

Fire Safety Checklist

This fire safety checklist is designed to help the competent person carrying out a risk assessment for fire safety. The competent person may be the duty holder, or another person they have nominated, and must have the necessary knowledge, skills, experience, and training to recognise the fire risks in their workplace and identify suitable safety measures to control these risks. Use this checklist to help you ensure you cover all the key fire safety areas in your assessment.

Common Hazards	Yes	No	Notes/actions to take:
<p>Source of ignition</p> <p>Check the ignition sources in your workplace. Look for frayed wiring, poorly maintained equipment, blocked ventilation, signs of overheating, incorrectly discarded cigarettes, etc.</p> <p>Have you identified any issues?</p>			
<p>Source of fuel</p> <p>Check the fuel sources in your workplace. Look for waste materials, such as cardboard, that need removing from the premises, check that external bins are properly secured and kept well away from the building, and look for incorrectly-stored flammables, such as chemicals.</p> <p>Have you identified any issues?</p>			
<p>Source of oxygen</p> <p>Check the activities or materials in your workplace that present a source of oxygen. For example, oxygen cylinders used in confined spaces, pyrotechnics, and oxidising materials.</p> <p>Have you identified any issues?</p>			

Fire Safety Checklist

Fire Alarms and Detectors	Yes	No	Comments:
1. Have you tested the fire alarm in all areas?			
2. Did the alarm sound as expected in every area?			
3. Are all manual call points in good condition and unobstructed?			
4. Are there a sufficient number of alarms throughout the premises, including those that accommodate people with vulnerabilities? <i>For example, visual alarms for people that are hard of hearing.</i>			
5. Do visual alarms and pagers work as expected?			
6. Are detectors due an inspection soon?			

Fire Safety Checklist

Escape Routes and Exits	Yes	No	Comments:
1. Are all routes and exits free from obstructions?			
2. Are all fire doors kept closed?			
3. Do fire doors that are normally locked unlock during the alarm?			
4. Do the self-closing features on fire doors work properly?			
5. Do doors for escape routes and final exits open easily?			
6. Is the assembly point free from obstructions?			
7. Are there suitable measures along escape routes for vulnerable people? <i>For example, access ramps and firefighting lifts.</i>			
8. Are ventilators in stairwells (where relevant) working as intended?			

Fire Safety Checklist

Signage and Lighting	Yes	No	Comments:
1. Are there a sufficient amount of fire escape and exit signs, so that one is in clear sight from anywhere in the building?			
2. Are all fire safety signs clearly visible, unobstructed, and undamaged?			
3. Do all fire signs clearly lead people out the building and to the assembly point?			
4. Do all fire escape routes and doors have appropriate 'keep shut' or 'keep clear' signs?			
5. Are all signs appropriately illuminated?			
6. Is emergency lighting functioning as intended, so that all escape routes have adequate illumination?			
7. Are any doors that could be confused as an escape route clearly marked?			
8. Do push bars on final exit doors (where relevant) work as intended?			
9. Is the assembly point sign clearly visible and undamaged?			
10. Are fire action notices in good condition and unobstructed?			

Fire Safety Checklist

Fire Fighting Equipment	Yes	No	Comments:
1. Are fire extinguishers all in their intended locations, unobstructed, and undamaged? <i>Look for dents, leaks, faded labels, signs of corrosion or vandalism, and missing lock pins.</i>			
2. Are fire extinguishers properly mounted or within their designated cabinet?			
3. Are extinguishers appropriate for the types of risks in the areas they're located? <i>For example, carbon dioxide extinguishers in rooms with electrical equipment.</i>			
4. Are any extinguishers due an inspection or due to expire soon?			
5. Are there a suitable number of fire extinguishers throughout the premises? <i>There should be at least one every 200 square metres.</i>			
6. Are sprinkler systems unobstructed?			

Fire Safety Checklist

Additional factors	Yes	No	Comments:
1. Is the fire action plan up to date?			
2. Are people's personal emergency evacuation plans all up to date?			
3. Does anyone need to refresh their training?			
4. Is your workplace due to carry out a fire drill soon?			

Further comments and actions

Large empty rectangular box for providing further comments and actions.