FIRE SAFETY AT WORK - OUR EASY TO USE CHECKLIST

2 Use this checklist at each site you operate:

i) Note any fire hazards you work with:
i) Sources of heat: i.e. heaters, lighting and electrical equipment, naked flames, cigarettes, matches, and spark-generating processes such as welding or grinding.

   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 (in event of power failure or night-time evacuation, people can escape safely)
   Safety equipment checked regularly (extinguishers, evacuation chairs, hoses, fire doors unlocked)

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.

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.

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

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