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| Liability insurance – annual. | Valid until: |
| Gas / oil certificate / boiler- annual |  |
| Electrical installation certificate - 3 yearly |  |
| Portable appliance testing - 3 yearly |  |
| Health & safety checks – monthly |  |
| COSHH |  |
| Fire tests -Weekly | Fire alarm call point test:  **Weekly:**   * Fire alarm test is audible and visual warning devices are working * Linked systems operate correctly * Emergency release devices work correctly * All emergency release fastening devices * External escape routes clear and safe * Emergency lighting charging indicator lights are on * Fire-fighting equipment is in place.   **Monthly checks**:   * Automatic opening doors on escape routes open during a power failure * Intumescent strips cold smoke seals * Self closing devices work properly * External escape routes safe to use * Does all escape lighting function correctly when tested * Emergency generator tested. * Pressure in fire extinguishers   Door closure test:  Fire doors check:  CO detector test:  Means of escape clear:  Fire extinguishers:  Fire blanket: |
| Fire alarm - 6 monthly | Last service / maintenance: |
| Fire fighting equipment | Last service: |
| Fire Plan | Yes in place |
| Fire drill / evacuation  Three times a year minimum to include one night time drill | Date:  Time of drill:  Time taken to evacuate:  Initials of staff:  Initials of young people:  Comments: |
| Do any young people have PEEPs? |  |
| Have all staff received fire and H&S training? |  |
| Fire risk assessment - annual | Last updated |
| Generic risk assessments/ risk management plans |  |