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| **ES07** | **Fire Risk Assessment** |
| **Unit Address** |  |
| **Assessment Completed** | Date | Signed |
| **1st review** | Date | Signed |
| **2nd review** | Date | Signed |
| **3rd review** | Date | Signed |

This fire risk assessment must be completed and any identified actions implemented so as to ensure that adequate fire precautions are being taken to safeguard employees and other people for whom we are responsible and effective arrangements are in place to deal with fire emergencies.

Answer each question either Yes, No or Not Applicable and where indicated, consider the possible management actions and record them in the Action/Comments column.

The fire risk assessment only needs to be completed for areas for which Compass is responsible. Many of the questions will typically require information from the client or FM provider.

Some of the checks and management actions in this assessment may be the contractual responsibility of the Client, Managing Agent, Landlord or other responsible person in control of the premises. Where this situation applies, indicate this in the applicable Actions/Comments column of the assessment.

Review the assessment every three years or sooner if there are significant changes to the workplace/premises, the use of the premises or in working arrangements, and following a fire incident.

Once the risk assessment has been completed, share it with the client and any other building occupants.

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| SECTION 1 – ARRANGEMENTS IN SHARED PREMISES |
| **Matters To Consider** | **Yes/No N/A** | **Possible Management Action if ‘No’** | **Actions/****Comments** |
| **1.1 Arrangements in shared and Client premises**In premises where Compass are fully in control and responsible for the fire safety arrangements, are all Compass employees and others who occupy the premises aware of the fire safety procedures? |  | Clarify fire safety responsibilities and arrangements with all occupants. |  |
| Is there a suitable arrangement for the ‘Responsible Person’ (Client, Managing Agent or Landlord) to provide and maintain fire detection devices (alarms, heat or smoke detectors etc) and fire fighting equipment?  |  | Obtain written agreement that the ‘Responsible Person’ will maintain fire detection devices and fire fighting equipment **OR** Make own maintenance arrangements.  |  |
| Is there a suitable arrangement in place with the Client or other ‘Responsible Persons’ to ensure that there are people who have received practical training in the use of portable fire fighting equipment, working in the immediate vicinity to high risk areas occupied by Compass?*(High risk areas could include kitchens with fryers, cookers, grills etc, maintenance workshops with flammable materials, fuel storage etc)* |  | Obtain written agreement that the Client or other ‘Responsible Person’ will provide training **OR** Make own arrangements to train key employees. |  |
| Is there a suitable arrangement for the ‘Responsible Person’ (Client, Managing Agent or Landlord) to appoint and train fire marshals/wardens to take responsibility for the safe evacuation of the premises and to liaise with the emergency services? |  | Obtain written agreement that the ‘Responsible Person’ will appoint and train fire marshals/wardens to cover areas where Compass are in control OR Make own arrangements |  |
| In multi-occupied or tenanted buildings has the landlord, landlord’s agent or building manager carried out a fire risk assessment of the building’s common areas. |  | Request verification from the landlord or his agent that that the common areas of the building have been subject to fire risk assessment in compliance with the Regulatory Reform (Fire Safety) Order 2005.It is recommended that any deficiencies identified or comments made in this risk assessment which apply to the building as a whole or to common areas are immediately brought to the attention of the landlord/landlords agent. |  |

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| **SECTION 2 – IDENTIFICATION OF FIRE HAZARDS**Fires can only start and continue to burn when sources of ignition, sources of fuel and oxygen are present. * Sources of ignition include heat, naked flames and sparks
* Sources of fuel are combustible materials, i.e. anything that will burn.
* Oxygen present in air but also from oxidising materials.

