

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.			