where necessary? Particular attention should be paid to the layout of the building as regards the internal and external escape routes. External fire escape should be protected from fire breaking out of the building if either of the following apply:
(A) if one fire could affect the internal escape route and, at the same time, break out of a window or door to affect the external escape route, or
(B) if the external fire escape is provided because the travel distances exceed those in Table 1.

Satisfactory
 Unsatisfactory
 Not Applicable

34. Are all assembly points located in safe positions from where people can disperse safely if necessary? When the fire alarm sounds everyone should make their way to their assembly point; therefore these points should be in a safe position. Assembly points should be located in safe positions and from where people can disperse safely if the need arises.

Satisfactory
 Unsatisfactory
 Not Applicable

35. In offices and shops with only a single staircase is the means of escape acceptable? Single staircases can be accepted in offices and shops that do not have public restaurants or licensed bars, and travel distances do not exceed those in Table 1. In these cases single staircases are acceptable if they meet the following conditions:

BUILDINGS OF NO MORE THAN TWO FLOORS, i.e. ground and first, or basement and ground, where no floor exceeds 90 square metres; the single staircase can be unprotected if it is visible from all parts of the building and takes people to within 3m of a final exit door.

BUILDINGS OF THREE FLOORS, one of which may be a basement, and no floor exceeds 90 square metres. The exit from each floor must be visible from all parts of that

floor. Either the staircase up from the basement or down from the first floor must be protected at ground floor level, and a final exit must be available within the protected enclosure.

BUILDINGS OF THREE FLOORS, one of which may be a basement, where floors exceed 90 square metres but do not exceed 280 square metres; the staircase must be protected by half hour fire resisting structure and contain a final exit.

BUILDINGS OF NOT MORE THAN FOUR FLOORS ABOVE THE GROUND FLOOR, where floors exceed 280 square metres; the single staircase must be protected by half hour fire resisting structure so arranged that two sets of fire resisting self closing doors must be passed through to enter the enclosure. The enclosure must include a final exit. In buildings of not more than two floors above the ground (where floors exceed 280 square metres); if two-door protection cannot be achieved then single door protection will be acceptable with automatic fire detection in the escape routes and areas adjoining the escape route.

In all other case these should be a minimum of two staircases.

Satisfactory

Unsatisfactory

Not Applicable

-
36. In educational buildings do all staircases conform with acceptable fire safety criteria?

Staircases are critical parts of the escape route in all buildings. the criteria for educational buildings with single staircases is:

A building, or part of a building, of no more than two storeys, i.e. ground and first, may have a single staircase if all the following apply:

- (A) The staircase is enclosed by half-hour fire resisting structure.
- (B) The maximum number of people on the first floor does not exceed 120.
- (C) The maximum travel distance from the furthest room door to the door into the staircase is 12m.
- (D) The staircase itself is of limited combustibility, ie not totally made of wood.

In all other cases there should be a minimum of two staircases.

Satisfactory

Unsatisfactory

Not Applicable

-
37. Where a building is provided with alternative internal escape staircases, are the staircases adequately separated?

Buildings with more than one internal escape staircase should be so arranged that one fire could not affect two or more staircases.

In small offices, shops and factories, not more than 90 square metres per floor, of ground and one floor above, this may be achieved by the stairs being separated at first floor level by more than 45° and at ground floor level by half-hour fire resisting structure.

In other buildings the staircases should be enclosed with half-hour fire resisting structure to adequately separate

them from each other and from the rest of the building.

In hotels, educational buildings and places of entertainment all means of escape staircases should be enclosed with half-hour fire resisting structure.

In all buildings with alternative means of escape staircases the escape routes, at ground floor level, should be adequately separated by half-hour fire resisting structure.

Satisfactory

Unsatisfactory

Not Applicable

-
38. Where a building is provided with alternative escape staircases is it possible to reach the alternative without having to pass through the other staircase?

People must not have to pass through one staircase to reach another. Should the first staircase be impassable due to fire and smoke, people would not be able to reach the alternative. If this is the case, a by-pass arrangement or a change of design of the staircase is necessary. All doors through which a person may have to pass to negotiate the bypass arrangement must be able to be readily and easily opened without the use of a key,. Where security is necessary door furniture such as 'Break Glass, Slide Lever' devices are acceptable, shot bolts are not allowed. All escape doors must be adequately signed to indicate their purpose.

Satisfactory

Unsatisfactory

Not Applicable

-
39. Can all rooms be reached without passing through more than one access room?

It is not acceptable, except see note below, to have a situation where to reach an office or workroom you have to pass through two or more other rooms. In this situation it is possible for a fire to develop in the outer access room, to a point that prevents escape, before it is discovered. Small storerooms where access is infrequent and the duration of time spent in the room is short are acceptable.

Note: If the innermost room has a final exit to outside or has two exits which lead to different escape routes that are separated by half-hour fire resisting structure then this is acceptable.

Satisfactory

Unsatisfactory

Not Applicable

-
40. Are all rooms within rooms acceptable?

Inner rooms reached by passing through one access room are acceptable only if they have one or more of the following:

- (A) A large clear vision panel in the inner room door, or
- (B) A large clear vision panel in the dividing wall between the inner and access room, or
- (C) A smoke detector in the access room.

The vision panels must not be obstructed by hanging coats, curtains, calendars etc. Small storerooms where access is infrequent and the duration of time spent in the room is short are acceptable and do not need vision panels or smoke detection.

Note: Inner rooms are not acceptable in dead end situations in educational buildings.

