

Fire Safety Checklist

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- Fire Safety Management
 - Ensure that all fire safety measures are carry out daily
 - Ensure that staff are aware of the emergency procedures
 - Train all employees in fire safety
 - Create an Emergency Plan
 - Create procedures for checking the premises at night
 - Complete Fire Risk Assessments and/or updated earlier versions
 - Ensure that the Fire Certificate is available at all times
- Means of Escape
 - Ensure that all escape routes clear of obstructions
 - Ensure that all doors are kept shut on escape routes
 - Ensure that all internal fire doors clearly labelled
 - Ensure that all fire safety signs and callpoint signs can be seen clearly
- Fire Safety Equipment
 - Test fire alarm weekly and keep records
 - Test Emergency lighting regularly and keep records
 - Test other Detection Equipment and keep records
- Fire Instructions
 - Ensure that all staff know what to do in the event of a fire
 - Display Fire Action Notices
 - Designated an Assembly Point
- Housekeeping
 - Remove refuse regularly
 - Keep combustible material away from heat sources
 - Store aerosol cans safely stored
 - Keep combustible materials away from boiler rooms and electrical cupboards
- Kitchen
 - Clean canopies regularly
 - Clean grease deposits regularly
 - Service electrical and gas equipment regularly