

RISK ASSESSMENT & PLANNING		Yes	No	N/a	Comments
1.	Have you undertaken a fire risk assessment?				
2.	Is your assessment documented (required where 5 or more employees)?				
3.	Have you prepared a fire plan?				
4.	Have your assessment and plan been communicated to:	-	-	-	
	a. Employees?				
	b. Other parties including occupiers and persons in control (e.g. the owner and/or landlord) of your premises?				
5.	Are your assessment and fire plan reviewed periodically?				
MEANS OF ESCAPE		Yes	No	N/a	Comments
6.	Is the number and size of emergency exit routes sufficient?				
7.	Do emergency exit routes lead to a place of safety?				
8.	Are emergency exit routes:	-	-	-	
	a. In good order including floor surfaces, stairs, steps and handrails?				
	b. Adequately signed?				
	c. Free from tripping and slipping hazards and obstruction?				
9.	Do doors along escape routes open in the direction of egress?				
10.	Are emergency exit doors secured by means of suitable escape fittings and always unlocked when the premises are occupied?				
EMERGENCY LIGHTING		Yes	No	N/a	Comments
11.	Are escape routes adequately lit?				
12.	Is emergency lighting:	-	-	-	
	a. In good working order?				
	b. Regularly tested and maintained by competent personnel?				
13.	Do you keep records of emergency lighting testing and maintenance?				

RAISING THE ALARM		Yes	No	N/a	Comments
14.	Do you have adequate means of raising the alarm in the event of fire?				
15.	Is a fire alarm system installed?				
16.	Is the extent of automatic detection adequate for the risks present?				
17.	Does the fire alarm connect to a 24 hour manned alarm receiving centre?				
18.	Is the fire alarm:	-	-	-	
	a. In good working order?				
	b. Regularly tested and maintained by competent personnel?				
19.	Do you keep records of fire alarm testing and maintenance?				
20.	Are fire alarm call points in prominent, easily accessible positions and unobstructed?				
FIRE EXTINGUISHING APPLIANCES		Yes	No	N/a	Comments
21.	Are adequate numbers of suitable fire extinguishing appliances (including hose reels and fire blankets) provided?				
22.	Are appliances suitably positioned at prominent, easily accessible fire points and unobstructed?				
23.	Are fire extinguishers regularly checked and serviced by competent personnel?				
FIXED INSTALLATIONS		Yes	No	N/a	Comments
24.	Are fixed firefighting installations (i.e. sprinklers and suppression systems):	-	-	-	
	a. In good working order?				
	b. Regularly tested and maintained by competent personnel?				
25.	Do you keep records of fixed installation testing and maintenance?				
26.	Are any other installations (e.g. risers, fire dampers, smoke vents, etc):	-	-	-	
	a. In good working order?				
	b. Regularly tested and maintained by competent personnel?				
TRAINING & COMMUNICATION		Yes	No	N/a	Comments
27.	Do staff and visitors receive appropriate fire safety training and instruction?				
28.	Is fire safety training and instruction documented and recorded?				
29.	Are your fire procedures prominently displayed at regular intervals?				
30.	Are fire safety signs suitable and adequate?				
31.	Is your fire drill practised regularly?				
32.	Do your procedures cover the evacuation of disabled persons and visitors?				
ENFORCEMENT		Yes	No	N/a	Comments
33.	Are you fully aware of and complying with the conditions of any Fire Certificate or Petroleum Licence?				

PROCESS HAZARDS		Yes	No	N/a	Comments
34.	Are hot processes adequately controlled and supervised?				
35.	Is hot machinery, plant and equipment:	-	-	-	
	a. In good working order?				
	b. Fitted with appropriate safety devices?				
	c. Used strictly by trained operators?				
	d. Adequately maintained and examined by competent personnel?				
36.	Have you assessed any special risks (e.g. combustible solids, oxidising agents, exothermic reactions, etc) and implemented suitable controls?				
37.	Do you operate a strict permit to work system authorised by a competent person for hot work undertaken by your own maintenance personnel and contractors?				

FLAMMABLES		Yes	No	N/a	Comments
38.	Are flammable liquids and gases properly:	-	-	-	
	a. Stored?				
	b. Handled?				
	c. Used?				
	d. Disposed of?				