Satisfactory Unsatisfactory Not Applicable

-
41. Are all access rooms of an equal or lower fire risk than the inner room? Access rooms must not be of a higher fire risk than the inner room. For example, it would not be acceptable for an inner room to be an office and the access room to be a workroom in which significant amounts of flammable gases were used or be a high fire risk laboratory.

Satisfactory Unsatisfactory Not Applicable

-
42. Are all the travel distances from inner rooms to the exits from access rooms acceptable? The maximum travel distance from any point in an inner room to the door leading out of the outer room should not exceed 12m in offices, shops, factories and educational buildings. In factories judged as being of low fire risk this may be extended to 25m. In shops and factories judged to be of high fire risk this distance should be reduced to 6m. In places of entertainment the distance should not exceed 9m.

Note: all the above distances apply where there is only one direction of travel available, from any point in the inner room, to reach the door of the access room.

Satisfactory Unsatisfactory Not Applicable

-
43. Are all fire exit routes correctly signed? Doors that are provided for means of escape should have a square or rectangular green and white sign depicting a running man or an open door – words may be added to supplement the sign. The sign should either be directly adjacent to the door or on the upper part of the door itself. If the exit door is in a long corridor, and occupants may not be familiar with the building layout, a sign positioned at right angles to the door is advisable.

Satisfactory Unsatisfactory Not Applicable

-
44. Are all escape routes correctly signed at changes of direction and at least every 30 metres on straight routes? If the escape doors are not immediately visible from any part of the building then direction signs should be displayed at strategic places to indicate the direction of travel to reach the escape route. Direction signs should be square or rectangular, green and white, and consist of a running man or open door symbol together with an arrow. Where escape routes are straight but longer than about 30 metres then it is advisable to display additional direction signs every 30 metres.

Satisfactory Unsatisfactory Not Applicable

-
45. Are all external emergency doors (i.e. doors not in normal use) suitably signed on the outside to prevent them being obstructed? Emergency doors, i.e. doors not in normal use, can become obstructed on the outside by people parking too close or placing items against the door. To prevent this happening all emergency doors should have signs on the outside stating Fire Exit Keep Clear. Signs should be circular, blue and white and contain an exclamation mark as a warning symbol.

Satisfactory Unsatisfactory Not Applicable

-
46. Is all fire fighting equipment immediately visible or correctly signed? Where fire fighting equipment may not be readily seen it should be indicated by square or rectangular, red and white signs. The signs should indicate the exact position of the fire fighting equipment and if vision of the equipment is likely to be obstructed by boxes, stock etc, the sign should be displayed at high level. Equipment that is recessed should be indicated by signs that can be seen from oblique angles.

Satisfactory Unsatisfactory Not Applicable

-
47. Are all fire assembly points adequately signed to prevent confusion? Where necessary all fire assembly points should be clearly indicated by square or rectangular, green and white signs containing a tick and the words 'Assembly Point', or words to similar effect. If many people have to evacuate then a sufficient number of assembly points should be provided, adequately separated to prevent different groups intermingling. In this case each individual assembly point should display a unique identification so people know at which point they should assemble.

Where a single group of people is to evacuate and the assembly point is well defined, e.g. the main entrance gate or the security hut, a sign may not be necessary.

Satisfactory Unsatisfactory Not Applicable

-
48. Are all flammable and explosive substances adequately signed to indicate their presence and danger? All flammable and explosive substances should be clearly signed to warn people, and the emergency services, of their presence. Each storage area should be signed with the appropriate sign, e.g. flammable solids, flammable liquids, highly flammable liquids, flammable gases, explosives etc. Individual containers or packages should be adequately labelled to indicate their contents, hazards and the precautions to take.
- Are there an adequate number of no smoking/no naked lights signs where flammable substances or explosives are stored or used? Where more than 25 tonnes of highly flammable liquid, flash point below 32°C, are stored you should notify the local fire brigade of its presence and display an appropriate sign on the entrance gates to the site.

Satisfactory Unsatisfactory Not Applicable

-
49. Are there an adequate number of fire procedure notices displayed? A notice stating the fire procedure for the building, or site, should be displayed adjacent to every break glass fire alarm call point. Where an electric fire alarm system is not installed a fire procedure notice should be displayed adjacent to the means of raising the alarm and in other frequently used areas such as reception areas, canteens and workrooms.

Satisfactory Unsatisfactory Not Applicable

-
50. Are all signs and notices in good condition, unobstructed, Signs have to be read, and understood, from some distance and through light smoke or in dim light.

legible and firmly fixed?

Therefore all signs and notices should be clean, legible and firmly fixed.

Satisfactory

Unsatisfactory

Not Applicable

51. Do all signs comply with the Safety Signs and Signals Regulation?

To comply with the Safety Signs and Signals Regulations 1996 all signs should be of certain shapes and colours and have suitable pictograms. Text only signs are not acceptable although words may be added to supplement the pictogram. All fire escape, fire equipment and fire related signs should conform as follows:

Escape routes – Square or rectangular – Green and white
Fire equipment – Square or rectangular – Red and white
Warning sign – Triangular – Yellow and black
Mandatory sign – circular – Blue and white
Prohibition – Circular – Red, white and black
Fire assembly – Square or rectangular – Green and white

Satisfactory

Unsatisfactory

Not Applicable

52. Are there any other factors regarding fire safety signs and notices that should be taken into account? If yes, tick the unsatisfactory box?

Satisfactory

Unsatisfactory

Not Applicable

53. Is the building adequately lit?

All buildings and workplaces should be adequately lit by normal lighting to enable people to see their escape route in an emergency and to find fire-fighting equipment. The lighting should be sufficient to see all escape routes and signs, fire fighting equipment and any obstacles.

