Fire Risk Assessment

Pre-Inspection Checklist

To carry out a suitable and sufficient fire risk assessment, please gather the following documents ahead of the site visit, or have them available on the day. Not every item will apply to every building. If something isn't held, just let us know: we can advise, and can provide a simple fire safety log book to help you keep records going forward.

Tick each item as you gather it. *Checked 10 October 2026*

1. The building and previous records

- ☐ **Previous Fire Risk Assessments**
  Any earlier FRA reports and fire door inspection surveys.
- ☐ **Building layout plans**
  Ideally including fire strategy drawings.
- ☐ **Asbestos register**
  If the building has one.
- ☐ **Current fire safety log book**
  If one is kept.
- ☐ **Insurer requirements**
  Any fire safety conditions set by your insurer.

2. Management and people

- ☐ **Fire safety policy**
  Policy, procedures and responsibilities.
- ☐ **Evacuation plans**
  Escape routes, assembly points and any area-specific procedures.
- ☐ **Information given to residents**
  Fire door information and fire safety instructions given to residents, where the building has flats.
- ☐ **Personal emergency evacuation plans (PEEPs)**
  Details of anyone who would need help to evacuate.
- ☐ **Fire drill records**
  Drills carried out to date.
- ☐ **Training records**
  Induction, refresher, fire marshal and staff training: names, dates and how it was delivered.

3. Fire safety systems and equipment

- ☐ **Fire alarm certificate**
  Most recent servicing / inspection certificate.
- ☐ **Fire extinguishers**
  Latest annual service record, plus any weekly / monthly checks.
- ☐ **Emergency lighting**
  Latest annual inspection, including the 3-hour (180-minute) duration test.
- ☐ **Fire door checks (flats)**
  Annual flat entrance and quarterly communal fire door check records, where the building is over 11 m.
- ☐ **Dry riser / sprinklers**
  Last inspection certificate, where applicable.
- ☐ **Lightning protection**
  Latest inspection and test report, where fitted.
- ☐ **Internal weekly / monthly checks**
  Any internal audit records for alarms, extinguishers and emergency lighting.
- ☐ **Maintenance records**
  Equipment maintenance, including work by third-party contractors.

4. Ignition sources and hazards

- ☐ **Electrical installation (EICR)**
  Current EICR, plus job sheets for any remedial work.
- ☐ **Gas safety**
  Current Gas Safe certificate, where gas is used.
- ☐ **Portable appliance testing (PAT)**
  Recent test records, if testing is carried out.
- ☐ **Hazardous substances and gas cylinders**
  Risk assessments (DSEAR / COSHH) for stored hazardous substances, e.g. flammable liquids, gas cylinders, oxygen or other oxidising substances.
- ☐ **Kitchen extract / fire suppression**
  Maintenance certificates, where applicable.
- ☐ **Contractors, building works and hot works**
  Details of any recent or planned works, and hot works permits.

Please note this checklist is a general guide: specific requirements may vary depending on the building and applicable regulations. If you're missing any of the above, we're happy to advise on simple record keeping to get you compliant ahead of the assessment.

Dalmatian FIRE SAFETY

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