

WORKPLACE FIRE SAFETY CHECKLIST

Building owners and employees are responsible for adhering to fire safety regulations in commercial properties.

All workplace premises must carry out [fire risk assessments](#) in order to stay safe from fire. Employers should conduct regular fire assessment and train staff to familiarize them on what to do in the event of a fire. Whilst it is against the law not to have a current fire risk assessment, guidelines can vary from one business type to another.

A nursery for example may have different guidelines to more high risk premises such as a paint factory. By following our fire safety checklist you can ensure that you take the necessary steps to create a safer workplace for yourself, staff and visitors. [See how to prevent fires in the workplace](#)

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REGULATIONS. [GET INFORMED](#)

Fire Safety Equipment

- Fire escape staircase and passage ways should be kept clear and free from any obstructions.
- Do you have the required [fire extinguishers](#) & fire sprinkler systems installed.
- Are the magnetic and automatic doors working correctly and connected to the fire system control panel.
- Ensure the emergency lighting system is maintained in case of a black out.
- Fire extinguishers should be fully charged and easily accessible
- If present, is the fire hose and pump system maintained and passed.
- Sprinkler systems should be tested and maintained on a regular basis.
- Fire doors should remain closed and free from any obstruction at all times.
- All escape doors and emergency exits should be clearly marked and kept clear.

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Fire Detection and Smoke Alarms

- Is there a clear procedure in place in the case of a fire breakout?
- Is there a sufficient amount of smoke detectors fitted on each floor of the building?
- Are fire tests and drills carried out on a regular basis. [Book Fire Drill Training](#)
- Is there a fully functional fire alarm system installed and tested by a professional?
- Is the fire detection system maintained on a regular basis?

Emergency Warning and Evacuation Systems

- Fire warden intercom systems should be tested, in working order and free from obstruction.
- Are the workplace evacuation plans located and displayed in easy to access areas.
- Are new employees together with existing staff properly trained in the event of an emergency?
- Do you have sufficient evacuation routes for staff or visitors with disabilities?
- Staff should be fully trained in the use of all fire safety equipment.
- Are all the manual emergency call points clear in working order and clear from obstructions?
- Staff should be informed of any changes to the fire safety procedure and evacuation processes. [Fire Evacuation Checklist](#)
- Emergency exit signage should be displayed properly and clearly visible.

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Risk Assessment

- Fire risk safety assessments should be reviewed by a professional on a regular basis.
- Have the necessary steps been taken to address the hazards or have the risks been controlled?
- Is there a current [fire risk assessment](#) that was carried out by a professional.

[Example Fire Risk Assessment](#)

Fire Drills

- Is there a system in place where you can identify if there is anybody trapped in the building?
Do your staff attend regular fire training and fire drills?
- All employees and staff should know the correct fire escape routes and evacuation plans.
- Wardens should be appointed to conduct the [fire safety training](#) and fire drills.

Electrical

- There should be enough electrical sockets installed to prevent overloading.
- Ensure that all electrical power supplies and outlets are checked regularly for signs of wear and tear.
- Machinery should be frequently checked for oil leaks and other issues that could lead to overheating.
- If a damaged electrical outlet is found, is it replaced straight away?

Need a Fire Safety Assessment? [Contact us now for a free consultation.](#)

Storage

- Are areas outside the workplace clear from debris, rubbish and obstruction?
- Ensure that any flammable or explosive materials are removed from places that contain electrical items.
- Containers should be disposed of correctly in line with the relevant guidelines.
- Keep flammable liquids are kept in a secure, well ventilated area and check for any spillages or leaks.

Kitchen

- Staff should be properly trained on the correct usage of all kitchen equipment and appliances.
Are the kitchen extraction and ventilation units working and maintained?
- Kitchens and other cooking areas should be fitted with a [dry chemical fire extinguisher](#).
- Check all kitchen equipment is free from faults and wear and tear.

Additional Fire Safety Management

- Do the premises have clearly signed designated smoking areas and are all other areas displaying “No Smoking” notices.
- Are there systems in place to prevent the risk of arson.
- Are special procedures for your specific business type created and followed?
- Are the guidelines that are relevant to your business adhered to?

Services that may interest you

- Fire Safety Training
- Fire Safety Risk Assessments
- Fire Safety Training in Hospitals
- Fire Safety in Schools Regulations
- Book Fire Marshal Training
- Book Fire Warden Training
- Book Fire Drill Training
- Fire Awareness Training

Dangerous Substances and Explosive Atmospheres Regulations 2002

(DSEAR) [click here](#).

If you would like to arrange a free fire risk consultation, [contact us](#)

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