Satisfactory

Unsatisfactory

Not Applicable

54. Where necessary, is there a sufficient number of emergency lights to adequately illuminate all internal escape routes, exit doors and signs? light.

If the main lights fail there must be sufficient reliable borrowed light for people to make their escape. If it is judged that there is insufficient borrowed light, or the borrowed light is not from a reliable source, then emergency lighting may be needed. If the area is small, the escape route obvious and no additional dangers are present such as dangerous machinery or chemicals, then emergency lighting may not be needed. However if the escape route may become difficult due to a lack of light then emergency lighting should be provided. Areas that may require emergency lighting include basements, large areas, core staircases with no external windows, internal corridors with no, or few, external windows, areas likely to be very congested and areas with inherent dangers such as fall, dangerous machinery etc.

Areas that may require emergency lighting include basements, core staircases with no external windows, internal corridors with no, or few, external windows, areas likely to be very congested and areas with inherent dangers such as falls, dangerous machinery etc.

Borrowed light is that light which enters the building from outside through openings such as windows etc. To be classed as reliable, borrowed light must not come from the same power source that normally lights the building or site being assessed as, should this fail, no light will be available, Reliable sources of borrowed light include street lights and light from permanently occupied neighbouring buildings on different power circuits. If curtains or blinds are drawn at night then this must be taken into account if the building is to be occupied. Curtains or blinds will obstruct borrowed

Satisfactory Unsatisfactory Not Applicable

55. Are all external escape routes adequately covered by emergency lighting where necessary? External escape routes, staircases and assembly areas not judged as having sufficient reliable borrowed light should be provided with emergency lighting. Moonlight is not acceptable as a reliable source of light. Escaping people should be able to follow an adequately illuminated escape path until they are clear of the building and its immediate vicinity.

Satisfactory Unsatisfactory Not Applicable

56. Are all emergency lights clean and visually in good condition? All emergency lights, where provided, should be in good working order and in good visual condition. The most likely defects will be impact damage, fixings coming away, dirty covers and full or inadequate illumination.

Satisfactory Unsatisfactory Not Applicable

57. Where maintained emergency lights are installed are they lit and providing adequate illumination? Maintained emergency lights are those that are illuminated all the time as opposed to non-maintained emergency lights which only come on if the power to the normal lights fail. If the emergency lights are of the maintained type they should all be bright. Dull, flickering or non-illuminated lights indicate a defect. By comparing the brightness of one emergency light with another you can normally judge its condition.

If you switch off the normal lights maintained emergency lights should give sufficient illumination to see all escape routes and signs. You cannot check non-maintained emergency lights by switching off the normal lights, they will only illuminate if the power to the lighting circuit fails.

Satisfactory Unsatisfactory Not Applicable

58. Are the emergency lights tested and/or inspected at least every six months? Emergency lights should be checked at least every six months. If emergency lights are of the non-maintained type the power to the lighting circuit should be disconnected to simulate a failure of the lighting power. This can be done by identifying the fuse boxes and either operating the miniature circuit breakers or pulling the fuses. Safety note – only persons trained and competent to do this type of work should carry out this procedure. Some emergency lights have test switches or remote control devices that are ideal for tests.

Maintained emergency lights are constantly illuminated and can be checked by walking around and checking their brightness.

Satisfactory Unsatisfactory Not Applicable

59. Are all non-maintained emergency lights illuminated for one hour during testing?

Non-maintained emergency lights should be checked by turning off the power to the local lighting circuit and allowing the emergency lights to remain alight for one hour. This tests the durability of the battery. Emergency lights should not be tested by flicking them on and off as this does not test the battery condition and can lead to the lights failing early when needed. Lights should not be tested for more than one hour to ensure sufficient charge remains in the battery to operate the emergency lights immediately after a test.

Satisfactory Unsatisfactory Not Applicable

60. Are external escape routes adequately lit by normal lighting where necessary?

It is not only necessary to ensure that internal escape routes are adequately lit but also external ones that do not have sufficient borrowed light from reliable sources such as street lights or other buildings. Escaping people should be able to follow an adequately illuminated escape path until they are clear of the building and its immediate vicinity,

Satisfactory Unsatisfactory Not Applicable

61. Are the switches to external normal lighting adequately marked?

If external escape routes are provided with normal lighting then the switches to this lighting should be clearly marked to indicate their purpose. It is advisable for such switches to be located on the inside of the final exit doors leading to the external escape route.

Satisfactory Unsatisfactory Not Applicable

62. Are all normal lights, switches etc, clean and visually in good condition?

All switches and normal lights, both internal and external, should be in good working order and in good visual condition. Diffusers and covers should be clean.

Satisfactory Unsatisfactory Not Applicable

63. Is there any other factor regarding the lighting that should be taken into account? If yes, tick the unsatisfactory box.

Satisfactory Unsatisfactory Not Applicable

64. Where a fire may develop undiscovered and critically affect escape routes, are those areas visited frequently or provided with automatic fire

It is vital that a fire is detected in time to allow everyone to evacuate the building before it can affect escape routes. To do this, a fire must be detected early in its development. If all areas are occupied then a fire will be detected as soon as it breaks out. Unoccupied areas that

detection?

are visited frequently, say every ten minutes or so, will have a good chance of the fire being detected in its development stage.

All unoccupied areas in which a fire could critically affect the means of escape should be: -

- a) visited about every ten minutes, or be
- b) fitted with automatic fire detection, or
- c) have people constantly working or passing close enough to notice the early signs of a fire.

