**Appendix A – Example**

**Description of your property**

Is your property a bungalow, a flat, a detached house, terrace etc, how many floors are there in your property and how many bedrooms?

Example 1:

Single storey flat with 3 bedrooms on the 10th floor of a 30 floor tower block.

|  |  |
| --- | --- |
| Description of Property | |
| Type of Property  Please identify as appropriate | |
| Terraced |  |
| Semi Detached |  |
| Detached |  |
| Bungalow |  |
| Flat | **X** |
| If yes to flat, how many floors are in the block? | 30 |
| What floor is your flat on? | 10 |
| Maisonette |  |
| Other | |

|  |  |
| --- | --- |
| Number of Floors in your property  Please identify as appropriate (if more than 1 floor) | 1 |
| Lower Ground |  |
| Ground |  |
| First Floor |  |
| Second Floor |  |
| Third floor |  |
| Attic Conversion |  |

|  |  |
| --- | --- |
| Number of Bedrooms in your property? | 3 |
| Number of Bedrooms per floor (if more than 1 floor in your property)  Please identify as appropriate | |
| Lower Ground |  |
| Ground |  |
| First Floor |  |
| Second Floor |  |
| Attic Conversion |  |

Example 2:

Terraced house with an attic conversion (i.e. 3 floors – ground, first & attic) – 4 bedrooms, 1 bedroom in the attic conversion and 3 bedrooms on the first floor.

|  |  |
| --- | --- |
| Description of Property | |
| Type of Property  Please identify as appropriate | |
| Terraced | **X** |
| Semi Detached |  |
| Detached |  |
| Bungalow |  |
| Flat |  |
| If yes to flat, how many floors are in the block? |  |
| What floor is your flat on? |  |
| Maisonette |  |
| Other | |

|  |  |
| --- | --- |
| Number of Floors in your property  Please identify as appropriate (if more than 1 floor) | 3 |
| Lower Ground |  |
| Ground | X |
| First Floor | X |
| Second Floor |  |
| Third floor |  |
| Attic Conversion | X |

|  |  |
| --- | --- |
| Number of Bedrooms in your property? | 4 |
| Number of Bedrooms per floor (if more than 1 floor in your property)  Please identify as appropriate | |
| Lower Ground |  |
| Ground |  |
| First Floor | 3 |
| Second Floor |  |
| Attic Conversion | 1 |

**Occupancy and childminding times and child accommodation areas**

Example 1:

Single storey flat

There are 4 people permanently living in the flat: 2 adults and 2 children (Tom 5 and Lucy 14).

Childminding will take place for 2 children aged 2 and 6 between 8am and 6pm

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Occupancy and Childminding times and child accommodation areas | | | | | | | |
| Number of People permanently living at address | | | | | | | **4** |
| Adults | | | 2 | Children | | | 2 |
| Number of children who will be looked after? | | | | | | | 2 |
| Does anyone in the property have any disabilities which could impede them in a fire?  If **Yes**, you should consider these when completing the form. | | | | | | | Yes/No |
| What times does child minding occur?  Please indicate as appropriate | | | | | | | |
| Daytime (6am – 8pm) - (**No overnight care provided)** | | | | | | | **X** |
| Number of children over 12 years old | | | 1 | Number of children under 12 years old | | | 1 |
| Overnight (6pm – 9am) – (**Only if approved by CIW for overnight care)** | | | | | | | **N/A** |
| Number of children over 12 years old | | |  | Number of children under 12 years old | | |  |
| Which floors of your property are to be used for child minding and when?  Please indicate as appropriate (if more than 1 floor in your property) | | | | | | | |
| Lower Ground Floor | Daytime |  | Overnight | |  | Day & Night Time |  |
| Ground | Daytime | **X** | Overnight | |  | Day & Night Time |  |
| First Floor | Daytime |  | Overnight | |  | Day & Night Time |  |
| Second Floor | Daytime |  | Overnight | |  | Day & Night Time |  |
| Attic Conversion | Daytime |  | Overnight | |  | Day & Night Time |  |

Example 2:

4 bedroom terraced house with an attic conversion (day and night time childminding)

There are 5 people permanently living in the property - 2 adults and 3 children (Tom 5, Jack 8 and Lucy 14).

Childminding will take place for 2 children between the ages of 2 and 6 between 7am and 6pm, and 1 child aged 14 overnight between 5:30pm – 8:00am.

Only the ground floor is to be used during the daytime for child accommodation, but the ground and first floor are to be used for the overnight child.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Occupancy and Childminding times and child accommodation areas | | | | | | | |
| Number of People permanently living at address | | | | | | | 5 |
| Adults | | | 2 | Children | | | 3 |
| Number of children who will be looked after? | | | | | | | 3 |
| Does anyone in the property have any disabilities which could impede them in a fire?  If **Yes**, you should consider these when completing the form. | | | | | | | Yes/No |
| What times does child minding occur?  Please indicate as appropriate | | | | | | | |
| Daytime (6am – 8pm) - (**No overnight care provided)** | | | | | | | **X** |
| Number of children over 12 years old | | | 1 | Number of children under 12 years old | | | 2 |
| Overnight (6pm – 9am) – (**Only if approved by CIW for overnight care)** | | | | | | | **X** |
| Number of children over 12 years old | | | 1 | Number of children under 12 years old | | | 0 |
| Which floors of your property are to be used for child minding and when?  Please indicate as appropriate (if more than 1 floor in your property) | | | | | | | |
| Lower Ground Floor | Daytime |  | Overnight | |  | Day & Night Time |  |
| Ground | Daytime | **X** | Overnight | |  | Day & Night Time | **X** |
| First Floor | Daytime |  | Overnight | | **X** | Day & Night Time |  |
| Second Floor | Daytime |  | Overnight | |  | Day & Night Time |  |
| Attic Conversion | Daytime |  | Overnight | |  | Day & Night Time |  |

