

MR04 - Fire Safety Policy and Procedure

Category: Health and Safety Sub-category: Residential Services







Policy Review Sheet

Last Reviewed: 08/10/18 Last Amended: 08/10/18

Next planned review in 12 months, or sooner as required.

Note: The full policy change history is available in your online management system.

Business Impact:	Low	Medium	High	Critical
		X		
Changes are important, but urgent implementation is not required, incorporate into your existing workflow.				

 Reason for this review:	Best practice
 Were changes made?	Yes
 Summary:	Reviewed policy to reflect changes in industry best practice and to be clear that the focus of the policy is on Fire Safety in Registered Locations and not the Service User's home. Included the risk posed by hand sanitisers, flammable creams and ointments and essential oils.
 Relevant Legislation:	<ul style="list-style-type: none"> Health and Safety (Safety Signs and Signals) Regulations 1996 The Fire Safety (Employees' Capabilities) (England) Regulations 2010 The Care Act 2014 Civil Contingencies Act 2004 Equality Act 2010 The Gas Safety (Installation and Use) Regulations 1998 Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015 Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 The Regulatory Reform (Fire Safety) Order 2005 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) The Workplace (Health, Safety and Welfare) Regulations 1992 The Health and Safety (Miscellaneous Amendments) Regulations 2002
 Underpinning Knowledge - What have we used to ensure that the policy is current:	<ul style="list-style-type: none"> Health and Safety Executive, (2017), <i>Frequently Asked Questions - Health and Social Care - Fire and Electrical Safety</i>. [Online] Available from: http://www.hse.gov.uk/healthservices/faqs.htm [Accessed: 08/10/2018] Home Office, (2012), <i>Fire Safety Law and Guidance Documents for Business - Collection</i>. [Online] Available from: https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business [Accessed: 08/10/2018] Department for Communities and Local Government, (2007), <i>Fire Safety Risk Assessment: Means of Escape for Disabled People</i>. [Online] Available from: https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people [Accessed: 08/10/2018]
 Suggested action:	<ul style="list-style-type: none"> Encourage sharing the policy through the use of the QCS App

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? 1. Purpose

1.1 To comply with statutes, regulations and quality standards.

1.2 To minimise the risk of fire as much as possible and to provide guidance to staff on what action to take in the event of a Fire within 4SocialCare Ltd. This policy is not applicable in a Service User's own home.

1.3 To support 4SocialCare Ltd in meeting the following Key Lines of Enquiry:

Key Question	Key Line of Enquiry (KLOE)
SAFE	S2: How are risks to people assessed and their safety monitored and managed so they are supported to stay safe and their freedom is respected?
WELL-LED	W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?
WELL-LED	W5: How does the service work in partnership with other agencies?

1.4 To meet the legal requirements of the regulated activities that 4SocialCare Ltd is registered to provide:

- Health and Safety (Safety Signs and Signals) Regulations 1996
- The Fire Safety (Employees' Capabilities) (England) Regulations 2010
- The Care Act 2014
- Civil Contingencies Act 2004
- Equality Act 2010
- The Gas Safety (Installation and Use) Regulations 1998
- Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Miscellaneous Amendments) Regulations 2002

2. Scope

2.1 The following roles may be affected by this policy:

- All staff

2.2 The following people may be affected by this policy:

- Service Users

2.3 The following stakeholders may be affected by this policy:

- Commissioners
- Local Authority
- Visitors

3. Objectives

3.1 To ensure that staff understand that fire prevention is an important obligation for all organisations, including 4SocialCare Ltd, and that fire has the potential to present significant risks to health and safety.

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4. Policy

4.1 4SocialCare Ltd will ensure that there are robust mechanisms in place to minimise the risk of fire. We undertake to do the following:

- Ensure that 4SocialCare Ltd has a named individual responsible for reviewing and implementing our Fire Policy, Procedure and Strategy
- Assess the risks of fire at all 4SocialCare Ltd premises and implement appropriate control measures
- Ensure good housekeeping to minimise the risk of fire
- Provide means of detection and early warning in the case of fire
- Inspect and/or test fire safety equipment at appropriate intervals
- Provide and maintain safe means of escaping from the premises in the event of a fire
- Maintain all equipment and installations intended for fire-detection and fire-fighting
- Implement a procedure for the action to be taken in the event of a fire
- Train and instruct staff in fire safety including the carrying out of fire drills, the use of evacuation chairs, sledges, etc.
- Keep records of all fire safety matters (see Fire Records Section)
- Ensure that all visitors are made aware of the fire precautions and emergency arrangements
- Identify people with any disability or impairment who may require assistance in the event of a fire
- Comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005

