

Guidance notes for fire safety checklist

For compliance with

The Fire (Scotland) Act 2005 Part 3 The Fire Safety (Scotland) Regulations 2006

To the applicant

You have received a Fire Safety Checklist form as part of the application pack of your registration/variation. Please complete the form and sign the declaration at the end. By doing so you will declare that your premises are safe for your clients, staff and visitors, and you have complied with the fire safety legislation above. Please note:

- **The Fire and Rescue Service may inspect your premises to confirm your compliance, or to enforce the legislation if necessary.**
- **Your application will not be processed without a completed Fire Safety Checklist.**

These guidance notes are intended to help you complete the Fire Safety Checklist. The notes contain basic guidance only. For more detailed guidance you should read the sector specific guidance within the information on (www.infoscotland.com/firelaw) or ask your local Fire Safety Enforcement Officer for advice.

Who should complete the Fire Safety Checklist?

You, the applicant, should complete the form. Within the legislation above you are considered the Dutyholder as you have responsibility for the management, including fire safety management of the premises. You should also be the person most able to complete the Fire Safety Checklist due to your knowledge of your premises, and to rectify any deficiencies before submitting your application.

How should the Fire Safety Checklist be completed?

The Fire Safety Checklist is a basic survey of the fire safety measures in your premises. It asks the same questions that you should ask when carrying out a risk assessment. Answers are limited to Yes, No or Not Applicable (N/A) and you simply tick the relevant box. To help you, some boxes are blanked out, as these answers would be incorrect.

Take time to read these guidance notes and the form and then take a look around your premises. Look at your fire safety risk assessment (you could review it at the same time), log book and other relevant records. If you do not personally carry out any tests or training speak to the person who does. These simple steps should give you all the information you need.

How do I know what is inadequate?

Most fire safety precautions are simple common sense. For example, if a self-closing fire door is wedged open it is inadequate, but can be fixed by removing the wedge and instructing staff. Competent persons should maintain more complex precautions, such as fire alarm systems, but you should have records of this in your log book. If in doubt you could test a system to make sure it works.

If any fire safety precaution is inadequate, or you are not sure, answer NO. After the survey you should plan how you will rectify the inadequacies.

Completing the Fire Safety Checklist Form

Applicant information

Please ensure that your name and address are clearly legible.

Type of Care Service

For example, Care Home, Day Care, Secure Accommodation, Childminding etc.

Fire Safety Risk Assessment

The fire safety legislation above requires a Dutyholder to carry out a fire safety risk assessment in the workplace. This is usually the person responsible for management in the workplace. The risk assessment should:

- assess the risk of fire in the premises, and any control measures that can reduce risk
- check that fire can be detected in a reasonable time and people can be warned of fire
- check that all people in the premises can evacuate safely
- provide suitable fire fighting equipment
- ensure that those in the premises know what to do in the event of a fire
- ensure testing and maintenance of fire safety equipment and systems takes place.

As you are applying for registration/variation, there must be a written record of the significant findings of the assessment. Any action plan resulting from the assessment should also be recorded. The fire safety risk assessment should be reviewed at least once a year, or when there are significant changes in staff, layout or combustible materials in the premises. Note the checklist does not constitute the full Fire Safety Risk Assessment required by the 2005 Act, but should be considered as an initial audit.

Escape Routes and Doors

All escape routes must be kept clear of obstructions and combustible materials. You must ensure that self-closing doors are not wedged open and are available for use at all times that the premises is occupied. You should not store anything flammable on an escape route, even temporarily. For guidance, an escape route should not be narrower than any doorway on the route. Fire exit signs and notices are used to direct people to the escape route so must be visible and legible. If in doubt, try following the escape route yourself.

For security reasons an emergency exit door can be secured with a push bar/pad or similar device. These must work easily, without forcing them. Emergency exits must not be locked when the building is occupied, even if the key is left in the lock.

Some doors are fire resisting and self-closing. These are designed to stop fire spreading, giving more time for escape and reducing damage. They are only effective if they are a good fit in the frame, close fully from any angle and are not wedged or held open. Devices are available to allow care users personal choice and management the ability to have doors open during normal conditions. These devices will operate and close the door in the event of a fire.

