



▶ Fire Safety Check Sheet

This example of a Fire Safety Check Sheet can be used to help you develop a fire safety management policy for your business and make sure fire safety equipment is inspected periodically.

You can adapt this check sheet to suit your business premises and needs. You will need to take account of the manufacturer's recommendations in respect of the equipment on your premises and you will also need to decide on the appropriate time period for carrying out fire drills, and the number of trained persons required.

Any tick in a 'No' box should result in further investigation and appropriate action being taken as necessary. Maintain records of all inspections and certificates received.

Business name: _____

Date of inspection: _____

Date of next inspection: _____

Inspection undertaken by: _____

Escape Routes	Yes	No	N/A	Comments
Are you and your employees familiar with all escape routes and – Are they clear?				
Are all escape doors clear of obstructions?				
Can all fire escape doors be opened outwards, immediately and easily?				
Are all push bars and pads on emergency doors in good working order?				
Are all external emergency routes clear of obstructions?				
Do all electronic release mechanisms on fire doors work correctly?				
Do all internal self-closing devices work correctly?				

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Are fire seals and self-closing devices in good condition?				
Do all roller shutters, provided for compartmentation, work correctly?				
Are all external escape stairs safe?				
Has escape route compartmentation been affected by other works? (If Yes please investigate)				
Fire Detection and Warning Systems				
Is the indicator on the fire alarm panel showing "normal"?				
Do the manual call points work correctly? Last tested on date _____ by _____ Is certificate of test available?				
Do the automatic detectors operate correctly?				
Have you tested the detectors every _____ weeks? (please complete)				
Did the alarm system work correctly when tested? Last tested on date _____ by _____ Is certificate of test available?				
Did your employees and others present hear the fire alarm?				
Do all visual alarms work correctly?				
Do all the electronically linked mechanisms operate correctly? – Magnetic door holders – Smoke / Fire curtains – Others				
Escape Lighting				
Are emergency lights and exit signs working and in good condition?				

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When tested did all the emergency lights work? Last tested on date _____ by _____ Is certificate of test available?				
Has the system been checked by a competent person?				
Firefighting Systems				
Are you satisfied that you have the appropriate firefighting equipment for your premises? (Obtain expert advice if necessary)				
Are you aware of the manufacturer's instructions and recommendations in respect of the firefighting equipment in your premises?				
Are all fire extinguishers in place and clearly visible?				
Is all firefighting equipment in good working order?				
Has portable firefighting equipment been tested? Last tested on _____ by _____ Is certificate of test available?				
Has the sprinkler system been tested by a competent person? Last tested on date _____ by _____ Is certificate of test available?				
Are all internal firefighting risers unobstructed?				
Are your employees familiar with the firefighting equipment of your business?				
Are your employees trained in the use of firefighting equipment?				
Are the external fire hydrants unobstructed?				

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Management Systems	Yes	No	N/A	Comments
Are fire drills carried out every _____ weeks? (Twice yearly is recommended) Date of last fire drill _____				
Is the emergency evacuation plan prepared?				
Are employees trained and familiar with their role in the emergency evacuation plan?				
Are employees familiar with their role and responsibility in the event of a fire?				
Is the external access for the fire services readily available and free of obstructions?				
Are employees trained and familiar with the fire hazards and risk assessment associated with your business?				
Emergency Services				
Firefighting Lifts Last tested on _____ by _____ Test Certificate Available				
Dry / Wet Risers Last tested on _____ by _____ Test Certificate Available				
External Fire Hydrants Last tested on _____ by _____ Test Certificate Available				
Smoke and Heat Ventilation Systems Last tested on _____ by _____ Test Certificate Available				