

**Fire Safety Check Sheet**

	<b>Action required</b>	<b>Yes / No</b>	<b>Actions taken</b>
<b>1.</b>	Have you reviewed your fire risk assessment in light of the current situation and acted upon any significant findings?		You should take into account changes to staffing levels and working practices which might impact upon how your business operates and affect your fire safety planning: 1. 2. 3.
<b>2.</b>	Is the fire alarm system suitable for the premises and in full working order?		If you or other persons have started to sleep on site as a result of the current situation you should assess whether the fire warning system is suitable for this and undertake any remedial action 1. 2. 3.
<b>3.</b>	Have you got adequate Emergency Lighting within the premises and is it in full working order?		If your business operates or people are on site during the hours of darkness you should assess the need for Emergency Lighting to ensure that means of escape can be used at all times 1. 2. 3.
<b>4.</b>	Is your fire fighting equipment of the correct type for the risks present and in the correct location?		You should ensure that any fire fighting equipment (extinguishers, blankets etc.) are of the correct type for the risks posed and placed in the correct locations for immediate safe use 1. 2. 3.
<b>5.</b>	Are all escape routes clear of obstructions and easily accessible?		You should regularly follow all escape routes to ensure that they have not become blocked or restricted by obstructions and that in an emergency all doors open easily without the use of keys or codes. All escape routes should lead to a place of safety 1. 2. 3.
<b>6.</b>	Are your tests of fixed wiring up to date and are you maintaining testing of your portable electrical equipment?		Your periodic safety check of all fixed wiring should still be maintained where possible and you should minimise the risk of portable electric equipment starting fires. One way of achieving this



			is by PAT testing. 1. 2. 3.
7.	Are you undertaking the required periodic testing of all fire safety measures?		As a minimum you should be undertaking testing at the following frequency: Fire alarm – Weekly check using different call point, check that all door hold open / closing devices work Emergency Lighting – Monthly test of operation Fire fighting equipment – Monthly inspection including: <ul style="list-style-type: none"> <li>• Are extinguishers/blankets located in the designated place?</li> <li>• Are extinguishers/blankets visible and unobstructed?</li> <li>• Are operating instructions legible and do they face outwards?</li> <li>• That extinguishers/blankets have not been used and have no obvious damage.</li> <li>• That pressure gauges/indicators are reading within operational and safety limits.</li> <li>• That the seals and tamper indicators are not broken or missing.</li> </ul> Emergency Escape Routes – Checked daily
8.	Are staff being trained in any changes to evacuation procedures during the lockdown period?		Are all relevant people aware of their responsibilities in the event of an emergency? Ensure that they know: <ul style="list-style-type: none"> <li>• What action to take on discovering a fire and on hearing the fire alarm.</li> <li>• How to raise the alarm</li> <li>• How to contact the Fire Service</li> <li>• Correct evacuation procedures and location of the assembly points</li> <li>• Only tackle a fire if it safe to do so (when fire is small and correct extinguisher is available).</li> <li>• Aware of the contents of the Fire Risk Assessment <b>and any changes due to the current situation</b></li> </ul>



<p><b>9.</b></p>	<p>Are you keeping the risk of arson to a minimum?</p>		<p>Help protect your premises by securing any combustible waste in an appropriate receptacle and locking away any flammable liquids or gases. Considering the potential problem of arson is an important aspect and is one that should not be underestimated as it is not only a major cause of fire but frequently a problem when the premises are unoccupied. End of day checks to ensure all windows and doors are secure can help to manage the risk of arson.</p> <p>Actions taken:</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>
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