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Property Details

Address assessed		
Responsible Person		
Type of business		
Building construction, age		
General condition - holes in walls, floors or ceilings; wall coverings. See 1.4		
Floor area		
Flights of stairs – internal /external		
Hours of use		
Nearest Fire Station, distance and travel time		
Fire engine access - narrow drive or roads, do visitors or staff cars restrict access to		

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whole building?

1. Assessment

1.1	Fire management	Y/N
1.1.1	Do you have an up to date Fire Policy?	
1.1.2	Does it include any firefighting procedures?	
1.1.3	Do the staff members know about it?	
1.1.4	Do you have fire marshals? Do your staff know who they are?	
1.1.5	Are fire safety drills/practices carried out regularly?	
1.1.6	When was the last one? - did it go smoothly? Did you consider disabled customers on site? - see 1.2.4,1.2.5	
1.1.7	Do you have an Emergency Action Plan? Is it on display for all to see?	
1.1.8	Does it clearly show escape routes and assembly points?	

1.2	Relevant persons	Y/N
1.2.1	Employees –Full Time, Part-Time, Casual – see 1.9	

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1.4.11	Exposed timber frames	
1.4.12	Garden materials / foliage	
1.4.13	General housekeeping / waste material stored near to buildings	
1.4.14	Parked vehicles, distance from building	
1.4.15		

1.5	Escape routes	Y/N
1.5.1	Escape routes adequate for number of Relevant Persons on site at any one time	
1.5.2	Width of doors and passages,	
1.5.3	Is there carpet in the offices or stairs and hallways? Are there trip hazards?	
1.5.4	Are corridors clear of obstructions including furniture?	
1.5.5	Are escape routes clearly marked/route map?	
1.5.6	Are all staff made aware of the escape routes? see 1.1.3	
1.5.7	Escape routes properly signed/illuminated	
1.5.8	Escape routes protected – see 1.7	

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1.8	Extinguishers available	Y/N
1.8.1	Type/size	
1.8.2	Suitable for staff/users	
1.8.3	Location, can they be seen or obstructed?	
1.8.4	Are they accessible, can they be used?	
1.8.5	Do staff know locations?	
1.8.6	Have staff been trained to use them?	
1.8.7	Are staff aware of Company Policy for fighting fires? – see 1.1.2	
1.8.8	Correct signs for extinguishers	
1.8.9	Serviced, who by	
1.8.10	Date of last service	

1.9	Training	Y/N
1.9.1	As part of induction see 1.1.3	
1.9.2	Refreshers	
1.9.3	Fire marshal training	

1.9.4	Extinguisher training		

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