



The right support, at the right time

Risk Assessment Policy

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Policy Adopted	May 2025
Policy Published	May 2025
Review Date	July 2026

This policy sets out the procedures and responsibilities for writing risk assessments at the Leading Futures Alternative Provision.

Leading Futures Risk Assessment Register 2025-2026

Risk Assessment	Author	Date RA completed	Priority	Time Frame	Renewal Date	Renewal Completed Any Amendments?
			Low Medium High	Long – 12mths Medium – 6 mths Short – 3 mths		
Art Room	ERG	April 2025		Or sooner if needed	April 2026	
Food Prep	ERG	April 2025		Or sooner if needed	April 2026	
Office	ERG	April 2025		Or sooner if needed	April 2026	
Fire	ERG	May 2025		Or sooner if needed	May 2026	
Kitchenette	ERG	June 2025		Or sooner if needed	June 2026	
Locality	ERG	June 2025		Or sooner if needed	June 2026	
Premises	ERG	June 2025		Or sooner if needed	June 2026	
PREVENT	ERG	June 2025		Or sooner if needed	June 2026	
High Needs	SW	Ongoing	Will vary	Or sooner if needed	Ongoing	
COSHH – Cleaning	ERG	Sept 2025		Or sooner if needed	Sept 2026	
COSHH – Glue	ERG	Sept 2025		Or sooner if needed	Sept 2026	
COSHH – Paints	ERG	Sept 2025		Or sooner if needed	Sept 2026	

Aims

Leading Futures has a responsibility to provide adequate control of the health and safety risks associating from our work, activities and the young people we work with.

All risks that may cause injury or harm to staff, learners and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm.

Risk assessments are conducted and reviewed on a regular basis.

Legislation and Statutory Requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of The Education (Independent Provision Standards)
- Regulations 2014 which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees
- Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an asbestos risk assessment.
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002
- Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed.
- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations.
- The Work at Height Regulations 2005 say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely.
- DfE guidance on first aid in provisions says provisions must carry out a risk assessment to determine what first aid provision is needed.
- DfE guidance on the prevent duty states that provisions are expected to assess the risk of learners being drawn into terrorism.
- The Health and Safety Executive (HSE) say provisions that manage their own pools must conduct a risk assessment.

Definitions

- **Risk Assessment** - A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken to prevent harm from them based on their likelihood and their potential to cause harm
- **Hazard** - Something with the potential to cause harm to people, such as chemicals or working from height
- **Risk** - The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be Control measure Action taken to prevent people being harmed

Roles and Responsibilities

The Directors have ultimate responsibility for health and safety matters in the provision but will delegate day-to-day responsibility to the senior staff.

The Directors have a duty to take reasonable steps to ensure that staff and learners are not exposed to risks to their health and safety. This applies to activities on or off the provision premises.

Leading Futures as the employer, also has a duty to:

- Assess the risks to staff and others affected by provision activities to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them.

Provision Staff and Volunteers

Provision staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments.
- Alerting the Directors to any risks they find which need assessing.

Learners and Parents

Learners and parents are responsible for following the provision's advice in relation to risks, on-site and offsite, and for reporting any hazards to a member of staff.

Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

Risk Assessment Process

When assessing risks in the provision, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: *identify hazards* – we will consider activities, processes and substances within the provision and establish what associated-hazards could injure or harm the health of staff, learners and visitors.

Step 2: *decide who may be harmed and how* – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance learners with special educational needs and disabilities (SEND) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: *evaluate the risks and decide on control measures* (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures.

We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: *record significant findings* – the findings from steps 1-3 will be written up and recorded to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: *review the assessment and update, as needed* – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or learners spotted a problem?
- Have we learnt anything from accidents or near misses?

Risk Assessments for Activities

Risk assessments will be carried out for all activities that are undertaken. Any resulting actions will be implemented, and staff informed and where necessary receive appropriate training.