Fire Fighting Equipment

The number, type and location of fire extinguishers should be determined by the fire safety risk assessment. Usually you will need to provide fire extinguishers for general firefighting and to cover special risks. If you have a kitchen you will also need a fire blanket for the hazards associated with cooking.

Fire extinguishers for general firefighting should be sited on escape routes, at or near the final exit. You may refer to BS 5306:8 for advice.

Special Risk

Risks such as computer rooms, electrical equipment, large fridges etc will need fire extinguishers that do not cause injury to the user or damage to the equipment. You should seek specialist advice about fire extinguishers for special risks.

Fire Warning, Smoke Detectors Systems and Automatic Fire Detection

All registered childminding premises should have some way of warning staff, children and visitors that there is a fire, so that they can make their escape. The type of system is determined by the fire safety risk assessment and must take into account the layout, background noise, staff locations etc. and whether any person can use the system without putting himself or herself in further danger.

The type of system can range from word of mouth or simple break glass call-points, with a bell or siren, to complex systems with automatic smoke or heat detectors, and bells or sirens in the building. Any childminding premises where children sleep on the premises must have some form of smoke detection. The alarm signal must be capable of being heard throughout the building, and in any outbuildings. All fire warning or detection systems should be installed by a competent person, to the current British Standard 5839 Part 6. Mains electric systems must have a battery back-up for the sounders and usually this will power the entire system in the event of a mains failure. If you doubt the existing system is adequate, either test it, or seek specialist advice.

All fire alarms should be backed up with a 999 call to the fire and rescue service. Members of staff may be delegated to do this from a safer location.

Response to avoidable unwanted fire signals (false alarms) places an unnecessary burden on the resources and budget of the Scottish Fire and Rescue Service, and endangers the safety of fire crews and the general public. Disruption caused in your premises by false alarms places similar unnecessary burdens on your business, your employees and (where applicable) your service users. It is your responsibility to prevent false alarms, however the Scottish Fire and Rescue Service is committed to reducing unwanted fire calls and will offer support and guidance if requested.

Emergency Fire action Plan and Staff Training

Your fire safety risk assessment should ensure that people in your premises know what to do if a fire occurs. You should work out a simple emergency fire action plan including:

- what to do if you (or another adult) discover a fire
- how to sound the fire alarm
- how to call the fire and rescue service
- what to do if you (or another adult) hear the fire alarm ie how to escape from the premises
- how to marshal and guide children to safety, including checking toilets etc
- where to assemble outside, in a place of safety.

All carers should be trained regularly that they know what you expect them to do if fire occurs. Anyone with a special responsibility eg calling the fire and rescue service, or checking rooms, should get specific training to do this. You can test this with regular fire drills.

There are no fixed intervals for training, but all staff should receive training on their induction. It is recommended that fire training be carried out at least once a year after the initial training. Details of the training and who received it should be recorded in the log book.

Fire Drills

The frequency of drills for each building will be different and should reflect the level of risk. Fire drills should take place at least twice a year.

Log Book

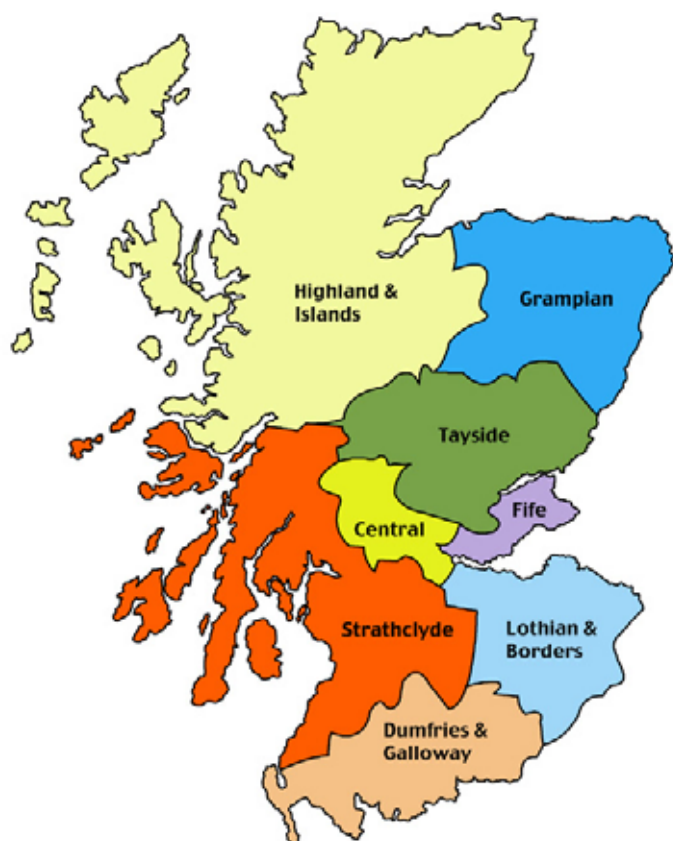
You are responsible for ensuring that all fire safety systems and are fully effective. The best way to do this is regular maintenance and training, and the best evidence of this is a fire log book that is used to record this. There is no fixed format for a log book, but it should contain all relevant information, eg dates and results of tests, dates and names from training sessions. Testing and maintenance is usually covered by codes of practice and a competent, adequately trained or experienced person should always carry out tests. A competent person should carry out staff training. You may be competent to carry out some or all of the tests and training, but if in doubt you should seek advice.

