



RISK MANAGEMENT GUIDE

FIRE REVIEW CHECKLIST

Introduction

The following checklist is designed to assist Building Owners / Occupiers / Managing Agents etc, in reviewing the fire risks within premises under their control, with particular reference to the safety of employees and visitors.

This checklist can be used as a guide to evaluating the fire safety provisions present within the organisation. **It is not designed as a risk assessment.**

A separate Risk Assessment will be required under "The Regulatory Reform (Fire Safety) Order:" for premises in England and Wales and under the 'Fire (Scotland) Bill for premises in Scotland to meet your legal requirements.

Building Address

Assessor

Date

Brief Details of Building (construction & height), numbers of persons likely to use the facilities (employees and third parties [visitors and contractors]).

People	Y: Yes; N: No; U/K: Unknown; N/A: Not Applicable	Observations
Number of persons likely to be employed per floor		
Are there any persons with special needs		
Have all possible sources of ignition been identified		
Have all possible sources of combustible materials (contents and packaging) (expanded foam, flammable liquids, compressed gases) been identified		
Are there any structural features that could promote the rapid spread of fire (expanded foam, other highly combustible insulation or linings)		
Have all employees/persons who are at a significant risk in the case of fire been identified		
Have these employees/persons been informed of the risks to them in the case of fire and of what action to take		
During refurbishment or maintenance are there contingency plans to reduce the possible increase to fire risk i.e. hot work permits		

Escape Routes	Y: Yes; N: No; U/K: Unknown; N/A: Not Applicable	Observations
Does the "work area" have designated fire escape routes.		
In general, do escape routes allow people to turn or move away from the likely source of a fire.		
In general, do escape routes prevent people from re-entering any portion of the building.		
Are escape routes wide enough for all people who may have to use them (wheelchairs not less than 800mm).		
Do all doors on escape routes open in the direction of travel.		
Are all doors on escape routes easy to open and self-closing.		
Are escape routes kept free of obstruction (free of "wedges")		
a) Are electric magnetic door holders in use. b) Are electric magnetic door holders tested regularly with test records kept. c) Were electric magnetic door holders tested on the day of review and did they all function properly.		
Are all staff aware that revolving doors and lifts should not be used in the evacuation procedure [including fireman's lifts]		
Where necessary are escape routes constructed of fire resistant materials		
Are cupboards/risers on fire exit routes fire resisting, locked and with the correct signage		

Escape Routes/Assembly Points	Y: Yes; N: No; U/K: Unknown; N/A: Not Applicable	Observations
Have safe assembly points been established away from the building		
Is the means of reaching the assembly point safe, free from obstruction and away from busy roads/traffic routes		
Is the assembly point clearly labelled or sign - posted		
Is there a system for conducting a roll - call at the assembly point		
External Fire Escapes		
Is there an external fire escape or an alternative way of escaping from upper floors if a main stairway is blocked		
Are external fire escapes made of fire proof material		
Are windows overlooking external fire escapes made from fire resistant glass		
Do external fire escapes have safety rails and hand rails at an adequate height, securely fixed and with balustrades adequate to prevent children falling through.		
Are all external fire escapes inspected for defects with appropriate records maintained.		
Are procedures in place for the repair of identified defects		

Lighting	Y: Yes; N: No; U/K: Unknown; N/A: Not Applicable	Observations
Are escape routes adequately lit at all times, day and night, when premises are occupied		
Is suitable emergency lighting provided		
Is emergency lighting self-contained		
Is emergency lighting supplied from a protected source		
Is emergency lighting maintained and records kept		
Fire Safety Signs		
Are escape routes from buildings to assembly points clearly marked		
Are safety signs provided in accordance with current legislation		
Escape Times		
Can all staff evacuate their place of work within a reasonable time period. Target: Time achieved:		

