# <<( Fire **Duty Holder Name:** Job Title: Assessed by: Names of Fire Marshals: 1. PREMISES FRA General Ref No. Address of premises 1.1 Use of premises – factory/shop/office/other 1.2 General description of premises - structural material etc, s 1.3 number of floors Total number of people employed on the premises 1.4

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A	Comments and Action Required
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Time the premises are in use

1.5

1.6				
1.7				
2. MAN	AGEMENT & PLANNING			
FRA Ref No.	Description	Υe		Comments and Action Required
2.1	Do you have an up to date Fire Policy?		A	
2.2	Are fire safety drills/practices carried out regularly?			
2.3	Has an assembly point been identified and informed to staff?			
2.4	Have you established and documented your procedures in the event of a fire?			
2.5	Do you have sufficient Fire Marshals, and are they properly trained (and such training recorded)?			
2.6	Are fire safety drills/practices reviewed for successes and failures, and subsequent action taken?			

2.7	Are fire safety risk assessments and resultant fire safety action plans reviewed regularly?	
2.8	Has provision been made for contacting the emergency service both during and out of working hours?	
2.9		
2.10		

# 3. GENERAL FIRE SAFETY

FRA Ref No.	Description	Υe
3.1	Do you have flammable substances on the premises?	
3.2	Are they stored correctly, can the quantity be reduced?	
3.3	Is waste material stored away from sources of ignition?	

# Comments and Action Required

Have electrical tools and systems been checked – when?	
Are you doing any 'hot works'?	
Do you have extinguishers close by? Which type?	
Do you use 'Permits to work'? Are they signed off?	
Are controls in place in respect of contractors' use of potentially hazardous equipment e.g. blowlamps, cutting and welding equipment?	
Are all staff, especially new employees, informed of the company's Fire Safety Policy and Procedures?	
Do you have a 'signing in' book?	
Are visitors/contractors informed as to the procedures on discovering a fire or hearing the fire alarm?	
Are all fire routes and exits in the premises known to staff and visitors/contractors?	
	Are you doing any 'hot works'?  Do you have extinguishers close by? Which type?  Do you use 'Permits to work'? Are they signed off?  Are controls in place in respect of contractors' use of potentially hazardous equipment e.g. blowlamps, cutting and welding equipment?  Are all staff, especially new employees, informed of the company's Fire Safety Policy and Procedures?  Do you have a 'signing in' book?  Are visitors/contractors informed as to the procedures on discovering a fire or hearing the fire alarm?  Are all fire routes and exits in the premises known to staff and visitors/contractors?

3.13	Are the assembly point(s) in the event of fire known to all staff and visitors?	
3.14	Are all staff aware of the location of the fire extinguishers [and other fire fighting equipment]?	
3.15		
3.16		

# 4. HEATING APPLIANCES

FRA Ref No.	Description	Υe
4.1	Are all heating appliances safe (e.g. Securely fixed in position, suitably guarded and with an adequate clear space free from storage of any kind)?	
4.2	Are all cooking appliances safe (e.g. Securely fixed in position, properly maintained and used only for their original intended purpose)?	
4.3	Has the equipment been serviced in accordance with recommendations and by qualified engineers	

# **Comments and Action Required**

4.4		]	
4.5			
.MAC	HINERY AND TOOLS		
FRA	Description	Ye	One and Antina Beautined
Ref No.	Description	16	Comments and Action Required
	Has all equipment/tools/plant been serviced		
5.1	according to recommendations by qualified engineers? When?		
5.2			
5.3			
. MEA	INS OF ESCAPE / EVACUATION		
FRA Ref	Description	Ye	Comments and Action Poquired
No.	Description		Comments and Action Required
	Are fire exits clearly marked? Are they kept free		
6.1	from stored materials? Are they unlocked during working hours?		
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Is there adequate signage throughout?  Do exits lead to a place of safety – not an enclosed yard etc?		
Is there emergency lighting. Has it been tested?		
Are carpets to stairs and corridors in good condition  – are there trip hazards en route?		
Are there self closing fire doors, do they close, are they wedged open?		
Are means of escape accessible for less able bodied people?		
Have appropriate provisions been made for the safety of persons with disabilities ie assistance, refuges etc?		
Are there clearly defined written fire action and evacuation procedures, including provision for a roll call?		
Are suitable 'Fire Action' notices prominently displayed around the premises		
A Ath Ab Hsre Aec	are carpets to stairs and corridors in good condition are there trip hazards en route?  Are there self closing fire doors, do they close, are ney wedged open?  Are means of escape accessible for less able hodied people?  Alave appropriate provisions been made for the afety of persons with disabilities ie assistance, efuges etc?  Are there clearly defined written fire action and evacuation procedures, including provision for a roll all?	are carpets to stairs and corridors in good condition are there trip hazards en route?  Are there self closing fire doors, do they close, are new wedged open?  Are means of escape accessible for less able codied people?  Are appropriate provisions been made for the afety of persons with disabilities ie assistance, efuges etc?  Are there clearly defined written fire action and conductation procedures, including provision for a roll all?

6.11	Have appropriate staff been instructed to summon the Fire Service and where necessary other emergency services?	
6.12	Are sufficient fire wardens available to provide for all working hours (including lunch and tea breaks) taking into account holidays and sickness?	
6.13		
6.14		

# 7.FIRE SAFETY SYSTEMS

FRA Ref No.	Description	Υe
7.1	Is there an alarm, can it be heard throughout the premises/ Is it a bell, horn, verbal etc?	
7.2	Do you have a fire alarm, smoke detectors, are they tested?	
7.3	Is the alarm serviced? Who by? Last service date?	
7.4	Is the alarm monitored? Who by?	

Comments and Action Required					

	7.5	Are there adequate fire extinguishers? What type? Are they accessible?	
	7.6	Are they regularly serviced? Who by? Last service date?	
_	7.7	Have staff been shown how to use extinguishers, when?	
	7.8	Can you hear an alarm from other parts of the building?	
-	7.9		
	7.10		

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