



THE ULTIMATE FIRE SAFETY CHECKLIST

**79 Critical Checks To Help
You Manage Fire Safety In
Your Business**



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The Role of the Fire Warden/Marshal

The important role that fire wardens and fire marshals play in ensuring your business is prepared for a fire emergency should not be underestimated.

Together with your emergency plan, fire wardens/marshals are an important risk control measure to ensure that your workplace is prepared, should an emergency situation, potentially a fire, occur. Hence, we advise businesses to choose their fire wardens/marshals carefully.

Key Duties of Fire Wardens/Fire Marshals

- Developing and updating a fire evacuation and emergency plan.
- Ensuring that fire-fighting and safety equipment has been properly installed.
- Ensuring that said equipment is always readily available and in good working order.
- Carrying out fire risk assessments.
- Carrying out fire drills and assessing results.
- Taking swift, appropriate action in the event of a fire, i.e. evacuation and fighting fires.
- Assisting all people in the workplace should an emergency occur, including assisting people with special needs, e.g. helping someone in a wheelchair to evacuate.
- Monitoring fire safety at all times.
- Actively adopting good fire safety practices.
- Checking all fire doors.

If the fire alarm is sounded, fire wardens/marshals have a duty to assist in the safe evacuation of employees and visitors from your workplace immediately, and to ensure that their designated area has been cleared.

During an evacuation, fire wardens/marshals need to:

- Direct everyone to leave the building using all the appropriate routes and exits (and not inappropriate exits such as lifts);
- Check all accessible spaces in their area, including the toilets, to make sure everyone has evacuated – this should be done on the way out of the building so that the fire warden/marshal isn't putting themselves at risk by re-entering the evacuated area;
- Close the doors to help to isolate the fire; and
- Guide everyone to the assembly area and assist in checking that everyone has arrived safely.

Fire wardens/marshals should be provided with full authority to conduct an evacuation and your employees should know that the fire warden/marshal has this authority.

Your fire wardens/marshals should carry out regular checks of your business to ensure that good fire safety practices are adopted at all times.

We hope you will find the following comprehensive checklist helpful for your fire wardens/marshals to use. We recommend that this checklist is completed every month.

Fire Risk Assessment

It is important to get your fire risk assessment completed by a person who can prove their competence in this field. If you cannot prove your competence please do not carry it out yourself, get help from a specialist consultant.

The risk assessment must be fit for purpose and be suitable and sufficient.

Fire Safety Risk Assessment				
	Checklist Questions	Yes	No	Comments
1	Has a competent person carried out your fire risk assessment?			
2	Does your assessment take into account different types of people, such as visitors, customers, contractors, children, elderly or disabled people?			
3	Have you consulted others who share a building with you and are they included in your assessment?			
4	Have your team been consulted about the assessment's findings?			
5	Have the recommended action points been completed?			
6	Since the assessment was done, have there been any changes to your building inside or out?			
7	Is it time your assessment was reviewed?			



Wear a Hi-Vis Fire Marshal waistcoat to help you stand out from the crowd and make it easy for people to find you.

Fire Hazards

A fire hazard is any situation, process, material or condition that, on the basis of applicable data, can cause a fire, deflagration, or explosion, all of which pose a threat to life or property.

There are a variety of reasons why fires break out, although many are due to negligence and could be prevented with more care and attention. One of the best ways to protect your business against fire is to educate your staff on the causes of fire and encourage them to be vigilant and report any potential fire hazards, so that they can be dealt with swiftly.

Fire Hazards				
	Checklist Questions	Yes	No	Comments
8	Are all flammable liquids and solvent containers sealed properly and stored safely away from electrical items and any other fuel source?			
9	Is all electrical equipment correctly wired and in good condition?			
10	Are there any signs of electrical faults, loose cabling, damaged plugs or wear and tear?			
11	Is your Portable Appliance Testing up to date?			
12	Are any electrical sockets overloaded using extensions or adaptors? Don't use appliances that total more than 13 amps or 3000 watts across the whole socket.			
13	Are any electric heaters clear of flammable material, such as packaging, rubbish and furniture?			
14	Is there any build up of, waste such as paper, cardboard, or other combustible materials?			
15	Is dust and grease regularly removed from around the motors of electrical equipment and machinery?			
16	Are all moving machinery parts, motors, bearings, rollers etc. free of "hot spots"?			
17	Are smoking refuges provided with ashtrays and bins?			
18	Are your waste skips located in a safe place, at a sufficient distance away from any buildings?			