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5. Procedure

5.1 Fire Safety Responsibilities within The Service

An appropriate senior manager will be nominated by 4SocialCare Ltd to assume the role of Fire Safety Manager who will be responsible for the development of an effective fire safety management strategy which enables:

- The preparation and upkeep of the organisation's Fire Safety Policy which should include being able to provide advice and guidance on fire safety
- The provision of reports and recommendations which enables 4SocialCare Ltd to consider the removal or reduction of identified risks to an acceptable level within 4SocialCare Ltd
- Adequate means for quickly detecting and raising the alarm in case of fire within 4SocialCare Ltd
- Means for ensuring emergency evacuation procedures for all areas, at all times when premises are occupied, without reliance on external services wherever possible
- Staff to receive fire safety training appropriate to the level of risk and the duties they may be required to perform and in the use of any special measure, i.e. use of evacuation chairs or sledges
- The reporting of fire-related incidents to appropriate organisations
- The development of partnership initiatives with other bodies and agencies involved in the provision of fire safety

5.2 Fire Risk Assessments

Step 1 – Identify the hazards within the premises - 4SocialCare Ltd will need to identify:

- Sources of ignition such as naked flames, heaters
- Sources of fuel such as built-up waste, display materials, textiles or overstocked products
- Sources of oxygen such as air conditioning or oxygen supplies

Step 2 – Identify people at risk - 4SocialCare Ltd will need to identify those people who may be especially at risk such as:

- People working near to fire dangers
- People working alone or in isolated areas (such as in roof spaces or storerooms)
- Children or parents with babies
- The elderly or frail and people who are disabled

Step 3 – Evaluate, remove, reduce and protect from risk - Evaluate the level of risk in the premises

- Replace highly flammable materials with less flammable ones
- Make sure flammable materials are separated from sources of ignition
- Have a Safe Smoking Policy

When the risks have been reduced as far as possible, an assessment of any remaining risks should be undertaken and a decision should be made on whether there are any further measures that need to be taken to make sure that a reasonable level of fire safety is provided.

5.3 General Fire Responsibilities within The Service

4SocialCare Ltd must:

- Ensure that the establishment can be evacuated safely in the dark or in the event of a power failure
- Display fire evacuation notices, photoluminescent directional signage (EN7010:2012) and ensure that all escape routes and exits are adequately signed
- Ensure that all escape routes and exits are free from obstruction
- Ensure all firefighting facilities are appropriate and readily available
- Maintain fire detection warning systems and installations or if the premises are not owned, ensure the landlord undertakes this activity
- Train staff, carry out fire drills and keep records
- Ensure that all passenger lifts have signage to say "In the event of fire DO NOT USE" unless they are specially designed as fire lifts

5.4 Evacuation Procedures within 4SocialCare Ltd

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Actions required prior to evacuation

- In the absence of Mrs Jody-Ann Jones the person in charge is to assess the need for evacuation ensuring the safety of visitors and staff
- The evacuation plan is reviewed taking into account the evacuation procedures for individuals
- Staff to be briefed on the reason, method, route, and onward plan prior to evacuation

Actions required during evacuation

- The person who identifies the fire should summon emergency help by calling 999 and activate the Fire Alarm
- The person in charge should ensure that a list is available, at all times, of the people who have been evacuated and those still in the building
- The staff and visitors' register to be held by the person in charge
- Designated personnel should be allocated to the external doors in the case of Fire Alarm activation ensuring that no inappropriate persons are allowed to enter the premises
- In the event that the Emergency Services are involved, the lead will be taken by the senior officer on site

Actions required after evacuation

- The person in charge should collate all information regarding the whereabouts of staff
- In the event of a full evacuation of the premises, a designated person is to ensure the security of the building during this time
- Staff that were not in the office at the time should be notified of what their location of work will be until it is declared safe to return to the building
- Notify Social Services and other organisations of temporary working arrangements as necessary

Actions required prior to any return to the premises

- The person in charge should confirm that the premises are safe to return to having taken instruction from the Emergency Services personnel involved
- Any transport to return staff to the premises should be arranged
- All areas of the premises to be checked for safety and cleanliness prior to any return
- Contact to be made with Social Services and other organisations advising of the return to premises

5.5 Arson

Arson is a serious threat to all buildings at risk. Much of the arson is associated with vandalism and burglaries. If small fires have been started on the premises of 4SocialCare Ltd or neighbouring premises they should be taken seriously and the Police and Fire Brigade notified.