Removing any one of these 3 elements will prevent a fire from starting or stop it from continuing to burn. |
| **2.1 Identify sources of ignition** | (Answer Yes or No against each ignition source and record its location if present, e.g. kitchen, dining area, office, workshop, storeroom, corridor, outside area etc) |
| **Is the ignition source present?** | **Yes / No** | **Location(s) of ignition source** |
| Smokers’ materials?e.g. cigarettes, matches and lighters, festive / seasonal lights. |  |  |
| Cooking equipment and cooking activities? |  |  |
| Other machinery or equipment with hot surfaces? |  |  |
| Naked flames (other than cooking equipment)?e.g. candles, gas or liquid-fuelled open-flame equipment |  |  |
| Electrical, gas or oil-fired heaters (fixed or portable)? |  |  |
| Boilers and engines? |  |  |
| Hot processes?e.g. welding, grinding etc |  |  |
| Faulty or misused electrical equipment?e.g. computers, printers, vending machines, cooking or food service equipment. staff personal electrical appliances. (hairdryers / tongs, phone chargers, laptops & radios etc)DJ sound equipment. |  |  |
| Lighting equipment (fixed and portable)?e.g. halogen lamps, servery heat lamps, table lamps |  |  |
| Obstructed ventilation equipment?e.g. vents on computer equipment, heaters, machinery or cooking appliances such as grills, microwave ovens etc |  |  |
| Arson?i.e. realistic possibility of incidents of arson or history of arson taking place |  |  |
| Indications of other fire hazards?e.g. scorch marks on furniture or fittings, discoloured or charred electrical plugs and sockets, cigarette burns etc |  |  |
| Other sources of ignition? List below: Vehicles (diesel /gas forklift, delivery vehicles and private cars)Plant, Static electricity, Friction, Overheating bearings etc.Lightning. |  |  |

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| **2.2 Identify sources of fuel** | (Answer Yes or No against each fuel source and record its location if present, e.g. kitchen, dining area, office, workshop, storeroom, corridor, outside area etc) |
| **Is the fuel source present?** | **Yes / No** | **Location(s) of fuel source** |
| Furniture (in normal use and in storage)? |  |  |
| Textiles and soft furnishings?e.g. curtains, clothing, cushions, table linen, bedding, towels etc |  |  |
| Waste products?e.g. finely divided items such as shredded paper, wood shavings, off cuts and dust |  |  |
| Grease accumulations?e.g. extract ventilation filters and ductwork, on and around frying and cooking equipment etc |  |  |
| Waste storage, refuse containers and skips? |  |  |
| Flammable liquid-based products?e.g. paints, varnishes, thinners and adhesives |  |  |
| Flammable liquids and solvents?e.g. white spirit, methylated spirit, paraffin, petrol, cooking oils, disposable cigarette lighters, fuel gels |  |  |
| Flammable chemicals?e.g. certain cleaning products, photocopier chemicals, dry cleaning using hydrocarbon solvents |  |  |
| Flammable gasses?e.g. liquefied petroleum gas (LPG) and aerosols |  |  |
| Paper and card?e.g. paper products, packaging materials, stationery, newspapers, books, magazines etc |  |  |
| Decorations (hanging from walls and ceilings or in storage)?e.g. seasonal and religious occasions, marketing and display materials etc |  |  |
| Plastics and rubber?e.g. polystyrene and plastic cups, plates and other food or drink containers, polyurethane foam-filled furniture, video tapes etc  |  |  |
| Other fuel sources? List below: |  |  |

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| **2.3 Identify sources of oxygen** | (Answer Yes or No against each oxygen source and record its location if present, e.g. kitchen, dining area, office, workshop, storeroom, corridor, outside area etc) |
| **Is the oxygen source present?** | **Yes / No** | **Location(s) of oxygen source** |
| Natural flow of air?i.e. through doors, windows and other openings | Yes | Throughout the premises |
| Mechanical airflow?e.g. air conditioning systems, air handling systems, balanced extract / intake ventilation systems  |  |  |
| Oxidising materials?i.e. oxygen supplies in cylinders such as medical gases and oxygen used in welding processes, pyrotechnics (fireworks) and any material displaying the oxidising COSHH symbol on the product label or a product classified as oxidising on a Material Safety Data Sheet oxidizing |  |  |