In certain circumstances e.g. where no fire likely to threaten escape routes will be a fast developing fire, it may be acceptable to place automatic fire detectors in the escape routes only.

Very small rooms adjoining the escape route, such as cupboards or stores, which do not contain a fire risk can be ignored. If these rooms do contain fire risk, such as an electrical cupboard, they should be cleared of all combustible items, their doors should either have a self closing device fitted or the doors should be kept locked shut and a sign displayed on them stating Keep Locked Shut. If the corridor requires to be fire resisting, because of travel distance or a dead end situation, then cupboards and doors should also be fire resisting.

Satisfactory

Unsatisfactory

Not Applicable

-
65. Where automatic fire detection is deemed to be necessary is there an adequate number of detectors in the critical areas?

One smoke detector will be adequate for most shapes of room up to about 220 square meters and one heat detector will cover most rooms up to about 120 square meters. Larger, or unusually shaped rooms, may require two or more detectors.

Ideally, the horizontal distance between detectors should not be more than 15 metres between smoke detectors and 11 metres between heat detectors. In corridors the horizontal distance between detectors may be increased as smoke and heat will reach a detector more quickly than it will in a room.

Satisfactory

Unsatisfactory

Not Applicable

-
66. Where automatic fire detection is deemed to be necessary are all detectors of a suitable type and correctly sited?

For automatic fire detectors to be able to detect a fire in an acceptably short time they must be correctly positioned. Where automatic fire detectors are required smoke detectors should not be positioned on ceiling higher than 15 metres and heat detectors should not be positioned on ceilings higher than 10.5 metres. A more specialised method of fire detection will be needed for areas with higher ceilings.

Satisfactory

Unsatisfactory

Not Applicable

-
67. Are all automatic fire detectors tested and maintained at least annually?

It is advisable to test 25% of detectors every three months in a programme to ensure all detectors are tested and maintained in a twelve month period.

Automatic fire detectors need to be tested with special

equipment. They should be tested and maintained annually by a competent person. Naked flames, burning or smoking tapers, blow lamps etc. should not be used to test detectors as this can damage detectors and lead to the risk of fire.

	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable
68.	Are all automatic fire detectors visually in good condition?	All detectors should be clean and visually in good condition. Damage can occur through impact or incorrect testing leaving sooty deposits or using too much heat. Painting and accumulation of dirt, grease etc can affect the correct operation of detectors.	

<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable
---------------------------------------	---	---

69.	Where fire resisting self closing doors are held open by devices that release the door on operation of the fire alarm if there a smoke detector on each side of the door?	Fire resisting self closing doors that are held in open position by devices that automatically release them when the alarm sounds must close at the earliest point in a fire to prevent fire and smoke spread. To do this it is important that a smoke detector is positioned on each side of the door. It will normally be acceptable if a smoke detector is positioned between the door and the next opening off the corridor; ideally the detectors should be within 1.5m of the door on each side.	
-----	---	--	--

<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable
---------------------------------------	---	---

70.	Is there adequate means of raising the alarm?	All buildings must be provided with an adequate means of raising the alarm in case of fire. This can be an electric fire alarm, a hand bell, a whistle, fire triangle or even a shout if the building is very small. The hand operated devices must be of very limited size.	
-----	---	--	--

<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable
---------------------------------------	---	---

71.	Where the means of raising the alarm is by hand-operated devices, can the operation of one device be heard throughout the entire building or site? Are they located in positions from where they can be operated with relative safety	If the means of raising the alarm is by a hand operated device such as a hand bell, rotary bell, whistle etc the operation of one device in one location must be able to be heard in all areas of the building through closed doors. This in effect means that buildings relying on hand operated devices must be of very limited size.	
-----	---	---	--

<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable
---------------------------------------	---	---

72.	Where the means of raising the alarm is by shouting, is this appropriate for the building or site?	If the means of raising the alarm is by shouting then the building will need to be very small indeed. It is quite common for people to lose the power of their voice when faced with an emergency. Doors may be shut and this may make it difficult or impossible to hear a shout. If there is a potential for loud background noise then shouting should not be accepted as a reliable means of raising the alarm. Small children and elderly people should not be relied upon to raise the alarm by shouting.	
-----	--	---	--

Satisfactory Unsatisfactory Not Applicable

-
73. Where the means of raising the alarm is by means of break glass fire alarm points, are there an adequate number of points? If the means of raising the alarm is by break glass fire alarm points there should be a sufficient number of these points throughout the building. Ideally there should be a break glass fire alarm point next to every final exit from buildings. Additionally there should be sufficient call points to ensure people do not have to travel more than about 30 metres to reach one.

Satisfactory Unsatisfactory Not Applicable

-
74. Is the means of raising the alarm visually in good condition? Whatever means of raising the alarm is provided it should be in good visual condition and in good working order. Hand operated devices should be visually inspected and very briefly tested for correct operation. Break glass alarm points should be visually inspected only, looking for security of fixing, damage and incorrect materials used instead of the glass front.

Satisfactory Unsatisfactory Not Applicable

-
75. Have adequate measures been adopted to ensure people with hearing impairment are given warning of fire? Most people with hearing impairment will still be able to hear a fire alarm; however they may be unable to if profoundly deaf or have a very serious hearing impairment. Where people may be in the building who are not able to hear the fire alarm, procedures should be implemented to give them adequate warning. Suitable procedures include training to ensure colleagues will warn the disabled person of the need to evacuate, flashing lights to supplement the audible sounders and sensory devices carried by hearing impaired people that buzz or vibrate when the fire alarm operates. Consideration must be given to the movement of the disabled person if sensory devices are not carried. Similar procedures should be adopted to warn people working in very noisy environments.

