Fire Safety Checklist

General guide for building owners and facilities managers
RMEC Fire & Security | 0161 241 0211 | sales@rmecfire.co.uk

Fire risk assessment

✓	Item
☐	Fire risk assessment completed and recorded
☐	Assessment reviewed after changes to building use or layout
☐	Responsible person identified

Fire detection and alarm

✓	Item
☐	System designed to meet the identified risk
☐	Weekly user test carried out and recorded
☐	Regular servicing by a competent person
☐	Log book kept up to date
☐	Faults and false alarms investigated

Escape routes and exits

✓	Item
☐	Escape routes clear and unobstructed
☐	Final exits open easily and are clearly signed
☐	Emergency lighting tested regularly
☐	Fire doors close properly and are not wedged open

Fire fighting and procedures

✓	Item
☐	Appropriate extinguishers in place and serviced

☐	Staff know the fire procedure and assembly point
☐	Fire drills carried out and recorded

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BAFE & SSAIB registered (CHES122)

This checklist is a general guide only. It is not a substitute for a site-specific fire risk assessment. Always follow the requirements of the Regulatory Reform (Fire Safety) Order 2005 and any recommendations from your competent person.