

Fire Risk Assessment

Annual Fire Safety Check

Use this form to record your Annual Fire Safety Check. Extra rows have been added for you to include additional items of your own. All deficiencies should be reported and recorded.



Name of person completing this check:	Date checked:
Company name and location address:	

		Yes	No	N/A
1	Have all portable electrical appliance been tested by a competent person (PAT testing)? Are records readily available?			
2	Have all staff been trained at least annually in fire safety? Is the level of training sufficient? Is the training record up-to-date and readily available?			
3	Have all portable fire extinguishers, fire blankets and hose reels been serviced by a trained engineer to British Standards? Are records easily to hand?			
4	Have all fire detection and fire warning systems been serviced by a trained engineer to British Standards? Are records easily to hand?			
5	Have any false alarms been investigated and have steps been taken to minimise them?			
6	Has the emergency lighting system been serviced by a trained engineer to British Standards? Are records easily to hand?			
7	Have all self-contained emergency lighting units, including torches, been cleaned and fitted with new batteries?			
8	Have all self-contained (battery operated) smoke alarms been cleaned and fitted with new batteries?			
9	Have all manually operated fire warning devices (e.g. battery operated fire alarms) been tested and fitted with new batteries?			
10	Is there a greater risk of arson since last year? Do you need to review your arson prevention measures?			
11	Is your emergency plan up-to-date and readily available for inspection?			