

ORBIS Environmental & Safety – Workplace Fire Safety Checklist

This is a free example of a checklist provided as guidance for key Workplace Fire Safety checks. For further information, guidance or for help if you find a problem and don't know what to do about it, please email us for and we'll be happy to help: info@orbisenvironmental.com, call us on 01656 470044 or visit our website www.orbisenvironmental.com

This checklist should be considered as a helpful overview of fire safety compliance in your premises – a full Fire Safety Log Book with all the relevant checks, their frequency and a template for signing off those checks will be provided as part of the ORBIS Fire Risk Assessment service we provide.

What	How Often	Complete
Fire Risk Assessment – and the actions!	A review should be carried out annually – particularly to check whether actions have been completed – but a new assessment should be carried out when there are significant changes to the premises or its usage.	
Fire evacuation drills and Fire Warden Training	Annually to ensure that you put to test the fire wardens and employees in your building. Do they know where to go and how to report at the muster point? Ideally, this would be carried out more frequently than annually, especially if you have a hybrid workforce, a high risk environment where dangerous substances are stored or activities are carried out, or where the public might be impacted.	
Fire alarm sounder and call point tests	Weekly to ensure that all sounders are working effectively – again, where hybrid workforces exist, consider how you make sure that everyone knows what an alarm sounds like in your building? Fire alarm call points should be activated during this weekly test to ensure that the fire panel receives the signal, and that the alarm sounds. Each week, a different call point should be tested – ideally in a larger premises ensuring that all points are tested.	
Fire Alarm Servicing	Your fire alarm should be serviced and maintained according to both the British Standard and to the	

	<p>manufacturers instructions. This includes – regular inspection of the batteries and periodic inspections by a fire alarm engineer – generally this is required on a 6 monthly basis. This goes for both the panel, any repeater panels, detector heads and call points. Any interfaces should be confirmed via your Cause & Effect Strategy Document.</p>	
Emergency light tests	<p>Monthly to ensure that all emergency lights are working as they should be – don't forget to report and resolve any defects that become apparent.</p>	
Emergency light drain down test	<p>Annually to ensure that the lights last as long as they should – most systems are designed to last for three hours, but this should be fully discharged annually and allowed to recharge to make sure it works in the event of a real emergency</p>	
Fire Door Checks	<p>The entire door set of any doors – including both the automatic door release mechanisms, those that interface with your fire alarm system and the structural surrounding of the door – that class as fire doors should be checked regularly, and any damage or failures should be remediated as quickly as possible. A record of these checks should be kept in your log book – and if you aren't sure whether they are a certified fire door, it's best to check with an accredited, competent, inspector.</p> <p>It is recommended that doors should be checked at least once every 6 months – this can be on a rotational basis, and should be increased if they are frequently used or showing signs of disrepair.</p>	
Fire Extinguisher Checks	<p>Routine Inspections – all extinguishers should be checked regularly, mainly to make sure they are in their proper position! But also, looking at any signs of obvious damage, discharge or pressure loss. This should be carried out and recorded, checking all the locations against your fire safety plan, on a monthly basis.</p> <p>f, service and maintenance. It's important that a competent person is engaged to carry this out – they'll be looking to ensure the extinguisher will be in good working order if required, but also checking the age and integrity of the unit. Extended services,</p>	

	<p>overhauls and replacements should be highlighted at the required frequency for that type of extinguisher.</p> <p>Don't forget – even extinguishers marked as 'self-maintaining' or not requiring annual servicing, should be visually inspected regularly as well. It's also worth checking your fire strategy or risk assessment on an annual basis to ensure you still have the most appropriate type, quantity and location of all your fire extinguishers, particularly if there's been a significant change to your premises.</p>	
<p>Miscellaneous</p>	<p>Every working premises is different, whether that's in terms of size, layout, or the operations being carried out within it. Higher risk premises are likely to have additional fire safety requirements such as:</p> <ul style="list-style-type: none"> - Fire Hose Reels - Sprinkler Systems - Smoke Control Systems - Automatic Interfaces – such as vents or curtains - Wet or Dry Risers 	