
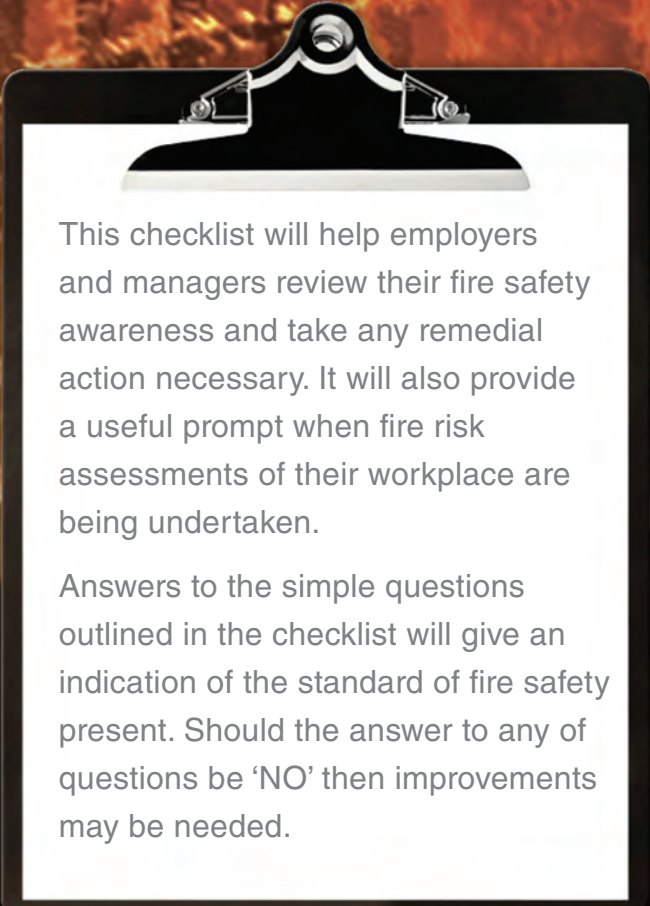




**Fire Protection  
Association**

# **Fire safety checklist for your workplace**

A dark silhouette of a firefighter wearing a helmet and jacket is positioned on the left side of the page, looking towards the right. The background is a dramatic, high-contrast image of a fire with bright orange and yellow flames and dark smoke.A black clipboard with a silver clip at the top is centered on the page. It holds a white sheet of paper with text. The background of the entire page is a fire scene.

This checklist will help employers and managers review their fire safety awareness and take any remedial action necessary. It will also provide a useful prompt when fire risk assessments of their workplace are being undertaken.

Answers to the simple questions outlined in the checklist will give an indication of the standard of fire safety present. Should the answer to any of questions be 'NO' then improvements may be needed.

**THE UK'S NATIONAL FIRE SAFETY ORGANISATION**

Protecting people, property, business and the environment

## Why is a fire safety checklist so important?

**Well managed and carefully maintained workplaces have fewer fire risks.**

If a fire does occur in a well organised workplace it should be controlled more easily and the dangers to staff, together with the threat of business interruption, significantly reduced.



### Escaping from a fire

YES NO

Are all exit doors readily openable from the inside during working hours?	<input type="checkbox"/>	<input type="checkbox"/>
Are escape routes clearly marked with exit signs incorporating the 'running man' symbol?	<input type="checkbox"/>	<input type="checkbox"/>
Are 'Fire Action' notices clearly displayed throughout the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Has a safe assembly point for employees, outside the building, been identified?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees know what to do on discovering a fire or when the fire alarm sounds?	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees instructed in fire procedures on their first day at work?	<input type="checkbox"/>	<input type="checkbox"/>
Have Fire Wardens been appointed and trained in their duties?	<input type="checkbox"/>	<input type="checkbox"/>



### Fire detection and alarm systems

YES NO

Is there an automatic fire detection and alarm system?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm tested weekly and maintained on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure for contacting the fire brigade: - during the working day?	<input type="checkbox"/>	<input type="checkbox"/>
- when the premises are closed?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm system connected to a monitoring centre which contacts the fire brigade?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm system, and all its components, continuously monitored?	<input type="checkbox"/>	<input type="checkbox"/>



### Fire protection equipment

YES NO

Has suitable fire-fighting equipment been provided throughout the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been instructed on its correct use and operation?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire extinguishers, hose-reels, and automatic sprinkler systems etc regularly inspected and tested by competent persons?	<input type="checkbox"/>	<input type="checkbox"/>
Are regular checks undertaken to make sure equipment is not missing or damaged?	<input type="checkbox"/>	<input type="checkbox"/>



## Preventing the fire: Cleanliness and tidiness

YES NO

Does everybody keep their personal workplace tidy?

 Y  N

Is the workplace kept clear of combustible waste and rubbish?

 Y  N

Is waste put in a safe, secure place awaiting collection (ie not accessible to the public)?

 Y  N

Is the burning of rubbish on the site prohibited?

 Y  N

In production areas, are benches, gratings, conveyor belts and similar places regularly kept clear of dust and rubbish?

