

Fire Safety at Work – Checklist ✓

*This checklist should be read in conjunction with the fire risk assessment – any questions answered with a **No** are referred to within the assessment or the comments section below*

*Those answered **Yes** are at the time of the assessment and following any potential corrective action being taken.*

www.macwilliam.co.uk If you require a fire risk assessment, further information or fire training telephone 01953 603445 or tim@macwilliam.co.uk

Preventative Measures

Are there suitable and sufficient exits throughout the building?	
Do the exits lead to a place of safety?	
Are all gangways and exits free from obstruction?	
Are steps and stairs in good state of repair?	
Are all fire doors closed or magnetic?	
Are self closers operating correctly? (opening the way of travel)	
Are escape routes clearly signed	
Are escape routes adequately lit?	
Has suitable training taken place by a competent person?	
Are there suitable notices displayed within the building where necessary with diagrams?	
Is there a suitable fire detection and alarm system in place and in working order?	
Can the fire alarm be raised without putting personnel at risk?	
Is the alarm and emergency system regularly monitored?	
Is the system linked directly to the fire services?	
<i>Comments</i>	

Planning for an Emergency

Has an emergency plan been drawn up and conveyed to all employees?	
Is there a member of management staff with overall fire safety responsibility?	
Does every employee know what to do in the event of a fire?	
Are notices informing staff what to do in a fire prominently displayed?	
Is there a procedure for phoning the fire brigade?	
Is there suitable numbers of extinguishers available?	
Are the extinguishes serviced annually by a competent person?	
Are staff trained in the use of extinguishers/hose reels?	

Is there an automatic fire detection system?	
Is there an automatic sprinkler system?	
Are duplicate copies of important records kept in another building?	
Is there a suitable plan for evacuation of disabled, elderly and children?	
Have contingency plans been drawn up to recommence with the minimum of delay in the event of a fire occurring?	
<i>Comments</i>	

Waste Control

Is there a system for controlling combustible materials and flammable liquids and gases that are kept in the workplace	
Is the workplace free from rubbish and combustible waste material	
Is there a suitable waste management system in place?	
Are cupboards , lift shafts, spaces under benches, gratings, conveyer belts and areas behind radiators kept free from rubbish and dust?	
Are areas in and around the building kept free from accumulated waste materials?	
Is furniture in good condition of non toxic materials and where necessary flame retardant?	
Have measures been taken to ensure smoke and flames cannot be spread from one compartment to another?	
<i>Comments</i>	

Smoking

Is smoking prohibited in all but specially designated areas?	
Where smoking is permitted is there an abundant supply of non combustible receptacles for cigarette ends as distinct from containers for waste?	
<i>Comments</i>	

Machines

Is all machinery and equipment regularly and frequently inspected and maintained?	
Is machinery kept clean?	
<i>Comments</i>	

Flammable Liquids

Are quantities of diesel and petrol properly stored in suitable containers	
Are stocks of paint, lacquer, flammable solvents, thinners and other flammable liquids stored in detached single storey buildings of non combustible construction which are used for no other purpose?	
Are flammable liquids carried about in safety containers and not open tins, jam jars, buckets etc?	
Are flammable liquids handled only at a safe distance from possible sources of ignition	
Are suitable reduced sparking tools provided for use in places where flammable vapors may be present?	
Is their adequate ventilation where flammable liquids are stored or used?	
Are only sufficient quantities of flammable liquids brought into the workplace for the day's requirements?	
Are all flammable liquids returned to store at the end of the working day?	
<i>Comments</i>	

LPG Cylinders

Is the store used only for cylinder storage?	
Are cylinders stored with their valves uppermost?	
Are empty cylinders treated in the same manner but kept separate and labelled 'empty'?	
Are permanent warning notices prominently displayed prohibiting smoking and naked flames?	
<i>Comments</i>	

Electricity heating and Lighting Dangers

Are heating appliances at a safe distance from woodwork and combustible building boards?	
Is care taken that nothing is placed or left on heaters?	
Are heating appliances fixed not portable?	
If portable heaters have to be used are they securely guarded and placed or fixed so that they cannot be knocked over?	
Are defects in electrical equipment reported and remedied at once?	
Are electrical installations periodically tested and inspected?	
Are all portable electrical equipment regularly inspected and tested?	
Is the wiring periodically tested by a competent person (IEE Wiring Regulations)	
Are the indicator warning lamps on appliances all working?	
Is the use of extension leads kept to a minimum and care taken not to overload those in use?	
Are stored goods kept well clear of light bulbs? (such as toilet rolls in a cupboard)	
Are the main switches of all electrical appliances in the 'off' position when not in use?	
<i>Comments</i>	

Security

Has the possibility of arson been considered and acted upon?	
Is every point of entry secure against intruders and checked by night staff	
After close down of operations are all doors windows and gates checked and secure?	
Is the need for hot work always carefully assessed before it is undertaken?	
<i>Comments</i>	

This list is meant as a guide only and not necessarily exhaustive; no responsibility may be taken for omissions or problems arising from this checklist .

All premises should comply with the Regulatory Reform (Fire) Safety Order 2005