

## Inspection and Check Frequencies

Under current legislation and guidance the times are given for testing, maintenance and carrying out of assessments or audits by internal and professional contractors. These systems are essential to ensure, so far as is reasonably practicable, the compliance of fully working and operational fire safety equipment and practices in the following areas:

### 1. Equipment

Fire fighting equipment

Fire alarm systems including sounders, detectors, call points and control panel

Emergency lighting

Fire doors

### 2. Procedures

Daily, Weekly, Monthly and other regular procedures

Fire Risk Assessment

Fire drills

Fire Marshal Training

Fire Safety Inductions to the building

Records of the above are made by the Facilities Management Team and kept in the Fire Risk Assessment folder in the church office.

System	Details	Internally	Externally
Fire Fighting equipment	In position. No obvious damage	Weekly / monthly	Annual Inspection by Chubb in January Each year
Fire Alarm Systems	In place and in working order	Daily check of Main Alarm Panel	NSA Annual inspections
Fire Alarm Systems	In place and in working order	Weekly / monthly	NSA Annual inspections
Emergency Lighting	In place and in working order		
Fire Doors	Exit Routes not obstructed. Fire Doors kept closed	Weekly / monthly	

System	Details	Internally	Externally
Fire Risk Assessment		Once every two years	
Fire Drills	Sunday Morning / Evening	Once every six months, October and March	
	After School Club	Twice per Term	
Fire Safety Inductions	For all Fire Marshalls of activities both within and outside the church	Once every six months, last week September, last week February	
PAT Testing			Annually by
Gas appliances			Annually by