For any new activities to be undertaken, a risk assessment will be carried out, actions implemented, and the risk assessment approved by either the Directors or DSL before the activity is carried out.

Risk Assessments for Events and Off-site Visits

Trips, visits and events involving learners and employees hold potential health and safety hazards. All such activities must have a properly completed risk assessment before the activity can then be approved by the Directors.

Risk assessments prepared by venues being visited, or by third party organisations providing activities, can and should be used where appropriate. Staff should consider whether these need to be adapted to suit the learners concerned.

In addition, a risk assessment covering travel arrangements must be made. See the Leading Futures Off-sites Visits Policy for more details.

Risk Assessments for Individual Learners

An individual risk assessment will be created for each learner when they start their placement at Leading Futures.

The referral form asks a set of questions that will help staff identify where specific risks may be present and these can be discussed further with the referrer and/ or learner and/ or parent/ carer during the welcome meeting.

The individual risk assessment should be reviewed and if necessary, updated, following any incidents of unacceptable behaviour or if concerns come to light.

Specific Risk Assessments

Specific risk assessments will be carried out for:

- Fire risk
- All work involving exposure to hazardous substances
- Employees using VDU screens as a significant part of their job
- Staff or learners who are expectant mothers

Review

Risk assessments will be reviewed at least annually and following any changes to the activity, environment, or circumstances, by the Provision H&S co-ordinator at a local level or the Health and Safety Consultant or Directors of Leading Futures.

ANNEX 1 – What do the Leading Futures Risk Assessments contain?

1. Introduction

- Purpose of the document
- Scope: who it applies to (staff, learners, visitors, etc.)
- Legal and regulatory context (reference to statutory guidance, safeguarding laws)

2. Roles and Responsibilities

- Who is responsible for risk assessment (staff, leadership, etc)
- Expectations for staff, learners, and external partners

3. Risk Assessment Process

- How risks are identified, assessed, and managed
- Step-by-step guidance on conducting assessments
- Example templates or matrices for assessing risks

4. Common Risk Areas

- Physical safety (buildings, fire, trips/falls)
- Health and wellbeing (medical needs, mental health considerations)
- Safeguarding (child protection, online safety)
- Behaviour management risks
- Staff conduct potential risks, including conduct outside the provision, acceptable use of technology, and staff-learner relationships.

5. Mitigation and Control Measures

- Strategies to minimise identified risks such as staffing ratios, supervision strategies, and access control.
- Policies for handling incidents
- Emergency response plans

6. Monitoring and Review

- How often assessments are conducted
- Who is responsible for reviewing them
- Continuous improvement measures
- Regularly review and update the risk assessment to ensure it remains relevant and effective.

ANNEX 2 – What areas of consideration may be addressed in a Risk Assessment?

A comprehensive risk assessment for an alternative provision (AP) should consider various factors, including safeguarding concerns, the learner's individual needs, and the specific environment of the AP.

It's crucial to assess the potential for harm to both the learner and staff, as well as the likelihood of engaging in criminal activity or substance misuse.

Key Considerations for a Risk Assessment:

Safeguarding:

- Ensure the AP has robust safeguarding policies and procedures in place, including appropriate staff vetting (DBS checks).

Individual Learner Needs:

- Consider the learner's specific needs, including SEND, behavioural issues, and any other vulnerabilities.

Environment:

- Assess the physical environment of the AP, including safety features and potential hazards.

Potential Risks:

- Identify potential risks, such as violence, substance misuse, radicalisation, and exposure to criminal activity.

Learner Welfare:

- Prioritise the safety and well-being of the learner, especially if they are Looked After or have a Child Protection Plan.

Risk of Engagement in Criminal Activity:

- Consider the learner's history and potential for engaging in criminal activity, and consult with relevant agencies (e.g., Youth Offending Team).

