



Weekly Fire Safety Checklist

Name of Person completing checklist:	Date of inspection:
Company name and address:	

As the appointed person you are responsible to walk around the whole premises once a week to ensure your fire safety control measures are effective. Record your findings using this sheet and file a copy in the fire log book when complete. Extra rows have been added for you to add any additional items you may wish to check. Any issues or deficiencies should be reported to the responsible person and recorded on a non-conforming report.

		Yes	No	N/A
1	Is the automatic fire alarm system in full working order? Have you tested a different fire alarm call point each week? Is it fully audible throughout the premises?			
2	Is the fire alarm system log book readily available and up-to-date with records of all tests etc.?			
3	Is at least 500 mm preserved in all directions around and below every fire detector, and are all manual call points unobstructed and conspicuous?			
4	Are any manual fire warning systems in their correct locations and in good working order (where possible perform a physical test)?			
5	Is the automatic emergency lighting system in full working order?			
6	Are any manual emergency lighting systems such as hand-held torches in their correct locations and in good working order?			
7	Are sufficient numbers of replacement batteries and bulbs available for the self contained alarm and lighting devices?			
8	Are all escape routes available for use and free from obstruction, slipping and tripping hazards?			
9	Are all emergency 'push bars' or 'pads' on fire doors in good working order?			
10	Are all self-closing fire doors operating properly, including magnetic door opening devices?			
11	Are all fire exit signs and directional arrows correctly positioned, securely fixed in position and visible from relevant points?			
12	Is all portable fire fighting equipment, including fire blankets and hose reels (where provided) correctly positioned and in full apparent working order?			
13	Are all portable radios and loud hailers (where provided for use in an evacuation), correctly located and fully operational?			
14	Have any new members of staff (including temps and part-time) been trained in fire safety? Have training records been completed?			

Please ensure any deficiencies noted above are reported to the responsible person and are recorded on a non-conforming report.

Please file this in your fire log book, or submit it to the person responsible for the fire log book.

If you require any help with how to complete your weekly check contact your engineer or us directly for advice and training.