Fire services

Portable fire equipment - To be completed by Fire Services Technician

Essential Safety Measures (tick if onsite)

1. Fire Extinguishers 2. Fire Hose Reels 3. Lay Flat Hoses 4. Fire Blanket **Problems identified** ESM Business name and person Level of Action taken to Date of Signature Location Date conducting inspection inspection in inspection rectify problem rectification item no.

Level of inspection:

Q: 3 monthly 6: 6 monthly A: annually 3: 3 yearly 5: 5 yearly



5. Other:



Smoke Alarms - Completed by Group Member (responsible adult) or Fire Services Technician

Level of performance and frequency of maintenance (as specified on occupancy permit):

Type 1 - Hardwired - Annual test to prove it is working. Electrician to replace hard wired smoke alarms if not working.

Type 2 - Not hardwired - Six monthly test to prove it is working. Replace 9V battery if not working. If still not working, replace the unit (electrician not required). Type 3 - Annual evacuation/fire drill.

Туре	Name and phone number of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature
	Type	Type Name and phone number of person conducting inspection Image: State Stat			



Paths of travel to exits - Completed by Group Member (responsible adult)

To be completed by Group member, even if council or private landlord performs this inspection.

Provide an unobstructed pathway to the exits. Check for obstructions and remove if present.

Level of performance and frequency of maintenance (as specified on occupancy permit):

Date of inspection	Name and phone number of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature



Discharge from exits - Completed by Group Member (responsible adult)

To be completed by Group member, even if council or private landlord performs this inspection.

From exit door to Evacuation Assembly Area or public road. Check for obstructions, locked gates, temporary fencing of works.

Level of performance and frequency of maintenance (as specified on occupancy permit):

Date of inspection	Name and phone number of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature



Exits - Completed by Group Member (responsible adult)

To be completed by Group member, even if council or private landlord performs this inspection.

Check that stairways, balustrades and ramps are in good working and safe condition. Repair or replace if defective or unsafe.

Level of performance and frequency of maintenance (as specified on occupancy permit):

Date of inspection	Name and phone number of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature



Exit Doors - Completed by Group Member (responsible adult)

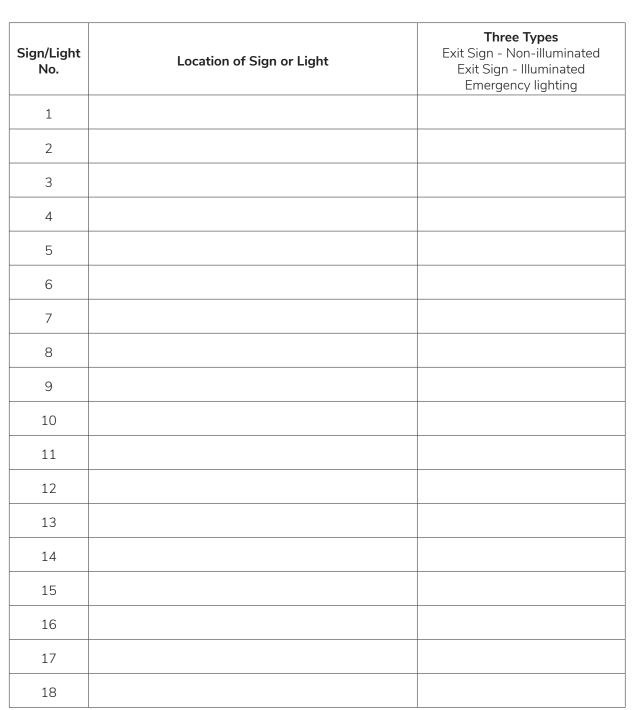
To be completed by Group member, even if council or private landlord performs this inspection.

Exit doors must be simple to operate without a key and using a single handed downwards action for all halls. Exit Doors must open outwards, for halls built from 1995 onwards or with a Maintenance Determination. No pad bolts allowed on exit door with handle. Check one action can open door without key. Remove pad bolts if present on exit door, replace lock and lever if required. List each Exit Door in the column below for Exit Door location.

Level of performance and frequency of maintenance (as specified on occupancy permit):

Date of inspection	Exit Door location	Name and phone number of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature





Exit Signs and Emergency Lights Schedule

Scouts VICTORIA

The above sign/light numbers are to be used to complete the Log Book for exit sign and emergency lights. Each sign/ light fitting is to be given its own unique number and location description (main hall front, main hall rear, kitchen, q-store ect.)

Note

A non-illuminated exit sign is to be included in the log book and passes the inspection if it is present above the exit door. If the exit sign has fallen off the wall, then replace it with a new non-illuminated exit sign.

Exit Signs and Emergency Lights - May be completed by electrician or Group Member

Refer to Scouts Victoria ESM Manual for details of inspection.

Level of performance and frequency of maintenance (as specified on occupancy permit):

• Six monthly (recommended June and December if contractor is not doing inspection). If contractor/council does the inspection, their logbook must be left on site or the contractor must complete this logbook. Where a fail result occurs for an illuminated exit sign or emergency light after 90 minutes, a qualified electrician must be engaged to rectify the issue.

Date of inspection	Sign/Light No. In schedule	Name and phone number of person conducting inspection	Pass or Fail	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature

