**Fire Safety Checklist (FSC)**

The purpose of this inspection list is to ensure that the areas are free of fire hazards and have the necessary fire prevention equipment, evacuation plans and escape routes. If any points are marked ‘x’, then action is required and should be noted in comment box. See overleaf for Guidance.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CORRIDORS / AREAS CHECKED:**  |  |  |  |  |  |  |  |  |  |  | Comments |
| 1. Are the emergency exits and escape routes clearly marked?
 |  |  |  |  |  |  |  |  |  |  |  |
| 1. Are the emergency exits easily openable?
 |  |  |  |  |  |  |  |  |  |  |  |
| 1. Are escape routes unobstructed?
 |  |  |  |  |  |  |  |  |  |  |  |
| 1. Is the emergency procedure information clearly displayed?
 |  |  |  |  |  |  |  |  |  |  |  |
| 1. Is there unobstructed access to extinguishers and fire alarm points (break glasses)
 |  |  |  |  |  |  |  |  |  |  |  |
| 1. Are there 2 fire marshals on this corridor?
 |  |  |  |  |  |  |  |  |  |  |  |
| **OFFICE / LAB / WORKSHOP / KITCHEN AREAS CHECKED** |
| 1. Are appropriate fire extinguishers in place and wall mounted, and have all fire extinguishers been tested during the last 12 months?
 |  |  |  |  |  |  |  |  |  |  |  |
| 1. Are there adequate numbers of electrical sockets to avoid overloading?
 |  |  |  |  |  |  |  |  |  |  |  |
| 1. If portable heaters are in use, are they in a safe position and have they been authorised?
 |  |  |  |  |  |  |  |  |  |  |  |
| 1. Is waste removed quickly for disposal?
 |  |  |  |  |  |  |  |  |  |  |  |
| 1. If there are flammable liquids are they in marked/approved containers?
 |  |  |  |  |  |  |  |  |  |  |  |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Emergency exits should be clearly marked with a pictogram of a white running man on a green background with a representation of a fire and with or without the words “Emergency exit”. If such signs are not clearly marked along the length of the emergency escape route and on the final exit door, please contact Physical Resources. If the signs are obstructed, please take steps to have the obstruction cleared.
2. In a general emergency, exits should open quickly and easily in the direction of escape. Push bars and turn knobs are standard for doors which are not open-able from the outside. In all cases there must never be a locked door on an escape route unless there is some quick and easy means of opening it. If this is not the case, please contact Physical Resources or Health and Safety Services.
3. The width of escape routes is designed to allow specified numbers of people to pass along in a given time and to provide a fire resistant route to the outside of the building. Placing cupboards, equipment, chairs, etc. along escape routes is unacceptable as it reduces the ability of people to exit along such routes and can lead to delays in evacuating buildings in an emergency. If the escape routes are partially or wholly blocked please take steps to have the obstruction removed as soon as possible.
4. Fire Action Notices are displayed beside each fire alarm call point. If this is not the case, then contact Physical Resources. If the view of these notices has been obstructed, then whatever is causing the obstruction should be removed as soon as possible.
5. Should a small fire be discovered it may be possible to extinguish such a fire before it becomes too large? It is therefore important that firefighting equipment can be easily reached to enable such action to be taken. If obstructed, then take steps to remove the obstruction as soon as possible.
6. Each floor in each block should have 2 trained fire marshals readily available to assist with emergency fire evacuations. If this is not the case please inform Health and Safety Services.
7. Regular testing of fire extinguishers helps to ensure that they function correctly in an emergency and this is carried out by a contractor. The label on the extinguisher gives the date when the next test is due, check this date to see if test has been carried out. If this shows that the test date has been missed - report this to Physical Resources. Ensure that all extinguishers within your section are in the correct place and of the correct type and are placed in their mount at all times. If an extinguisher is missing or inappropriate or if a wall mount is not available, then report this to Physical Resources as soon as possible.
8. Overloading of electrical sockets is another major cause of fires. You should therefore ensure that there are sufficient electrical sockets to prevent overloading occurring. You should not see extension leads plugged into extension leads or multi-adaptors or coiled extension leads not fully uncoiled. If additional electrical sockets are required, please contact Physical Resources.
9. In general, portable heaters should not be used. In very exceptional circumstances, such as breakdown of mains heating they may be authorised by Physical Resources for use. In this case, it must be ensured that they are not left unattended, are placed well away from any material which they could set alight and have sufficient air space around them to avoid the heater itself overheating.
10. Many fires are caused because flammable material in the form of rubbish and waste accumulating unnecessarily. Prompt removal of all such material removes the fuel and thus prevents such fires. If rubbish has been allowed to accumulate please take steps to have it removed as soon as possible.
11. All flammable liquids must be effectively managed and stored in approved labelled containers within flameproof cabinets at all times. The amount of flammable liquids in use at any one time should always be kept to a minimum.