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| SECTION 3 – IDENTIFICATION OF PEOPLE AT RISK |
| **3.1 Identify people at risk** | (Tick all applicable boxes to indicate people or groups of people who use or occupy parts of the premises under Compass control who may be at risk in the event of fire) |
| Compass Group employees |  | New starters |  |
| Client employees  |  | Young persons (under 18 years) |  |
| Visitors |  | Unaccompanied children |  |
| Contractors |  | Lone workers |  |
| Delivery personnel |  | People working in isolated or remote areas |  |
| Agency employees (including Caterforce) |  | People in sleeping accommodation |  |
| General public |  | People working above ground level |  |
| People with impaired vision or hearing and people with learning difficulties |  | People working below ground level |  |
| People with mobility difficulties |  | Others. Identify below: |  |
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| SECTION 4 – REMOVAL OR REDUCTION OF FIRE HAZARDS |
| **Matters To Consider** | **Yes/No****N/A** | **Possible Management Action if ‘No’** | **Actions/****Comments** |
| **4.1 Fire hazards in the premises**Are regular visual checks made and recorded to ensure the following fire hazards do not present a risk of fire inside the premises? |  | Ensure Quarterly HSE Record is carried out in areas under Compass control. |  |
| * Gas and electrical cooking and heating equipment, or equipment with hot surfaces is working correctly and turned off when not in use.
 |  | Repair faulty equipment and ensure that effective shut down procedures are in place. |  |
| * Are gas and electrical appliances in kitchens provided with emergency cut-off valves/switches and if so are they clearly labelled with the appropriate action.
 |  | Consideration should be given to the provision of emergency cut-off push buttons or valves in order to isolate the power supply to the cooking ranges and ovens in an emergency situation. These should ideally be positioned at exit points from the kitchen and be identified by appropriate signage. |  |
| * Where equipment with naked flames or that create sparks are used they are positioned away from combustible materials, not left unattended and the flame is extinguished and the equipment is allowed to cool before moving
 |  | Avoid using naked flames or separate naked flames from combustible materials (sources of fuel), don’t leave unattended, extinguish and allow to cool before moving equipment |  |
| * Flammable liquids, solvents, chemicals and gases are kept in suitable labelled containers and in secure storage away from sources of ignition when not in use
 |  | Ensure stocks of flammable materials are kept to a minimum and kept in secure storage, preferably outside |  |
| * Ventilation systems, including ductwork and filters are kept clean and free from anything obstructing intake and extract vents
 |  | Grease filters and extract ducting above the cooking ranges in the kitchen should be regularly cleaned and arrangements made to have the extraction ducting degreased at intervals dependant on their use. |  |
| * Furniture, paper, card, plastic, wood, cloth and other combustible materials are not placed close to any electrical equipment, hot surfaces, naked flames or any other sources of ignition
 |  |  |  |
| * Rubbish and waste, including waste cooking oil and smoking materials, are not allowed to accumulate and are removed at the end of the working day or shift
 |  |  |  |
| * Ventilation grilles on computer and other appliances are not obstructed
 |  |  |  |
| * Electrical cables, switches and plugs are free from signs of damage and do not become abnormally hot
 |  | Report all equipment and electrical faults and do not use appliances until checked or repaired, where necessary.maintenance as required |  |

