



FIRE SAFETY AT WORK - OUR EASY TO USE CHECKLIST

2 Use this checklist at each site you operate:

1 List your fire marshal qualification holders:

Name:
DD / MM / YYYY
EXPIRY DATE

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A fire marshal certificate is valid for three years. Expiry dates are on each fire marshal certificate. You can call us on 0844 770 4800 to check their expiry dates if they qualified on a St John Ambulance course.

i) Note any fire hazards you work with:

- a) Sources of heat: i.e. heaters, lighting and electrical equipment, naked flames, cigarettes, matches, and spark-generating processes such as welding or grinding.
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- b) Things that will burn: i.e. packaging, rubbish, furniture, curtains. Also obvious fuels such as petrol, paint, varnish. Do walls or ceilings have hardboard, chipboard, or polystyrene? Check outside for fuel sources, too.
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ii) Note any persons who face extra risk levels

Do some people face a greater risk of fire because of when or where they work or visit? Consider staff such as night workers, or employees, customers and visitors who may not be familiar with the premises. Remember that children, the elderly or disabled people are especially vulnerable. A Personal Emergency Evacuation Plan may be required which details specific requirements to aid an individual's escape in the event of a fire.

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iii) Evaluate, act and protect

Consider actions you can take to reduce risk and to remove the risk of accidental fires. Could a source of heat or sparks be knocked or pushed into something combustible? Could combustible material fall onto a source of heat?

Areas to check:

- Sources of fuel (any combustible materials) and heat are now kept apart
- Fuel sources are secured / locked up (also reduces risk of arson)
- Alarm / evacuation procedure is understood by all staff
- Staff trained to use safety devices
- Key staff trained (on a Fire Marshal course) to tackle small fire and stop it spreading
- Escape routes are signposted and monitored for hazards
- Emergency lighting checked (so in event of power failure or night-time evacuation, people can escape safely)
- Safety equipment checked regularly (extinguishers, evacuation chairs, hoses, fire doors unlocked)

Notes of action points:

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iv) Record, plan and train

Areas to check:

- I have recorded any fire hazards I found and what I have done to reduce or remove them

If you have five or more staff then you must keep a record of what you have found and what you have done.

- I have planned what everyone will do if there is a fire
- I have discussed the plan with all staff
- I have informed and trained people, and ensured that there are enough people trained to cover absences
- The organisation has practised a fire drill and I have recorded how it went
- I have nominated and trained staff to put in place agreed fire prevention measures
- There is a system to inform temporary staff of procedures in case of fire
- I have consulted others who may share these premises and included them in the action plans

v) Review

Keep your risk assessment under regular review as, over time, the risks may change. If you identify significant changes in risk or make any significant changes to your plan, you must tell others who share the premises and, where appropriate, you must re-train staff.

Areas to check:

- I have made changes to the building inside or out
- There has been a fire or near miss
- Work practices have changed
- Chemicals or dangerous substances now stored
- Stock or stock levels significantly changed
- Next fire drill planned

UNSURE ABOUT YOUR FIRE SAFETY TRAINING NEEDS?



**Call us on
0344 770 4800**

Lines are open Mon-Fri: 8.00am - 5.30pm



**OR use our handy online
calculator now:
sja.org.uk/calculator**