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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 / evacuationThree 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 |  |