A risk assessment should be undertaken to ensure control measures are in place as far as possible.

Security to reduce the risk of arson

- Where possible, keep the number of entry points to the minimum; compatible with safe means of escape in the event that a fire breaks out
- Perimeter fences, walls and gates need to be strong and high enough to keep out intruders
- Doors and windows must be in good repair and locked when not in use
- Locks and padlocks must be of good quality
- Keys must be distributed only to a restricted number of people
- Gaps under doors must be kept small (less than 3mm if a fire door)
- Letter boxes should have metal containers fitted on the inside
- Stored material of any kind should be kept away from perimeter walls or fences where it could be set alight

Employees advice

- Warn staff about the threat from arson
- Staff should challenge anyone who should not be on the premises and report any suspicious activities
- Be mindful of tail-gating at security access points by unauthorised personnel
- Manage contractors on the premises
- Ensure that visitors sign the visitors' book so that it is clear who is on the premises at all times

5.6 Common Causes of Fire and How to Guard Against Them - Electricity

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Neglect and misuse of electrical wiring, fittings and equipment can easily cause fires in the workplace. Overheating of electrical circuits, poor wiring connections, use of unauthorised electrical appliances, multi-point adaptors, and problems with the use of extension leads are all hazards which frequently result in fires starting. Therefore:

- Ensure that all electrical circuits and equipment in the workplace are inspected and tested on a regular basis. (Remember, there is a requirement to do this under the Electricity at Work Regulations 1989)
- Ensure any faults in wiring or fittings in 4SocialCare Ltd are repaired promptly by a qualified electrician
- Switch off electrical equipment when it is not in use and particularly at the end of the day's work
- Remember to unplug laptops, mobile phones and any other devices when not needed and NEVER leave plugged in over night
- Consider a safe holding area for devices, or request that staff do not leave laptops in the building overnight to reduce the risk of fire
- Do not allow staff to plug in their own electrical items unless they have been PAT (Portable Appliance Testing) tested. This includes but is not limited to phone chargers, hair appliances, etc.

5.7 Common Causes of Fire and How to Guard Against Them - Rubbish and Waste Materials

- Rubbish and waste materials that are left to accumulate can easily contribute to the spread of fire; they are also a place for malicious fires to be started
- Ensure that all waste materials are removed from the workplace on a regular basis and placed in a suitable container located in a safe position outside the building. Ideally, this container will be of metal construction and fitted with a lockable lid. Arrange for the container to be emptied regularly
- Do not burn rubbish on bonfires, even if it is thought safe to do so. Bonfires can easily get out of control and spread fire to nearby buildings or structures

5.8 Common Causes of Fire and How to Guard Against Them - Smoking

In accordance with the Health Act 2006, there should be a "No Smoking" policy in the establishment. However, where possible, outdoor provisions for those who wish to smoke should be made. This outdoor area will be a safe distance away from the main building and not cause obstruction to the main entrance to the building or the exit from the building. Attention to Fire Safety will include the provision of suitable equipment being placed in the area to facilitate safe disposal of lighted cigarettes, i.e. a metal bucket filled with sand.

- E-cigarettes should not be left unattended while being charged and never overnight when 4SocialCare Ltd is empty
- Products should be purchased from reputable sources
- Support Workers should be mindful that if they use hand sanitiser, to minimize the risk of fire, they should rub their hands until dry, which indicates that the flammable alcohol has evaporated prior to igniting a cigarette
- Flammable creams and ointments such as petroleum jelly or essential oils, increase the chance of a fire starting. Support Workers should wash their hands thoroughly after using creams, ointments or essential oils

5.9 Common Causes of Fire and How to Guard Against Them - Cooking

- Toasters and microwave ovens should not be sited in office areas but they should only be available in kitchens. Ensure they are regularly cleaned and be particularly aware of toast crumbs which can stick to the heating elements
- Electrical kitchen items should be PAT tested and all kitchen equipment should be maintained in line with manufacturers' instructions

5.10 Common Causes of Fire and How to Guard Against Them - Heating Appliances

Portable heaters can often be hazardous, especially if placed too close to combustible furniture, fittings or materials. Convector heaters are safer than radiant fires. If heaters have to be used:

