**Fire Safety Checklist**

**Name of organisation:**

**Name of responsible staff member:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | If you answered **No**, what actions will you take to put this measure in place and when? | **Action taken**  **(Tick when complete)** |
| **Fire Risk Assessment** | | | | |
| **We have an up-to-date Fire Risk Assessment which is easily accessible, and which is reviewed on a regular basis.**   * It is a legal requirement to have a Fire Safety Risk Assessment for each building under the [2005 Fire Safety Order](https://www.legislation.gov.uk/uksi/2005/1541/schedule/1/made). This must be completed by a competent\* person. * Government Guidance is available on [how to complete a Fire Risk Assessment](https://www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist) and for [places of small and medium assembly.](https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly) |  |  |  |  |
| **Fire alarms - the responsible person must ensure that the premises are equipped with appropriate fire-fighting equipment** | | | | |
| **Fire alarms are tested every week, from a different call point by a competent\* person** |  |  |  |  |
| **Fire & smoke alarms are serviced every six months by a competent\* person** |  |  |  |  |
| **Monthly inspections are completed of all devices for operation/damage by a competent person\*** |  |  |  |  |
| **Escape routes and signage** | | | | |
| **The number, distribution and dimensions of emergency routes and exits are adequate for the dimension of our premises and the maximum number of people who may be present at one time.**   * [Detailed guidance on the number of escape routes needed is available here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/973794/9294_Small_Mediumt_v2.pdf) |  |  |  |  |
| **All fire escape doors are unobstructed and open easily on both sides.**   * The responsible person\*\* in your organisation has a legal duty to ensure that routes to emergency exits and exists themselves are kept clear at all times. |  |  |  |  |
| **Fire exit routes are clear and visible, with green man running signage.**   * emergency routes and exits must be indicated by signs |  |  |  |  |
| **Fire alarm points have appropriate signage with clear instructions on how to sound the alarm.** |  |  |  |  |
| **Fire procedure notices are placed in multiple locations including posters at emergency points which state what to do, who to call and where the assembly point is.** |  |  |  |  |
| **Visual checks on exits are carried out on a monthly basis and captured in writing.** |  |  |  |  |
| **Fire drill and evacuation** | | | | |
| **Fire Emergency Evacuation Plan is updated, easily accessible and reviewed on a regular basis.**   * A fire emergency evacuation plan should include details of all the action to be taken by staff in the event of fire. * Please see [Government guidance on evacuation plans](https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-and-evacuation-plans) * Evacuation Plan Templates: * [Safe Linc Fire Emergency Evacuation Plan and the Fire Procedure](https://www.firesafe.org.uk/fire-emergency-evacuation-plan-or-fire-procedure/) * [Seton Fire Evacuation Template](https://www.seton.co.uk/seton-uk/docs/fire-emergency-evacuation-plan-template.pdf) |  |  |  |  |
| **Fire drills are rehearsed routinely.**   * Fire drill procedure should be done at least once a year * For organisations that work with children, this should be done at least every 6 months |  |  |  |  |
| **We keep an up-to-date record of evacuations and consider how we can improve procedures.**   * An Evacuation Record is a document where you can log any evacuations that have taken place and collect information to improve evacuation procedures. * [Example Evacuation Record Template](https://beta.lambeth.gov.uk/sites/default/files/2021-10/emergency-evacuation-record.docx) |  |  |  |  |
| **We have designated fire wardens appointed to aid emergency evacuations** |  |  |  |  |
| **Personal Emergency Evacuation Plans (PEEPS) are in place and up to date for all staff, volunteers and service users that need them.**  **Staff know how to put PEEPS into practice.**   * Personal Emergency Evacuation Plans are for any person who may need additional assistance to evacuate a building in the event of an emergency.   Personal Emergency Evacuation Plan Template: [Manchester University PEEPs](https://www.healthandsafety.manchester.ac.uk/toolkits/fire/peeps/) |  |  |  |  |
| **All staff and volunteers are trained in fire safety procedures for emergencies.**   * The responsible person in your organisation must make sure that employees are provided with adequate fire safety training at the time they are first employed and if there is any change in their responsibilities or procedures. |  |  |  |  |
| **Information on fires safety procedures for emergencies are effectively communicated to all users of the building, including those hiring space and attending activities.** |  |  |  |  |
| **Fire extinguishers -** The responsible person at your organisation must ensure that all fire equipment and devices are in efficient working order and good repair | | | | |
| **Fire extinguishers are all in their designated locations.** |  |  |  |  |
| **Fire extinguishers are serviced annually.** |  |  |  |  |
| **All fire extinguishers have anti-tamper seals intact.** |  |  |  |  |
| **Fire extinguishers are checked weekly for tampering or broken seal.** |  |  |  |  |
| **Emergency lighting -** The responsible person at your organisation must ensure that all fire equipment and devices are in efficient working order and good repair | | | | |
| **Emergency lights undergo a monthly ‘flick test’, where you test all emergency lights illuminate and are in good working order** |  |  |  |  |
| **Emergency lights are serviced and tested annually.** |  |  |  |  |
| **There are spare batteries for emergency lights in designated and safe location.** |  |  |  |  |
| **Electrical devices and sources of ignition** | | | | |
| **All flammable liquids are kept away from areas where there are electrical devices.** |  |  |  |  |
| **Electrical devices are switched off when not in use.** |  |  |  |  |
| **Smoking is banned in all areas of the building and no smoking signs are visible.** |  |  |  |  |

**Further information:**

Your legal responsibilities in relation to fire safety are outlined in [The Regulatory Reform (Fire Safety) Order 2005](https://www.legislation.gov.uk/uksi/2005/1541/contents/made).

If you are using a space which also contains two or more domestic premises (e.g. a commercial unit in residential block) then you may also need to [consult the Fire Safety (England) Regulations 2022](https://www.gov.uk/government/publications/check-your-fire-safety-responsibilities-under-the-fire-safety-england-regulations-2022).

**\*\*Responsible person -** in relation to a workplace, the employer, if the workplace is to any extent under their control.

**\*Competent person** - A person is to be regarded as competent for the purposes of this article where they have sufficient training and experience or knowledge and other qualities to enable them properly to assist in undertaking the preventive and protective measures.

**The level of knowledge or expertise will depend on the task in question.**

* [Government guidance on fire safety in the workplace](https://www.gov.uk/workplace-fire-safety-your-responsibilities)
* [London Fire Brigade guidance on legal responsibilities relating to fire safety](https://www.london-fire.gov.uk/safety/the-workplace/fire-safety-law-explained/)