

# Fire Compliance Checklist



- ☐ Are you maintaining signs that you have provided for the information of the fire and rescue service, such as those indicating the location of water suppression stop valves and the storage of hazardous substances?
- ☐ Do you regularly check all your firefighting equipment?
- ☐ Do you regularly check your fire-detection and alarm equipment?
- ☐ Are those who test and maintain the equipment competent to do so?
- ☐ Do you keep a log book to record tests and maintenance?
- ☐ Have your staff received any fire safety training?
- ☐ Are employees aware of specific tasks if there is a fire?
- ☐ Do you carry out daily checks to ensure that there is clear access for fire engines?
- ☐ If there is a fire, could all available exits be affected or will at least one route from any part of the premises remain available?
- ☐ Are fixed installations periodically inspected and tested every five years?
- ☐ Are electrical equipment and appliances periodically inspected and tested?
- ☐ Is the use of trailing leads and adaptors avoided where possible?
- ☐ Are adequate measures in place to stop people from smoking on the premises?
- ☐ Are 'No smoking' signs provided?
- ☐ Are suitable arrangements in place for those who wish to smoke outside the premises?
- ☐ Are the premises adequately secured to prevent unauthorised access?
- ☐ Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?
- ☐ Do the doors on escape routes open in the direction of escape?
- ☐ Can all final exit doors be opened easily and immediately if there is an emergency?
- ☐ Will everybody be able to safely use the escape routes from your premises?
- ☐ Are the people who work in the building aware of the importance of maintaining the safety of the escape routes, e.g. by ensuring that fire doors are not wedged open and that combustible materials are not stored within escape routes?
- ☐ Are there any particular or unusual issues to consider?
- ☐ Will there always be sufficient lighting to safely use escape routes?
- ☐ Do you have back-up power supplies for your emergency lighting?
- ☐ Where necessary, are escape routes and exits, the locations of firefighting equipment and emergency telephone clear of hazards?
- ☐ If you use or store hazardous or explosive substances have your staff received appropriate training?
- ☐ Do all emergency fastening devices to fire exits (push bars and n pads, etc.) work correctly?
- ☐ Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop) as indicated by appropriate signs?
- ☐ Are portable heaters subject to periodic inspection and used safely?
- ☐ Are adequate measures taken to prevent fires from cooking?
- ☐ Are cooking filters and ductwork subject to regular cleaning?
- ☐ Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?
- ☐ Are all fire exits easily and immediately openable?

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Have you had a Fire Risk Assessment (FRO)?</li> <li><input type="checkbox"/> Are the portable fire extinguishers or any fixed firefighting equipment provided suitable for controlling the risks identified?</li> <li><input type="checkbox"/> Are there enough extinguishers sited throughout the premises at appropriate locations?</li> <li><input type="checkbox"/> Are the right types of extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?</li> <li><input type="checkbox"/> Are the extinguishers visible or does their position need indicating?</li> <li><input type="checkbox"/> Have you taken steps to prevent the misuse of extinguishers?</li> <li><input type="checkbox"/> Do you regularly check equipment provided to help maintain the escape routes?</li> <li><input type="checkbox"/> Have you provided notices such as those giving information on how to operate security devices on exit doors, those indicating doors enclosing fire hazards that must be kept shut and fire action notices for staff and other people?</li> <li><input type="checkbox"/> Are the escape routes and final exits kept clear at all times?</li> <li><input type="checkbox"/> Are you maintaining a record of training sessions?</li> <li><input type="checkbox"/> Do you carry out joint training and fire drills in multi-occupied buildings?</li> <li><input type="checkbox"/> Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test.)</li> <li><input type="checkbox"/> Are distances of travel for escape considered reasonable?</li> <li><input type="checkbox"/> Are suitable precautions in place for escape from all inner rooms?</li> <li><input type="checkbox"/> Is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors?</li> <li><input type="checkbox"/> Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises?</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Are those who test and maintain the equipment competent to do so?</li> <li><input type="checkbox"/> Do you have the necessary procedures in place to maintain any facilities that have been provided for the safety of people in the building (or for the use of firefighters, such as access for fire engines and firefighting lifts)?</li> <li><input type="checkbox"/> Is your building constructed, particularly in the case of multi-storey buildings, so that, if there is a fire, heat and smoke will not spread uncontrolled through the building to the extent that people are unable to use the escape routes?</li> <li><input type="checkbox"/> Are any holes or gaps in walls, ceilings and floors properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them?</li> <li><input type="checkbox"/> Can all the occupants escape to a place of total safety in a reasonable time?</li> <li><input type="checkbox"/> Are the existing escape routes adequate for the numbers and type of people that may need to use them, e.g. staff, contractors and disabled people?</li> <li><input type="checkbox"/> Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?</li> <li><input type="checkbox"/> Is there a suitable electrical fire alarm system?</li> <li><input type="checkbox"/> Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate?</li> <li><input type="checkbox"/> Has someone been appointed to manage fire safety?</li> <li><input type="checkbox"/> Are procedures in the event of fire appropriate and properly documented?</li> <li><input type="checkbox"/> Are fire extinguishers subject to annual maintenance?</li> <li><input type="checkbox"/> Are combustible materials kept separate from ignition and heat sources?</li> <li><input type="checkbox"/> Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?</li> </ul> |
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For expert advice,  
or to arrange a Fire  
Risk Assessment.  
**Scan the QR Code.**



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