- Ensure that they are securely guarded and properly fixed to prevent them from being knocked over
- Place them well away from any materials which could easily ignite
- Never stand papers or books on them or drape clothing over them
- Do not allow ventilation grilles to become obstructed
- Clean portable heaters on a regular basis

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5.11 Common Causes of Fire and How to Guard Against Them - Combustible Materials

If combustible items, such as packing materials, are used or stored in the workplace, it is recommended that:

- The amounts brought into the premises should be kept to a minimum and sufficient for the day's work only
- Any bulk supplies of such materials should be in a secure store, preferably outside the main premises

5.12 Fire Drills

Staff may not follow appropriate action in an emergency if they have never experienced that action. Fire drills should be carried out to check that staff understand and are familiar with the operation of the emergency fire action plan, to evaluate effectiveness and identify any weaknesses in the plan.

- The frequency of drills for each building should reflect the level of risk. Fire drills should take place at least twice a year. Each member of staff should participate at least once a year. During drills, fire scenarios should be introduced to reflect what could occur in a fire and the types of problems that staff may be faced with, such as an unusable escape route due to fire
- During drills, a member of staff who is told of the supposed outbreak should operate the fire alarm and the staff should then rehearse the routine as fully as possible
- Where there is the possibility that someone may misinterpret the fire drill and call the Fire and Rescue Service, it will be appropriate to inform the Fire and Rescue Service prior to the commencement and on conclusion of a drill in order to prevent its unnecessary attendance
- If the fire warning system is connected to a remote alarm receiving centre, the receiving centre should be informed (to prevent the Fire and Rescue Service being called) and then advised when the drill is terminated
- When carrying out a fire drill it may prove helpful to:
 - Inform visitors if they are present
 - Nominate observers to assess the appropriateness of actions and identify problems such as communication difficulties, the use of a frequently used route instead of the most appropriate escape route and difficulties with door fastenings

5.13 Records

To ensure compliance with the regulations:

- The service is required to maintain accurate and up to date records of all fire drills undertaken
- The training statistics must be updated for all office-based staff to ensure fire safety training has been undertaken and a plan of ongoing training and drills is formulated
- Fire equipment should be regularly checked with the dates of such checks and any actions recorded

5.14 End-of-Day Checks

Ensure that:

- The building is secured by a named individual at the end of each working day
- Doors and windows are secure
- No combustible material is left lying around
- No unauthorised people are on the premises
- Alarms are switched on
- External lighting is switched on

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6. Definitions

6.1 Fire Risk Assessment

- As a requirement of Fire Safety legislation in England, there is the need to have a Fire Risk Assessment
- This document assesses the people, buildings and other risks associated with your work environment and considers measures to make it safe and manageable

6.2 Compartmentalisation

- Sections of a building have fire breaks or shields which prevent the spread of fire for a given period of time
- Each compartmentalised area will have at least one fire door

6.3 Personal Emergency Evacuation Plan - PEEP

- Staff who have medical, mobility or mental health considerations have individual risk assessments to assess their specific needs in the event of a fire

6.4 Directional Signage

- These are signs which assist in leading people to a place of safety in the event of an evacuation

6.5 Fire Drill

- A practice drill to emulate a real situation
- Ensures all staff and residents are familiar with what to do in the event of a real fire situation
- Ensures that the fire plan works and if improvements are needed

6.6 Fire Extinguishers

- Used to put out SMALL fires if safe to do so and if staff have been trained in their safe use

Key Facts - Professionals

Professionals providing this service should be aware of the following:

- All staff of 4SocialCare Ltd should know where the Fire Risk Assessment is located and their responsibility in implementing it
- All staff of 4SocialCare Ltd should be aware of any suspicious activities which pose a fire risk and escalate these to Mrs Jody-Ann Jones or their line manager immediately
- Managers of 4SocialCare Ltd will have access to all emergency contact details and phone numbers and will ensure these are kept up to date

Key Facts - People Affected by The Service

People affected by this service should be aware of the following:

- 4SocialCare Ltd will ensure they have good procedures in place to make sure that you receive your Support as planned and that you know how to contact 4SocialCare Ltd

Further Reading

There is no further reading for this policy, but we recommend the 'Underpinning Knowledge' section of the review sheet to increase your knowledge and understanding.