Fire Alarm

A fire alarm system may not be needed if you are operating your business out of a small premises, such as a shop, where you are able to see a fire developing, and a shout of FIRE would be heard throughout the premises.

However most higher-risk businesses are recommended to install alarms as an extra safeguard.

According to UK fire safety legislation, all businesses must have an appropriate fire detection system. This means:

- You will need either a manual or an automatic system
- You need an automatic system if it's highly likely that a fire could go undetected or block exit routes
- Everyone in the building must be able to hear the alarm clearly
- There must be an alarm call point by every exit on every floor

In addition:

- Your fire detection system must be maintained in good working order
- You must test your fire alarm weekly
- You must have your fire alarm serviced at least every 6 months
- The person who carries out the testing and maintenance must be competent
- They may need to be certified and approved to industry standards

Fire Alarm				
	Checklist Questions	Yes	No	Comments
19	Is there evidence in your fire log book to confirm that regular fire alarms tests are being carried out from different points around the building?			
20	Can the alarm be heard in all areas of the business?			
21	Does a competent person check the fire alarm system annually?			
22	Are these maintenance checks of the fire alarm system recorded in the fire log book?			
23	Are all manual call points easily accessible and clearly indicated?			
24	Do any linked fire protection systems (e.g. magnetic door holders released, smoke curtains drop) operate correctly?			
25	Do all staff know how to sound the fire alarm?			
26	Do staff know where there nearest fire alarm call point is? Ask them.			
27	Have there been any false alarms recently? If so, have these been investigated?			

Fire Fighting Equipment

The Regulatory Reform (Fire Safety) Order 2005 states that you must provide “appropriate fire-fighting equipment”.

This usually means portable fire extinguishers, but some higher-risk businesses may also need hose reels or sprinklers. An example of a higher-risk business would be a restaurant, or one that needs to store chemicals or flammable materials.

Your fire extinguishers must:

- Be the right type for the business you have and the location they are in.
- Be maintained in good working order.
- Undergo an annual maintenance test.
- Be maintained by a ‘competent’ person.
- They may need to be certified to industry standards.

Fire Fighting Equipment				
	Checklist Questions	Yes	No	Comments
28	Are there arrangements in place for your fire extinguishers to be serviced annually by a competent engineer?			
29	Are all the fire extinguishers present and correctly positioned either in stands or hung on walls?			
30	Are all fire extinguishers visible and easy to access, with no debris or material stacked in front of them?			
31	Is the safety pin in place and intact? Nothing else should be used in place of the pin.			
32	Are the operating instructions clean, legible and facing outwards so that they are immediately obvious?			
33	Are the seals and anti-tamper tags in place?			
34	Is the handle, discharge hose and nozzle intact and not bent, cracked or broken?			
35	Is the pressure gauge in the green zone, ready to use and not damaged or showing “recharge”?			
36	Check the test label, has the extinguisher been tested in the last 12 months?			
37	Are Fire Blankets in good condition?			

Fire Doors

Fire doors are an important safety feature of any building in which people work or visit as they offer resistance to the spread of fire and smoke, limiting its effect.

They are particularly important elements of fire protection and, as such, you should ensure regular checks of the fire doors on your premises and monitor their condition for effective operation.

Fire doors should be checked quarterly with records of findings maintained and action taken to rectify deficiencies or faults found. However, in high traffic areas or where subject to abuse or misuse, it may be necessary to reduce this inspection period.

The purpose of the inspection is to monitor for signs of deterioration or damage and arrange for suitable repair to take place if required.

Fire Doors				
	Checklist Questions	Yes	No	Comments
38	Are all fire doors self-closing fully into their frame?			
39	Are cold smoke seals and intumescent strips intact?			
40	Are door closers in good working order?			
41	Is door emergency hardware (push pads, push bars, thumb turn locks) in good overall condition?			
42	Are Dorgards operational and maintained?			
43	Are fire doors free from obstructions?			
44	Are electro-magnetic hold open devices operating correctly?			
45	Does the latch hold the door firmly in place without rattling?			



Use a high power megaphone to amplify your voice in and outside of the building.

Escape Routes and Housekeeping

Escape routes should enable anyone to reach a place of safety during a fire, even if the fire blocks one of the escape paths. Therefore, you should have more than one route in place and should test each one regularly.

To make your fire escape routes effective, you should:

- Ensure they are constructed and enclosed by fire and smoke resistant materials.
- Install suitable emergency lighting and signs.
- Keep them free from obstructions.
- Ensure they have suitable access for people with disabilities.
- Install ventilators in stairwells to remove smoke from the atmosphere.
- Make sure everyone keeps fire doors closed to prevent smoke and fire from spreading.

