



## 3SFire Terms and Conditions for the Provision of Fire Risk Assessments

This appointment is for 3SFire to act as Fire Risk Assessors in the preparation of a Fire Risk Assessment which is intended to assist the Client in meeting legal obligations but does not itself in itself ensure or confirm compliance. It is the responsibility of the Responsible Person and/or their Representative to implement any required actions identified by the Fire Risk Assessment.

### **Fire Risk Assessment**

3SFire shall appoint a competent Fire Risk Assessor to complete the Fire Risk Assessment.

3SFire shall complete a Fire Safety Inspection and / or audit of the Premises, taking into account the nature of the Premises and its use.

The Fire Risk Assessment will be based upon the information provided by the Client and will refer to areas, items, provisions and systems readily identifiable and viewed at the time of visit.

3SFire has a duty to inform the Local Authority Fire Service if during the inspection and or audit conditions that are considered to be immediately dangerous to relevant persons are found and cannot be remedied or significantly improved to reduce the risk to a tolerable level at the time of the visit.

### **What we require from you**

To provide details of a nominated person to be the contact for the Fire Risk Assessment and co-operation with 3SFire Assessor to facilitate the Fire Risk Assessment.

To provide when asked, information required for the purpose of the Fire Risk Assessment and ensure that it is accurate and up-to-date.

To ensure the Fire Risk Assessor is not prevented or delayed by anyone under the Client's control in the performance of the Fire Risk Assessment.

To acknowledge that risk assessment is a continuous process and changes impact on the Fire Risk Assessment.



To note the Fire Safety Assessment and or audit will be neither intrusive nor invasive and therefore, by necessity certain assumptions may be made and liability will be confined to specified hazards and risks.

The Fire Risk Assessment process will start with an observational walk, followed by an examination of documented evidence. Please note that photographs may be taken and referenced to in the report. An informal meeting will be held at the end of the audit with you to discuss any key items. A detailed report and action plan will be provided.

In the event that the Fire Risk Assessment is unable to be performed due to the Fire Risk Assessor being required to isolate (either through the display of Covid-19 symptoms or being contacted by the Test and Track programme) 3SFire shall be entitled to suspend the Fire Risk Assessment at any time and 3SFire shall have no liability to the Client under this appointment. 3SFire will arrange for any missed Fire Risk Assessment to be undertaken as soon as possible.

To accept our Terms and Conditions, please click [HERE](#)

## How To Prepare For Your Assessment

You will need to make sure that all the documents below (where applicable) are available on the day of the assessment. Please use this tick sheet to assist you prepare:

Item	I have it ✓
Previous fire risk assessment (if available)	
Fire alarm commissioning certificate BS5839	
<ul style="list-style-type: none"> <li>• To Identify the standard of system when first installed</li> </ul>	
Current test records (last 12 months)	
<ul style="list-style-type: none"> <li>• Fire alarm system</li> <li>• Emergency lights</li> <li>• Fire fighting equipment (extinguishers etc)</li> <li>• Other (if installed)               <ul style="list-style-type: none"> <li>○ sprinkler system</li> <li>○ fire dampers in ventilation systems</li> <li>○ wet/dry riser inspection</li> <li>○ battery operated door hold open devices</li> </ul> </li> </ul>	
Fire safety policy	
Emergency evacuation plan	
<ul style="list-style-type: none"> <li>• Including disabled PEEPS (if applicable)</li> <li>• Record of fire drills</li> </ul>	
Staff fire training records	
<ul style="list-style-type: none"> <li>• Staff</li> </ul>	



<ul style="list-style-type: none"> <li>• Fire marshals</li> </ul>	
Records of any enforcement action	
<ul style="list-style-type: none"> <li>• Fire service</li> </ul>	
<ul style="list-style-type: none"> <li>• Other bodies</li> </ul>	
Maintenance record for (if applicable)	
<ul style="list-style-type: none"> <li>• smoke control systems</li> </ul>	
<ul style="list-style-type: none"> <li>• fire fighting and evacuation lifts</li> </ul>	
<ul style="list-style-type: none"> <li>• automatically opening doors</li> </ul>	
<ul style="list-style-type: none"> <li>• panic opening devices</li> </ul>	
<ul style="list-style-type: none"> <li>• cleaning of kitchen extraction trunking</li> </ul>	
<ul style="list-style-type: none"> <li>• lightning protection</li> </ul>	
Health and safety (if applicable)	
<ul style="list-style-type: none"> <li>• DSEAR assessment (dangerous substances)</li> </ul>	
<ul style="list-style-type: none"> <li>• COSHH register</li> </ul>	
Building services	
<ul style="list-style-type: none"> <li>• Portable appliance test (PAT) records</li> </ul>	
<ul style="list-style-type: none"> <li>• 5 year fixed electrical wiring certificate</li> </ul>	
<ul style="list-style-type: none"> <li>• Annual Gas inspection record</li> </ul>	

This is not an exhaustive list

### Other Matters

Payment will be in accordance with the terms of the invoice.