

CONTACT OUR TEAM TODAY

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# YOUR WEEKLY SELF-ASSESSMENT CHECKLIST

REDUCE YOUR CHANCES  
OF FIRE AND THEFT WITH OUR  
SELF-ASSESSMENT CHECKLIST



**Trust Churches Fire & Security** with the servicing and maintenance of your fire and security equipment. Contact us today on **0345 646 1760** to discuss your requirements.

**Churches**   
FIRE & SECURITY

[www.churchesfire.com](http://www.churchesfire.com)



# FIRE SAFETY IN THE WORKPLACE

Under the Regulatory Reform (Fire Safety) Order 2005 and British Standards, every fire system should be managed by a responsible person. This person is responsible for the weekly testing of the system and the management of the maintenance carried out by the fire alarm company.

## SECURITY INSPECTION

A security inspection should be performed once per week by the property manager (or authorised representative).

Below is a checklist of points you should consider weekly when inspecting your fire and security systems.

### FIRE ALARMS

Ensure your panel is fault free with no system fault lights	<input type="checkbox"/>
Test all call points on-site in rotation	<input type="checkbox"/>
Ensure each call point is checked for signs of damage	<input type="checkbox"/>
Ensure the nozzle is clean and free from dirt	<input type="checkbox"/>
Record the test in your logbook, noting any issues	<input type="checkbox"/>

### INTRUDER ALARMS

Ensure your detectors are unobstructed	<input type="checkbox"/>
Check the detectors are clean / dirt free	<input type="checkbox"/>
Ensure all door and window locks work	<input type="checkbox"/>
Make sure there is no equipment inside and outside the building that would provide intruders with access to windows / flat roofs	<input type="checkbox"/>
Ensure all user fobs and codes work correctly	<input type="checkbox"/>
Confirm your key holder details are correct	<input type="checkbox"/>
Check system user logs for events	<input type="checkbox"/>

**TIP** - Try to schedule the tests at the beginning of the week and early on in the day. If any issues present during the test, you may be subject to out-of-hours call out charges.

### ALARM MONITORING

Ensure your dedicated alarm receiving centre is live and working	<input type="checkbox"/>
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### SPRINKLERS

Check the water and air pressure gauge readings on installations, trunk mains and pressure tanks, review against previous results	<input type="checkbox"/>
Correct the position of all stop valves	<input type="checkbox"/>

### PUMP TEST

Simulate a pressure reduction in the small bore pump initiation assembly on the pump delivery trunk main	<input type="checkbox"/>
Check and record the starting pressure	<input type="checkbox"/>
Allow a diesel engine driven pump run for 30 minutes, check all fluid levels and pressures and note any defects	<input type="checkbox"/>
Allow an electric engine driven pump to run for 15 minutes and note any defects	<input type="checkbox"/>
Check there is cooling water flowing	<input type="checkbox"/>
Check that all associated visual and audible alarms operate satisfactorily	<input type="checkbox"/>
For diesel pumps, complete the automatic restart test	<input type="checkbox"/>
Complete general battery, pump and pump house checks	<input type="checkbox"/>



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## WATER SUPPLY / TANKS

Check water levels have not dropped

Examine the condition of any water storage tank and access ladder and note any defects

Check any trace heating and lagging if installed



## CONTROL VALVES

Note the pressure registered on the gauges below and above the valve

Open the test valve fully and confirm the time taken for the alarm gong to sound

Allow the gong to sound for at least 30 seconds

Close the test valve

Note the pressure registered on the gauges below and above the valve

Check for correct alarm signal transmission

Complete general condition checks

Confirm all valves are padlocked in the correct position



## CCTV

Check that your cameras NVR / DVR recording remains in place

Ensure cameras view correct areas

Make sure external detectors are unobstructed and dirt free



## ACCESS CONTROL

Check all locks are secured safely

Ensure doors still open and close properly with their door closers

Make sure all fobs work correctly



## YOUR DETAILS

Company name:

Name:

Date:

Site location:

**It is important to remember that regular servicing and maintenance must be carried out by a competent technician.**

At Churches Fire & Security, we have the qualifications and experience to help you meet your fire safety duties, whilst ensuring compliance to the relevant standards.



Get in touch with Churches Fire & Security for further advice on how to do your weekly checks to fulfill all of your fire safety obligations. Contact us on **0345 646 1760** today.



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