



Health & Safety Consultants

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**in association with Edgeworth Street Limited  
Chartered Building Surveyors**

**This free Fire Safety Audit Checklist download  
is available from [www.fire-regulations.co.uk](http://www.fire-regulations.co.uk), the specialist  
Fire Risk Assessment site from Edgeworth Street.**

**For all types of building surveys  
please contact [www.edgeworth-street.co.uk](http://www.edgeworth-street.co.uk)**

**For Asbestos Surveys, please visit [www.asbestoservices.com](http://www.asbestoservices.com)**

**0121 733 8686**

## FIRE SAFETY AUDIT CHECKLIST

Name of Organisation	<input style="width: 95%; height: 20px;" type="text"/>
Address of premises	<input style="width: 95%; height: 40px;" type="text"/>
Building number/name and /or department/if Applicable	<input style="width: 95%; height: 25px;" type="text"/>
Date of audit	<input style="width: 95%; height: 25px;" type="text"/>
Audit undertaken (by print name)	<input style="width: 95%; height: 25px;" type="text"/>

  

<b>1. FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1997</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
a. Have appropriate risk assessments been carried out in accordance with the requirements of these regulations?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
b. Have the assessments been properly recorded?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
c. Have all necessary risk reduction/risk control measures been introduced?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
d. Have staff been trained/retained to provide for these measures?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
e. Have risk reduction/risk control measures been monitored to ensure suitability and effectiveness?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
f. Are there procedures in place to ensure that the risk assessment is reviewed periodically, or sooner, if alterations are made to the premises etc?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>If your premises do not need a fire certificate, go straight to question 3.</b>	
<b>2. FIRE PRECAUTIONS ACT 1971</b>	
a. Has a fire certificate been issued?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
b. Are the conditions of the fire certificate being complied with?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
c. Is the fire certificate kept on the premises in a safe place?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
d. If changes have been made to the building or its fire precautions since the certificate was issued or last amended, has the fire brigade been advised with a request for updating?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>3. FIRE PREVENTION - GENERAL</b>	
a. Is there a system for controlling the quantities, safe use and storage of combustible and/or flammable substances (materials, liquids and gases) on the premises?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
b. Are the above system and its control operating properly?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
c. Is the workplace clean and tidy with combustible waste materials and rubbish placed in designated containers?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
d. Is waste and rubbish collected regularly and placed in safe and secure receptacles outside the premises?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
e. Are all designated smoking areas clearly indicated?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
f. Do smoking areas have suitable facilities for the disposal of smoking materials, which are emptied regularly?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

g. Are "No Smoking" rules rigorously enforced?

Yes  No  N/A

h. Are employees working in high-risk areas (eg areas where "hot" processes or flammable/combustible liquids/gases are used) aware of the risks and the safety procedure to adopt?

Yes  No  N/A

i. Is all upholstered furniture in good condition?

Yes  No  N/A

j. Prior to leaving the premises, are all rooms and areas inspected to check for fire risks and that electrical appliances have been switched off?

Yes  No  N/A

k. Have appropriate measures been taken to reduce the risk of arson?

Yes  No  N/A

l. Have all staff received basic fire prevention instruction?

Yes  No  N/A

m. Do staff understand the need to report any potential fire hazards?

Yes  No  N/A

n. Do staff understand the role of self-closing and other fire-resisting doors (ie the need to keep them closed and free of obstruction to ensure that they will control the spread of fire and smoke)?

Yes  No  N/A

o. Are all fire-resisting and smoke-stop doors, especially those on hold-open devices, closed at night?

Yes  No  N/A

p. If any permit-to-work systems are in place, are they opened correctly at all times?

Yes  No  N/A

#### 4. FIRE PREVENTION – ELECTRICAL INSTALLATION, APPLIANCES, etc

a. Is the entire electrical installation in order?

Yes  No  N/A

b. Have all electrical systems and equipment been tested in accordance with the provisions of the Electricity at Work Regulations 1989?

Yes  No  N/A

c. If the latest inspection shows work is necessary to make systems and equipment safe, has this been carried out?

Yes  No  N/A

d. Are records regarding regular testing of installation, equipment and equipment safe, has this been carried out?

Yes  No  N/A

e. Is flexible electrical cable used safely (eg use kept to a minimum and only short lengths used)?

Yes  No  N/A

f. Are the electrical circuits free of any evidence of overloading?

Yes  No  N/A

g. Is electrical equipment (eg light bulbs/fittings and any electrical heating appliances) kept well away from combustible materials?

Yes  No  N/A

h. Are staff aware that only trained personnel authorised by management can make repairs or alterations to electrical systems and equipment?

Yes  No  N/A

#### 5. FIRE PREVENTION – HEATING AND COOKING APPLIANCES ETC

a. Are all heating appliances safe (eg securely fixed in position, suitably guarded, and with an adequate clear space free of storage of any kind)?

Yes  No  N/A

b. Is the entire heating installation in good order?