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| **Matters To Consider** | **Yes/No/ N/A** | **Possible Management Action if “No”** | **Actions/****Comments** |
| **4.1 Fire hazards in the premises *(continued)*** |  |  |  |
| * Multi-socket adaptors are not in use
 |  | Provide additional fixed socket outlets in suitable locations |  |
| * Where extension leads are required, they are not overloaded
 |  |  |  |
| * Equipment and machinery is maintained by competent persons in accordance with manufacturer’s recommended schedules or when required by relevant risk assessments or specified frequencies to comply with regulations and standards
 |  | Arrange for equipment maintenance as required |  |
| * PAT testing of all electrically powered portable appliances and associated cables and plugs should take place at appropriate intervals. Items tested should carry the appropriate test labels to identify those that may not have been tested and the next test date
 |  | Arrange for the appliances to be PAT tested. |  |
| * Are written records available or stickers apparent on portable electrical appliances or extension leads which indicate that PAT tests have been carried out.
 |  |  |  |
| * Electrical installations and fixed wiring should be tested by a competent electrical engineer within the last 5 years. Ensure that a test certificate has been issued, and any recommendations are being dealt with.
 |  | Arrange for the fault to be repaired or installation to be tested as necessary. |  |
| * Decorations and marketing display materials are used and stored away from sources of ignition
 |  | Ensure decorations and marketing materials do not hang over naked flames, cooking equipment, candles or other sources of ignition |  |
| **4.2 Fire hazards outside the premises and arson** |  |  |  |
| Are regular visual checks made and recorded to ensure the following fire hazards do not present a risk of fire outside the premises, including the risk of arson? |  | Ensure Quarterly HSE Record is carried out in areas under Compass controlEstablish a reporting system for all defects to perimeter fences, gates, storage facilities etc to ensure necessary repairs are carried out promptlyEnsure Quarterly HSE Record is carried out in areas under Compass control and take any necessary corrective actions |  |
| * Waste material is not left lying around but placed in designated areas or containers
 |  |  |
| * Waste material is not left lying around but placed in designated areas or containers
 |  |  |
| * Lids on rubbish and waste containers are closed and locked where locks are provided
 |  |  |
| * Waste materials are not stored close to buildings, near to sources of ignition or near storage facilities for flammable materials
 |  |  |
| * Doors, gates and perimeter fencing is secure and free from obvious damage or defects
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| **Matters To Consider** | **Yes/No****N/A** | **Possible Management Action if ‘No’** | **Actions/****Comments** |
| **4.3 General housekeeping**Are regular checks made and recorded to ensure the following standards of housekeeping are maintained to minimise the risk of fire and to restrict the spread of fire in the premises? |  | Ensure Quarterly HSE Record is carried out in areas under Compass control and take any necessary corrective actions |  |
| * Fire doors and fire exits kept free from obstruction at all times
 |  |  |
| * Fire doors kept closed (unless left open and automatic self-closing devices are fitted)
 |  |  |
| * Fire escape signs and fire fighting equipment kept visible and free from obstructions at all times
 |  |  |
| * Fire extinguishers kept in their designated locations and not used to prop open doors etc.
 |  |  |
| * Corridors and stairs on escape routes kept free from obstructions and free from combustible materials and waste
 |  |  |
| * Internal rubbish bins not overfull and emptied each day
 |  |  |
| * Doors and windows are closed when not required for ventilation and at the end of each day or shift
 |  |  |
| * Mechanical ventilation systems are switched off when they are not essential to the function of the premises
 |  |  |
| * Oxidising materials displaying the oxidising COSHH symbol and fireworks are stored and used in accordance with the manufacturer’s instructions and/or Material Safety Data Sheet
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| SECTION 5 – FIRE DETECTION AND WARNING SYSTEMS |
| **Matters To Consider** | **Yes/No N/A** | **Possible Management Action if ‘No’** | **Actions/****Comments** |
| **5.1 Fire detection and warning systems** |  |  |  |
| Are the premises equipped with suitable fire detection systems?e.g. automatic electrical fire detection and warning systems incorporating fire detection, sounders and manually operated call points |  | Fit fire detection systems  |  |
| Where automatic fire warning systems incorporate electronic/magnetic devices such as door hold-open or door security locking mechanisms, are these included in the weekly tests and the outcomes recorded? They should automatically release on actuation of the fire alarm and on loss of mains electrical power. |  | Include these in the weekly alarm test and record the outcome. |  |
| In tenanted buildings the fire warning system will be the overall responsibility of the landlord / landlord’s agent. You should ensure that he landlord’s testing/servicing arrangements include smoke detectors or other associated controls such as door release mechanisms installed within your occupancy. |  | Where the landlord’s responsibility does not include detectors or door release mechanisms within a tenancy, arrange for the fire warning system to receive servicing at the appropriate intervals. |  |
| Are fire detection systems tested regularly to ensure they are working correctly?  |  | Test fire detection and warning systems weekly  |  |
| Are warning systems tested weekly to ensure they are working and can be heard in all parts of the premises? |  | Test fire warning systems |  |