**Means of escape**

**Question 1a - Do you have a fire escape plan in place to get everyone out of your property in the event of a fire?**

Example 1:

Is there a fire escape plan in place? – **Yes**

|  |  |
| --- | --- |
| **1a. Do you have a fire escape plan in place to get everyone out of your property in the event of a fire?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** summarise your fire escape plan in the comments box and go to next question | **Yes** |
| **Comments:**  E.g. Everyone in the property is familiar with the escape plan and what to do in case of fire. | |

Example 2:

Is there a fire escape plan in place? – **No**

|  |  |
| --- | --- |
| **1a. Do you have a fire escape plan in place to get everyone out of your property in the event of a fire?**  **Put either ‘Yes’ or ‘No’ in the box here ->** | **No** |
| If **No**, you need to take the following immediate action:  **Prepare a fire escape plan so that everyone in the property knows how to escape in the event of fire. If you are approved by CIW for overnight care you must incorporate your night time routine into the plan.** | |

**Question 1b - If your property is in a block of flats, do you know the fire escape plan for the block?**

Example 1:

If you property is in a block of flats, do you know the fire escape plan for the block? – **Yes**

|  |  |
| --- | --- |
| **1b. If your property is in a block of flats, do you know the fire escape plan for the block?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **Yes,** summarise what you know in the comments box and go to next question | **Yes** |
| **Comments:**  E.g. I have received a copy of the blocks’ fire escape plan from the landlord. Everyone in the property is familiar with the escape plan and what to do in case of fire | |

Example 2:

If your property is in a block of flats, do you know the fire escape plan for the block? – **No**

|  |  |
| --- | --- |
| **1b. If your property is in a block of flats, do you know the fire escape plan for the block?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **No,** add comments below and go to next question | **No** |
| **If No, you need to take the following immediate action:**  **You should contact your landlord and request a copy of the blocks fire escape plan. Once you have received a copy you must ensure everyone in your property is familiar with the escape plan and what to do in case of fire.** | |

Example 3:

If your property is in a block of flats, do you know the fire escape plan for the block? – **N/A**

|  |  |
| --- | --- |
| **1b. If your property is in a block of flats, do you know the fire escape plan for the block?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **N/A,** go to next question | **N/A** |

**Question 1c - Do you practice your fire escape plan regularly by having fire drills to ensure that everyone is familiar with the plan and to see if it is suitable?**

Example 1:

Is the fire escape plan practiced regularly? - **Yes**

|  |  |
| --- | --- |
| **1c. Do you practice your fire escape plan regularly by having fire drills to ensure that everyone is familiar with the plan and to see if it is suitable?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** summarise your approach, how you ensure everyone is familiar with the approach and how you record this in the comments box and go to next question | **Yes** |
| **Comments:**  E.g. Fire drills are carried out every ­\_\_\_\_\_\_ weeks and as soon as any new children are taken on. The date and times to complete the drills are recorded in my log book. | |

Example 2:

Is the fire escape plan practiced regularly? – **No**

|  |  |
| --- | --- |
| **1c. Do you practice your fire escape plan regularly by having fire drills to ensure that everyone is familiar with the plan and to see if it is suitable?**  **Put either ‘Yes’ or ‘No’ in the box here ->** | **No** |
| **If No, you should take the following immediate action:**   * **Carry out a fire drill using your fire escape plan to ensure it works and everyone can remember what to do!** * **Regular fire drills should be carried out by all child minders and all children to ensure they are familiar with the fire escape plan** **and it becomes second nature.** * **Remember, if you provide overnight care you should practise your fire escape plan both in the daytime and night time.** * **It is recommended that the dates and time taken to complete the drills should be recorded in a fire log book.**   **(There is no set format for a fire log book; this can be a simple note book in which you record the drills you have undertaken. Keep the fire log book to hand).** | |

**Question 1d - Is there more than one way out of your property from the ground floor?**

Example 1:

Is there more than one way out from the ground floor? – **Yes**

|  |  |
| --- | --- |
| **1d. Is there more than one way out of your property from the ground floor?**  (i.e. front door, side door, back door, outward opening windows etc)  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide details in the comments box and go to next question | **Yes** |
| **Comments:**  E.g.   * There is a front door and rear door. * Doors to other rooms which have to be passed are solid good fitting timber doors in good condition. * Inter connected smoke alarms (all connected together so that they all operate their warning signal if any one alarm operates) are provided in all rooms. | |

Example 2:

Is there more than one way out from the ground floor? – **No**

|  |  |
| --- | --- |
| **1d. Is there more than one way out of your property from the ground floor?**  (i.e. front door, side door, back door, outward opening windows etc)  **Put either ‘Yes’ or ‘No’ in the box here ->** | **No** |
| **If No, you should take the following action:**  **Escape from this area must be considered within the fire escape plan and comments entered in box provided (see comments box below).** | |
| **Comments:**  E.g.   * The property has only one exit from the property as it is a second floor flat. * All rooms where childminding takes place open on to a corridor within the flat, all room doors are solid good fitting timber doors in good condition. * Inter connected smoke alarms are provided in all rooms to provide an early warning of fire. | |

**Question 1e - Do you need to pass through another room before reaching the hall or stairs?**

Example 1:

Do you need to pass through another room before reaching the hall or stairs? - **No**

|  |  |
| --- | --- |
| **1e. Do you need to pass through another room before reaching the hall or stairs?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **No,** provide a brief summary in the comments box and go to next question | **No** |
| **Comments:**  E.g. The room used for child accommodation opens directly onto the hallway/stairs | |