Satisfactory Unsatisfactory Not Applicable

-
76. Where people are wearing hearing protection, have adequate measures been adopted to ensure they will receive warning of a fire? People working in noisy environments or who may be wearing hearing protection may not be able to hear the fire alarm. If this is the case, suitable measures such as flashing lights, sensory devices or radio receivers incorporated into the hearing protection should be adopted.

Satisfactory Unsatisfactory Not Applicable

-
77. Is the means of raising the alarm adequately maintained? Whatever means of raising the alarm is provided there should be an effective procedure to ensure it is maintained in good condition and in good working order. This maintenance should cover all means of raising the alarm and any ancillary devices such as flashing lights, sensory devices, automatic door closers etc.

Satisfactory Unsatisfactory Not Applicable

78.	Where an electric fire alarm system is installed, is it tested weekly ensuring that all call points are tested in a rolling period?	Call points should be individually marked by an identifying number of letter and tested weekly on a rotational basis.	
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable
79.	Where an electric fire alarm system is installed, is it audible throughout the building?	An electric fire alarm system should be able to clearly heard throughout the building in all occupiable rooms. The sound level should be 65 decibels or a minimum of 5 decibels above background if the background level is above 60 decibels. Where people may be asleep, such as hotels, boarding schools etc. the sound level should be 75 decibels at the bed head to wake a sleeping person. You will need to question occupants to discover if the audibility is acceptable in all areas.	
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable
80.	Where an electric fire alarm system is installed do the sounders all sound the same?	To prevent confusion all fire alarm sounders throughout a building or site should produce the same sound. It is not acceptable to mix sirens, bells, klaxons etc.	
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable
81.	Is there any other factor regarding the fire alarm that should be taken into account? If yes, tick the unsatisfactory box.		
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable

Question ID	Question	Guidance
82.	Is there an adequate number of fire extinguishers in the building?	<p>There should be at least one suitable extinguisher for about every 200 square metres. See table 2 for extinguisher suitability.</p> <p>It is normal for more than one type of risk to be present at the same time so it may be necessary to have two different types of extinguisher to cover the different risks.</p> <p>As a rule of thumb you should not have to travel more than about 30 metres to reach an extinguisher and you should not have to change floors. You should also not have to go in the opposite direction of escape to reach an extinguisher i.e. into a dead end situation.</p>

Table 2

Panel colour*	Type	Suitable for
Red	Water	Wood, paper etc.
Cream	Foam	Liquid fires
Blue	Powder	Liquid and electrical
Black	Carbon dioxide	Liquid and electrical

*NB – All extinguishers are red with a small panel of colour.

Satisfactory
 Unsatisfactory
 Not Applicable

83.	Are all extinguishers correctly sited?	<p>Extinguishers should be sited adjacent to exit doors or on exit routes. You should not have to go in the opposite direction of escape to reach an extinguisher e.g. into a dead end situation. Extinguishers provided to cover a particular item of plant such as an electrical intake, a machine or a flammable liquid tank should be positioned on the escape side of the item.</p> <p>Extinguishers should not be sited behind doors or curtains or where they can be obstructed by hanging coats or stored items (e.g. decorative foliage or display stands.)</p> <p>In multi-storey buildings extinguishers should, wherever practicable, be positioned in the same location on each floor to enable recognition by a consistent approach.</p> <p>Where extinguishers are hung on wall brackets the carrying handle should not be higher than approximately 1m from the floor.</p>
-----	--	--

Satisfactory
 Unsatisfactory
 Not Applicable

84.	Are all extinguishers suitable for the risk?	<p>Different extinguishers are designed to be used on different types of fire depending upon what is burning. It can sometimes be dangerous if an incorrect extinguisher is used on a fire. There may be a number of different</p>
-----	--	--

types of extinguisher grouped together to make a fire point but it is essential that all risks are safely covered.

For example it would not be acceptable to have only water or foam extinguishers next to an electrical risk as these extinguishers conduct electricity. It would also not be acceptable to have only water extinguishers next to a flammable liquid risk as these extinguishers can spread flammable liquid fires. Carbon dioxide, dry powder, halon and protein foam extinguishers are not suitable to cover a solid fire risk such as furniture, wood or cardboard as these extinguishers do not cool and the fire could re-ignite.

See table 2 for suitability.

Satisfactory Unsatisfactory Not Applicable

85. Is the colour coding of extinguishers correct throughout the building or site? Traditionally, extinguishers have been either metallic or entirely painted in the following colours: water – red, foam – cream, halon – green, dry powder – blue, carbon dioxide – black.

The European manufacturing standard (EN3) states that all extinguishers should be either red or metallic with no more than 5% of the body colour coded in the above colours. To prevent confusion extinguishers throughout the building or site should follow a common standard i.e. be either the traditional standard or the EN3 standard but the standards should not be mixed. During a change-over from one standard to the other it is advisable to completely change all extinguishers in a particular area or particular floor at one time.

Satisfactory Unsatisfactory Not Applicable

86. Are all extinguishers hung on brackets, stood on fixed bases or otherwise specifically located? All extinguishers must have a specific location. This location should be indicated by a wall bracket, fixed base plate or other similar device to show where an extinguisher should be placed. If such a device is not used then extinguishers could be moved around and may not be able to be found quickly when needed.

