

ESTATES HSE WEST

Audit Date: 6th May 2009
 Audited Procedure: 201 Fire Prevention Management of Buildings Revision 0
 Auditor: Louise Naughton
 Auditee: Niamh Mooney & Bernard Ryan

ref	Question	answer	Nc/obs	Action planned By whom expected completion date	Closed out date and verification details
1.	Review- <ul style="list-style-type: none"> • In the event of a fire is this action followed - • Any person discovering a fire, operate the fire alarm system by breaking the nearest break glass unit. • Telephone.....to confirm location of fire. • Remove any person or patients in danger. • Tackle the fire only if safe to do so with appliances provided. 				
2.	Review – On Hearing the Fire Alarm - <ul style="list-style-type: none"> • Check the Fire Alarm Panel for location of fire. • Leave the building by the nearest available exit. 				

	<ul style="list-style-type: none"> • Do not use the lifts. • Close all doors behind you. • Report to assembly point for instructions. 				
3.	<p>Review Record Keeping - The person having control over the premises has a duty to keep adequate records of all measures taken to ensure compliance with the requirements outlined (ref. Fire Services Act 1981), and that relevant information is recorded regarding the following:</p> <ul style="list-style-type: none"> • Name of the nominated responsible manager and those nominated to delegate for him/her. • The names of all persons assigned specific responsibilities. • Details of specific duties assigned to Manager/Supervisor or other member of staff. • The details of instruction or training to all staff and by whom. • The date, time and details of all fire evacuation drills carried out. • The type, location and inventory of fire protection equipment on the premises 				

	<p>including water supplies, hydrants, d risers etc.</p> <ul style="list-style-type: none"> • The type of fire alarm/detection system at the premises. • The date of each inspection of fire protection equipment, fire alarm/detection equipment, emergency lighting etc., with details of any defects found and action taken to remedy such defects. • The details of all fire incidents and false alarms that occur and action taken. • Copies of all certificates of inspection and maintenance. 				
4.	Read and review the procedure are there other issues with the procedure.	Reference are still made to Technical Services and Form no xxx.	obs	Remove references to Technical services and Form no xxx.	