Yes  No  N/A

c. Are all cooking appliances safe (eg securely fixed in position, properly maintained and used only for their originally intended purpose)?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
d. Are arrangements for liquid/gaseous fuel supplies for heating and cooking equipment adequate (eg easily accessible with well marked shut-off valves)?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
e. Are appropriately qualified/registered contractors used to carry out all installation and maintenance of liquid/gaseous fuel supply equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
f. Are staff aware that only trained personnel authorised by management can make repairs or alterations to liquid/gaseous fuel-fired equipment and fuel supply systems?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>6 BUILDING PLANT AND MACHINERY</b>	
a. Are all fore/smoke barriers in good condition (eg with any openings for pipes) ducts, etc properly protected by provision of fire-resisting material or fire dampers)?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
b. Are fire dampers tested regularly for correct operation and results recorded?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
c. 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?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
d. Are legal or other requirements for testing, maintenance and record keeping complied with for equipment such as lifts, hoists, escalators, air handling systems, heating boilers, pressure vessels, etc?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>7 ESCAPE FACILITIES</b>	
a. Are fire exists sufficient (ie a sufficient number of sufficient width) to enable the people present in any and all areas to evacuate safely?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
b. Do all final exists lead to a place of safety?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
c. Are all fire exists readily available?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
d. Are all final exists and intermediate doors easily operable from inside without the use of a key?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
e. Are all corridors, gangways and stairways forming part of escape routes free from obstruction and not used for storage?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
f. Are floor and stairway surfaces in good condition and free from tripping and slipping hazards (including any external stairs and paths)?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
g. Are fire-resisting and smoke-stop doors in good condition, with fully operating self-closing devices and the doors closing fully onto rebates?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
h. Do all doors on escape routes open in the direction of travel?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
i. Are escape routes clearly and properly signed throughout their lengths with Internal doors not forming part of route clearly labelled as such?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
j. Are all escape routes provided with adequate lighting at all times of the day and night?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
k. Is adequate emergency lighting provided and is it fully serviceable?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
l. Have appropriate provisions been made for the safety of persons with disabilities, eg assistance, refuges?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

## 8. FIRE ACTION AND EMERGENCY EVACUATION

- a. Are there clearly defined written fire action and emergency evacuation procedures, including provision for roll calls? Yes  No  N/A
- b. Are all employees fully aware of these procedures and their own particular duties and responsibilities in the event of an evacuation? Yes  No  N/A
- c. Are suitable "Fire Action" notices prominently displayed around the premises (including on the room side of all hotel and similar bedroom doors)? Yes  No  N/A
- d. Have appropriate staff been instructed to summon the fire brigade for all fires, no matter how small? Yes  No  N/A
- e. Are there sufficient fire wardens available to provide for all working hours (including lunch and tea breaks) taking into account holidays and sick leave? Yes  No  N/A
- f. Have appropriate arrangements been made for dealing with those who are not normally on the premises (eg visitors and contractors)? Yes  No  N/A
- g. Are the evacuation assembly areas in safe locations, clear of the building and away from fire brigade vehicle access and parking? Yes  No  N/A
- h. Are there alternative evacuation areas available in the event that the nominated ones are not available? Yes  No  N/A
- i. Are emergency evacuation drills carried out at least once per year? Yes  No  N/A

## 9. FIRE DETECTION AND ALARM SYSTEMS

- a. Can a fire alarm be raised without placing anyone in danger? Yes  No  N/A
- b. Is the fire alarm system in full working order? Yes  No  N/A
- c. Are there fire alarm call points located near to every exit from each floor and from each building? Yes  No  N/A
- d. Are all alarm call points unobstructed and clearly visible? Yes  No  N/A
- e. Are there audible signals from the fire alarm operated weekly and clearly audible throughout the premises? Yes  No  N/A

## 10. FIRE FIGHTING EQUIPMENT

- a. Is there adequate provision of portable fire extinguishers which are suitable types for the fire risks where they are positioned? Yes  No  N/A
- b. Are all portable fire extinguishers and fire blankets suitable located, positioned on brackets securely fixed to the wall and available for immediate use (not obstructed or hidden)? Yes  No  N/A
- c. Are the locations of ALL portable fire extinguishers and fire blankets clearly identifiable even without the provision of appropriate signs? Yes  No  N/A

## 11. NOTICES AND SIGNS ON FIRE STOP AND EXIT DOORS

- a. Are appropriate notices and signs of the type "Fire Door Keep Closed" provided on all visible sides of all fire-resisting and smoke-stop doors? Yes  No  N/A
- b. Are appropriate "pictogram" notices provided on all fire exit doors and routes such that at least one sign is always visible for all points on an exit route? Yes  No  N/A

c. Do all "panic bar" fire exit doors have suitably positioned "Push Bar to Open" signs?

Yes  No  N/A

## 12. FIRE SERVICE FACILITIES AND LIAISON

a. 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?

Yes  No  N/A

b. Are all fire hydrants in the vicinity clearly indicated and accessible?

Yes  No  N/A

c. Is the fire brigade familiar with the premises?

Yes  No  N/A

## 13. TESTING, MAINTENANCE AND RECORDS

a. Are the required regular tests and maintenance carried out on

Yes  No  N/A

i. fire detection and alarm systems?

Yes  No  N/A

ii. emergency lighting systems?

Yes  No  N/A

iii. fire extinguishers and hose reels?

Yes  No  N/A

iv. automatic sprinkler systems?

Yes  No  N/A

v. other fixed suppression systems installed?

Yes  No  N/A

vi. smoke and smoke/heat control systems?

Yes  No  N/A

vii. automatic closing doors, shutters, etc?

Yes  No  N/A

viii. emergency generators?

Yes  No  N/A

ix. evacuation and fire fighting-lifts?

Yes  No  N/A

b. Are appropriate records kept of all such tests and maintenance?

Yes  No  N/A

c. Are appropriate records kept of fire evacuation drills?

Yes  No  N/A

d. Are appropriate records kept of staff fire training?

Yes  No  N/A

e. Are copies of the fire risk assessment and the emergency action plan kept in a safe place away from the premises?

Yes  No  N/A

## 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 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 on the form entitled Action Required Following Fire Safety Audit

Signature

(Auditor)

Date