SMOKING		Yes	No	N/a	Comments
39.	Is smoking:	-	-	-	
	a. Prohibited?				
	b. Restricted to designated low risk areas?				
40.	Are your smoking rules:	-	-	-	
	a. Clearly communicated to staff and visitors?				
	b. Actively enforced?				
41.	Have you made suitable provision for the disposal of smoking waste?				

HOUSEKEEPING		Yes	No	N/a	Comments
42.	Are combustible and flammable materials adequately segregated from potential ignition sources?				
43.	Are waste materials:	-	-	-	
	a. Cleared regularly and removed from the building(s) at the end of each shift?				
	b. Suitably stored whilst awaiting disposal?				
	c. Regularly collected for disposal by bona fide contractors?				
44.	Are the premises generally kept clean, tidy and free from congestion with the fire load kept to the minimum practicable?				
45.	Are your housekeeping rules actively enforced?				

ARSON		Yes	No	N/a	Comments
46.	Are your premises at increased risk of arson due to :	-	-	-	
	a. Location (e.g. poor quality area, previous incidence in the locality, proximity to other 'target' risks)?				
	b. Activists (e.g. animal rights, political connections, contentious activities or developments, etc)?				
47.	Is your site adequately secured including perimeters, yards, compounds, external storage areas and utilities?				
48.	Are buildings adequately secured both externally and internally?				
49.	Are flammable liquids and gases securely stored?				
50.	Can the storage of combustible or flammable (including waste) materials in the open be avoided? If not:				
	a. Are quantities kept to the minimum practicable?				
	b. Are they securely stored?				
	c. Are they kept well away from buildings, plant and vehicle parking areas?				
	d. Are suitable restrictions in place regarding storage heights and firebreaks?				
51.	Is access to ignition sources adequately restricted?				
52.	Do you burn waste in the open?				
53.	Is access onto and around your premises by employees, visitors, contractors, security personnel and others adequately controlled, particularly outside normal working hours or full occupation?				
54.	Are employees, contractors and security personnel suitably vetted?				
55.	Are surveillance measures adequate including:	-	-	-	
	a. Intruder alarm?				
	b. CCTV camera surveillance?				
	c. Security guarding?				
56.	Are fire protections adequate including:	-	-	-	
	a. Automatic fire detection?				
	b. Sprinklers and other fixed installations?				
57.	Do surveillance and fire protection systems connect to a 24 hour manned alarm receiving centre?				
58.	Are your premises adequately lit externally?				

SPACE HEATING		Yes	No	N/a	Comments
59.	Are space heating appliances used on your premises:	-	-	-	
	a. Suitable?				
	b. In good working order?				
	c. Fitted with appropriate safety devices?				
	d. Adequately maintained and examined by competent personnel?				
ELECTRICAL INSTALLATIONS & EQUIPMENT		Yes	No	N/a	Comments
60.	Are electrical installations on your premises:	-	-	-	
	a. Suitable (e.g. for use outdoors, in potentially explosive environments, etc)?				
	b. In good working order?				
	c. Inspected and tested at appropriate intervals by competent personnel?				
61.	Is the use of electrical extension leads and multi socket adaptors kept to a minimum and do you ensure that these do not overload circuits?				
62.	Are trailing electrical leads suitably protected against physical damage?				
63.	Are all items of 'portable' electrical equipment:	-	-	-	
	a. Suitable?				
	b. In good working order and correctly fused?				
	c. Periodically inspected and where appropriate tested by competent personnel?				
PREMISES		Yes	No	N/a	Comments
64.	Do any features of your premises or the surroundings affect the fire risk (e.g. combustible construction, proximity to neighbouring premises, etc)?				
65.	Are any measures to check the spread of fire and smoke between compartments of your building(s) adequate and in good order?				
66.	Are self-closing devices on fire doors:	-	-	-	
	a. In good working order?				
	b. Regularly checked and maintained?				
67.	Are fire doors kept closed and labelled accordingly?				
FURTHER ADVICE		Yes	No	N/a	Comments
68.	Do you know how and where to obtain further advice on matters of fire safety (e.g. your insurance company, broker, local fire authority, trade associations, etc)?				

CONTACT US

For further details of our fire safety consultancy services and how these can benefit your organisation please complete this form including your contact details below and return to:

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