

## **Fire Alarm and Communal area walk around check SOP**

**Objective:** To establish a systematic procedure for conducting regular Fire Safety Inspections, ensuring the safety and compliance of the premises. This SOP outlines the responsibilities and procedures for the most senior person on shift.

**Frequency:** Fire Safety Inspections should be conducted within one hour of each shift change.

**Responsibility:** The most senior person on shift is responsible for completing the Fire Safety Inspection. In cases of multiple housing officers, the senior officer should perform the inspection.

Please see below a list of questions you must understand then answer on the report.

### **Fire/Smoke Alarm System:**

1. Sound Testing: a. Conduct sound tests with every inspection to ensure all alarms are operational. b. Activate controls, test sounders, and document results on the panel.

### **Have you sound tested the alarm and made an entry?**

- This needs to be conducted with every time an inspection is conducted to ensure all sounders are in working order. Please go to the panel, activate controls by entering a code or turning a key depending on the type of panel, then pushing the test sounder button and making sure they are working.
2. Panel Faults: a. Take a real-time picture of the panel to confirm its status. b. Report any faults immediately and ensure they are fixed within 24 hours.

### **Is the panel showing fault?**

- A real in-time picture needs to be taken and uploaded to confirm your answer with this question. If there is any fault you need to flag it on the report and the same needs to be updated on your next upcoming handover. You can see if there is a fault on the panel as there will be a red light or amber light, these are fault lights. If there are any showing up please report this fault, also if you have seen this fault before and you feel its not been fixed for some time, please note this on the report.

We expect all faults where possible to be fixed within 24 hours.

3. Call-Point Break Glasses: a. Walk around the hotel, inspect and photograph call-point break glasses. b. Ensure all call-points are intact with no broken glass.

### **Call-point break glasses intact?**

- A walk-around of the hotel with pictures of all call-points on each corridor to confirm if the call-points are intact.
- These are the red brake glass points that are on the wall. You need to make sure all of them are ok, no glass is broken on them.

4. Fire Logbook: a. Make a daily entry in the fire logbook after each inspection. b. Managers or senior housing officers should complete this within the first hour of their shift.

**Have you updated the Fire logbook today?**

- An entry must be made every-day when conducting a fire inspection. Every member of staff should be made aware of where your fire logbook is and what needs to be done after conducting a Fire Inspection.
- This is to be completed by the managers or the senior housing officer within the first hour of starting the shift.
- Please check this book, and make sure you understand how to fill this in, if you are unsure, email H&S [courtney@clal.co.uk](mailto:courtney@clal.co.uk).

5. Quarterly Fire Drill: a. Record the date of the last quarterly fire drill. b. If not done, note the date of the next scheduled fire drill or contact Courtney for information.

**Have you conducted your quarterly fire drill?**

If so, please add comments to note section?

- Mention the date when the last quarterly fire inspection was done.
- If its not due, please put the date of the next fire drill. If you don't know when this is, please comment not done, and email Courtney.
- Fire drills are to be carried out by managers only, please ensure all managers are trained on how to complete this.

**6, Emergency Lighting:**

1. Indicator Check: a. Walk around the building, inspect and photograph each emergency light. b. Report any faults and upload pictures during handover.
2. Replacement Needs: a. If faults are detected, assess if replacements are required. b. Note on the report and handover any lights that need replacement.
3. Pathway Clearness: a. Check external emergency pathways for obstruction. b. Photograph pathways to confirm their condition.
4. Fish-Key Testing: a. Use the fish-key to test emergency lighting during inspections. b. If not done, provide a reason in the report or seek assistance from Courtney.

**Are communal lights and emergency lights indicating lit and working?**

- Walk-around the building, check each emergency light fitting.
- They will have a green light on them to show that they are ok or a red light on them to show that they have a fault.
- Take pictures to confirm the question and to take picture of any faulty light, raise and report back to the handover.

**Do any require replacing?**

- This will depend on your previous answer and update as per the need. If there are any showing fault by a red light then answer yes, if you are unsure, please put a note on the end of the report saying you are not sure about the emergency lights.