Risk of Substance Misuse:

- Address the potential for substance misuse, and consult with relevant services (e.g., Change Grow Live).

Risk of Radicalisation:

- Be aware of the potential for radicalisation, especially in vulnerable individuals who may be isolated or disengaged



ANNEX 3 - Risk Assessment – High Needs Learner



Historic – Physical – Engagement – Attendance – SEMH – Safeguarding

Name of learner:		Date written:	
Risk assessment compiled by:		Review date:	

Task Analysis Summary

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Summary of Historical and Current Concerns

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Current Agencies/ Professionals Involved

Agency/ Professional	Name	Contact Details
Home School		
Local Authority Professional		
Social Worker		
CATE Team		
Strengthening Families		
GP		
School Nurse		

Alternative Provision / Staff Based Actions:

Identified risk to learner and others	HOW LIKELY?	HOW OFTEN?	RAG	Preventative actions taken by provision	Staff lead	If actions fail.....escalation pathway
	5=Certain 4=Probable 3=Possible 2=Not impossible 1=Never	5=Daily 4=Weekly 3=Monthly 2=Rarely 1=Never	20-25 = RED 10-19 =Amber 2-9 = Green			
1 •				•		•
2 •				•		•
3 •				•		•
4 •				•		•

Next Steps

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Summary Checks					
Has this document been reviewed by Directors?			Has this document been shared with external agencies?		
Has this document been approved by DSL?			Are all staff aware of the learner's risks?		Y
Signed (Writer):	Date:		Signed DSL:	Date:	

Learner focus group	Definition	Action
RED** Complex/Acute	LAC, County lines, CSE, CE, Social Workers, CP Plan	Daily face to face, e.g., video or home visit Contact linked agencies
AMBER** Vulnerable	Persistent absentees, working with external agency, family concern, EWO/AST involvement	Daily verbal contact with learner and family Face to face every 3 days
GREEN Universal	No key concerns above the remit of an EWO	Daily verbal contact Face to face a minimum of once a week AP systems and strategies to be used and impact monitored

ANNEX 4 - LEADING FUTURES RISK ASSESSMENT FORM

Visit Title		Likelihood (L)	X	Severity (S)
Visit Leader		Almost Impossible	1	Insignificant (minor injury, no time off)
Group		Unlikely	2	Minor (injury and up to 7 days off)
Place's being visited		Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task		Likely	4	Major (death or serious injury)
Visit Date		Almost Certain	5	Catastrophic (multiple deaths)
Benefit of Visit/ Activity		Low = 1-8	Medium = 9-14	High = 15-25

What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>		Current control measures <i>(What is already in place/done)</i>	Risk Rating		
			L	S	R
Sites/Environments being Visited					
1.					
2.					
3.					
Activities (inc. downtime)					
1.					
2.					
3.					
Transport					
1.					
2.					
3.					

Group					
1.					
2.					
3.					

Persons at risk:	
Emergency Contact and Procedure	

NOTE THE FOLLOWING

Ongoing risk assessment – the most essential element:*1. Apply the control measures 2. Monitor how effective they are 3. Change, adapt, revise as required*

Signature and review

Name of Visit Leader:		Date:	
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ANNEX 5 - Leading Futures Premises Risk Assessment



This premises risk assessment has been created by the Responsible Person. The risk assessment will be reviewed regularly to check it is “suitable and sufficient” for purpose.

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>			
Address of Premises		Unit 3 Newton Court, Pendeford Business Park, Wolverhampton,	
Postcode		WV9 5HB	
Date of Locality Risk Assessment			
This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.			
Subsequent Review Dates			
Reviewed by		Date	
Reviewed by		Date	
Reviewed by		Date	

General Information

The Premises	
Number of floors in building: <i>(To include basements)</i>	2 – ground floor and first floor
Approximate floor area: (m²) <i>(To include all floors of responsibility)</i>	<i>Building footprint - 7.28 m x 12.30 m</i> <i>Approx. 89.5 m² x 2 = 179 m²</i>
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	The building was built in the 1990's. It is built with brick and concrete. The neighbouring structural walls are brick. The roof is tiled. It was originally built as offices.
Primary usage: (e.g. Hotel, Shop)	Non-residential educational setting for children with Special Educational Needs and Disabilities.
Secondary usage: (e.g. Kitchen, Bar, Function Room, Offices)	Office space and kitchenette area.