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| SECTION 6 – FIRE FIGHTING EQUIPMENT AND FIRE EXTINGUISHING SYSTEMS |
| **Matters To Consider** | **Yes/No N/A** | **Possible Management Action if ‘No’** | **Actions/****Comments** |
| **6.1 Fire fighting equipment (FFE)**Are portable fire extinguishers provided to deal with the following classes of fire where applicable?Icon-a$**- Free burning combustible materials**  (e.g. paper, wood, cloth, furniture) Icon-b$**– Flammable liquids**(e.g. oils, spirits, petrol)Icon-c$– Flammable gases (e.g. Propane, Butane, North Sea Gas)Icon-f$**– Cooking Oils & Fats**Icon-e$- Electrical hazards |  | **Suitable Extinguishers:** Water, Spray Foam ABC,  Dry PowderSpray FoamABC or BC Dry Powder, CO2 GasABC or BC Dry PowderWet Chemical ABC or BC Dry Powder, CO2Gas |  |

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| **Matters To Consider** | **Yes/No / N/A** | **Possible Management Action if “No”** | **Actions/****Comments** |
| **6.1 Fire fighting equipment (FFE) (*continued*)** |  |  |  |
| Where provided, are hose reels located where they are conspicuous and always accessible?  |  | Ensure access to hose reels is free from obstructions. |  |
| Are all FFE placed on a suitable stand or hanging from a secure wall fixing and in clear view of the people using the premises?  |  | FFE must be kept in designated places and not obstructed from view |  |
| Where provided, are fire blankets of a suitable size and conveniently accessible to the fire hazard? Fire extinguishers and fire blankets should normally be located in conspicous positions on escape routes, preferably near exit doors from rooms, the building and each storey. They should not be sited where the user does not have a clear escape route. |  | Ensure blankets are conveniently accessible and of a suitable size. Re-site extinguishers / fire blankets to a more suitable location on an escape route from a room, storey or the building. |  |
| Are all FFE inspected and serviced by a competent person at least annually and after being used, including any accidental discharge?*Dates of checks should be recorded on the label attached to the FFE* |  | Ensure arrangements are in place for a competent person to carry out servicing of FFE |  |
| **6.2 Fixed Fire Extinguishing Systems***Fixed fire extinguishing systems may include sprinkler systems and foam extinguisher systems (e.g. Ansul)* |  |  |  |
| Are fixed fire extinguishing systems in suitable locations where provided? |  | Ensure extinguishing equipment is located correctly to deal with potential fires. |  |
| Are fixed fire extinguishing systems identified by appropriate signage? |  | Provide signage where equipment is manually operated |  |
| Are potential users trained how and when to operate fixed fire extinguishing systems where manual operation of the equipment is required? |  | Arrange to train relevant employees |  |
| Are fixed fire extinguishing systems maintained at least annually by competent persons with records kept? |  | Ensure arrangements are in place for a competent person to service equipment and retain maintenance/service records |  |