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Outstanding Practice

To be 'Outstanding' in this policy area you could provide evidence that:

- To review current practices in light of any changes to working practices, redevelopments of the building or changes to the nature of the premises function
- There is communication between staff, management, key stakeholders
- Any concerns regarding fire safety are shared during handovers and in supervision
- Managers ensure that all staff are aware of the fire risk assessment and what is required, to ensure that where gaps in knowledge base are identified these are addressed through supervision and training
- The wide understanding of the policy is enabled by proactive use of the QCS App

Forms

The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
The Fire Risk Assessment - MR04	To record the Fire Risk Assessment.	QCS
Fire Log - MR04	To record the Fire Log.	QCS
Fire Drill Record - MR04	To record attendance at the Fire Drill.	QCS
Staff Members' Register for Instruction and Drills - MR04	To record staff members attendance.	QCS
Emergency Lighting Records of Test and Maintenance - MR04	To record emergency lighting checks.	QCS

The Fire Risk Assessment - MR04

You are legally required to assess the fire risks in your workplace so that you put in place a plan to control the risks

Risk	Yes	No	Comments/Action to be taken
The Building: Fit for Purpose. The building layout and construction must be considered and measures taken to manage any shortcomings.			
Is the building compartmentalised by walls and fire doors to contain a fire within a limited area to facilitate evacuation under controlled circumstances?			
Does the compartmentalisation also include the roof space? i.e. do the compartment walls continue all the way to the roof?			
Are all holes between compartments plugged with fireproof materials to stop fire and smoke?			
Are there fire doors between compartments?			
Are the fire doors kept closed at night, and only open during the day if held back on a magnetic holder connected to the fire alarm?			
Are all doors appropriately fire rated?			
Are all doors in good repair?			
Are all doors closing fully?			
Are all doors supported by intumescent strips in the door jamb?			
Are all doors self-closing, and having no obstructions?			

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Risk	Yes	No	Comments/Action to be taken
Furniture: Fire-Safe Furnishings. Are furnishings fire retardant as required?			
Housekeeping: Keep it tidy. Waste and rubbish are a breeding ground for fire. Process waste and general refuse should not be allowed to accumulate. Organic material is easily ignited and may even ignite spontaneously. Most packing materials, when loose, can be ignited easily and a fire will spread through them very rapidly.			
Are the staff encouraged to tidy their personal work places?			
Are the premises kept clear of all kinds of refuse and process waste?			
Are metal receptacles with fitting lids available for waste materials such as floor sweepings?			
Is all waste removed from the building at the end of every working day, or more frequently if necessary?			
Are cupboards, lift shafts, spaces under benches, gratings and areas behind radiators kept free from rubbish and dust?			
Are grease traps, filters, and ventilation ducts regularly de-greased and kept free from build-up which may pose a fire hazard?			
Are areas in and around the building kept free from accumulated packing materials, such as cartons, wood shavings and paper?			

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Risk	Yes	No	Comments/Action to be taken
<p>Storage: Remove Combustion Risk. More big fires start in storage areas than in production areas. Badly stored goods may help to spread fire, prevent fire fighters gaining access to the source of a fire or render useless the operation of sprinkler heads. Goods tidily stacked with wide gangways may help to check the growth of fire.</p>			
<p>Are storage areas separate from other parts of the premises?</p>			
<p>Are storage places accessible to firefighters?</p>			
<p>Are there clear spaces around stacks of stored materials and adequate gangways between them?</p>			
<p>Are stocks of material arranged so that they do not obstruct sprinkler heads or automatic fire detectors?</p>			
<p>Are storage areas visited regularly and especially at the end of the working day?</p>			
<p>Flammable liquids: Control i.e. Alcohol Based Hand Gel. Negligence in handling small quantities of flammable liquids is a frequent cause of fires and injuries.</p>			
<p>Are stocks of flammable liquids stored in a suitable place of safety?</p>			

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Risk	Yes	No	Comments/Action to be taken
Are permanent warning notices prominently displayed prohibiting smoking?			
Heating and lighting dangers: High Risk. Heating and lighting systems that are inefficiently maintained or inadequately safeguarded present risks. Many fires result from electrical faults or misuse.			
Are heating appliances at a safe distance from woodwork and combustible building boards?			
Is care taken that nothing is placed or left on heaters?			
Are heating appliances fixed, not portable?			
If portable heaters have to be used then are they securely guarded and placed or fixed so that they cannot be knocked over?			
Are defects in electrical equipment reported and remedied immediately?			
Are electrical installations periodically tested and inspected?			