**Have you used a fish-key to test the emergency lighting? If no, why?**

- The fish-key is present at every hotel and need to use for testing the emergency lighting whilst conducting your fire and safety inspection.
- You put this key in the switch, turn it, this will turn on the emergency lights, then you walk around and make sure they are working.
- If your not sure how to do this email [courtney@clal.co.uk](mailto:courtney@clal.co.uk).
- If you have not done this because you are not sure how to do this, please add a note to the report.

## **7, Heat Source:**

1. Laundry Room: a. Check laundry room bins and take pictures to confirm emptiness. b. Inspect the room for water build-up, lint, and general tidiness.
2. Combustible Items: a. Inspect machines for combustible items and take pictures. b. Ensure the laundry room is clear and report any issues.

### **Are the communal laundry room bins emptied?**

- Check once the shift starts and take picture to confirm. If the bin is not emptied and as being possible fire hazard, this needs to be sorted.
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Make sure the laundry room is tidy and clear. If not put a comment and photo on the report and say yes or no. if its no, add a comment to your handovers to get the room cleared more often by housekeeping

### **Does communal laundry room have water build-up and lint? If yes, please advise cleaner to remove asap.**

- Check as per the walk-around, inspect the washing machines and dryers and confirm it with the picture.
- Make sure the laundry room has no water on the floor or leaks. If not put a comment and photo on the report and say yes or no. if its no, add a comment to your handovers to get the room cleared more often by housekeeping.

### **Is the communal laundry room tidy and free from excess clothing?**

- Check this as per your walk-around, take a picture to confirm the same. If not, advise the cleaners to get the area cleaned.

### **Are there any combustible items for e.g.: dust build-up, plastic, clothing, and general waste next to machine sockets and plugs when in operation?**

- Check around every machine and dryer. Make sure the above mentioned is cleared/cleaned out and take pictures to confirm.
- Make sure the laundry room is clear. If not put a comment and photo on the report and say yes or no. if its no, add a comment to your handovers to get the room cleared more often by housekeeping.

## **Escape Route:**

1. Obstruction Check: a. Inspect escape routes for obstructions and take pictures. b. Resolve issues immediately or follow the appropriate escalation process.

2. Communal Area Clearance: a. Check communal areas for items obstructing pathways. b. Document and photograph any findings.
3. Floor Safety: a. Ensure the safety and security of corridor floors. b. Report and document any unsafe conditions.
4. Socket and Hole Check: a. Inspect sockets and check for holes in floors, walls, and ceilings. b. Photograph and report any damage.
5. Stairwell Stability: a. Check emergency stairwell stability and banisters. b. Report any instability or damage immediately.
6. Escape Route Condition: a. Confirm that internal and external escape routes are safe and secure. b. Document and report any slippery, damaged, or unstable conditions.

**Are escape routes kept clear of any obstructions/belongings?**

- Check all escape routes as per your walk-around and take pictures to confirm that all escape routes are clear of any obstructions and belongings. If you find so, check the CCTV, check with the service users, and a verbal warning followed by an incident report needs to be raised.

**Are the communal areas clear of items such as push chairs, bags, boxes?**

- As per the walk-round check the communal areas and take picture across each floor to confirm your answer.

**Is the floor safe and secure?**

- As you do your walk-around, check the corridors on each floor, make sure things like, carpet, wallpaper, radiators, lights, etc.

**Are there any sockets that are damaged or lose?**

- Check as you conduct your inspection and update on the same. Make sure everything is safe.

**Are there any holes in the floor, walls, and ceiling of the communal corridor escape route?**

- This needs to be checked thoroughly as you carry out your inspection and should include pictures to confirm the condition of the same.

**Is the emergency stairwell securely stable and fixed into position with no movement?**

- Stairwell needs to be checked appropriately and updated as per your observation. If there is anything unsecure, unstable, this needs to be raised immediately.
- Also check the banisters and make sure there are no large gaps or an damage.

**Are the internal and external fire escape routes slippery damaged or unstable?**

- Check through as per your walk and do make sure everything is safe and secure. If anything found to be slippery, put a hazard sign and get this cleaned as soon as possible.

**Are all external emergency pathways leading away from the building well-lit and free from the obstruction?**

- All pathways need to be checked and a picture for every pathway needs to be taken with showing the emergency light operational. This means that all corridors all hallways all outside areas by exist doors are clear of belonging.

- This means all lights above exists doors are working. Please check and put photos.

