

Fire Safety checks – Paper Copy

Fire Alarm call point; Emergency Lighting; Fire Doors; Extinguishers

This document is to be used in exceptional circumstances and when the on-line reporting program is unavailable for an extended time.

Ensure the completed copy is saved in the Site's H&S Folder

Site name:

Date:

Weekly Fire Alarm Call point

Each call point should be tested at least one every month. This may mean that more than 1 call point will need checking per week to achieve this

Record which call point(s) was checked today	
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Fire Doors and Emergency Exit doors

Fire doors prevent the spread of smoke and fire within a building and should be free to close at all times (never propped open). "Fire Door Keep Closed" signage should be displayed on both sides of door

All fire doors, frames, fixtures and fittings are in good condition and the door fits snugly into the frame when closed Where fitted, do self-closers close the door fully into the frame within 10-25 seconds?	Y/N
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Emergency Exits typically open to the outside and support in evacuating a building in the event of an emergency. These will typically have 'Fire Exit' signage above them, single action open devices (e.g. push bars/thumb locks) and must always have clear and easy access.

All fire doors, frames, fixtures and fittings are in good condition and opens easily Exit routes from building are free of debris and easily navigated	Y/N
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Emergency Lighting

Did any EML unit fail to operate when "flick tested"?	Y/N
Give locations and number of failed units	
Is there still sufficient light to evacuate the building safely?	Y/N

Extinguishers

All fire extinguishers (and fire blankets) MUST BE easily accessible and unobstructed.

Extinguishers must be fully charged (dial in the green); in the correct location and ; tamper seals in place	Y/N
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Test failing

Is a contractor required to attend site to any of these "alarm call point check" failing?	Y/N
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