**[Company name]**

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

# Fire Safety Checklist

*Keeping fire safety current: extinguishers, alarms, exits, and assembly points checked on schedule and faults fixed.*

## Site details

| | |
|---|---|
| **Building** | **[Building name]** |
| **Fire warden** | **[Fire warden name]** |
| **Assembly point** | **[Assembly point]** |
| **Alarm test day** | **[Alarm test day]** |
| **Extinguisher service** | **[Extinguisher service provider]** |
| **Check date** | **[DD Month YYYY]** |
| **Next check due** | **[DD Month YYYY]** |

## Fire extinguishers

| ✓ | Check | Result (OK / Fault / N-A) | Notes |
|---|---|---|---|
| | Extinguishers in place, seals intact, pressure in the green zone. | | |
| | Extinguisher locations marked and unobstructed. | | |
| | Service date within the last 12 months; next service date visible. | | |
| | Damaged or discharged units reported to **[Extinguisher service provider]**. | | |

## [Company name]

### Alarms and detectors

| ✓ | Check | Result (OK / Fault / N-A) | Notes |
|---|---|---|---|
| | Alarm tested on **[Alarm test day]**; result logged below. | | |
| | Call points checked and undamaged. | | |
| | Detectors clean and unobstructed. | | |
| | Fault panel shows no faults. | | |

### Escape routes and exits

| ✓ | Check | Result (OK / Fault / N-A) | Notes |
|---|---|---|---|
| | Fire exits clear of boxes, furniture, and clutter. | | |
| | Exit signs lit and visible. | | |
| | Fire doors closed, not propped open. | | |
| | Corridors and stairwells clear. | | |
| | Escape routes walked end to end once a month. | | |

### Assembly point

| ✓ | Check | Result (OK / Fault / N-A) | Notes |
|---|---|---|---|
| | Assembly point (**[Assembly point]**) clear and signposted. | | |
| | Headcount procedure known to the fire warden. | | |
| | Fire warden (**[Fire warden name]**) on site or a deputy named. | | |
| | New starters briefed on exits, alarms, and the assembly point. | | |

## [Company name]

### Completion

| ✓ | Check | Result (OK / Fault / N-A) | Notes |
|---|---|---|---|
| | Extinguishers, alarms, exits, and the assembly point are all checked - no section skipped. | | |
| | The weekly alarm test happened on **[Alarm test day]** and is recorded. | | |
| | Faults have a fix date, and the last drill and extinguisher service are within their intervals. | | |

**[Company name]**

## Faults and corrective action

Record each fault found during this check and follow it to a fix date.

| Fault | Location | Reported to | Fixed on |
|---|---|---|---|
| | | | |
| | | | |
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## Sign-off

| | |
|---|---|
| **Checked by** | **[Fire warden name]** |
| **Date** | **[DD Month YYYY]** |

| | |
|---|---|
| **Document** | Fire Safety Checklist |
| **Version** | 2.0 (redesign) |
| **Prepared by** | **[Name and role]** |
| **Owner** | **[Name and role]** |
| **Review date** | **[DD Month YYYY]** |