**Fire Risk Assessment Requirements**

**Information required at time of assessment.**

The following information (as appropriate) will need to be accessible at the time of assessment; preferably all in one place:

* Fire alarm specifications (including details of any remote signalling)
* Installation / completion certificates for the fire detection and alarm system, emergency lighting system, any suppression systems installed (such as over a cooking range)
* Completion certificates and maintenance records for the fixed electrical installation
* Copy of any previous Fire Risk Assessments
* Details of any notices in force from the local fire and rescue service
* Testing and maintenance records (where applicable) for: -
	1. Portable electrical appliances (PAT)
	2. Fire detection and alarm systems
	3. Emergency lighting systems
	4. Fire extinguishers
	5. Lightning protection system
	6. Fixed fire suppression installations (e.g. cooking range protection systems)
	7. Dry/wet risers and associated pumps
	8. Fire doors
	9. Fire dampers
	10. Kitchen extract ductwork cleaning
	11. Ventilation systems
* Records of training on fire safety given to staff (including fire drills)
* Details of evacuation procedures including PEEPS / GEEPS
* (not essential) Plans of each floor of the premises – preferably at A3 (actual layouts not diagrammatic if possible)
* Outline construction information. Frame construction, external envelope construction, floor and stair construction, internal partitioning constructions, roof construction / make-up (a simple description required only)
* Outline information on heating / cooling system (a simple description required only)
* Outline details of security arrangements (CCTV, access control etc)

It will not be strictly necessary to retain copies of the various records etc.

**Site visit - requirements**

* Assessor will need to have access to all areas of the premises including (where applicable):
* Plant rooms & lift motor rooms
* Storage areas
* Kitchens
* Shafts and risers
* Stairways
* Sample rooms
* Common areas (residents lounge / dining rooms for example)
* Laundry
* Roof space (where accessible)
* Storage areas (including waste storage)
* Flammable liquid / gas stores
* Ceiling voids (sample only)