WARNING: Failure to adequately maintain or manage any fire safety system may also be deemed to place employees and others in danger, which contravenes the Fire Safety Legislation above. This may lead to criminal prosecution.

Recommended frequency of testing and maintenance:

System/training	Daily	Weekly	Monthly	Three monthly	Six monthly	Annually
Escape Routes and Doors	Walk through premises and check routes	Visual check, test doors				
Fire extinguishers / Fire Blanket		Visual check for leaks, tampering				Service and Test
Fire Warning System Smoke Alarms		System test			Inspection and Service	
Automatic Fire Detection					Inspection and Service	
Fire Drill					Fire Drill	
Fire Safety Risk Assessment						Review

Advice is also available on www.infoscotland.com/firelaw or from www.dontgivefireahome.com



Shetland
Islands



Orkney
Islands

Central Scotland Fire and Rescue Service

Main Street
Maddiston
Falkirk
FK2 0LG
Tel: 01324 716996
Fax: 01324 715353

Head of Community Safety

(Comprising the Councils of Clackmannanshire, Falkirk and Stirling).

Dumfries and Galloway Fire and Rescue Service

Brooms Road
Dumfries
DG1 2DZ
Tel: 01387 252222
Fax: 01387 260995

Senior Fire Safety Officer

Fife Fire and Rescue Service

Strathore Road
Thornton
Kirkcaldy
Fife
KY1 4DF
Tel: 01592 774451
Fax: 01592 630105

**Head of Community Safety
Grampian Fire and Rescue Service**

19 North Anderson Drive
Aberdeen
AB15 6DW
Tel: 01224 696666
Fax: 01224 692224

Central Support Services

(Comprising the Councils of Aberdeen City, Aberdeenshire and Moray).

Highland and Islands Fire and Rescue Service

16 Harbour Road
Longman West
Inverness
IV1 1TB
Tel: 01463 227000
Fax: 01463 236979

Senior Fire Safety Officer

(Comprising the Councils of Highland, Orkney Islands, Shetland Islands and the Western Isles).

Lothian and Borders Fire and Rescue Services

Lauriston Place
Edinburgh
EH3 9DE
Tel: 0131 228 2401
Fax: 0131 228 6662

Community Safety (Business and Commerce)

(Comprising the Councils of the City of Edinburgh, East Lothian, Midlothian, West Lothian and Scottish Borders).

Strathclyde Fire and Rescue Service

Bothwell Road
Hamilton
Lanarkshire
ML3 0EA
Tel: 01698 300999
Fax: 01698 338444

Head of Community Safety (Legislation)

(Comprising the Councils of Argyll and Bute, City of Glasgow, East Ayrshire, East Dunbartonshire, East Renfrewshire, Inverclyde, North Ayrshire, North Lanarkshire, Renfrewshire, South Ayrshire, South Lanarkshire and West Dunbartonshire).

Tayside Fire and Rescue Service

Blackness Road
Dundee
DD1 5PA
Tel: 01382 322222
Fax: 01382 200791

Legislative Fire Safety Manager

(Comprising the Councils of Angus, Dundee City and Perth and Kinross).