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| SECTION 7 – ESCAPE ROUTES |
| **Matters To Consider** | **Yes/No / N/A** | **Possible Management Action if “No”** | **Actions/****Comments** |
| **7.1 Escape routes** |  |  |  |
| Are escape routes and the assembly point(s) clearly marked by suitable signs? |  | Identify routes with signage |  |
| Where more than 50 people need to use the escape route, do doors open in the direction of the nearest fire exit? |  | Arrange to re-hang doors so they open in the direction of escape  |  |
| Are doorways, passageways, stairs and fire exits on escape routes maintained clear of obstructions and kept free from any accumulations of combustible materials? |  | Ensure Quarterly HSE Record is carried out in areas under Compass control |  |
| Can all fire exit doors be opened in an emergency without the use of a key? Doors may only be secured by a single approved device when the building/premises are occupied. All door securing devices should have release instruction signs. |  | Ensure that all doors can be opened without any delay. Management procedures should be put in place to ensure that when occupied, doors are only secured by a single approved device.  |  |
| Where glass bolts or break-glass devices are fitted do all employees know how to operate them to open the fire exit door? |  | Instruct all employees on the use of door opening devices. Instruction notices may be appropriate. |  |
| Are all internal fire doors marked with a sign stating, “Fire door – keep closed”?**OR**Where fire doors are fitted with automatic self-closing devices, do they work when the alarm is sounded? |  | Ensure all designated fire doors are markedCarry out checks at times when the alarm is tested. |  |
| Fire resisting self closing doors should be fitted with three hinges together with flexible rubber or brush type cold smoke seals and intumescent strips to the top and both edges of the door or doorframe.The doors should be close fitting with gaps not exceeding about 3 mm.The doors should be in good condition without damage or holes. Any vision panels should be fire resisting glass. |  | Arrange for damaged or sub-standard doors to be repaired, upgraded or replaced. |  |
| Fire doors should not be wedged or held open by unauthorised devices or cabin hooks. |  | Remove wedges or hold-open improvised devices.Consider installation of approved magnetic hold-open devices linked to the fire warning system. |  |

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| **Matters To Consider** | **Yes/No / N/A** | **Possible Management Action if “No”** | **Actions/****Comments** |
| **7.1 Escape routes *(continued)*** |  |  |  |
| Fire doors, walls/partitions, corridors, staircases and ceilings on escape routes which lead to a storey exit or final exit may be required to provide fire resisting protection from surrounding risks and tenancies. All such routes should be examined and any damage, holes, voids or glazing defects which compromise the integrity of the walls /partitions /doors etc and safety of the route should be recorded. |  | Arrange for the necessary repairs. |  |
| Where false ceilings pass over fire resisting walls and screens, the fire resisting walls and screens should continue to the true ceiling / slab height. |  |  |  |
| Any services which are taken through floors, ceilings, structural elements and storey’s must be adequately smoke and fire stopped.  |  |  |  |
| Insulating core panels. (sandwich panels) Check that there has been no mechanical damage and the inner core has not been exposed. Check where openings have been made for doors, windows, cables and ducts to ensure that these have been effectively sealed.  |  | Have damaged panels or sealed joints repaired immediately and make sure that jointing compounds or gaskets used around the edges of the panels are in good order. |  |

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| SECTION 8– EMERGENCY LIGHTING |
| **Matters To Consider** | **Yes/No N/A** | **Possible Management Action if ‘No’** | **Actions/****Comments** |
| **8.1 Emergency Lighting** |  |  |  |
| Can fire escape routes and fire exits be seen in the dark? |  | Provide emergency lighting on escape routes |  |
| Does the emergency lighting system have its own power supply? |  | Ensure power source is working and fully charged  |  |
| Is the emergency lighting tested weekly to ensure it is working? |  | Carry out weekly tests  |  |

