

AN AUDIT BY A FIRE SAFETY OFFICER – WHAT TO EXPECT

1 INTRODUCTION

This guidance is provided for your information and use when preparing for the fire safety audit.

Audits are carried out following nationally agreed guidelines so that any advice given to you is consistent and proportionate to any risk in your premises.

North Wales Fire & Rescue Service believes that prevention is better than cure and our inspectors will actively work with you to advise and assist with meeting the standard required.

Our inspectors carry out audits in a fair and open manner in accordance with the North Wales Fire Authority Enforcement Policy Statement which can be viewed on the Fire and Rescue Service website.

2 FIRE SAFETY INSPECTORS

Fire safety inspectors are issued with a written warrant which will be shown to you on request. This warrant gives the inspector certain powers. A summary of these powers and the legislation concerned is detailed in the 'Inspecting and Enforcement Procedures' guidance document.

3 DOCUMENTATION REQUIRED DURING THE AUDIT

During the audit the inspector will need to view the following documents where applicable to your premises:

- Fire Risk Assessment
- Fire Precautions Log Book
- Records of Staff Training and Fire Drills
- Records of Testing and Maintenance of Fire-fighting Equipment (Extinguishers)
- Records of Testing and Maintenance for All Fire Safety Systems Including Fire Alarms, Emergency Lighting, Sprinkler System, Smoke Ventilation System

4 FIRE SAFETY STANDARDS WITHIN THE BUILDING

As part of the audit the inspector may wish to monitor the fire safety standards in all or part of the building.

The inspector may also wish to talk to members of staff to confirm their level of fire safety awareness.