Satisfactory Unsatisfactory Not Applicable

87. Are all extinguishers in place? All extinguishers should be in their correct location with no extinguishers missing.

Satisfactory Unsatisfactory Not Applicable

88. Are all extinguishers fully charged? All extinguishers should be fully charged. There are two methods of telling whether an extinguisher is fully charged –

- a) Look at the operating handle to see if a small, red tag has dropped, this tag normally has the word USED printed on it in white letters.
- b) Stored pressure type extinguishers have a small pressure gauge to indicate the internal pressure. If the needle is outside the green or black area then it

should be taken to mean the extinguisher needs re-charging.

Note: - Extinguishers normally have a plastic or wire seal on the safety pin. If this seal is broken or missing it should be assumed that the extinguisher has been used.

Satisfactory Unsatisfactory Not Applicable

89. Are all extinguishers maintained at an acceptable frequency?

All extinguishers should be maintained at least annually by a competent person. A small stick-on label is normally used to record the inspection and maintenance date. If this date is more than twelve months ago then the extinguisher is over-due for annual inspection and maintenance. Extinguishers exposed to mechanical damage, exposed to the elements or to aggressive atmospheres should be maintained more frequently.

Satisfactory Unsatisfactory Not Applicable

90. Are all hose reels visually in good condition?

When inspecting hose reels it is not necessary to unwind them or run them out. A visual inspection is all that is necessary. Look for any signs of obvious damage to the drum, nozzle, hose, valves and any associated equipment like fairleads or swivel arms.

Satisfactory Unsatisfactory Not Applicable

91. Are all hose reels maintained at an acceptable frequency?

All hose reels should be maintained at least annually by a competent person. A small stick-on label is normally used to record the inspection and maintenance date. If this date is more than twelve months ago then the hose reel is over-due for annual inspection and maintenance. Hose reels exposed to the risk of mechanical damage, exposure to the elements or aggressive atmospheres should be maintained more frequently.

Satisfactory Unsatisfactory Not Applicable

92. Where the premises or plant is provided with fixed installations for fighting fire is there a procedure to ensure they are inspected, maintained and tested at an acceptable frequency?

Fixed installations include sprinklers, foam induction, dry and wet risers and total flooding systems utilising carbon dioxide, Halon 1301, nitrogen, steam and exhaust gases.

Satisfactory Unsatisfactory Not Applicable

93. Is the sprinkler main stop valve(s) locked in the open position?

Sprinkler main stop valves and all valves supplying water to the sprinkler installation should be secured and locked in the open position. It has been known for these valves to be left closed following maintenance or repair. There will be some form of slide or pointer to indicate whether the valves are open or closed. Keys to the padlocks should not be kept next to the valves; they should be kept either in a secure location or held by a responsible

person.

Satisfactory

Unsatisfactory

Not Applicable

-
94. Are there any other factor regarding fire fighting equipment that should be taken into account? If yes, tick the unsatisfactory box.

Satisfactory

Unsatisfactory

Not Applicable

Question ID	Question	Guidance		
95.	Are all electrical circuits and fixed electrical installations examined and tested at an acceptable frequency?	Electrical circuits and fixed electrical equipment in areas where low flash point liquids (below 32 degrees Celsius) or flammable gases are stored or used should be inspected and tested annually. Other electrical circuits and fixed electrical equipment should be inspected and tested at least every five years.		
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable	
96.	Are all portable electrical appliances examined and tested at an acceptable frequency?	Portable electrical equipment, used in areas where low flash point liquids or flammable gases are stored or used, should be inspected and tested at least every six months or more frequently if their age, condition or use warrant it. In addition they should be visually inspected at least every three months.		
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable	
97.	Is there evidence of unauthorised or amateur electrical work?	Electrical work carried out by unqualified people can be a significant fire hazard. Cables joined together by twist and tape, two cables into one plug, power take off from lighting circuits and additional power sockets added to existing ring mains are all common fire hazards.		
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable	
98.	Is the use of adaptors, extension leads and gangs kept to a minimum?	The uncontrolled use of adaptors, extension leads and gangs can lead to local overheating of power circuits by connecting too many appliances to one part of the ring main. The use of these items should be kept to a minimum and one adaptor, extension lead or gang should never be plugged into another to supply additional appliances. If unacceptable use of these items is found it normally indicated that additional power sockets should be provided.		
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable	
99.	Is there any evidence of local overheating?	Plugs and sockets that are discoloured or warm to the touch indicate a faulty connection. Cables and wiring should not be warm to the touch. It is unwise to run cables under carpets as this may cause overheating of the cable and wear or damage to the cable may go unseen.		
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable	
100.	Is there any evidence of damage or deterioration to electrical equipment or cables?	Any electrical equipment showing signs of deterioration or damage should be repaired or replaced. Cables in particular should be inspected frequently. Always turn off the power when inspecting cables for damage or deterioration.		

Satisfactory

Unsatisfactory

Not Applicable

101. Are there any electrical, radiant or convector, space heaters operated through a time switch?

Electrical radiant or convector space heaters operated through a time switch are a high fire risk. When they are switched off they can be moved next to a combustible item or a combustible item pushed up against them or draped over them. Time switches are often arranged to come on in the early morning when no one is around and a fire is then highly likely.

Space heaters operated through a time switch should be fixed in position wherever practicable and a sign warning that they switch on automatically should be clearly displayed. Management of the risk should include a check of these heaters before work ends for the day.

Satisfactory

Unsatisfactory

Not Applicable

102. Are all switches and plugs that operate electrical heaters clearly marked to indicate the appliance they are connected to?

Electrical heaters can be plugged in and/or switched on accidentally. To prevent this switches and plugs operating electrical heaters should be clearly marked to indicate the appliance they operate.

Satisfactory

Unsatisfactory

Not Applicable

Question ID	Question	Guidance		
103.	Is housekeeping to an acceptable standard?	Unsatisfactory housekeeping create fuel for fires. Boxes, paper etc. poorly stored not only increases the fire risk but may hinder escape routes during evacuation.		
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable	
104.	Are internal waste storage facilities to an acceptable standard?	An adequate number of rubbish bins should be provided to prevent bins overflowing. Bins should be emptied regularly. Bins used for the storage of rags or wipes contaminated with flammable substances must be metal and be fitted with metal lids. Flammable waste material should not be allowed to build up around machines and electric motors.		
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable	
105.	Are external waste storage facilities to an acceptable standard?	External waste storage areas should be adequately separated from buildings and other risks. Waste storage capacity should be adequate to handle the maximum amount of waste stored. Where waste flammable liquids and chemicals are generated special facilities should be provided for their segregation from other flammable substances or incompatible substances. Where waste is prone to self-heating or vandalism it should be in closed top and locked skips.		
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable	
106.	Are heating methods to an acceptable standard?	Where space heaters are used they should be suitable for the task. In particular, LPG 'rocket type' heaters and radiant heaters fuelled by electricity or LPG should be carefully positioned, fixed wherever practicable and controlled with adequate separation distances between them and combustible materials. Fixed heaters using oil, gas, waste wood and waste oil should be clearly demarcated, with painted lines or guard rails around them, and no combustible materials should be within the demarcation zone.		
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Not Applicable	
107.	If smoking is allowed are there adequate facilities provided?	If smoking is permitted there should be adequate safe provisions made. This may be a smoking area or smoking room with no smoking allowed elsewhere. In areas where smoking is allowed there should be an adequate number of ashtrays and other provisions such as sand buckets,		

containers with a quantity of water etc. Metal bins should be provided in or near to smoking areas for the emptying of ashtrays. Ashtrays and rubbish bins from smoking areas should not be emptied into skips containing combustible rubbish. In areas where no smoking is allowed there should be clear signs stating this.

The Council will operate a no smoking policy in any council buildings or vehicles commencing in January 2006.

Satisfactory Unsatisfactory Not Applicable

-
108. Does all smoking take place only in authorised places? In areas where smoking is not permitted there should be no evidence of authorised smoking. Look out for cigarette ends, matches, empty cigarette packets etc. Friendly questioning of employees may also reveal that smoking takes place in unauthorised places.

Satisfactory Unsatisfactory Not Applicable

-
109. Is the storage of flammable substances (i.e. solids, liquids or gases) to an acceptable standard? Only the absolute minimum quantities of flammable substances should be exposed in rooms. Flammable liquids and gases should receive particular attention. All additional flammable substances should be stored in purpose made areas or stores, correctly marked and separated, by fire resisting structure or distance, from the rest of the building. No flammable liquids or gases, or solid materials which are easily ignited, should be stored in escape routes.

Above ground bulk storage tanks should be banded and all tanks, pipelines and valves marked to indicate their contents.

Where highly flammable (flashpoint below 32 degrees Celsius) or explosive substances are stored or used, and an explosive atmosphere is likely to develop, all heating, lighting and other electrical equipment should be of a type approved for that location.

Satisfactory Unsatisfactory Not Applicable

-
110. Are flammable substances used in an acceptable manner? Only the minimum quantities of flammable substances should be exposed in a workroom. Flammable liquids and gases should be in correct containers and correctly labelled or colour coded. Flammable liquid containers should be kept closed. No open top containers should be permitted. Where flammable vapours are likely to be generated there should be no smoking, no naked flames and no equipment likely to cause ignition. Flammable vapours should be controlled by dilution ventilation, local exhaust ventilation or some other equally effective method to a maximum concentration of one tenth of the lower explosive limit.

Satisfactory Unsatisfactory Not Applicable

111. Are all dust ignition risks adequately controlled? Where flammable dusts are encountered similar precautions to those mentioned above should be taken. In addition, build up of flammable dusts on ledges and surfaces should be kept to a minimum in the work area. In particular, flammable dust layers should not be allowed to build up on hot surfaces. Cleaning should be by a method which does not raise dust into the air.

Satisfactory Unsatisfactory Not Applicable

112. Are all chemicals stored in compatible groups with adequate separation between incompatible groups? Where chemicals are stored it is important to ensure they are stored in compatible groups. Chemicals that react together should be adequately segregated paying particular attention to the segregation of flammable substances and oxidising agents. Chemicals that end in 'ide', 'ite' or 'ate', e.g. chlorates or oxides, should be classed as oxidising agents and those with 'per' in their name are particularly active agents e.g. hydrogen peroxide. Metals that exothermically react with air, or the moisture in air, such as sodium or potassium, should be kept immersed in a suitable oil, and if their containers are glass they should be protected from fall or impact.

Satisfactory Unsatisfactory Not Applicable

113. Have all easy targets or access points for arsonists been removed or adequately protected? Many arsonists are opportunists and will light fires because the materials, or access to them, is readily available. Easy targets, such as accumulations of rubbish or combustible materials stacked against an outside fence, should be avoided. Access to stores containing large quantities of flammable substances should be controlled and supervised. Drain and dispensing valves on external flammable liquid tanks should be locked. Flammable liquids should be removed from workrooms at the end of the working period. All easy access points for children and vandals such as overhanging trees, holes in security fences and unlocked gates should be removed or secured.

Satisfactory Unsatisfactory Not Applicable

114. Is there any other factor regarding any ignition risks that should be taken into account? If yes, tick the unsatisfactory box.