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Risk	Yes	No	Comments/Action to be taken
Are all portable electrical appliances regularly inspected and tested?			
Are the indicator warning-lamps on appliances all working?			
Is the use of extension leads kept to a minimum and care taken not to overload those that are in use?			
Are stored goods kept well clear of light bulbs?			
Are the main switches of all electrical circuits in the 'off' position when equipment is not in use?			
<p>Maintenance and Security: Control Exposure. The maintenance of buildings is an essential part of fire protection. Walls and fences needing repair and gates and windows that will not fasten properly give admission to children and other intruders. It is advisable to operate a permit-to-work system if contractors are on the premises.</p>			
Is every point of entry really secure against intruders?			
After close-down of operations, are all doors, windows and gates checked and secure?			

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Risk	Yes	No	Comments/Action to be taken
Is the building regularly inspected for damage to windows, roofs and walls?			
Are trees pruned and other measures taken to deny access to roofs?			
Are the grounds surrounding the premises kept free of combustible vegetation by regular grass-cutting and scrub-clearance?			
Whenever workmen are carrying out repairs or alterations, is there adequate supervision to ensure that any temporary arrangements they make for heating and lighting are completely safe?			
Equipment: Overheating risk. All equipment, particularly that using mains power, is susceptible to overheating and causing a fire.			
Are circuit breakers in use throughout the premises?			
Is all equipment not in use switched off at the mains at night?			
At night: Shut down risk. Most big fires break out at night when there are less staff on the premises. But often they originate during working hours.			

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Risk	Yes	No	Comments/Action to be taken
Do you have a system of checks last thing at night to ensure that equipment is safely shut down, fire doors are closed etc.?			
<p>Planning for an emergency: Be Prepared. However good your fire prevention some fires are bound to break out. Make sure they are effectively controlled and that employees know the right action to take. Unnecessary damage is often caused in a fire as a result of using water for fire-fighting.</p>			
Is there a member of management staff with overall fire safety responsibility?			
Does every employee know exactly what to do if a fire should break out?			
Do you have a procedure for calling the fire brigade?			
Have you provided first-aid fire-fighting equipment and is it properly maintained?			
Are members of staff trained in the use of extinguishers/hose reels?			
Is a 'planned evacuation to a place of safety' procedure in place?			
Are duplicate copies of important records kept or accessible off the premises?			

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Risk	Yes	No	Comments/Action to be taken
Have contingency plans been drawn up to enable services to recommence with the minimum of delay in the event of a fire occurring?			
Is there an automatic fire detection system?			
If there is not an automatic fire detection or sprinkler system, are the premises patrolled when closed or on minimum staffing levels (e.g. at night)?			
Is there an automatic sprinkler system?			
Is the sprinkler installation only shut down during essential servicing and then with the full knowledge of your insurers?			
Are goods stored clear of the floor?			
Are floors impervious to water and are ramps or sills provided at all openings to prevent water flowing to other parts of the building?			
Are drains and scuppers provided and are they kept unobstructed?			

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Risk	Yes	No	Comments/Action to be taken
Are fire and smoke doors kept closed at all times, unless on a magnetic holder connected to the automatic fire alarm, and always overnight?			
Are notices informing staff of what to do in the event of a fire prominently displayed?			
Assessment completed by (name and signature):			
Assessment completed on (date):			
Assessment reported to (usually Management Meeting):			
Reported on (date):			
Signature for receipt by next management level:			
Date received:			

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Fire Log - MR04

Log fire practices, drills, test alarms, false alarms, actual alarms, maintenance.					
Date	Action taken	Signature	Action to be taken	Completed	
				Date	Signature

Fire Log - MR04

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Fire Drill Record - MR04

- Fire drills are to be held at least every six months or whenever there is a significant change in staff. PLEASE REMEMBER – Routine fire drills are essential; only through regular fire drills can one ensure that the reactions of members of staff are automatic in a true emergency
- TREAT FIRE DRILLS SERIOUSLY

Date of drill	Comments	Signature

Fire Drill Record - MR04

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Staff Members' Register for Instruction and Drills - MR04

Name	Date	Appointment date	Induction date	Instructions and drill dates

Staff Members' Register for Instruction and Drills - MR04

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Emergency Lighting Records of Test and Maintenance - MR04

Date	Duration of test	Result Pass/Fail	Fault specify	Fault cleared	Signature

Emergency Lighting Records of Test and Maintenance - MR04

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