

# 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