

Fire safety checklist

A - Fire management

- Do you have a fire risk assessment complying with the requirements of the Fire Reform Order?
- Is the first risk assessment reviewed on an annual basis for suitability?
- Who is your responsible person?
- Do you have appointed fire wardens?
- Are your fire wardens trained?
- Does all staff know what to do in the event of a fire?
- Are all staff trained in emergency procedures?
- Do you have a disaster recovery plan?
- Do you have daily or weekly Check/Audit lists?
- Are daily checks carried out?
- In the event of an emergency, who contacts the emergency services?
- How is the roll call managed?

B - Means for escape

- Are all escape routes clear?
- Are all fire exits clear?
- Are all fire doors closed?
- Are all fire exit doors clear and unlocked?
- Are regular fire drills carried out?
- Are Fire Action Notices displayed?
- Are Fire Assembly Points designated?
- Are doors controlled by access control released in the event of a fire?

C - Portable fire fighting equipment and signage

- Are all portable fire fighting appliances in place?
- Is all signage clearly visible?
- Are all fire fighting appliances serviced by a competent person at least once a year, every year?
- Is there a fully maintained and up-to-date fire log book?



D - Fire Alarm

- Is the fire alarm control unit viewed daily for faults etc...?
- Are weekly tests carried out?
- Is there a fully maintained and up-to-date fire log book?
- Is the system serviced at least twice per annum by a competent person?

E - Fixed fire fighting systems

- Are all fire fighting systems inspected daily for damage?
- Are all fixed fire fighting systems serviced by a competent person?
- Is there a fully maintained and up-to-date fire log book?

F - Emergency lighting

- Are monthly short duration tests carried out?
- Is there a fully maintained and up-to-date fire log book?
- Is the system serviced annually by a competent person?

G - Housekeeping

- Are all cupboards, lifts shafts, spaces under benches, gratings, conveyor belts and similar places kept free from dust and rubbish?
- Are all materials stored in suitable areas and racking?
- Is all waste material placed in suitable receptacles?
- Is all refuse removed regularly?
- Are compostable materials separate from sources of ignition?
- Are all areas kept clear from accumulated waste, packaging materials and pallets?

H - Electrical

- Are safety checks carried out on the electrical installation?
- Are all portable electrical appliances tested?
- Are all sockets used correctly i.e. one plug per socket?



I - Flammable Substances

- Are all flammable substances stored in secured areas?
- Are all flammable substances stored away from heat sources?
- Are areas storing flammable materials suitably labelled?

J - LPG Cylinders

- Are LPG cylinders stored safely, in a dedicated external compound at least 2 meters away from any boundary fence?
- Are empty cylinders treated in the same manner to the above?
- Is the appropriate signage displayed?

K - Smoking

- Are designated smoking areas provided?
- Are suitable containers provided for cigarette ends?... and emptied daily?
- Are no smoking regulations strictly applied?

L - Contractors

- Are contractors provided with a site induction?
- Is there a suitable permit to work procedure?
- Is there a hot work procedure?
- Are contractors signed in and out?
- Are suitable method statements and risk assessments provided?

M - Heating & Lighting

- Are there restrictions for using unauthorised heaters?
- Are combustible materials at a safe distance from any appliance or flues?
- Is care taken to ensure no materials are left on heaters?
- Are portable heaters securely guarded and located where they can not be knocked over?
- Are goods kept clear of lighting equipment?
- Are bulbs of suitable size for the fitting?



N - Kitchens

- Are canopies and ducting cleaned regularly?
- Are deep fat fryers thermostatically regulated?
- Are grease deposits cleaned regularly?
- Are cooking appliances serviced regularly?
- Are any fixed fire extinguishing systems maintained by a competent person?
- Is there a fully maintained and up-to-date fire log book?

O - Night Checks

- Is there a procedure for checking the premises at night?

Get in touch

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