 Y  N

Likewise, are pipes, ducts, beams, trusses and electrical fittings kept clean?

 Y  N

## Preventing the fire: Storage areas

YES NO

Are storage areas separated from the rest of the building by fire-resisting walls and doors?

 Y  N

Is access to storage areas restricted to those who really need to be there?

 Y  N

Are storage areas inspected for fire hazards at the end of the working day?

 Y  N

Are there clear spaces around shelving and stacks of stored materials, and are adequate gangways provided between them?

 Y  N

Are stacks and shelves arranged so that sprinkler heads and fire detectors are not obstructed?

 Y  N

Are stacks and storage kept clear of light fittings and hot service pipes?

 Y  N

Are stacks and shelving stable and unlikely to collapse quickly should a fire start?

 Y  N

Are combustible materials stored in the right place and excessive quantities in process areas avoided?

 Y  N

## Preventing the fire: Liquid petroleum gas

YES NO

Are any LPG cylinders stored safely, ideally in an external fenced compound at least 2 metres from buildings or boundary fences?

 Y  N

Is the area used only to store cylinders?

 Y  N

Are empty cylinders treated in the same way but kept separate and marked 'EMPTY'?

 Y  N

Are warning notices, prohibiting smoking and naked lights, prominently displayed?

 Y  N

Are cylinders stored with their valves uppermost?

 Y  N



## Preventing the fire: Flammable liquids

YES NO

- |   |                          |                          |
|---|--------------------------|--------------------------|
| Are all stocks of flammable liquids kept in purpose-built flammable liquid stores?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the flammable liquid store kept clean and tidy?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the quantities of flammable liquids used in the workplace kept to the minimum and, when not needed, returned to safe storage? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are flammable liquids kept away from all possible sources of ignition?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are suitable spark-reducing tools provided for use in places where there may be flammable vapours?                                | <input type="checkbox"/> | <input type="checkbox"/> |



## Preventing the fire: Space heating and lighting

YES NO

- |  |                          |                          |
|--|--------------------------|--------------------------|
| Are there restrictions on the use of portable heaters?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are any portable heaters which are necessary guarded and fixed to prevent them being knocked over? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are combustible materials and waste kept at a safe distance from appliances and flues?             | <input type="checkbox"/> | <input type="checkbox"/> |
| Is care taken to prevent materials being left on or near to heaters?                               | <input type="checkbox"/> | <input type="checkbox"/> |



## Preventing the fire: Smoking

YES NO

- |   |                          |                          |
|---|--------------------------|--------------------------|
| Is smoking prohibited in all but designated areas?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Are smoking policies strictly enforced?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Where smoking is permitted, are suitable metal ashtrays or containers provided? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are ashtrays / containers emptied at least once a day, or more often if needed? | <input type="checkbox"/> | <input type="checkbox"/> |



## Preventing the fire: Machinery and plant

YES NO

- |   |                          |                          |
|---|--------------------------|--------------------------|
| Does all machinery and plant receive regular routine maintenance?                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the lubrication of moving parts adequate?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are motors and moving parts of machinery kept clean to prevent overheating?               | <input type="checkbox"/> | <input type="checkbox"/> |
| Are vents on motors kept free of blockages to ensure air-cooling and circulation?         | <input type="checkbox"/> | <input type="checkbox"/> |
| Are drip trays provided and cleaned on a regular basis?                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are oil leaks and drips absorbed with mineral absorbents: not sawdust etc?                | <input type="checkbox"/> | <input type="checkbox"/> |
| Are cleaning materials provided so that spillages are quickly cleared from the workplace? | <input type="checkbox"/> | <input type="checkbox"/> |



## Preventing the fire: Maintenance of buildings

YES NO

Is every point of entry to the site and buildings secure against intruders?

Y  N

At the end of the working day are all doors, windows and gates locked and secure?

Y  N

Are internal fire-resisting doors kept closed at all times when not in use?

Y  N

Are buildings regularly inspected for damage, graffiti or other signs of vandalism?

Y  N

Are the grounds surrounding buildings kept clear of combustible waste materials and vegetation?

Y  N

Are all outside contractors and visitors supervised while on site?

Y  N

Are permit to work and hot work permit procedures adopted on the site?

Y  N



## Should a fire occur: Damage control

YES NO

Is it possible to store goods clear of the floor to prevent possible water damage?

Y  N

Are adequate drains provided, and are they kept clear of blockages by regular inspection and cleaning?

Y  N

Have contingency plans been drawn up to reduce business interruption should a fire occur?

Y  N

Are duplicate copies of contingency plans, records, back-up discs and documents kept safely in another building?

Y  N



## Fire Risk Assessment

FPA offer professional and comprehensive fire risk assessment and consulting services nationwide

- Fire risk assessment
- Fire safety audits
- Fire investigations
- Fire safety consulting

For further information please call 01608 812500 or email [fireadvisoryservices@thefpa.co.uk](mailto:fireadvisoryservices@thefpa.co.uk)