Example 2:

Do you need to pass through another room before reaching the hall or stairs? - **Yes**

|  |  |
| --- | --- |
| **1e. Do you need to pass through another room before reaching the hall or stairs?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes**: give details and any mitigation measures that you have put in place in the comments box. | **Yes** |
| If **Yes,**  E.g. There is a smoke alarm in the room that I have to pass through before I can reach the hall or stairs.  **If you have not got any mitigation measures in place, you will need to Install a smoke alarm in the room that you have to pass through. The smoke alarm should be wired into the mains electrical supply (usually a lighting circuit) and have a battery back-up.** | |

**Question 1f - Are all your escape routes clear of obstructions e.g. storage?**

Example 1:

Are all your escape routes clear of obstructions e.g. storage? – **Yes**

|  |  |
| --- | --- |
| **1f. Are all your escape routes clear of obstructions?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide a brief summary in the comments box and go to next question | **Yes** |
| **Comments:**  E.g. Escape routes are kept clear at all times | |

Example 2:

Are all your escape routes clear of obstructions e.g. storage? – **No**

|  |  |
| --- | --- |
| **1f. Are all your escape routes clear of obstructions?**  **Put either ‘Yes’ or ‘No’ in the box here ->** | **No** |
| **If No, you should take the following immediate action:**  **Remove any obstructions which might impede escape and keep clear at all times when child minding takes place** | |

**Question 1g - Can all doors on the ground floor be opened from the inside without having to use a key when they are locked?**

Example 1:

Can all doors on the ground floor be opened from the inside without having to use a key when they are locked? – **Yes (N/A for Part 2)**

|  |  |
| --- | --- |
| **1g. Can all doors on the ground floor be opened from the inside without having to use a key when locked?**  **Put either ‘Yes’ and ‘No’ in the box here ->**  If **Yes,** provide a brief summary in the comments box and go to next question | **Yes** |
| **Comments:**  E.g. All doors on the ground floor are fitted with Yale type locks which do not require keys to open from the inside. |  |

Example 2:

Can all doors on the ground floor be opened from the inside without having to use a key when they are locked? – **No and Yes to Part 2**

|  |  |
| --- | --- |
| **1g. Can all doors on the ground floor be opened from the inside without having to use a key when locked?**  **Put either ‘Yes’ and ‘No’ in the box here ->** | **No** |
| **(Part 2)**  If **No,** do all adults know where the keys are kept?  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide a brief summary in the comments box and go to next question | **Yes** |
| **Comments:**  E.g.   * Whilst childminding is taking place, all adults present carry a key for all exit doors with them at all times. * Keys for all exits are located in \_\_\_\_\_\_\_\_\_\_\_. All adults are aware of their location. | |

Example 3:

Can all doors on the ground floor be opened from the inside without having to use a key when they are locked? - **No and No to Part 2**

|  |  |
| --- | --- |
| **1g. Can all doors on the ground floor be opened from the inside without having to use a key when locked?**  **Put either ‘Yes’ and ‘No’ in the box here ->** | **No** |
| **(Part 2)**  If **No,** do all adults know the location of the keys?  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **no**: summarise your approach in relation to access to keys in the comments box | **No** |
| E.g.   * All adults/child minders carry a key with them at all times, for all exits that may be used in the event of an emergency. * Keys are located close to all exits out of the reach of children and all adults/childminders are familiar with the locations.   **If no measures are in place the following are recommended:**   * **All adults/child minders should carry a key with them at all times, for all exits that may be used in the event of an emergency, and or** * **Keys should also be located close to exits out of the reach of children and all adults/childminders should be made familiar with the location of keys** | |

**Question 1h - Does childminding take place either above or below the ground floor i.e. lower ground floor or upper floors?**

Example 1:

Does childminding take place above or below the ground floor? - **No and N/A to parts 2, 3 & 4**

|  |  |  |
| --- | --- | --- |
| **1h – Does childminding take place either above or below the ground floor i.e. lower ground floor or upper floors?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **No,** provide a brief summary in the comments box and go to next question  If **Yes,** provide details in the comments box and go to Part 2 | **No** | |
| **Comments:**  E.g. Child minding only takes place on the ground floor | | |
| **(Part 2)**  **If Yes, does the stair lead directly to the front door without having to pass through another door or another room other than a hallway or landing?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->** | **N/A** | |
| **Comments:**  E.g. Child minding only takes place on the ground floor | | |
| **(Part 3)**  **If Yes, are doors opening onto stairs/hallway/corridor leading to the front door of solid timber construction?**  (E.g. Closed doors should be capable of preventing flame and smoke from entering the stair/hallway/corridor long enough to allow people to escape from the upper floors. An example of a door that could prevent fire spreading would be a solid door made of good timber. Doors that are hollow or of very light construction would probably not prevent spread of fire sufficiently. Special fire doors can be purchased but are not always required)  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->** | | **N/A** |
| **Comments:**  E.g. Child minding only takes place on the ground floor | | |
| **(Part 4)**  **If no, is there another escape route available, or is the property fitted with a sprinkler system?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->** | | **N/A** |
| **Comments:**  E.g. Child minding only takes place on the ground floor | | |

Example 2:

Does childminding take place above or below the ground floor? - **Yes and Yes to parts 2 & 3 and N/A to part 4**

|  |  |  |
| --- | --- | --- |
| **1h – Does childminding take place either above or below the ground floor i.e. lower ground floor or upper floors?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide details in the comments box and go to Part 2 | **Yes** | |
| **Comments:**  E.g.   * Child minding takes place on the ground and first floors * Child minding takes place on the ground and lower ground floors * Child minding takes place on all floors | | |
| **(Part 2)**  **If Yes, does the stair lead directly to the front door without having to pass through another door or another room other than a hallway or landing?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **Yes,** provide details in the comments box and go to Part 3 | **Yes** | |
| **Comments:**  E.g. The stair leads directly to the front door without having to pass through another door or another room other than a hallway or landing. | | |
| **(Part 3)**  **If Yes, are doors opening onto stairs/hallway/corridor leading to the front door of solid timber construction?**  (E.g. Closed doors should be capable of preventing flame and smoke from entering the stair/hallway/corridor long enough to allow people to escape from the upper floors. An example of a door that could prevent fire spreading would be a solid door made of good timber. Doors that are hollow or of very light construction would probably not prevent spread of fire sufficiently. Special fire doors can be purchased but are not always required)  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **Yes,** provide details in the comments box. | | **Yes** |
| **Comments:**  E.g.   * All doors opening onto the stairs/hallway/corridor leading to the front door are solid good fitting timber doors * Interconnected electrical smoke alarms are provided in all rooms which open onto the stairs/hallway/corridor to provide early warning of fire * My home is fitted throughout with a sprinkler system. | | |
| **(Part 4)**  **If no, is there another escape route available, or is the property fitted with a sprinkler system?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->** | | **N/A** |

Example 3:

Does childminding take place above or below the ground floor? - **Yes and Yes to part 2 and No to parts 3 & 4**

|  |  |  |
| --- | --- | --- |
| **1h – Does childminding take place either above or below the ground floor i.e. lower ground floor or upper floors?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide details in the comments box and go to Part 2 | **Yes** | |
| **Comments:**  E.g.   * Child minding takes place on the ground and first floors * Child minding takes place on the ground and lower ground floors * Child minding takes place on all floors | | |
| **(Part 2)**  **If Yes, does the stair lead directly to the front door without having to pass through another door or another room other than a hallway or landing?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **Yes,** provide details in the comments box and go to Part 3 | **Yes** | |
| **Comments:**  E.g. The stair leads directly to the front door without having to pass through another door or another room other than a hallway or landing. | | |
| **(Part 3)**  **If Yes, are doors opening onto stairs/hallway/corridor leading to the front door of solid timber construction?**  (E.g. Closed doors should be capable of preventing flame and smoke from entering the stair/hallway/corridor long enough to allow people to escape from the upper floors. An example of a door that could prevent fire spreading would be a solid door made of good timber. Doors that are hollow or of very light construction would probably not prevent spread of fire sufficiently. Special fire doors can be purchased but are not always required)  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **No**: give details of any mitigation measures that you have put in place in the comments box. | | **No** |
| E.g.   * Inter connected smoke alarms are fitted in all rooms, and or * Emergency escape windows are provided in first floor bedrooms and or lower ground floor rooms, and or * A sprinkler system is fitted throughout the property   **If No mitigating measures are in place then child minding should only take place on the ground floor unless answer to part 4 is Yes.**  You should consider one of the following options below to enable childminding to take place either above or below the ground floor:  **E.g.**   * **Provide inter connected smoke alarms in all rooms.** * **Upgrade or replace existing doors to rooms (with the exception of toilets and bathrooms)** * **Provide emergency escape windows in first floor bedrooms or lower ground floor rooms.** * **Install a sprinkler system throughout your property** | | |
| **(Part 4)**  **If no, is there another escape route available, or is the property fitted with a sprinkler system?**  **Put either ‘Yes’ or ‘No’ in the box here ->** | | **No** |
| **If no mitigating measures are in place then child minding should only take place on the ground floor**  You should consider one of the following options below to enable childminding to take place either above or below the ground floor:  **E.g.**   * **Provide Inter connected smoke alarms in all rooms.** * **Upgrade or replace existing doors to rooms (with the exception of toilets and bathrooms)** * **Provide emergency escape windows in first floor bedrooms or lower ground floor rooms.** * **Install a sprinkler system throughout your property** | | |

Example 4:

Does childminding take place above or below the ground floor? - **Yes and No to part 2 and N/A to part 3**

|  |  |  |
| --- | --- | --- |
| **1h – Does childminding take place either above or below the ground floor i.e. lower ground floor or upper floors?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide details in the comments box and go to Part 2 | **Yes** | |
| **Comments:**  E.g.   * Child minding takes place on the ground and first floors * Child minding takes place on the ground and lower ground floors * Child minding takes place on all floors | | |
| **(Part 2)**  **If Yes, does the stair lead directly to the front door without having to pass through another door or another room other than a hallway or landing?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **No**: give details of any mitigation measures that you have put in place in the comments box. | **No** | |
| E.g.   * Inter connected smoke alarms are fitted in all rooms, and or * Emergency escape windows are provided in first floor bedrooms and or lower ground floor rooms, and or * A sprinkler system is fitted throughout the property   **If no mitigating measures are in place then child minding should only take place on the ground floor unless answer to part 4 is Yes.**  You should consider one of the following options below to enable childminding to take place either above or below the ground floor:  **E.g.**   * **Provide Inter connected smoke alarms in all rooms.** * **Upgrade or replace existing doors to rooms (with the exception of toilets and bathrooms)** * **Provide emergency escape windows in first floor bedrooms or lower ground floor rooms.** * **Install a sprinkler system throughout your property** | | |
| **(Part 3)**  **If Yes, are doors opening onto stairs/hallway/corridor leading to the front door of solid timber construction?**  (E.g. Closed doors should be capable of preventing flame and smoke from entering the stair/hallway/corridor long enough to allow people to escape from the upper floors. An example of a door that could prevent fire spreading would be a solid door made of good timber. Doors that are hollow or of very light construction would probably not prevent spread of fire sufficiently. Special fire doors can be purchased but are not always required)  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **N/A,** go to Part 4 | | **N/A** |
| **Comments:**  **N/A** | | |
| **(Part 4)**  **If no, is there another escape route available, or is the property fitted with a sprinkler system?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide details in the comments box | **Yes** | |
| **Comments:**  E.g.   * An alternative escape route is provided via emergency escape windows in first floor bedrooms/ lower ground floor rooms. * A sprinkler system is fitted throughout the property | | |

**Question 1i - If necessary, could people escape from the first floor via a window?**

Example 1:

If necessary could people escape from the first floor via a window? - **Yes**

|  |  |
| --- | --- |
| **1i. If necessary, could people escape from the first floor via a window?**  (I.e. tilt & turn, outward opening etc)  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **Yes,** provide details in the comments box | **Yes** |
| **Comments:**  E.g.   * Windows in the bedrooms are tilt and turn/outward opening/sash and are large enough to escape through. * Emergency escape windows are provided in all the bedrooms. * An emergency escape window is provided in the main bedroom. * The keys for the windows are located \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and all adults are aware of their location. | |

Example 2:

If necessary could people escape from the first floor via a window? - **No**

|  |  |
| --- | --- |
| **1i. If necessary, could people escape via a window on the first floor?**  (I.e. tilt & turn, outward opening etc)  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **No**: give details of any measures that you may have in place in the comments box. | **No** |
| **Comments:**  E.g.  I do not consider the need for an escape window as:   * I have inter connected smoke alarms fitted in all rooms providing me with early warning of a fire occurring, and/or * I have a sprinkler system fitted throughout the property, and/or * the stair leads directly to the front door without having to pass through another door or another room other than a hallway or landing, and/or * all doors on the escape route are solid wooden doors, and/or * I ensure all doors on the escape route are closed when no one is in the rooms   You may want to consider replacing an existing window with an escape window to provide an additional means of escape. | |

Example 3:

If necessary could people escape from the first floor via a window? – **N/A**

|  |  |
| --- | --- |
| **1i. If necessary, could people escape via a window on the first floor?**  (I.e. tilt & turn, outward opening etc)  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **N/A,** provide details in the comments box | **N/A** |
| **Comments:**  E.g. The property is single storey i.e. bungalow, ground floor, flat etc | |

**Question 1j - If child minding takes place overnight, is there a night time routine in place?**

Overnight care should not take place until you have notified CIW and received confirmation from CIW that the arrangements that you have put in place to meet the additional criteria for overnight care as detailed in the National Minimum Standards appear to be satisfactory. You make the notification by submitting an amended Statement of Purpose with details of the overnight care you intend to provide.

Example 1:

Does childminding take place overnight? – **Yes**

|  |  |
| --- | --- |
| **1j. If child minding takes place overnight, is there a night time routine in place?**  (I.e. closing all doors, switch off and unplug appliances. Keep a telephone and mobility aids close by if needed).  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **Yes,**  summarise your routine in the comments box and go to next question | **Yes** |
| **Comments:**  E.g. Prior to going to bed I ensure that gas and electrical appliances are switched off and unplugged where appropriate, all doors are closed and I have a mobile phone and keys to all exit doors within my room. | |

Example 2:

Does childminding take place overnight? – **No**

|  |  |
| --- | --- |
| **1j. If child minding takes place overnight, is there a night time routine in place?**  (I.e. closing all doors, switch off and unplug appliances. Keep a telephone and mobility aids close by if needed).  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->** | **No** |
| **If No,**  **Childminding should not take place overnight until you have a night time routine in place. Your night time routine should form part of your overall fire escape plan.** | |

Example 3:

Does childminding take place overnight? – **N/A**

|  |  |
| --- | --- |
| **1j. If child minding takes place overnight, is there a night time routine in place?**  (I.e. closing all doors, switch off and unplug appliances. Keep a telephone and mobility aids close by if needed).  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->** | **N/A** |
| **Comments:**  E.g. Childminding does not take place overnight | |

**Reducing the Risk from Fire**

**Ignition sources**

**Question 2a - Does smoking take place in the property?**

Example 1:

Does smoking take place in the property? – **No (Part 2 N/A)**

|  |  |
| --- | --- |
| **2a. Does smoking take place in the property?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **No,** provide brief details in the comments box  **Remember, it is a requirement as part of your CIW registration that smoking is not permitted in the presence of children being looked after. This is also a legal requirement (see Section 6 above).** | **No** |
| **Comments:**  E.g. Smoking does not take place in the property | |
| **(Part 2)**  **If yes, is smoking material extinguished safely?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **N/A,** no comments required, go to next question | **N/A** |
| **Comments:**  **N/A** | |

Example 2:

Does smoking take place in the property? – **Yes and Yes to part 2**

|  |  |
| --- | --- |
| **2a. Does smoking take place in the property?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box  **Remember, it is a requirement as part of your CIW registration that smoking is not permitted in the presence of children being looked after. This is also a legal requirement (see Section 6 above).** | **Yes** |
| **Comments:**  E.g. No smoking takes place when childminding. | |
| **(Part 2)**  **If yes, is smoking material extinguished safely?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box | **Yes** |
| **Comments:**  E.g. Smoking materials are extinguished in ashtrays which are emptied regularly | |

Example 3:

Does smoking take place in the property? – **Yes and No to part 2**

|  |  |
| --- | --- |
| **2a. Does smoking take place in the property?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box  **Remember, it is a requirement as part of your CIW registration that smoking is not permitted in the presence of children being looked after. This is also a legal requirement (see Section 6 above).** | **Yes** |
| **Comments:**  E.g. No smoking takes place when childminding. | |
| **(Part 2)**  **If yes, is smoking material extinguished safely?**  **Put either ‘Yes’ or ‘No’ in the box here ->** | **No** |
| **If No,**  **Non-combustible ashtrays must be provided to extinguish smoking materials in. When emptying ashtrays into waste bins etc ensure cigarettes butts are fully extinguished (cigarette butts can smoulder for hours before causing combustible waste to burst into flames).** | |