Emergency Plan/Staff Training	Y: Yes; N: No; U/K: Unknown; N/A: Not Applicable	Observations
Is there an emergency plan in the case of fire and subsequent evacuation from the building, which gives due regard to all occupants of the building		
Are all staff aware of the emergency procedures. Does this include escorting visitors and contractors etc.		
Are regular evacuation and fire drills carried out to ensure the emergency plan works. Where sites are multi-occupied do drills involve all occupants		
Are evacuation drills carried out on different days/times		
Is a log of all fire fighting training, including fire and evacuation drills maintained.		
Are provisions made for evacuation of the injured, the disabled, visitors or those with special needs in the emergency plan		
Are appropriate provisions made for the control of contractors working procedures in respect of potential fire source, in addition to evacuation procedures		
Are fire search wardens or marshals required		
Are there sufficient fire search wardens or marshals to ensure the building is clear		
Have fire wardens or marshals been suitably trained to carry out their function		

Provision of Fire Fighting & Alarm Equipment	Y: Yes; N: No; U/K Unknown; N/A: Not Applicable	Observations
Portable Fire Appliances & Hosereels		
Is there a need to provide suitable fire fighting equipment		
Do the numbers of fire fighting appliances meet the minimum requirements of BS 5306 Part 1 and Part 8		
Are the types of fire fighting appliances provided appropriate for the risk		
Are all fire fighting appliances clearly labelled as to their correct use and means of operation		
Are all fire fighting appliances checked weekly for correct location and apparent functionality		
Are all fire fighting appliances subject to annual service and maintenance by a competent service company/engineer		
Does the servicing company/engineer belong to an appropriate Third Party Quality Certification Scheme i.e. LPCB / BAFE		
Is there a system of recording for all checks and maintenance carried out		
Are there sufficient staff trained in the use of fire fighting equipment		
Is the location of the fire fighting equipment obvious and clearly defined and in a readily accessible position		

Provision of Fire Fighting & Alarm Equipment	Y: Yes; N: No; U/K Unknown; N/A: Not Applicable	Observations
Fire Detection/Warning		
Do the premises require fire detection and/or fire alarm systems or other equipment		
Is a fire detection and/or fire alarm system provided and if so is it installed maintained and tested to BS5839 with certificates available.		
Are the fire detection/fire alarm systems checked & tested weekly for correct operation against their original design specification		
Are fire detection/fire alarm systems subject to annual service and maintenance by a competent servicing company/engineer		
Does the servicing company/engineer belong to an appropriate Third Party Quality Certification Scheme i.e. LPCB LPS1014 or BAFE SP203		
Is there a system for recording maintenance and checking of the fire detection/fire alarm system		
Is the fire alarm system capable of alerting all persons in all areas of the premises		
If fire detection or alarm equipment is not provided, can a fire be easily detected and the alarm given to all parts of the premises		

Provision of Fire Fighting & Alarm Equipment	Y: Yes; N: No; U/K Unknown; N/A: Not Applicable	Observations
Fixed Fire Fighting Equipment		
Are any fixed fire fighting systems provided (i.e. sprinklers)		
Are these systems designed and installed in compliance with an appropriate design code		
Are the appropriate certificates of conformity available		
Are all fire fighting systems checked weekly for correct location and apparent functionality		
Are all fire fighting systems subject to annual service and maintenance by a competent service company/engineer		
Does the servicing company/engineer belong to an appropriate Third Party Quality Certification Scheme i.e. LPCB LPS 1048		
Is there a system of recording for all checks and maintenance carried out		
Are all areas or only part of, protected by an automatic sprinkler installation		
Is the provision of sprinklers part of the LIFE SAFETY requirements for the occupation of the premises		
Does the sprinkler system still comply with the requirements of the design standard to which it was originally installed		
Are all systems "WET"		
Are all floors separately zoned		

Provision of Fire Fighting & Alarm Equipment	Y: Yes; N: No; U/K Unknown; N/A: Not Applicable	Observations
Fixed Fire Fighting Equipment (Cont.)		
Does the system have duplicate water supplies		
Are all Installation Control Valves duplicated or fitted with a monitored full sized by-pass for maintenance purposes		
Are all Stop and Zone Valves monitored		
Are the following items checked weekly for correct operation and apparent functionality Water Supplies (b) Installation Control Valves and Alarm Bell (c) Stop and Zone Valve monitoring signals		
Is there any direct line signalling summoning the Fire Brigade		
Have all Installation Control Valves been examined and overhauled within the last three years		

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