Occupancy Profile						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400			0000 to 0400		
	0400 to 0800			0400 to 0800		
	0800 to 1200 B			0800 to 1200		
	1200 to 1600 B			1200 to 1600		
	1600 to 2000 B			1600 to 2000		
	2000 to 2400			2000 to 2400		
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None					
Description of Occupants	Mobility Issues	N/A	Average Mobility	Good	Vulnerability Issues	Some

Individuals who may be at risk	
Young person's (<i>Individual Risk Assessment provided for those persons under 16 years of age</i>)	All learners will have Individual Risk Assessments and Individual Learning Plans. All learners have SEND needs.
Others (<i>Details of Elderly/Infirm/Mental Ability</i>)	Staff details to be factored into this on review. Currently unknown.
Visitors	Currently unknown
Occupants whose first language is not English	Currently unknown

Premises Risks and Primary Control Measures

Overview
This premises risk assessment covers Unit 3, Pendeford Business Park, Wolverhampton. The setting is a small, two-floor learning environment is designed to provide a therapeutic and nurturing educational experience for learners. By implementing effective safety measures and fostering awareness, staff can help maintain a secure and supportive atmosphere for all visitors.

Area of the premises / activity		
Identified Hazards	Existing Control Measures	Leading Futures Control Measures
Action Required:		
General Comments:		

Area of the premises / activity		
Identified Hazards	Existing Control Measures	Leading Futures Control Measures
Action Required:		
General Comments:		

Priority	Meaning
High	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short-term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low	Low priority to be actioned within 6 months-1year <i>Items of non-urgent priority or for future consideration</i>

Significant Findings – Action Plan					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Install a fobbed locking mechanism on the front door		18 th July 2025 Or sooner	ERG	
2	Install a lock mechanism on the kitchen door		18 th June 2025	PN/JR	
3	Corner protectors could be purchased for any prominent desk corners.		18 th July 2025	SW	
4	Non-slip rugs will used in the provision		18 th July 2025	SW	
5	Staff to complete an online H&S module and/ or training as part of their induction process		8 th Sept 2025	ERG	
6	Secure cupboards to walls		18 th June 2035	PN/JR	

ANNEX 6 – Hazardous Substances Risk Assessment



Part 1 – Overview

Assessment No.	COSHHXXX	Assessment Date	XXX	Review Period	12 Months
Assessor Name		Position			
Product Name		Manufacturer Details			
Location of Use		Description of activity or work process that the product is used	Usage Length of time in use per job: Dependent on the job being undertaken. Minimum 30 mins – Maximum 60 mins. How often used per job: Once per job, new surface or repainting. Quantity of material used per job: This is dependent on the job being undertaken. 8 to 10 m² per litre, per coat, depending on surface type and application method (spray, brush, or roller). Approximate surface area of largest horsebox = 32 m² Maximum quantity used: For 1 coat: 32 m² ÷ 8 m²/litre = 4 litres For 2 coats: 4 litres × 2 = 8 litres total		

Part 2 – Evaluation

Persons at Risk	Employees	✓	Contractors	✓	Visitors		Public		Learners	✓
Route of Exposure	Inhalation		Ingestion		Skin Contact		Eye Contact		Injection	
Hazard Symbols										
										
Explosive	Flammable	Oxidising	Corrosive	Acute toxicity	Hazardous to the environment	Health hazard	Serious health hazard	Gas under pressure		