Fire safety housekeeping must be given the respect it deserves, whilst it is deemed to be at the 'simple end' of the spectrum, if you fail to get this right, you are likely to fail in all areas. There is little point in installing complex fire detection systems to protect a building (in the event a fire might start) if you overlook the issues that could cause a fire to start in the first place.

Escape Routes and Housekeeping				
	Checklist Questions	Yes	No	Comments
46	Are designated escape routes including stair enclosures completely clear and passable?			
47	Are stairs and floors in good condition and free of slip/trip hazards?			
48	Are combustible and obstructive materials kept to a minimum in corridors and circulation routes?			
49	Are all escape routes, fire exits and assembly points clearly signed?			
50	Are fire-resisting doors (marked "Fire Door Keep Closed") kept closed and not wedged open?			
51	Are the routes to all fire exits clearly indicated?			
52	Do all exits open easily in the direction of escape?			
53	Are protected stairways clear of all materials and equipment and properly sealed against smoke leakage?			
54	Are final exits clear of obstruction on the outside?			
55	Do all staff know the way to their nearest fire exit?			

Fire Notices and Signs

Business owners often overlook fire safety notices and signs but all businesses will need at least two signs; a Fire Action Notice, and an Extinguisher ID sign, and quite probably more, to be legally compliant. Below is a summary of the types of fire safety sign and when you will need to use them:

- Fire Action Notice – explains what to do in case of fire and is mandatory for all premises.
- Fire Extinguisher ID sign – explains and locates each type of extinguisher. Mandatory.
- Fire exit signs – how to exit in case of fire.
- Fire alarm call point signs – identifies where to activate the fire alarm. Mandatory if you have an alarm.
- Other fire equipment signs – if you have a hose reel or a dry riser, you must signpost where they are.
- Warning & Prohibition signs – Highlights danger. Needed if there's extra risk of fire on your premises.

Fire Notices and Signs				
	Checklist Questions	Yes	No	Comments
56	Are exit signs illuminated in the event of power failure?			
57	Are there fire action notices displayed with written instructions on what to do in the event of a fire?			
58	Are all fire doors correctly labelled with Fire Door – Keep Shut signs and are they in good condition?			
59	Are fire exit signs in place and in good condition?			
60	Do all fire exit signs show a running man and accompanying text?			
61	Are emergency opening instruction signs on fire exit doors in place and in good condition?			
62	Are all assembly points clearly identified and in a safe location?			
63	If your site has more than one assembly point, is each point clearly defined and specified?			
64	If a visitor leaves via a rear or side fire exit door, can they find their way to the assembly point easily?			
65	Does every fire alarm call point have a fire action notice above it?			
66	Is the fire fighting equipment clearly identified?			
67	Is it clear what type of fire extinguisher can be used?			
68	Are electrical hazards, isolators and electrical switches clearly signed?			
69	Is the designated smoking area clearly defined?			
70	If there is a lift in the building, is it clearly signed not to use in the event of a fire?			
71	Does the company have a clear way of informing staff/visitors when a fire drill is due to take place?			

Emergency Lighting

UK fire safety legislation stipulates that emergency lighting is required in buildings for the purpose of providing light if normal lighting fails during a fire.

There are 3 main purposes of emergency lighting:

- Escape Route lighting: illuminates exit routes & helps occupants find fire fighting equipment in a fire
- Open Area Lighting: also called 'Panic Lighting'. Keeps communal areas lit in a fire to reduce panic
- High Risk Task Area lighting: provides light to shut down potentially dangerous processes in event of fire

You will require emergency lighting if your building doesn't have enough 'borrowed' light to safely exit the premises in the event of a power cut, or in any 'danger areas' such as commercial kitchens or plant rooms. Emergency lighting is also recommended in rooms that are larger than 60 square metres.

Your emergency lights should be 'flick-tested' monthly (i.e. turned off and on) and undergo a full service once a year.

The latest British Standard recommends that you have a 3 hour emergency lighting test once a year, during which your main light circuit should be switched off and your emergency lights left on for a 3 hour period, to test if any fail to work for the full duration. The 3 hour time window is to allow the fire brigade time to work in the event of a fire once all of the building's occupants have safely evacuated.

Because it can be highly disruptive to many businesses to have the main light circuit switched off for 3 hours, an alternative way to test is to carry out a 1 hour emergency lighting test twice a year.

