

Fire Risk Assessment - procedures:

This document is designed to offer a brief explanation of what can be expected from a Fire Risk Assessment visit. It also identifies the documents that an Inspector will be looking to review, and we ask that every effort is made to have these available in advance so saving you time when the Inspector visits. **It will also help to ensure that there won't be an un-necessary action's highlighted in the report.**

**IMPORTANT PLEASE NOTE** – We cannot carry out a fire risk assessment on premises which are still undergoing construction work/material changes. The assessment will be based on the premises as seen, therefore if the premises are incomplete, the fire risk assessment will not be valid once work has finished and a further fire risk assessment will need to be carried out and this would be at additional cost. **If you are unsure if your premises are ready, please contact us to discuss, as there is a cancellation fee if we cannot complete the assessment.**

**Our T&C's of service are detailed on our website.**

**PRE-VISIT (Document) Check List**– **If stored centrally, please remember to download copies....**

ITEM	Yes/No	COMMENTS
Fire Brigade visits Enforcement Notices		
Fire Incidents (Any incident even if resolved without brigade attendance)		
Copy of previous Fire Risk assessment		
Fire Safety Policy		
Emergency Plan		
<b>Staff training records</b> Basic Fire Warden/Marshall		
Gas Test Certificates		
Electrical (fixed wire) Certificates		
Portable Appliance (PAT) Testing records		
<b>Maintenance records:</b> Fire Alarms Emergency Lighting, Extinguishers Lifts (Elevators) Door maintenance log <ul style="list-style-type: none"> <li>- In-tumescent fire &amp; smoke seals</li> <li>- Self-closers</li> <li>- Automatic closers (Dorguard etc.)</li> </ul> Lightning protection		



**Sentinel Fire & Security Systems Ltd**

Specialists in Intruder, Fire Alarms, Access Control, and CCTV

Dry/Wet Risers Other heating appliances (HVAC) Fixed Fire Protection Systems - Wet Chemical (kitchens) Fire Dampers		
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### **What to expect**

On the day of the appointment our Inspector will:

- Arrive and make himself known to the “responsible person”.
- He/she will ask to see and spend about ten minutes reviewing **all fire related documentation** (See table above for a checklist).
- He/she will then conduct a comprehensive inspection of ALL relevant areas. During this time the Inspector will take notes, as well as photographs, to help illustrate points raised in the report.
- Prior to leaving our Inspector will offer a debrief of his/her findings.

The Fire Risk Assessment report, Fire Safety Policy\*, Emergency Plan\* and log book, are emailed after **receipt of payment**, to the “responsible person”. (\*if required)