Assessment No.	COSHHXXX	Assessment Date	XXX	Review Period	12 Months
Hazard Statements			Precautionary Statements		

• Flammable liquid and vapour • Causes skin irritation • May cause an allergic skin reaction • Causes serious eye damage • May cause respiratory irritation • May cause drowsiness or dizziness • Toxic to aquatic life with long lasting effects	
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Part 3 – Control Measures

First Aid Measures	
Inhalation	
Ingestion	
Skin Contact	
Eye Contact	
Injection	
General	

Assessment No.	COSHHXXX	Assessment Date	June 2025	Review Period	12 Months
Fire Precautions	• Use dry chemical, CO₂, water spray (fog) or foam • Do not use water jet Special protective actions for fire-fighters: Special protective equipment for fire-fighters:	Spillage (accidental release)	In the event of a small spill: In the event of a large spill:		

Assessment No.	COSHHXXX	Assessment Date	XXX	Review Period	12 Months
Handling		Storage			
Measures	• Personnel completing tasks on behalf of the Company are to ensure that control measures are followed to assist with controlling risks to a practicable level • Various supporting documentation is to be reviewed in line with the activities that are taking place this may include risk assessment and systems of work • Personnel completing tasks are to ensure that adequate communication is maintained, management are consulted where required to raise awareness of safety within the working environment				

Assessment No.	COSHH007	Assessment Date	June 2025	Review Period	12 Months
Workplace Exposure Limits (WEL)					
Ingredient		8-hour (long term exposure limit)		15-minute (short term exposure limit)	
Active Ingredients (if not identified with a WEL)					

Personal Protective Equipment											
											
Glasses	Goggles	Face Shield	Dust Mask	Half Mask RPE	Full Face RPE	Air Fed RPE / SCBA	Gloves	Boots	Apron	Coveralls	Lab / Chefs Coat
					✓ EN140	✓ EN140	✓ EN 374	✓		✓	
Other:	Emissions from ventilation or work process equipment should be checked to ensure they comply with the requirements of environmental protection legislation. In some cases, fume scrubbers, filters or engineering modifications to the process equipment will be necessary to reduce emissions to acceptable levels.										
Physical State of Product:			XXX								

Assessment No.	COSHH007	Assessment Date	June 2025	Review Period	12 Months
Disposal	Waste paint and varnish containing organic solvents or other hazardous substances: The container - metallic packaging:		Transport	Transport within user's premises:	
Local Exhaust Ventilation			Monitoring Requirements		
Training Requirements	- Only properly trained and authorised personnel shall handle the substance - Communicate all relevant COSHH assessments, risk assessments and systems		Additional Controls		

Assessment No.	COSHHXXX	Assessment Date	XXX	Review Period	12 Months
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Part 4 - Completion

Additional Comments
Health surveillance results - Personnel are to ensure that appropriate control measures are followed in line with guidance through management Where there is any doubt as to the control measures that are to be followed tasks are not to be completed.

Endorsed By:		Position:		Date:	
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Reviewed By:		Position:		Date:	
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Reviewed By:		Position:		Date:	
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Communicated:					
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Viewed By:		Position:		Date:	
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Viewed By:		Position:		Date:	
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ANNEX 7 – A fire safety maintenance checklist which can be used to inform the Fire Risk Assessment. It should not be used to substitute the Fire Risk Assessment.

Any ticks in the grey boxes should result in further investigation and appropriate action as necessary. In larger and more complex premises you may need to seek the assistance of a competent person to carry out some of the checks.