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| SECTION 9 – FIRE SIGNS AND NOTICES |
| **9.1 Fire Signs and Notices** |  |  |  |
| Are fire signs and notices displayed at suitable locations to show the escape route, fire fighting equipment, fire doors, exits and assembly point? |  | Provide suitable signs where required |  |
| In particular, Where appropriate, are the following signs displayed:- |  |  |  |
| Are the legally required “No Smoking” notices provided on entrance doors? |  |  |  |
| All fire resisting self closing doors are to be permanently marked on each side at eye level with a blue circular notice bearing the words FIRE DOOR - KEEP SHUT in white letters not less than 5 mm in height. |  |  |  |
| All fire resisting doors fitted with magnetic hold open devices are to be permanently marked on the outer face at eye level with a blue circular notice bearing the words AUTOMATIC FIRE DOOR - KEEP CLEAR in white letters not less than 5 mm in height.  |  |  |  |
| Fire resisting doors fitted to cupboards are to be permanently marked on the outside at eye level with a blue circular notice bearing the words FIRE DOOR - KEEP LOCKED in white letters not less than 5 mm in height. |  |  |  |
| Doors fitted with a panic latch or panic bolt fastening are to be indicated with the words PUSH BAR TO OPEN in block lettering at least 50 mm high and accompanied by a graphic symbol.  |  |  |  |
| FIRE EXIT - KEEP CLEAR signs should be placed on the outer surface of all doors that provide the final exit from a designated escape route. This signage should also be used where there is a likelihood of any emergency escape door being blocked temporarily or otherwise by cycles, bins or any other transient objects. |  |  |  |
| Any approved “Thumb Turn” locks on escape route exit doors should be clearly labelled with TURN TO OPEN and a semi-circular directional arrow sign. |  |  |  |
| Devices such as “Glass Bolts” should have been clearly labelled with release instructions. |  |  |  |
| To make the presence of fire fighting equipment obvious, a notice bearing the words FIRE EXTINGUISHER, FIRE HOSE REEL etc. as appropriate, in white block lettering a minimum of 15 mm in height on a red background, should be provided. |  |  |  |
| Each extinguisher should also be accompanied by an appropriate type and use sign. |  |  |  |

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| **9.1 Fire Signs and Notices *(continued)*** |  |  |  |
| Are FIRE ACTION notices displayed at conspicuous positions in the premises e.g. close to fire alarm break glass call points? |  |  |  |
| Can escape route signs be seen from all parts inside the premises? |  | Check signs can be seen in all escape routes |  |
| Can fire escape signs be seen in the dark? |  | Ensure signs are luminous or lit by emergency lighting |  |
| Do signs on escape routes show pictograms in place of words or as well as words?  |  | Provide suitable fire safety signage |  |
| Do Fire Action Notices show clearly what to do when discovering a fire; what to do on hearing the alarm; the location of the nearest fire exit; and the assembly point? |  | Ensure Fire Action Notices are completed with correct information and legible |  |

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| **SECTION 10 – ARRANGEMENTS FOR PERSONS WITH DISABILITIES AND OTHERS WHO MAY NEED ASSISTANCE** |
| **Matters To Consider** | **Yes/No N/A** | **Possible Management Action if ‘No’** | **Actions/****Comments** |
| **10.1 Arrangements for Persons with**  **Disabilities and Others who may**  Need Assistance |  |  |  |
| N.B. You should not rely on the assistance of the Fire Service as part of your evacuation plan. In the case of buildings in multiple occupation each occupier is responsible for that part of the premises or building that they occupy or control. The evacuation plan will require co-operation and co-ordination. |  | Where disabled employees and other disabled people frequently use your premises you may need to develop an individual ‘personal emergency evacuation plan’ (PEEP) |  |
| Where applicable, are suitable arrangements in place to enable the following groups of people to evacuate the premises or to reach a designated refuge or place of safety? * People in wheelchairs or with impaired mobility
* People with impaired vision
* People with impaired hearing
* Elderly people or others who may need assistance
* Young children
* People with learning difficulties or mental illness
 |  | Ensure that all occupants, including those who may need assistance, can use escape routes.Ensure responsible people (wardens/marshals/ manager/supervisors) are aware of those people who need assistance to reach a place of safety.Where escape routes and fire exits cannot be accessed unaided by those with mobility difficulties (e.g. unable to use the lift or fire escape stairs) ensure that they can reach a safe refuge to await assistance or rescue. |  |

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| SECTION 11 – OTHER USERS OF THE PREMISES |
| **Matters To Consider** | **Yes/No N/A** | **Possible Management Action if ‘No’** | **Actions/****Comments** |
| **11.1 Other users of the premises**Where other organisations or groups of people use the premises at times when the premises would otherwise be unoccupied is the Emergency Fire Action Plan communicated to a responsible person who will take charge in the event of a fire emergency?Is a procedure in place to ensure that incidents or fire emergencies are reported to the person normally in control of the premises?  |  | Provide a written copy of the emergency plan to a responsible person and ensure that they understand what to do on discovering a fire and on hearing the alarmEnsure the responsible person is provided with the name of the person(s) and telephone contact details of whom to report all incidents to |  |

