

# Fire Risk Assessment

## Daily Fire Safety Check

All staff should constantly be maintaining good fire safety, reporting, and where possible, correcting any deficiencies straightaway (e.g. closing an open fire exit door or reporting a used fire extinguisher). Use this daily check list to ensure good housekeeping becomes second nature in your workplace.



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

		Yes	No	N/A
1	All doors and windows are securely closed.			
2	Electrical equipment is switched off and unplugged (wherever possible).			
3	Areas where smoking is permitted are clear of smouldering or smoking materials.			
4	Naked flames are extinguished (where possible).			
5	Combustible rubbish and waste has been placed in a safe place.			
6	The premises are secure from unauthorised entry.			
7	All escape routes are available for use and free from obstruction, slipping and tripping hazards.			
8	All flammable liquids or gases are stored safely, away from ignition sources.			
9	The fire alarm system is operational and not showing any faults.			