

Fire Safety Protocol 13



**Workplace Fire Safety
Check**

Workplace Managers have a responsibility to ensure that both fire preventative and precautionary measures employed throughout the work place by their employer (SHSC) remain 'fit for purpose' so far as they are reasonably able to determine within their professional capabilities. Managers should ensure that suitable arrangements are devised and implemented to monitor the fire safety measures within their work areas of responsibility. This Workplace Fire Safety Check has been devised to assist managers in monitoring and determining whether workplace fire safety measures are satisfactory, where the answer to a question is **Yes**' (✓) and **NO** (X) remedial action must be undertaken to rectify any deficiencies identified.

Premise/Location/Area of Inspection: _____

Week/Month/Year of Inspection (*delete as appropriate) **Year 20**__ (Jan*) (Feb*) (Mar*) (Apr*) (May*) (Jun*) (Jul*) (Aug*) (Sep*) (Oct*) (Nov*) (Dec*)

Safety Check Undertaken by (Print Name and Appointment): _____

Calendar Week: 1, 2, 3, 4, 5 - etc.	Week		Week		Week		Week		Week	
Insert Inspection Date:	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

Management Arrangements										
1	Is there a Workplace Fire Risk Assessment readily available?									
2	Is there a Workplace Fire Emergency Evacuation Plan (FEEP) readily available?									
3	Is there a list of Fire Wardens that have been appointed to assist in emergency evacuations?									
4	Is the location of the premise's Fire Log Book known and readily available?									
Fire Alarm										
5	Is the fire alarm tested weekly?									
6	Are all call points clearly visible and un-obstructed?									
7	Can all staff raise the alarm by activating the fire alarm call point?									
8	Are there visual pictorial signs over each call point?									
Fire Extinguishers										
9	Are fire extinguishers readily available for use?									
10	Are fire extinguishers un-obstructed and freely visible?									
11	Are fire extinguishers with pressure gauges in the green?									
12	Are all fire extinguishers within their annual inspection date? See label									



Calendar Week: 1, 2, 3, 4, 5 - etc.		Week		Week		Week		Week		Week	
Insert Inspection Date:											
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Fire Safety Signs and Notices											
13	Are Fire Action Notices near to the call points, un-obstructed and information clearly visible?										
14	Are escape route directional and final exit signs un-obstructed and clearly visible?										
15	Are fire doors and final exit doors clearly signed?										
Escape Routes and Exits											
16	Are all escape routes kept clear and free from obstruction?										
17	Do all fire doors close correctly?										
18	Are final exit doors clear, un-obstructed on both sides and open freely?										
19	Are external pathways from exits leading away from the building clear and un-obstructed?										
Sources of Ignition, Smoking Materials and Combustible Materials											
20	When not in use, are electrical items switched off?										
21	Are there any signs of illicit smoking taking place?										
22	Are all combustible materials removed from the immediate vicinity of live electrical equipment?										
Comments (any action required should be recorded with details of responsibility clearly identified)											