

# Fire Safety Inspection Checklist

Comprehensive Workplace Fire Safety Audit

## INSPECTION DETAILS

PREMISES NAME

INSPECTION DATE

INSPECTOR NAME

AREA/DEPARTMENT

INSPECTION TYPE

☐ Monthly Inspection

☐ Quarterly Review

☐ Annual Audit

☐ Pre-Event Check

## FIRE DETECTION & ALARM SYSTEMS

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### Fire Alarm System Operational

Fire alarm panel shows normal operation with no fault indicators, all zones operational

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### Manual Call Points Accessible

All break-glass call points are unobstructed, visible, and in working condition

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### Smoke Detectors Clean & Functional

Smoke detectors free from dust/contamination, indicator lights functioning, no damage visible

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### Alarm Sounders Audible

Weekly test conducted, alarm audible throughout premises, sounders undamaged

## EMERGENCY EXITS & ESCAPE ROUTES

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### All Exit Routes Clear

Corridors, stairwells, and exit routes free from obstruction, trip hazards, and stored materials

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### Fire Doors Functioning Correctly

Fire doors close fully, seals intact, self-closers working, no wedges or obstructions

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### Emergency Exit Doors Operational

All final exit doors open easily from inside, panic bars functional, doors not locked/secured

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### Exit Signage Visible & Illuminated

All emergency exit signs clearly visible, illuminated (where required), undamaged, showing correct direction

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### Assembly Point Clearly Marked

External assembly point(s) clearly marked, accessible, and at safe distance from building

## EMERGENCY LIGHTING

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### Emergency Lights Operational

All emergency lighting units showing green indicators, monthly function test completed

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### Adequate Coverage Along Escape Routes

Emergency lighting provides sufficient illumination along all escape routes and exit doors

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### Annual Maintenance Up to Date

Annual discharge test and maintenance completed by competent person within last 12 months

## FIRE FIGHTING EQUIPMENT

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### Fire Extinguishers in Place

All extinguishers present in designated locations, signs visible, accessible without obstruction

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### Extinguishers Serviced & Tagged

All extinguishers showing current service tags (within 12 months), pressure gauges in green zone

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### Fire Blankets Available (if required)

Fire blankets present in kitchen areas, accessible, in good condition, within service date

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### Sprinkler System Operational (if fitted)

Sprinkler control valve in open position, pressure gauge normal, system maintained as per schedule

## FIRE HAZARDS & HOUSEKEEPING

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### Combustible Materials Stored Safely

Flammable materials stored in appropriate containers, away from ignition sources, in designated areas

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### Waste Management Adequate

Waste bins emptied regularly, no accumulation of combustible waste, waste stored externally away from building

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### Electrical Equipment Safe

No overloaded sockets, damaged cables removed, PAT testing current, equipment switched off when not in use

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### Smoking Policy Enforced

Designated smoking areas maintained, smoking materials disposed of safely, no-smoking zones respected

## DOCUMENTATION & TRAINING

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### Fire Risk Assessment Current

Fire risk assessment completed, reviewed within appropriate timescale, accessible to responsible person

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### Emergency Procedures Displayed

Fire action notices displayed at call points and prominent locations, information up to date

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### Fire Wardens/Marshals Appointed

Sufficient trained fire wardens for premises size, names displayed, training records current

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### Staff Fire Training Completed

All staff received fire safety induction, refresher training within required timescales, records maintained

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### Fire Drills Conducted Regularly

Fire drills conducted at required frequency (minimum annually), results recorded, lessons learned implemented

## ADDITIONAL NOTES & ACTIONS REQUIRED

### OVERALL INSPECTION OUTCOME

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**SATISFACTORY** - No significant issues identified

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**MINOR ISSUES** - Corrective actions required within 30 days

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**UNSATISFACTORY** - Immediate corrective action required

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**SERIOUS RISK** - Urgent remedial action and possible prohibition

### DISCLAIMER

This checklist is provided as a guidance tool to assist with fire safety inspections and is not a substitute for professional fire safety advice or a comprehensive fire risk assessment. Whilst every effort has been made to ensure accuracy, this checklist does not constitute legal advice and is not legally binding. The responsible person remains fully accountable for ensuring compliance with all applicable fire safety legislation including the Regulatory Reform (Fire Safety) Order 2005 (England & Wales) and Fire (Scotland) Act 2005 (Scotland). Users should consult with qualified fire safety professionals for premises-specific guidance. We accept no liability for any loss, damage, or prosecution arising from the use of this checklist.

### COMPLIANCE REFERENCE

This checklist supports compliance with the Regulatory Reform (Fire Safety) Order 2005 (England & Wales) and Fire (Scotland) Act 2005 (Scotland). Regular inspections should be conducted and documented as part of your fire safety management system.