Emergency Lighting				
	Checklist Questions	Yes	No	Comments
72	Is there evidence in your fire logbook to confirm that regular emergency lighting tests are being carried out from different points around the building?			
73	Does a competent person check your emergency lighting annually?			

**TOP
TIP**



A fire can knock out the power. Glow sticks, neon wristbands, and flashlights help you navigate and bring others to safety.

Staff Training and Fire Drills

Your entire team should know what to do in the event of fire and new employees must be shown what to do when they join your business.

UK fire safety legislation requires the following with regards to fire safety training:

- Refresher training should be delivered regularly – typically this is annually
- Fire safety training updates are needed if there are any changes such as building alterations
- You must carry out regular fire drills
- You must appoint people, often known as Fire Marshals or Wardens, to carry out the tasks below in case of alarm:
 - ⇒ Use fire extinguishers where appropriate
 - ⇒ Make contact with the emergency services
 - ⇒ Assist with the evacuation

We recommend that you use an accredited training company whose trainers are experienced fire safety professionals to train your Fire Marshals.

Staff Training and Fire Drills				
	Checklist Questions	Yes	No	Comments
74	Is your fire safety and evacuation procedures explained in your induction to new employees and temporary staff? Do you have a signed record for all new employees?			
75	Has there been a fire drill in the last six months?			
76	Have you carried out fire awareness training for the team within the last 12 months?			
77	Do you have sufficient fire wardens/marshals to ensure that all areas of your business are covered at all times? Don't forget to take into account holidays and sickness.			
78	Have your fire wardens/marshals received specific training on their roles and responsibilities within the last 12 months?			
79	Is your fire logbook up to date with records of all tests, training, evacuations, maintenance etc.?			

Further Help, Advice and Guidance

We hope you have found this checklist helpful. Please remember, fire doesn't just destroy your business – it can also kill.

Every year people die or are seriously injured as a result of a fire in the workplace. Fire can cost businesses vast sums of money, sometimes causing them to close permanently. It's vital that your premises meet fire safety regulations and that you ensure all your employees and visitors know what action to take in the event of a fire or emergency. Envesca can help you achieve your legal obligations in three different ways:

Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 requires all non-domestic premises to undertake a suitable and sufficient fire risk assessment.

Our experienced fire safety consultants will conduct a comprehensive assessment of your premises and provide a full written report, including recommendations on any safety issues that may need addressing in order to ensure compliance with the law.

To obtain a quote to carry out an assessment of your business call our support team today on 01452 890824.

Fire Safety Training

Training your staff is good for both your business and your team. It delivers real, lasting benefits to your business and your bottom line.

Investing in fire safety training results in much more than “ticking the boxes” and ensuring compliance. Additional benefits include safer working practices, increased staff morale and, ultimately, an enhanced customer experience.

Choose from in-house training at your premises, public events or online eLearning courses.

Why not give our friendly training team a call on 01452 890824 to discuss your specific training needs in more detail.

Fire Safety Signs and Products

We offer a wide range of fire safety signs and products in our online Safety Shop. Browse our online brochure to find the products you need to help you protect and inform your staff and visitors what to do in the event of an emergency.

Our fire safety signs are designed to meet all your fire safety needs and help ensure you comply with current legislation, which states, "All premises should clearly mark emergency exits and escape routes."

To view our brochure visit www.envesca.co.uk/safety-shop or call us on 01452 890824 to discuss your needs and place an order.

About Envesca

Envesca has been providing training and consultancy services to local and national businesses since 1996. Our professional team of experienced trainers deliver effective training in a friendly and relaxed atmosphere, with plenty of group discussion and activities in order to make the day both interesting and rewarding.

Envesca prides itself on our excellent standard of customer service, value for money and professional friendly training techniques. We are one of the leading training centres with Highfield Awarding Body for Compliance and plan to continue to grow the courses and services we offer in line with the needs of our customers.

Our Promise

We promise to make every Envesca experience outstanding.

We do this by:

- Placing you at the heart of everything we do, treating you in a professional, friendly and caring manner.
- Championing a safe and healthy environment for the world in which we live and work.
- Ensuring you remain up to date and competent by sharing our expertise, knowledge and skills with you.
- Maintaining our integrity by achieving everything we promise with honesty, efficiency and reliability.
- Providing the highest quality service by meeting your individual needs with accuracy, flexibility and consistency.
- Creating a positive learning environment that engages, inspires and encourages everyone involved and that delivers outstanding results.
- Earning your respect and confidence by constantly exceeding your expectations.

**Whatever your fire safety needs Envesca are here to help.
Simply call us today on 01452 890824**