

Fire Safety Checklist

Date of Check:

Checked by:

Line Manager:

Job Title:

Line Manager Signature:

Using this checklist regularly will help you to ensure that fire safety is managed correctly in the building. Work through the checklist, using the notes on page 2 to provide further information and advice. If any issues are picked up note the action that will be taken to rectify the issue. Keep this check sheet filed away for reference and to use as evidence of your management of fire safety should the Fire and Rescue Service or Health and Safety Department inspect the premises.

	Item	Issue Noted?		Action Taken
		Y	N	
1	Ignition and combustion			
1.1	Is every point of entry secure against intruders?			
1.2	Are electrical appliances in good order			
1.3	Is there evidence of overuse of multipoint adaptors or extension leads?			
1.4	Is there any untested electrical equipment in the area?			
1.5	Is combustible material kept away from sources of heat?			
1.6	Is there any evidence of unauthorised smoking?			
1.7	Is housekeeping of a good standard			
1.8	Are goods and papers etc. stored appropriately?			
1.9	Is rubbish regularly removed from the area and stored in external bins away from the building?			
1.10	Are cupboards, lift shafts, stairwells, spaces under desks and areas behind radiators kept free from rubbish and dust?			
1.11	Are liquefied petroleum gas (LPG) cylinders stored safely, preferably in a fenced compound outdoors at least 2m away from any boundary fences?			
1.12	Are stocks of paint, lacquer, flammable solvents, thinners and other flammable liquids stored in suitable containers?			
1.13	Is there any evidence of damage to fire compartments? E.g. holes in walls etc.			
2	Raising the alarm			
2.1	Has the weekly bell test been carried out?			
2.2	Is there any evidence of damage to or misuse of smoke detectors etc?			
2.3	Is the main fire panel in good working order?			
3	Escape			
3.1	Are all fire extinguishers in place, in good working order, sealed (pin in place) and unobstructed?			
3.2	Are all means of escape clear? Internal and external			
3.3	Are escape routes free from slipping and tripping hazards? (Including stairs and steps)			
3.4	Are fire doors closed where necessary, are all door seals in place and working correctly, are there any holes in the door or are the doors prevented from shutting?			
3.5	Are emergency lights in good working order?			
3.6	Are fire exit signs in place and unobstructed?			
3.7	Are final exits always unlocked when the premises are in use? Ensure outside area is free from obstruction, parked vehicles, overgrown shrubs/ foliage etc.			
3.8	Are fire action notices with fire assembly point in place?			
3.9	Have all new staff members been trained in the fire procedure?			

Notes

1	In order for a fire to start some form of ignition is required, for a fire to develop it needs fuel. By eliminating or reducing sources of ignition and fuel the chances of fire starting and developing can be greatly reduced.
1.1	Ensuring the building is secure against intruders will minimise the chance of arson occurring
1.2	Electrical appliances that are defective and/or badly maintained can catch alight
1.3	Multipoint adapters and extension leads can overload plug sockets and electrical systems leading to fire.
1.4	Electrical equipment should be tested regularly and a label attached for evidence. Ensure that no unauthorised or untested equipment is brought into the area.
1.5	Combustible material such as rags, paper, boxes etc. should not be stored in front of electric heaters or other sources of heat in case a fire develops.
1.6	Smoking should only be permitted in authorised areas and suitable ashtrays / bins provided. Careless disposal of smoking materials can lead to fire.
1.7	Work areas should be kept tidy to ensure that fuel for fires is not available. Good housekeeping will also prevent means of escape from becoming blocked.
1.8	As above
1.9	Rubbish should be regularly removed and stored in suitable bins ready for disposal. External bins should be kept away from buildings to minimise the likelihood of trespassers lighting fires in the bins and using them to set fire to the building.
1.10	These areas are notorious for being used to store materials, make sure they are kept clear.
1.11	LPG containers must be stored appropriately. Outside (unless currently being used) in a suitable cage or tied and in a well ventilated area.
1.12	Small stocks of these materials are permitted in suitable containers inside buildings.
1.13	The principal structural means for limiting the spread of fire is compartmentalisation – dividing the building into compartments that are separated from each other by fire resisting doors and walls. Holes in these walls and doors will compromise the integrity of these compartments.
2	
2.1	Weekly bell test is a statutory requirement to ensure any automatic fire detection system is working correctly.
2.2	Sometimes smoke detectors are disabled if work is being undertaken that might set them off (e.g. welding) it is critical that any disablements are managed correctly and the detectors are put back in to service afterwards.
2.3	Check for any fault lights etc.
3	
3.1	Check that fire extinguishers haven't been discharged, that they can be easily reached (no chairs / tables in front of them etc.)
3.2	Gangways and escape routes must never be obstructed. Unwanted furniture, coat racks, stocks of stationary, cleaners' equipment, newly delivered goods etc. will all reduce the available width of escape routes and make it more difficult to evacuate people, especially if the power is cut and people are relying on low level emergency lighting to see where they are going. Sources of heat or electrical equipment such as portable heaters, vending machines or photocopiers should NEVER be sited on escape routes.
3.3	Changes of level, electrical extension leads, unstuck floor tiles and other small items – such as contractors tools left on the floor are all capable of causing people to trip. Changes of level should be indicated by warning tape and signs. Loose handrails, raised or loose floor tiles and damaged nosings on steps may all cause people to trip.
3.4	Fire doors must be kept closed unless on an automatic link to the fire alarm (these are held open with a magnetic clip until the activation of the alarm releases them). Check that the seals (if they are visible) around the doors are free from defects. Make sure the door closes in its frame properly and that there are no holes in the door. Make sure that there is nothing obstructing the closure of automatic fire doors. All fire doors should carry a sign on both faces bearing the legend "Fire Door Keep Shut", "Automatic Fire Door Keep Clear" or "Fire Door Keep Locked", this last sign applies to store rooms and cupboards that open onto escape routes. Fire doors are the principle means whereby flames, smoke and toxic gasses are prevented from spreading into escape routes. They are only effective if they are kept

	closed. Any wedges holding doors open should be confiscated.
3.5	Emergency lights when operational display a small red power light. Make sure these lights are illuminated (emergency lights are subject to various kinds of maintenance and testing at varying frequencies these must be done by a competent person).
3.6	Check that fire exit signs haven't fallen down and that nothing has been stuck over them.
3.7	Final exit doors must always remain unlocked whenever the premises are in use. Break glass bolts are an acceptable way of keeping a fire exit door securely shut, provided that clear instructions on how to release the bolt are displayed on or adjacent to the door.
3.8	Fire action notices should give details of what to do in the event of an emergency and where to assemble in the event of an alarm.
3.9	This is essential to ensure all staff know what to do in the event of an emergency.