**Question 2b - Are matches and/or lighters used in your home?**

Example 1:

Are matches and/or lighters used in your home? – **No (Part 2 N/A)**

|  |  |
| --- | --- |
| **2b. Are matches and/or lighters used in your home?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **No,** provide brief details in the comments box | **No** |
| **Comments:**  E.g. No matches and/or lighters are used in the property |  |
| **(Part 2)**  **If Yes, are they stored in a suitable location away from children?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **N/A,** no comments required, go to next question | **N/A** |
| **Comments:**  **N/A** | |

Example 2:

Are matches and/or lighters used in your home? – **Yes and Yes to part 2**

|  |  |
| --- | --- |
| **2b. Are matches and/or lighters used in your home?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box | **Yes** |
| **Comments:**  E.g. We have matches and a lighter in the property to light candles for birthdays | |
| **(Part 2)**  **If Yes, are they stored in a suitable location away from children?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **Yes,** provide brief details in the comments box | **Yes** |
| **Comments:**  E.g. All matches/lighters are stored in a cupboard/drawer in the kitchen/living room out of the reach of children | |

Example 3:

Are matches and/or lighters used in your home? – **Yes and No to part 2**

|  |  |
| --- | --- |
| **2b. Are matches and/or lighters used in your home?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box | **Yes** |
| **Comments:**  E.g. We have matches and a lighter in the property to light candles for birthdays | |
| **(Part 2)**  **If Yes, are they stored in a suitable location away from children?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->** | **No** |
| **If No,**  **Action needs to be taken to either reduce or remove the risk.**  **E.g. Matches and/or lighters must be stored in a suitable place away from combustible materials and out of the reach of children.** | |

**Question 2c - Do you use candles in your home when childminding?**

Example 1:

Do you use candles in your home when childminding? – **No**

|  |  |
| --- | --- |
| **2c. Do you use candles in your home** **when childminding?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **No,** provide brief details in the comments box | **No** |
| **Comments:**  E.g. Candles are not used when childminding; the only exception is small candles on birthday cakes. | |

Example 2:

Do you use candles in your home when childminding? – **Yes**

|  |  |
| --- | --- |
| **2c. Do you use candles in your home** **when childminding?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box | **Yes** |
| **Comments:**  E.g. The only candles used when childminding is taking place are small candles on birthday cakes. | |

**Question 2d - Do you use portable heaters in your home?**

Example 1:

Do you use portable heaters in your home? – **No (Part 2 N/A)**

|  |  |
| --- | --- |
| **2d. Do you use portable heaters in your home?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **No,** provide brief details in the comments box | **No** |
| **Comments:**  E.g. Portable heaters are not used in the property except in in exceptional circumstances such as failure of the heating system. Only electrical type heaters are then used. | |
| **(Part 2)**  **If Yes, are they kept away from combustible materials when in use?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **N/A,** no comments required, go to next question | **N/A** |
| **Comments:**  **N/A** | |

Example 2:

Do you use portable heaters in your home? – **Yes and Yes to part 2**

|  |  |
| --- | --- |
| **2d. Do you use portable heaters in your home?**  It is highly recommended that portable heaters other than electrical types are not used in childminding properties  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box | **Yes** |
| **Comments:**  E.g. Only ‘electrical’ radiator type portable heaters are used. | |
| **(Part 2)**  **If Yes, are they kept away from combustible materials when in use?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **Yes,** provide brief details in the comments box | **Yes** |
| **Comments:**  E.g. When portable heaters are used they are kept away from all combustible materials, securely anchored and enclosed within a childproof fireguard. | |

Example 3:

Do you use portable heaters in your home? – **Yes and No** **to part 2**

|  |  |
| --- | --- |
| **2d. Do you use portable heaters in your home?**  It is highly recommended that portable heaters other than electrical types are not used in childminding properties  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box | **Yes** |
| **Comments:**  E.g. Only ‘electrical’ radiator type portable heaters are used. | |
| **(Part 2)**  **If Yes, are they kept away from combustible materials when in use?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->** | **No** |
| **If No, you should take action to either reduce or remove the risk.**  **E.g. The heaters should be securely anchored in a safe and suitable position, enclosed within a childproof fireguard, away from combustible materials and should not be situated in escape routes.** | |

**Question 2e - Do you have any open fire places or heaters etc within the property which may have a high surface temperature?**

Example 1:

Do you have any open fire places or heaters etc within the property which may have a high surface temperature? – **No and N/A to Part 2**

|  |  |
| --- | --- |
| **2e. Do you have any open fire places or heaters etc within the property which may have a high surface temperature**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **No,** provide brief details in the comments box | **No** |
| **Comments:**  E.g. There are no open fire places or heaters which may have a high surface temperature within the property | |
| **(Part 2)**  **If Yes, are they protected with an appropriate guard?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **N/A,** no comments required, go to next question | **N/A** |
| **Comments:**  **N/A** | |

Example 2:

Do you have any open fire places or heaters etc within the property which may have a high surface temperature? – **Yes and Yes to Part 2**

|  |  |
| --- | --- |
| **2e. Do you have any open fire places or heaters etc within the property which may have a high surface temperature?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box | **Yes** |
| **Comments:**  E.g. There is an open fire/heater in the living room | |
| **(Part 2)**  **If Yes, are they protected with an appropriate guard?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->**  If **Yes,** provide brief details in the comments box | **Yes** |
| **Comments:**  E.g. The open fire/heater in the living room is protected with a suitable childproof fireguard to stop combustible materials from coming into contact with it | |