#### **Fire Doors:**

1. Door Closure Check: a. Walk the entire building to ensure communal doors are closed. b. Photograph doors to confirm closure.
2. Self-Closures Operation: a. Check self-closures on fire doors and ensure they operate correctly. b. Report any malfunctions and document.
3. Door Damage Inspection: a. Inspect fire doors for damage, including holes or dents. b. Document damage with photographs.
4. Full Door Closure: a. Confirm fire doors close perfectly around the whole frame. b. Report any issues and document.
5. Handle Condition: a. Check the working condition of door handles. b. Document any issues and specify the problem.
6. Hole Inspection: a. Inspect doors for any holes around the handles. b. Document findings and report.
7. Hinge and Screw Check: a. Check for missing hinges and screws on fire doors. b. Report and document any missing or damaged components.
8. Intumescent Seal Check: a. Inspect intumescent seals for damage or missing parts. b. Document and report any issues.
9. Paint Over Inspection: a. Confirm that intumescent seals are not painted over. b. Report and document if paint is found.

#### **Have you walked the entire building to ensure all communal doors remain closed and not wedged open or obstructed?**

- As the question suggests, as per the walk around take pictures of the communal doors, make sure they are secure.
- Your job is to make sure every fire door around the building in the communal areas is closed, not wedged open, if you find any wedged open please report them.

#### **Are self-closures working?**

- As per your walk, check the fire doors, and inspect the self-closure to assure they are operating fine.
- Make sure all fire doors close themselves on the self-closers.

#### **Does the fire door have any damage? E.g. holes or dents?**

- Inspect the fire doors for any damage may have happened. Report and raise if there are any. Take pictures of the damage.
- If you need training on this, please email [courtney@clal.co.uk](mailto:courtney@clal.co.uk).

#### **Does the fire door close perfectly around the whole frame?**

- Check the fire doors and make sure they close properly in the frame. If there is any door not closing properly, make sure this is reported back.
- If you need training on this, please email [courtney@clal.co.uk](mailto:courtney@clal.co.uk).
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Is the door handle perfectly working? If no, please specify what's wrong with it.

- Check the door handles and make sure they are not loose or hanging. If there is any, take pictures, check what is wrong with the handle and update the same back on your report and the handover.

#### **Are there any holes around the door handle?**

- Inspect the door handle and check if there is anything to be reported or raised with pictures.

#### **Does fire door have any missing hinges?**

- As a part of your inspection, check the hinges of all fire doors. Check if all hinges are intact. If there is anything damaged, must be reported straight.
- If you need training on this, please email [courtney@clal.co.uk](mailto:courtney@clal.co.uk).

#### **Does the fire door have any missing screws in the hinges?**

- As a part of your inspection, check the hinges of all fire doors. Check if all screws are intact and not loose. If there is anything loose, must be reported straight.

#### **Are there any missing intumescent seals in the door that need replacement or missing?**

- Check around the door, Top, Left, and Right. Take picture of the door seals to ensure everything is fine and nothing is damaged.
- If you need training on this, please email [courtney@clal.co.uk](mailto:courtney@clal.co.uk).

#### **Have any of the intumescent seals been painted over?**

- Check around the door, Top, Left, and Right. Make sure the seals are not painted over. If you see the seal has been painted over, this needs to be reported back and to be replaced with new seal.
- If you need training on this, please email [courtney@clal.co.uk](mailto:courtney@clal.co.uk).

#### **Signage and Notices:**

1. Notice Area Check: a. Ensure all fire safety notices are displayed in the designated area. b. Report any missing signs and ensure they are displayed.
2. Escape Route Signage: a. Confirm that escape route signs are displayed accordingly. b. Document and report any discrepancies.

#### **Are all notices displayed in the notice area?**

- Make sure all notices relating to fire safety are displayed. Any sign missing needs to be put up.

#### **Are escape route notices displayed accordingly?**

- Ensure there are signs around every escape route to ensure the path is displayed well and the sign shows in which direction the route needs to be followed in case of emergency.

This SOP is designed to ensure a thorough and consistent Fire Safety Inspection process. Any identified issues must be promptly reported and addressed according to established

protocols. If there is uncertainty or additional training is required, contact Courtney for assistance.