Satisfactory Unsatisfactory Not Applicable

Section: 7 Fire safety training

Question ID	Question	Guidance
115.	Have all staff been trained in fire procedures in the last twelve months?	All staff, no matter what their job, should be trained at least every twelve months in:- a) what to do if they discover a fire, and b) what to do if they hear the alarm.
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
		<input type="checkbox"/> Not Applicable
116.	Have nominated staff received adequate training in the use of fire fighting equipment in the last twelve months?	There should always be a sufficient number of people available who are trained to use fire-fighting equipment. If there. Training should cover the type of fire fighting equipment provided. In particular, training should cover extinguisher suitability for different classes of fire, how to identify extinguishers and safe use of fire fighting equipment.
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
		<input type="checkbox"/> Not Applicable
117.	Are fire drills being carried out at an acceptable frequency?	A fire drill should be carried out at a frequency according to the fire risk of the premises. In normal fire risk premises this should be at least every twelve months and preferably twice. The drill should normally involve an evacuation and roll call if appropriate, to test procedures. Very small premises and premises that cannot test evacuation, for whatever reason, should still carry out a fire drill by going through the procedures with all staff perhaps walking the escape routes and testing emergency exits.
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
		<input type="checkbox"/> Not Applicable
118.	When fire drills are carried out, is one escape route marked to be unusable?	Most people will tend to use exit routes they are most familiar with and these are normally the routes they use on a daily basis. If a fire occurs, their normal route may not be useable and valuable time may be lost in finding an alternative escape route. Fire drills should therefore simulate a route blocked by fire and/or smoke to enable occupants to become familiar with other routes. A prominent sign will suffice to indicate a route is blocked and the blocked route should be changed at each drill.
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
		<input type="checkbox"/> Not Applicable
119.	Have all fire marshals/evacuation officers received adequate training in	Fire marshals/wardens are required to ensure their allotted areas are safely and quickly evacuated. To do this they must carry out a sweep search of their area to

the last twelve months?

ensure everyone is evacuating. This may place them in greater danger from fire and also bring them into situations where they may have to handle difficult or distressed people. They must be provided with suitable and adequate training for this role and their training should be at least annually.

Satisfactory

Unsatisfactory

Not Applicable

120. Have all newly appointed staff received fire safety induction training?

A fire can occur at any time and it is therefore unacceptable for new staff to have to wait until the annual fire safety training comes around. All new staff should receive induction training, as soon as practicable after joining, to cover:-

- a) What to do if they discover a fire
- b) What to do if they hear the alarm.
- c) How to use fire fighting equipment if there is no fire party.

Satisfactory

Unsatisfactory

Not Applicable

121. Have all staff with particular duties relevant to an outbreak of fire received adequate training in the last twelve months?

Staff that have particular duties, when a fire occurs, such as shutting down plant, using evacuation chairs, using specialised evacuation techniques, opening or closing specific doors, calling the fire brigade or using a loudspeaker system should be given adequate training to perform those duties. Training should not be less frequent than once per year but in some higher risk circumstances may need to be more frequent.

Satisfactory

Unsatisfactory

Not Applicable

122. Is there any other factors regarding fire safety training that should be taken into account? If yes, tick the unsatisfactory box.

Satisfactory

Unsatisfactory

Not Applicable

123. Does the building require a fire certificate?

It is necessary to apply for a fire certificate on form FP1 (revised) if a factory, office or shop has –

- a) more than 20 persons, at any time, employed to work in the building, or
- b) there are more than 10 persons employed to work, at any time, other than the ground floor.

In hotels or boarding houses it is necessary to apply for a fire certificate if –

- a) there is sleeping accommodation provided for more than six persons being staff or guests, not including owners of their immediate family, or

b) there is any sleeping accommodation provided for staff or guests below the ground floor or above the first floor.

Once the fire brigade has carried out an inspection they may exempt the premises from the need to have a fire certificate.

Satisfactory Unsatisfactory Not Applicable

124. Does the building have a current fire certificate?

Once a fire certificate has been issued it remains in force until the fire authority withdraws it. Occasionally companies request to have their certificate withdrawn when their building no longer meets the criteria e.g. numbers of people employed may fall. If the number increases again a new fire certificate must be applied for.

Satisfactory Unsatisfactory Not Applicable

125. Is a copy of the fire certificate kept on the premises?

It is a legal requirement that a copy of the fire certificate is kept on the premises. This can be either the original document, as issued by the fire brigade, or a copy. If the building is a multi-occupied building then the owner should keep the original and all occupiers be issued with copies.

Satisfactory Unsatisfactory Not Applicable

126. If there have been any alterations to the building, has the fire certificate been amended to reflect this?

Fire certificates include a plan of the premises. This plan and all annotations must mirror the building. Any alterations which affect the means of escape, means of raising the alarm, means of detecting a fire, emergency lighting, signs, fire fighting equipment and surface finishes to walls and ceilings of escape routes must be notified to the fire brigade for approval prior to the change being implemented. Following approval and implementation the fire brigade will amend the fire certificate.

Satisfactory Unsatisfactory Not Applicable

127. If the fire certificate or licence contains a clause limiting the number of occupants is the maximum number being adhered to?

Some fire certificates and licences limit the maximum number of people allowed in the premises or parts of the premises. This maximum number must not be exceeded and adequate procedures or systems must be in place to ensure adherence.

Satisfactory Unsatisfactory Not Applicable

**Fire Risk Assessment
Appendix 1**

Area Name:

Assessment carried out by:

Assessment Date:

Unsatisfactory Issues	Question Number	Hazard	Existing Precaution	Action required