



## Fact Sheet: Fire Safety Checklist

The Regulatory Reform (Fire Safety) Order 2005 places a legal requirement upon employers and persons with responsibility for premises; these responsibilities and safety measures are designed to protect life. If you are responsible for fire safety it is important to ensure that basic fire safety measures for the premises and areas under your control are in place and that all fire protection equipment is in good working order.

There are few simple measures that all businesses/organisations including property management companies can implement to review their levels of fire safety and reduce the likelihood of needing to call 999. The checklist below suggests a series of actions you can take to safeguard your premises which can be implemented at minimal or no cost. Additional actions are also suggested that you may wish to consider implementing in the event of industrial action by the fire services.

### Fire Safety Checklist

#### Undertake a fire hazard check of all parts of your premises

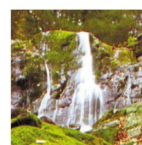
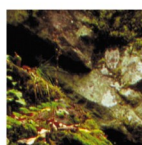
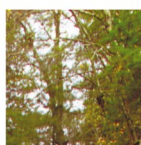
- Portable heaters should be secure and not close to combustibles.
- There should be no light bulbs near combustibles or other stored materials.
- Ensure sockets and extensions are not overloaded.
- Check that electrical appliance testing is up to date and that any electrical installations have been inspected/tested in the last five years.
- Ensure smoking controls are being observed.
- Ensure proper controls are in place as regards hot work, contractor operations and maintenance. In higher risk locations you may wish to consider deferring maintenance or refurbishment work if hot work cannot be controlled.
- Combustible waste should not be allowed to accumulate.

#### Check Fire Safety Measures

- Fire exits and exit routes should be unobstructed and available for use.
- Ensure fire doors remain closed at all times and fire shutters are in the correct position and unobstructed.
- Ensure emergency lighting on/charging and exit signs are clearly marked and unambiguous.

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- Fire points/extinguishers must be unobstructed and available for use.
- Check that fire detection and alarm systems are in proper working order.
- Ensure sprinkler valves are set to the correct position and the system is in good working order. Pumps should be tested, batteries charged, fuel tanks full and water supplies ready.

### Staff Readiness

- Check that fire wardens/fire marshals have been appointed for all areas and have not changed location.
- Undertake regular fire drills.
- Have all staff received training in the correct action to be taken in the event of fire (Don't forget part-timers and new starters.)
- Have key staff (security, catering, maintenance, fire wardens etc.) had recent 'hands-on' extinguisher training?
- Ensure that your reception procedures include recording visitor names and the provision of information regarding your fire procedures.
- Encourage staff vigilance.

### Maintenance

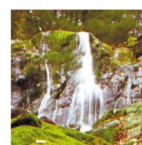
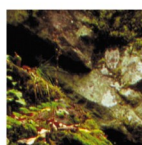
- Have all fire extinguishers/hose reels been inspected recently by a competent person ?
- Has the sprinkler system been serviced and maintained in the last six months ?
- Have fire pumps/generators been test run recently?
- Are diesel pump and generator fuel tanks full?
- Are dry/wet risers in working order and unobstructed?

### Additional Actions Which Should be Considered in the Event of Planned Industrial Action by the Fire Services

- If your premises are at risk from arson check security measures
- Consider the need for additional security personnel (24/7) in critical areas such as warehouses which are not fitted with sprinkler systems. Review your procedures for lift rescue - are the contractor contact details up to date?
- Consider having a daily test of the fire alarm system.
- For larger premises may wish to review your crisis management and damage limitation plans. How would you cope with a fire or flood without a proper fire brigade response?

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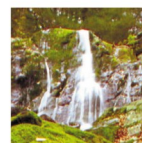
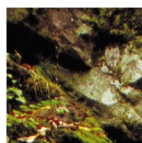
- Revisit your fire risk assessment and see if any changes need to be made - update the FRA in writing.
- In the event of planned industrial action by the fire services it is also wise to review your evacuation/emergency plans to take into account the possible delayed response times from the fire and rescue services.
- It is also advised you contact your insurance companies to ensure you are doing what is required to still be covered.

If you would like further information or advice regarding fire safety please contact our Fire Safety specialists on 01270 765121 or visit our website [www.srmukgroup.com](http://www.srmukgroup.com)

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