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| SECTION 12 – FIRE EMERGENCY ACTION PLAN |
| **12.1 Fire Emergency Action Plan** |  |  |  |
| *The purpose of the fire emergency plan is:*1. *To ensure everyone knows what to do if there is a fire; and*
2. *To ensure that the premises can be safely evacuated.*
 |  |  |  |
| Is a Fire Emergency Action Plan in place for the premises covering the following details?* Action on discovering a fire
* What to do if the fire alarm sounds
* Calling the Fire Brigade
* Evacuation of the premises, including disabled persons and others who may be at specific risk
* Shut off procedures for the electricity and gas
* Assembly point outside the building
* Liaison with Client / Fire Wardens
* Escape routes and fire exit use
* Fire fighting equipment use
* Responsibilities and duties to assist in case of fire
 |  | Complete the Fire Emergency Action Plan for all areas of the premises under Compass control |  |
| Is the Fire Emergency Action Plan communicated to all employees and visitors, and is a copy displayed on notice boards or in other suitable locations?  |  | Ensure all employees (including agency and temporary employees) and visitors are informed of the emergency plan |  |
| Is the fire action emergency plan written in a language most commonly used by occupants of the building? |  | Make any necessary changes to the language or format. |  |

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| SECTION 13 – FIRE SAFETY TRAINING |
| **Matters To Consider** | **Yes/No N/A** | **Possible Management Action if ‘No’** | **Actions/****Comments** |
| **13.1 Fire safety training** |  |  |  |
| Have all employees and visitors been made aware of the Fire Emergency Action Plan and their responsibilities in the event of a fire? |  | Ensure all employees (including agency and temporary employees) and visitors are informed of the Fire Emergency Action Plan and the escape routes at induction |  |
| Have employees with specific responsibilities for ensuring the evacuation and security of the premises been trained in their duties and responsibilities? (e.g. managers, supervisors, designated fire marshals/wardens) |  | Arrange for adequate training for those with specific responsibilities |  |
| Where required, have employees been trained in the use of portable fire extinguishers and other fire extinguishing systems? |  | Arrange for employees who may need to use fire fighting equipment to receive adequate training by a competent person |  |
| Is all fire safety training recorded on employee training records, including induction training? |  | Record all training. |  |
| Are there adequate numbers of trained staff /fire wardens to carryout evacuation of disabled persons in the building / occupancy in the event of an emergency? |  | Arrange suitable training for staff/ fire wardens. |  |
| The effectiveness of plans for dealing with a fire outbreak and fire precaution training should be tested by practice fire drills, both during the day and at night (where applicable). A practice fire drill should be carried out at least once and preferably twice each year  |  | Arrange for fire drills to be practised and the outcomes recorded. |  |
| Where it is not practical to carry out exercises without prejudice to the health and safety of patients and staff, arrangements for staff to undergo simulated evacuation training to include evacuation procedures in fire conditions should be arranged. |  |  |  |

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| SECTION 14 – FIRE SAFETY RECORDS |
| **Matters To Consider** | **Yes/No N/A** | **Possible Management Action if ‘No’** | **Actions/****Comments** |
| **14.1 Fire safety records** |  |  |  |
| *Fire safety records should be available for inspection by enforcement officers (Fire Officers, EHO’s or HSE Inspectors). They may also be required for a fire incident investigation and during routine audits.* |  |  |  |
| Are the following fire safety records in use, kept up-to-date and available for inspection when required?* Fire Emergency Action Plan
* Fire Safety Log
* Monthly Safety Walk
* Fire safety training records

Maintenance records for fire detection and warning systems, emergency lighting, portable fire fighting equipment and fixed fire extinguishing systems, gas boilers and appliances, electrical fixed wiring and PAT testing, lightning protection*.* |  |  |  |