[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: _____