CRESCONOVA
LABS

ROUTINE FIRE SAFETY CHECKS PROCEDURE

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Purpose

This procedure establishes a systematic approach to the routine inspection of fire safety measures within the premises. Its purpose is to ensure that fire precautions remain effective, escape routes remain unobstructed, and fire protection measures are not compromised during normal operation.

Routine checks form part of Cresconova's duty to maintain fire precautions under the Regulatory Reform (Fire Safety) Order 2005.

2. Daily and Weekly Checks

The Responsible Person (the Chief Creative Officer) or delegated site lead shall ensure that routine checks are undertaken to confirm:

(i) Escape routes and exits are clear and unobstructed;

(ii) Fire doors close fully and are not wedged open;

(iii) Fire alarm call points are unobstructed;

(iv) Emergency lighting units are not visibly damaged;

(v) Fire extinguishers remain in designated positions.

A weekly fire alarm test shall be conducted and recorded in the Fire Log Book.

Any defect identified must be recorded and addressed without undue delay.

3. Periodic Checks

At suitable intervals, and not less than termly during operational periods, a more detailed inspection shall be carried out to review:

i. Condition and operation of fire doors and self-closers;

ii. Integrity of escape signage;

iii. Condition of compartmentation where visible;

iv. General housekeeping standards to reduce fire load.

Where concerns are identified regarding passive fire protection or structural fire resistance, further investigation shall be considered and documented.

4. Recording

All routine inspections shall be recorded in the Fire Safety Log Book or associated records. Records shall include the date of inspection, findings, corrective actions and the name of the person conducting the check.

5. Escalation

Any issue that materially affects life safety, such as blocked exits, defective fire alarm systems, or compromised compartmentation, shall be treated as high priority and addressed immediately.

6. Review

This procedure shall be reviewed annually and following any significant fire safety incident.