Fire Safety Checklist

Created: 1/1/2012

# Tasks:

☐ **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**