	Yes	No	N/A	Comments
Daily checks (not normally recorded)				
Escape routes				
Can all fire exits be opened immediately and easily?	☐	☐	☐	
Are fire doors clear of obstructions?	☐	☐	☐	
Are escape routes clear?	☐	☐	☐	
Fire warning systems				
Is the indicator panel showing 'normal'?	☐	☐	☐	
Are whistles, gongs or air horns in place?	☐	☐	☐	
Escape lighting				
Are luminaires and exit signs in good condition and undamaged?	☐	☐	☐	
Is emergency lighting and sign lighting working correctly?	☐	☐	☐	
Firefighting equipment				
Are all fire extinguishers in place?	☐	☐	☐	
Are fire extinguishers clearly visible?	☐	☐	☐	
Are vehicles blocking fire hydrants or access to them?	☐	☐	☐	
Weekly checks				
Escape routes				
Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?	☐	☐	☐	
Are external routes clear and safe?	☐	☐	☐	
Fire warning systems				
Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test.)	☐	☐	☐	
Did the alarm system work correctly when tested?	☐	☐	☐	
Did staff and other people hear the fire alarm?	☐	☐	☐	
Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop)	☐	☐	☐	

	Yes	No	N/A	Comments
Weekly checks continued				
Do all visual alarms and/or vibrating alarms and pagers (as applicable) work?	☐	☐	☐	
Do voice alarm systems work correctly? Was the message understood?	☐	☐	☐	
Escape lighting				
Are charging indicators (if fitted) visible?	☐	☐	☐	
Firefighting equipment				
Is all equipment in good condition?	☐	☐	☐	
Additional items from manufacturer's recommendations.	☐	☐	☐	
Monthly checks				
Escape routes				
Do all electronic release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position?	☐	☐	☐	
Do all automatic opening doors on escape routes 'fail safe' in the open position?	☐	☐	☐	
Are fire door seals and self-closing devices in good condition?	☐	☐	☐	
Do all roller shutters provided for fire compartmentation work correctly?	☐	☐	☐	
Are external escape stairs safe?	☐	☐	☐	
Do all internal self-closing fire doors work correctly?	☐	☐	☐	
Escape lighting				
Do all luminaires and exit signs function correctly when tested?	☐	☐	☐	
Have all emergency generators been tested? (Normally run for one hour.)	☐	☐	☐	
Firefighting equipment				
Is the pressure in 'stored pressure' fire extinguishers correct?	☐	☐	☐	
Additional items from manufacturer's recommendations.	☐	☐	☐	
Three-monthly checks				
General				
Are any emergency water tanks/ponds at their normal capacity?	☐	☐	☐	
Are vehicles blocking fire hydrants or access to them?	☐	☐	☐	
Additional items from manufacturer's recommendations.	☐	☐	☐	
Six-monthly checks				
General				
Has any firefighting or emergency evacuation lift been tested by a competent person?	☐	☐	☐	
Has any sprinkler system been tested by a competent person?	☐	☐	☐	
Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested by a competent person?	☐	☐	☐	
Fire warning system				
Has the system been checked by a competent person?	☐	☐	☐	

	Yes	No	N/A	Comments
Six-monthly checks <i>continued</i>				
Escape lighting				
Do all luminaires operate on test for one third of their rated value?	☐	☐	☐	
Additional items from manufacturer's recommendations.	☐	☐	☐	
Annual checks				
Escape routes				
Do all self-closing fire doors fit correctly?	☐	☐	☐	
Is escape route compartmentation in good repair?	☐	☐	☐	
Escape lighting				
Do all luminaires operate on test for their full rated duration?	☐	☐	☐	
Has the system been checked by a competent person?	☐	☐	☐	
Firefighting equipment				
Has all firefighting equipment been checked by a competent person?	☐	☐	☐	
Miscellaneous				
Has any dry/wet rising fire main been tested by a competent person?	☐	☐	☐	
Has the smoke and heat ventilation system been tested by a competent person?	☐	☐	☐	
Has external access for the fire service been checked for ongoing availability?	☐	☐	☐	
Have any firefighters' switches been tested?	☐	☐	☐	
Has the fire hydrant bypass flow valve control been tested by a competent person?	☐	☐	☐	
Are any necessary fire engine direction signs in place?	☐	☐	☐	