FIRE SAFETY CHECKLIST

Put a tick in the 'yes' box if the check has be made and the answer is yes. If the answer is no take immediate action to change the fire hazard and then tick yes.

Fire Safety Checks	Yes
Are all fire escape routes clear?	
Are there any combustible items kept or left in the corridor, e.g. chairs and tables?	
Are any metal cabinets in the corridor always kept shut?	
Are all fire exit doors kept unlocked so people can easily evacuate in an emergency?	
Are all fire exits clearly marked and lit up?	
Is all emergency lighting working?	
Is all emergency lighting clean and in a good condition?	
Are all fire extinguishers in their correct place?	
Do all fire extinguishers have their operating instructions on them/ by them making it clearly visible to anyone in an emergency?	
Have all fire extinguishers been inspected?	
Can fire-fighting equipment be easily accessed?	
Can fire alarms be heard clearly in every corridor, bedroom, kitchen, store room and office?	
Is the fire exit route clearly marked for all guests and staff to see?	
Do the arrows on fire evacuation signs point in the correct direction?	
TEXT ON FULL RESOURCE	
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Any actions that had to be taken:

Signed: ..... **Date:** .....

Job title: .....

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