Example 3:

Do you have any open fire places or heaters etc within the property which may have a high surface temperature? - **Yes and No to Part 2**

|  |  |
| --- | --- |
| **2e. Do you have any open fire places or heaters etc within the property which may have a high surface temperature?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box | **Yes** |
| **Comments:**  E.g. There is an open fire/heater in the living room | |
| **(Part 2)**  **If Yes, are they protected with an appropriate guard?**  **Put either ‘Yes’, ‘No’ or ‘N/A’ in the box here ->** | **No** |
| **If No, you should take action to either reduce or remove the risk.**  **Provide an appropriate childproof guard to prevent combustible materials from coming into contact with them.** | |

**Electrical Equipment**

**Question 3a - Is all electrical equipment in your home in good condition and working order?**

Example 1:

Is all electrical equipment in your home in good condition and working order? – **Yes**

|  |  |
| --- | --- |
| **3a. Is all electrical equipment in your home in good condition and working order?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box | **Yes** |
| **Comments:**  E.g.   * All electrical equipment appears to be in a good condition and working order * A periodic inspection of the properties electrical installation was carried out in ­­­\_\_\_\_\_\_\_ | |

Example 2:

Is all electrical equipment in your home in good condition and working order? – **No**

|  |  |
| --- | --- |
| **3a. Is all electrical equipment in your home in good condition and working order?**  **Put either ‘Yes’ or ‘No’ in the box here ->** | **No** |
| **If No, you should take action to either reduce or remove the risk.**  **Contact a register electrician to examine equipment**  **Please note:** It is recommended that a full electrical installation test of a domestic property is conducted at least every 10 years. | |

**Question 3b - Do you carry out regular visual inspections of flexible cables and sockets for any signs of damage?**

Example 1:

Do you carry out regular visual inspections of flexible cables and sockets for any signs of damage? - **Yes**

|  |  |
| --- | --- |
| **3b. Do you carry out regular visual inspections of flexible cables and sockets for any signs of damage?**  I.e. scorch marks, hot plugs and sockets etc.  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box | **Yes** |
| **Comments:**  E.g. I carry out regular visual inspections of flexible cables and wall sockets i.e. every week to look for signs of damage. | |

Example 2:

Do you carry out regular visual inspections of flexible cables and sockets for any signs of damage? – **No**

|  |  |
| --- | --- |
| **3b. Do you carry out regular visual inspections of flexible cables and sockets for any signs of damage?**  i.e. scorch marks, hot plugs and sockets etc.  **Put either ‘Yes’ or ‘No’ in the box here ->** | **No** |
| **If No, you should take action to either reduce or remove the risk.**  **Regular visual inspections should be carried out to look for signs of damage i.e.**   * **a smell of hot plastic or burning near an appliance or socket** * **sparks or smoke coming from a plug or appliance** * **blackness or scorch marks around a socket or plug, or on an appliance** * **damaged or frayed leads** * **coloured wire inside leads showing at the plug or anywhere else** * **melted plastic on appliance casings or leads** * **fuses that blow or circuit-breakers that operate for no obvious reason** | |

**Question 3c - Are sockets overloaded?**

Example 1:

Are sockets overloaded? – **No**

|  |  |
| --- | --- |
| **3c. Are sockets overloaded?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  Only one plug per socket should be used. It is highly recommended that block type adaptors are not used to prevent overloading. Where extension sockets are used the maximum current rating stated for the extension lead should not be exceeded. For a four-socket extension lead with a 13 amp fuse, that means using only small devices like lights or phone chargers drawing no more than 3 amps each. Appliances that generate heat, like irons and kettles, draw much more than 3 amps. They should never be plugged into extension leads with anything else.  If **No,** provide brief details in the comments box | **No** |
| **Comments:**  E.g. Only one plug per socket is used. Where extension sockets are used, the maximum current rating stated for the extension lead is not exceeded and cables are out of sight and reach of the children. | |

Example 2:

Are sockets overloaded? – **Yes**

|  |  |
| --- | --- |
| **3c. Are sockets overloaded?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  Only one plug per socket should be used. It is highly recommended that block type adaptors are not used to prevent overloading. Where extension sockets are used the maximum current rating stated for the extension lead should not be exceeded. For a four-socket extension lead with a 13 amp fuse, that means using only small devices like lights or phone chargers drawing no more than 3 amps each. Appliances that generate heat, like irons and kettles, draw much more than 3 amps. They should never be plugged into extension leads with anything else. | **Yes** |
| **If Yes, you should take action to either reduce or remove the risk.**  **E.g.**   * **If using an extension lead, check that the amount of appliances when plugged in together will not exceed the maximum current rating stated for the extension lead.** * **Do not uses block type adaptors** * **For information on how to calculate the maximum current rating for extension leads and other electrical fire safety advice use the link** [www.electricalsafetyfirst.org.uk/guidance/safety-around-the-home/overloading-sockets](http://www.electricalsafetyfirst.org.uk/guidance/safety-around-the-home/overloading-sockets) | |

**Fire alarm**

**Question 4a - Do you have smoke alarms in your property?**

Example 1:

Do you have smoke alarms in your property? – **Yes**

|  |  |
| --- | --- |
| **4a. Do you have smoke alarms in your property?**  **Put either ‘Yes’ or ‘No’ in the box here ->** | **Yes** |
| **If yes, how many smoke alarms do you have?** | **2** |
| **If yes, where are they located?**  E.g.   * Entrance hallway * First floor landing | |

Example 2:

