

FIRE MANAGEMENT CHECKLIST

Name of Company:	
Address:	
Assessment Area:	
No. of People in Building:	

The answer to ALL questions should be YES or N/A. If the answer to any question is NO, review the requirements of the SEMS procedure and create an action plan.

Tick the appropriate answer

1.0 Combustible Materials and Resources of Material

1.1 Is the system of controlling the amount of flammable substances and combustible materials operating effectively?

Yes		No		N/A	
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Notes: _____

1.2 Are all flammable substances and combustible materials stored safely?

Yes		No		N/A	
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Notes: _____

1.3 Are heating appliances fixed in position at a safe distance from any combustible materials and suitably guarded?

Yes		No		N/A	
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Notes: _____

1.4 Have portable electrical appliances been PAT tested

Yes		No		N/A	
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Notes: _____

1.5 Are all electrical protective devices suitable for purpose?

Yes		No		N/A	
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Notes: _____

1.6 Are lengths of flexible cable kept to the minimum?

Yes		No		N/A	
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Notes: _____

1.7 Are cables run only where damage is unlikely and not under floor coverings or through doorways?

Yes		No		N/A	
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SAFETY MANAGEMENT SYSTEM
FIRE

Notes: _____
 1.8 Is the upholstery of furniture in good condition?

Yes		No		N/A	
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Notes: _____

1.9 Is the workplace free of accumulations of rubbish, waste paper or other materials, which could catch fire or be set alight?

Yes		No		N/A	
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Notes: _____

1.10 Are there suitable facilities for the disposal of smoking materials?

Yes		No		N/A	
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Notes: _____

1.11 Are there suitable measures to protect against the risk of arson?

Yes		No		N/A	
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Notes: _____

2.0 Means of Escape

2.1 Are there sufficient exits for the number of people present?

Yes		No		N/A	
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Notes: _____

2.2 Do exits lead to a place of safety?

Yes		No		N/A	
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Notes: _____

2.3 Are all gangways and escape routes free from obstruction?

Yes		No		N/A	
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Notes: _____

2.4 Are internal doors appropriately labelled?

Yes		No		N/A	
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Notes: _____

2.5 Are there fire exit signs (pictogram/text) immediately above all final exits?

Yes		No		N/A	
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Notes: _____

2.6 Are there directional fire exit signs (pictogram / text / arrow) on route to final exits?

Yes		No		N/A	
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Notes: _____

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SAFETY MANAGEMENT SYSTEM
FIRE

2.7 Can all fire safety signs and fire exit notices be clearly seen?

Yes		No		N/A	
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Notes: _____

2.8 Are all doors used for escape available for use?

Yes		No		N/A	
-----	--	----	--	-----	--

Notes: _____

2.9 Are self closing devices on fire doors in working order?

Yes		No		N/A	
-----	--	----	--	-----	--

Notes: _____

2.10 Are all escape routes adequately lit?

Yes		No		N/A	
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Notes: _____

2.11 Where appropriate, do doors used for means of escape open in the direction of travel?

Yes		No		N/A	
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Notes: _____

2.12 Can doors used for means of escape be easily and immediately opened without the use of a key?

Yes		No		N/A	
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Notes: _____

2.13 Are the floor surfaces on escape routes free from tripping and slipping hazards?

Yes		No		N/A	
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Notes: _____

2.14 Are stairways in a good state of repair?

Yes		No		N/A	
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Notes: _____

2.15 Are all vents and service ducts etc suitably protected to prevent the spread of fire, heat or smoke?

Yes		No		N/A	
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Notes: _____

2.16 Are emergency procedures / emergency plan available / displayed?

Yes		No		N/A	
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Notes: _____

3.0 Lighting

3.1 Is the emergency escape lighting, where necessary, in working order?

Yes		No		N/A	
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SAFETY MANAGEMENT SYSTEM
FIRE

Notes: _____

3.2 Are records held to demonstrate that emergency lighting tests have been undertaken on a six-monthly basis?

Yes		No		N/A	
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Notes: _____

4.0 Fire Alarm

4.1 Is the fire alarm system in working order?

Yes		No		N/A	
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Notes: _____

4.2 Can the alarm be raised without anyone being placed at risk from fire?

Yes		No		N/A	
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Notes: _____

4.3 Are the fire alarm call points clearly visible and unobstructed?

Yes		No		N/A	
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Notes: _____

4.4 Are records held to demonstrate weekly tests of fire alarm systems?

Yes		No		N/A	
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Notes: _____

5.0 Fire Fighting

5.1 Is there sufficient fire fighting equipment of the correct type?

Yes		No		N/A	
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Notes: _____

5.2 Are portable fire extinguisher/s, fire blanket/s suitably located and available for use?

Yes		No		N/A	
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Notes: _____

5.3 Are there operating instructions held with fire fighting equipment?

Yes		No		N/A	
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Notes: _____

5.4 Have the portable fire extinguisher/s been serviced within the last year?

Yes		No		N/A	
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Notes: _____

6.0 Fire Instructions

6.1 Are fire instruction notices clearly displayed throughout the workplace?

Yes		No		N/A	
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Notes: _____

7.0 Fire Registers / Visitors Book

7.1 Is a fire register in use for employees?

Yes		No		N/A	
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Notes: _____

7.2 Is a visitors' book used to record all visitors booked in and out of the premises?

Yes		No		N/A	
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Notes: _____

8.0 Fire Marshals / Responsible Persons

8.1 Are details of contact names / numbers displayed as to those with particular responsibilities for fire arrangements e.g. fire marshals?

Yes		No		N/A	
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Notes: _____

9.0 Fire Certificate

9.1 Is there a fire certificate available on the premises?
(refer to procedure for requirements)

Yes		No		N/A	
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Notes: _____

10.0 Fire Risk Assessment

10.1 Is there a current fire risk assessment in place?

Yes		No		N/A	
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Notes: _____

11.0 Fire Drills

11.1 Are records held to demonstrate that fire drills are undertaken on a 6-monthly basis?

Yes		No		N/A	
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Notes: _____

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Action Plan:	
Name: _____	Signature: _____
Position: _____	Date: _____

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