

FIRE SAFETY AUDIT CHECKLIST

Name of organisation	<input style="width: 100%; height: 20px;" type="text"/>			
Address of premises	<input style="width: 100%; height: 30px;" type="text"/>			
Identification of area within the premises	<input style="width: 100%; height: 20px;" type="text"/>			
Date of audit	<input style="width: 100%; height: 20px;" type="text"/>			
Audit undertaken by (print name)	<input style="width: 100%; height: 20px;" type="text"/>			
Fire Safety Management				
	Yes	No	N/A	Comments
Has the fire risk assessment been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the fire risk assessment record available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the identified means to reduce or remove the significant hazards been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the means to control the risk and protection of people in the event of fire been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have staff been suitably trained for these measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there suitable monitoring of fire safety measures in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can it be demonstrated that monitoring is regularly carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the risk assessment properly reviewed, particularly if the premises or its use significantly changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Prevention — General				
	Yes	No	N/A	Comments
Is there an effective system for ensuring that the quantities and storage of all types of flammable materials are reasonable and properly controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all areas clean and tidy with no inappropriate storage and all combustible waste properly placed in designated containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Is all waste regularly collected and placed in a safe place ready for collection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are smoking areas properly marked and used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all employees in high risk areas properly informed of the particular risks and the means to control these risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prior to leaving the premises, are all areas inspected for potential fire and unnecessary equipment turned off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there suitable means to control the risk of arson?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all staff received basic fire prevention instruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do staff understand the need to report any potential fire hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do staff understand the role of self-closing and other fire-resisting doors — the need to keep them closed and free of obstruction to ensure that they will control the spread of fire and smoke?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire-resisting and smoke-stop doors, especially those on hold-open devices, closed at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If any permit-to-work systems are in place, are they operated correctly at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Prevention — Electrical Safety				
	Yes	No	N/A	Comments
Is the entire electrical installation in order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all electrical systems and equipment been tested in accordance with the provisions of the Electricity at Work Regulations 1989?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has all remedial work been carried out or the items withdrawn?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are records regarding regular testing of installation, equipment and portable appliances up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the use of flexible electrical cable and extension leads kept to a minimum and only short lengths used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Are the electrical circuits free of any evidence of overloading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is electrical equipment (eg light bulbs/fittings and any electrical heating appliances) kept well away from combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff aware that only trained personnel authorised by management can make repairs or alterations to electrical systems and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fire Prevention — Heating and Cooking Appliances

	Yes	No	N/A	Comments
Are all heating appliances securely fixed in position, suitably guarded and with an adequate clear space free of storage of any kind?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the entire heating installation in good order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all cooking appliances securely fixed in position, properly maintained and used only for their originally intended purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are arrangements for liquid or gaseous fuel supplies for heating and cooking equipment easily accessible with well marked shut-off valves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are appropriately qualified and registered contractors used to carry out all installation and maintenance of liquid or gaseous fuel supply equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff aware that only trained personnel authorised by management can make repairs or alterations to liquid or gaseous fuel-fired equipment and fuel supply systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fire Prevention — Buildings, Plant and Machinery

	Yes	No	N/A	Comments
Are all fire or smoke barriers in good condition with any openings for pipes ducts, etc properly protected by provision of fire-resisting materials or fire dampers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire dampers tested regularly for correct operation and results recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Are there proper systems and procedures in place to control work on new buildings and/or alterations, repairs and decoration of premises, such that no fire hazards are introduced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are regular checks undertaken and recorded of the condition of all fire safety measures within the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Prevention — Means of Escape				
	Yes	No	N/A	Comments
Are fire exits of a sufficient number and of sufficient width to enable the people present in any and all areas to evacuate safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all final exits lead to a place of total safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire exits readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all final exits and intermediate doors easily operable from the inside without the use of a key?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all corridors, gangways and stairways forming part of escape routes free from obstruction and not used for storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are floor and stairway surfaces in good condition and free from tripping and slipping hazards, particularly including any external stairs and paths?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire-resisting and smoke-stop doors in good condition, with fully operating self-closing devices and the doors closing fully onto rebates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all doors on escape routes open in the direction of travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all escape routes clearly and properly signed throughout their lengths, with internal doors not forming part of a route clearly labelled as such?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all escape routes provided with adequate lighting at all times of the day and night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is adequate emergency lighting provided and is it fully serviceable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have appropriate provisions been made for the safety of persons with special needs, such as the young, old or disabled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fire Prevention — Actions in the Event of Fire				
	Yes	No	N/A	Comments
Are there clearly defined written fire action and emergency evacuation procedures, including provision for ensuring that everyone is out of the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all employees fully aware of these procedures and their own particular duties and responsibilities in the event of an evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are suitable "Fire Action" notices prominently displayed around the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have appropriate staff been appointed to take control in the event of a fire (Fire Marshal) and to summon the fire brigade for all fires, no matter how small?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there sufficient fire wardens available to provide for all working hours (including lunch and tea breaks), taking into account holidays and sick leave?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have appropriate arrangements been made for dealing with those who are not normally on the premises such as members of the public, visitors and contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the fire evacuation assembly areas in safe locations, clear of the building and away from fire brigade vehicle access and parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there alternative evacuation areas available in the event that the nominated ones are not available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency evacuation routes and procedures checked by carrying out drills at least once per year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Prevention — Fire Detection and Alarm Systems				
	Yes	No	N/A	Comments
Can a fire alarm be raised without placing anyone in danger?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the fire alarm system in full working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there sufficient fire alarm call points located near to every exit from each floor and from each building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Are all alarm call points unobstructed and clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the audible signals from the fire alarm operated weekly and clearly audible throughout the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Prevention — Portable Fire-fighting Equipment				
	Yes	No	N/A	Comments
Is there adequate provision of portable fire extinguishers which are suitable types for the fire risks where they are positioned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all portable fire extinguishers and fire blankets suitably located, positioned on brackets securely fixed to the wall and available for immediate use — not obstructed or hidden?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the locations of all portable fire extinguishers and fire blankets clearly identifiable even without the provision of appropriate signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Prevention — Notices and Fire Safety Signs				
	Yes	No	N/A	Comments
Are sufficient appropriate fire safety notices and signs used throughout the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire safety signs throughout the premises present, undamaged and clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all "panic bar" fire exit doors have suitably positioned "Push Bar to Open" signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Prevention — Fire Service Facilities and Liaison				
	Yes	No	N/A	Comments
Is there adequate access to the site and all buildings to enable fire brigade vehicles to get close enough for fire-fighting and rescue purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire hydrants in the vicinity clearly indicated and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the fire brigade familiar with the premises and any particular special hazards relating to the premises or the activities within it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fire Prevention — Testing, Maintenance and Records

	Yes	No	N/A	Comments
Are the fire detection and alarm system tests carried out and recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the emergency escape lighting systems properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the portable fire extinguishers and fire hoses properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the automatic sprinkler system properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any other fixed fire suppression systems properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any smoke or heat control systems properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all automatically closing doors or shutters and similar properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any emergency generators properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any evacuation or fire-fighting lifts properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are their suitable records of the regular fire safety maintenance tests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there suitable records of fire evacuation drills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Audit Results

If all answers to the questions above are "yes" or "n/a", your fire safety procedures are currently *adequate*. No further action is required at this time. Simply sign and date the form in the spaces provided below.

If one or more answers to the questions above are "no", your fire safety procedures are currently *inadequate*. Sign and date the form in the spaces provided below, and record deficiencies and remedial actions in the "Action required following fire safety audit" form.

Audit undertaken by (print name)

Audit undertaken by (print name)