

## FIRE SAFETY CHECKLIST

**Complete each box with either – Date; YES; NO or N/A (Do not leave blank ) Make any additional notes in the NOTES section**

LOCATION:		DATE:				NOTES/ACTIONS: Note here any areas which require attention, complete a Hazard/Defect Report Form and pass to the appropriate person
NAME (print):		SIGNATURE:				
FIRE RISK ASSESSMENT	Date last assessment	.../.../...	Items actioned		Up to date	
ALARM	Date last test*	.../.../...	working		audible	
EVACUATION DRILL	Date last evacuation*	.../.../...	time/adequate		recorded	
SMOKE DETECTORS	Date last test	.../.../...	working		unobstructed	
EMERGENCY LIGHTING	Date last test	.../.../...	working		suitable	
ALARM POINTS	Date last test	.../.../...	visible		unobstructed	
FIRE FIGHTING EQUIPMENT (extinguishers)	Date last service	.../.../...	unobstructed		suitable	
EVACUATION PROCEDURE	up to date		adequate		well known	
EVACUATION NOTICES	posted		well located		sufficient	
RECORDS MAINTAINED	drills		eqpmnt tested		training	
FIRE EXITS	suitable		unobstructed		unlocked	
ESCAPE ROUTES	suitable		clear		well signed	
FIRE DOORS (non-mechanical)	closed		undamaged		working	
FIRE DOORS (mechanical)	working		undamaged			
EXIT SIGNS	correct		sufficient		well located	
FIRE EQUIPMENT (fire blankets)	maintained		unobstructed		suitable	
ASSEMBLY POINTS	clear		well located		well signed	
FLAMMABLE MATERIALS	suitable storage		min vols stored			
STAFF AWARE/TRAINED (questioned)	procedure		exits		assembly	
HOUSEKEEPING	high std					