Do you have smoke alarms in your property? – **No**

|  |  |
| --- | --- |
| **4a. Do you have smoke alarms in your property?**  **Put either ‘Yes’ or ‘No’ in the box here ->** | **No** |
| **If No, you should take immediate action**  **E.g.**   * **Smoke alarms must be installed in escape routes, usually the hall and stairs, as a minimum.** * **If overnight sleeping accommodation is to take place smoke alarms should be provided in the rooms used for sleeping.** * **It is highly recommended that all smoke/heat alarms are interconnected (connected together so that if one sounds, all the others will also).** | |

**Question 4b - Do you have heat alarms in your property?**

Example 1:

Do you have heat alarms in your property? – **Yes**

|  |  |
| --- | --- |
| **4b. Do you have heat alarms in your property?**  Heat alarms are usually located in the kitchen  **Put either ‘Yes’ or ‘No’ in the box here ->** | **Yes** |
| **If Yes, how many heat alarms do you have?** | **1** |
| **If Yes, where are they located?**  E.g. In the kitchen | |

Example 2:

Do you have heat alarms in your property? – **No**

|  |  |
| --- | --- |
| **4b. Do you have heat alarms in your property?**  Heat alarms are usually located in the kitchen  **Put either ‘Yes’ or ‘No’ in the box here ->** | **No** |
| **If No,**  **You should consider providing a heat alarms within the kitchen. Heat alarms only go off when the temperature within a room reaches a certain level caused by a fire. Heat alarms are considered more suitable for kitchens as they will not be set off by cooking fumes therefore reducing false alarms.** |  |

**Question 4c - Are the smoke and/or heat alarms mains-powered?**

Example 1:

Are the smoke and/or heat alarms mains-powered? – **Yes**

|  |  |
| --- | --- |
| **4c. Are the smoke and/or heat alarms mains-powered?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box | **Yes** |
| **Comments:**  E.g. All the alarms are mains powered with battery back-ups | |

Example 2:

Are the smoke and/or heat alarms mains-powered? – **No**

|  |  |
| --- | --- |
| **4c. Are the** **smoke and/or heat alarms mains-powered?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **No,** provide details of any mitigation measures you have in place in the comments box. | **No** |
| E.g. There are only battery operated alarms in the property at present.  **If you have battery operated smoke and/or heat alarms you should take action**  **It is recommended that battery alarms should be removed and replaced with a mains- powered fire alarm system with a standby power supply (a battery inside each of the alarms) in case of a mains power failure (power cut).** | |

**Question 4d - Are the smoke and/or heat alarms inter-connected?**

Example 1:

Are the smoke and/or heat alarms inter-connected? – **Yes**

|  |  |
| --- | --- |
| **4d. Are the smoke and/or heat alarms inter-connected?**  I.e. all connected together so that they all operate their warning signal if any one alarm operates.  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box. | **Yes** |
| **Comments:**  E.g. All the alarms are inter-connected, i.e. if one activates, then they all sound. | |

Example 2:

Are the smoke and/or heat alarms inter-connected? – **No**

|  |  |
| --- | --- |
| **4d. Are the smoke and/or heat alarms inter-connected?**  I.e. all connected together so that they all operate their warning signal if any one alarm operates.  **Put either ‘Yes’ or ‘No’ in the box here ->** | **No** |
| **If No,**  **Depending on the layout and size of the property It may be necessary to fit inter-connected alarms to ensure that the warning single can be heard clearly throughout your home when all the doors are closed, with special attention being paid to bedrooms.** | |

**Question 4e - Are you able to hear the smoke and/or heat alarms** **in every room within your home when they go off, even if doors are closed and when people are sleeping?**

Example 1:

Are you able to hear the smoke and/or heat alarms in every room within your home when they go off, even if doors are closed and when people are sleeping? – **Yes**

|  |  |
| --- | --- |
| **4e. Are you able to hear the smoke and/or heat alarms in every room within your home when they go off, even if doors are closed and when people are sleeping?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box. | **Yes** |
| **Comments:**  E.g. When testing the fire alarm, the alarm can be heard clearly throughout the property. | |

Example 2:

Are you able to hear the smoke and/or heat alarms in every room within your home when they go off, even if doors are closed and when people are sleeping? – **No**

|  |  |
| --- | --- |
| **4e. Are you able to hear the smoke and/or heat alarms in every room within your home when they go off, even if doors are closed and when people are sleeping?**  **Put either ‘Yes’ or ‘No’ in the box here ->** | **No** |
| **If No, immediate action should be taken**  **E.g.**   * **The existing fire and/or heat alarms should be inter-connected to ensure the alarm can be heard throughout your property.** * **Additional alarms may also be required.** | |

**Question 4f - Do you test the smoke and/or heat alarms weekly to make sure they are working?**

Example 1:

Are the smoke and/or heat alarms checked/tested weekly? – **Yes**

|  |  |
| --- | --- |
| **4f. Do you test the** **smoke and/or heat alarms weekly to make sure they are working?**  **Put either ‘Yes’ or ‘No’ in the box here ->**  If **Yes,** provide brief details in the comments box. | **Yes** |
| **Comments:**  E.g. the alarms are tested every \_\_\_\_\_\_\_ morning using the test button. Every six months I use the vacuum cleaner hose to clean away dust | |

Example 2:

Are the smoke and/or heat alarms checked/tested weekly? – **No**

|  |  |
| --- | --- |
| **4f. Do you test the smoke and/or heat alarms weekly to make sure they are working?**  **Put either ‘Yes’ or ‘No’ in the box here ->** | **No** |
| **If No, Action required**  **E.g.**   * **Each alarm should be tested every week to ensure they are working.** * **Every six months the alarms should be gently vacuumed to clean away dust.** * **If the alarms are inter-connected a different alarm can be tested each week.** * **It is recommended that the testing is recorded in a suitable book.** | |