# [Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

## Fire Safety Checklist

Keeping fire safety current: extinguishers, alarms, exits, and assembly points checked on schedule and faults fixed.

**Site details Building:** _____ **Fire warden:** _____

**Assembly point:** _____ Alarm test day: _____

**Extinguisher service:** _____ Check date: _____

**Next check due:** _____

**Fire extinguishers [ ]** Extinguishers in place, seals intact, pressure in the green zone. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** Extinguisher locations marked and unobstructed. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** Service date within the last 12 months; next service date visible. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** Damaged or discharged units reported to [Extinguisher service provider]. OK **[ ]** Fault **[ ]** N/A **[ ]**

**Alarms and detectors [ ]** Alarm tested on [Alarm test day]; result logged below. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** Call points checked and undamaged. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** Detectors clean and unobstructed. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** Fault panel shows no faults. OK **[ ]** Fault **[ ]** N/A **[ ]**

**Escape routes and exits [ ]** Fire exits clear of boxes, furniture, and clutter. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** Exit signs lit and visible. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** Fire doors closed, not propped open. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** Corridors and stairwells clear. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** Escape routes walked end to end once a month. OK **[ ]** Fault **[ ]** N/A **[ ]**

**Assembly point [ ]** Assembly point ([Assembly point]) clear and signposted. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** Headcount procedure known to the fire warden. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** Fire warden ([Fire warden name]) on site or a deputy named. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** New starters briefed on exits, alarms, and the assembly point. OK **[ ]** Fault **[ ]** N/A **[ ]**

**Completion [ ]** Extinguishers, alarms, exits, and the assembly point are all checked - no section skipped. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** The weekly alarm test happened on [Alarm test day] and is recorded. OK **[ ]** Fault **[ ]** N/A **[ ]**

**[ ]** Faults have a fix date, and the last drill and extinguisher service are within their intervals. OK **[ ]** Fault **[ ]** N/A **[ ]**

**Faults and corrective action** Record each fault found during this check and follow it to a fix date.

| Fault | Location | Reported to | Fixed on |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Sign-off Checked by:** _____ **Date:** _____

**Document:** Fire Safety Checklist Version: 2.0 (redesign)

**Prepared by:** _____ Owner: _____

**Review date:** _____