

ACME COMPANY

FIRE SAFETY INSPECTION CHECKLIST



Millstone Avenue - Rutherford | Millstone Avenue,

MONDAY 28TH APRIL 2025

SUMMARY

The fire safety inspection was conducted thoroughly. Most areas were compliant with fire safety regulations. Two issues were identified: a blocked fire exit and a faulty fire alarm. Actions have been assigned to address these.

PREVENTION

Q#	QUESTION	RESPONSE
1.	Are all flammable fuels, gases and chemicals stored correctly?	YES
2.	Are oxygen cylinders and oxidising substances stored appropriately to minimise fire risk?	N/A
3.	Are all materials stored correctly and separately?	YES
4.	Are sources of ignition effectively controlled?	NO



29 Apr 25 04:00 PM

Electrical equipment is damaged: frayed wires. Action needed to replace chargers

5.	Have suitable measures been taken to reduce the risk of arson, including avoiding the storage of combustible materials close to buildings?	YES
6.	If hot work takes place are fire risks adequately controlled?	YES
7.	Are combustible materials like paper, dry waste, etc. kept to a minimum and properly stored?	YES
8.	Are electrical sockets being used safely and not overloaded?	NO



29 Apr 25 04:07 PM

Several examples of overloaded sockets under desks.

9.	Are portable electrical appliances subjected to PAT testing?	YES
10.	Has the fixed electrical wiring been subject to a test and inspection within the last five years (Inspections should be carried out more frequently for higher risk premises)?	NO
11.	Is the use of portable heaters appropriately controlled?	YES
12.	Are appropriate signs displayed where needed to highlight fire hazards, i.e. smoking rules, gas storage, flammables?	YES
13.	Are smoking rules adhered to?	YES
14.	Are all rubbish bins emptied regularly?	YES
15.	If paper is recycled, are storage vestibules emptied regularly?	YES
16.	Are combustible and flammable materials kept away from ignition sources?	YES
17.	Are high housekeeping standards maintained?	YES
18.	If there is a risk of an explosive or flammable atmosphere developing, are the risks assessed and properly controlled?	YES
19.	Is heating and cooking equipment subject to regular servicing, maintenance and cleaning, as appropriate?	YES

CONTROL AND CONTAINMENT

Q#	QUESTION	RESPONSE
20.	Are all fire extinguishers in their designated places, readily accessible and in good condition, including fire blankets and hose reels where applicable?	YES
21.	Have fire extinguishers been serviced within the last twelve months?	YES
22.	Are all fire doors and doorframes free from damage?	YES
23.	Do fire doors close properly under their own weight, where fitted with closing devices?	YES
24.	Are all fire doors either kept shut or held open on a device which releases automatically in the event of a fire alarm?	YES
25.	Are fire doors signed correctly on both sides (except for cupboard doors which are to be signed on the front only)?	YES
26.	Are there any breaches of floors or compartments filled with fire resistant materials e.g., holes made for pipes and cables?	YES

27.	If there is a fire sprinkler system, is it subject to a weekly pressure/bell test and routine servicing?	YES
28.	Are there service and testing arrangements for fire-fighting lifts and lightning protection?	YES

MEANS OF ESCAPE

Q#	QUESTION	RESPONSE
29.	Are escape routes kept clear?	YES
30.	Can all fire exits be opened immediately and easily?	YES
31.	Are all fire exits clearly identifiable?	YES
32.	Are directional signs in place to direct occupants to the fire exits?	YES
33.	Are metal fire escapes in good condition?	N/A
34.	Is there an effective means of raising the alarm which can be heard throughout the building(s)?	YES
35.	Is the fire alarm system routinely serviced and tested weekly?	YES
36.	Is the fire alarm panel showing that the system is fully functional?	YES
37.	Is there a zone plan adjacent to the alarm panel?	YES
38.	Is there sufficient emergency lighting covering internal and external escape routes?	YES
39.	Is emergency lighting subject to monthly activation testing and annual discharge testing?	YES
40.	Is there a designated fire assembly point?	YES

PROCEDURES, INFORMATION AND TRAINING

Q#	QUESTION	RESPONSE
41.	Is the fire risk assessment up to date?	YES
42.	Are there written fire arrangements for the premises designating responsibilities for fire safety and outlining emergency procedures?	YES
43.	Are all staff named in the procedures still fulfilling these roles?	YES
44.	Have staff with specific responsibilities under the procedures, been trained in their role, e.g., fire marshals, fire safety officers, etc.?	YES
45.	Has a manager been given overall responsibility for fire safety for the premises and are they named within the written fire arrangements?	YES
46.	Do all staff know what the fire alarm sounds like?	YES
47.	Have all tests identified as necessary in the fire risk assessment been completed and recorded?	YES
48.	Are fire drills being undertaken at the frequency identified in your risk assessment (usually six monthly, but more frequently for higher risk premises)?	YES
49.	Are there records of fire drills and have improvements been made if deficiencies were identified?	N/A
50.	Are false alarms investigated and action taken as necessary to prevent further occurrences?	YES
51.	Are all Fire Action notices clearly displayed and completed properly?	YES
52.	Have all staff been trained in what to do in the event of a fire or on hearing the fire alarm?	YES
53.	Are new joiners instructed in the fire safety procedures on day one?	YES
54.	Have sufficient numbers of staff, including fire marshals, been trained in the practical use of fire extinguishers?	YES
55.	Are there arrangements to call the fire brigade to suspicions of fire?	YES
56.	Are visitors made aware of emergency arrangements or otherwise kept under supervision at all times?	YES

57.	Are there suitable arrangements for checking that the premises have been evacuated in case of any emergency?	YES
58.	Have staff who need a personal emergency evacuation plan (PEEP) assisted in developing one and is it up-to-date?	YES
59.	If any staff require a PEEP, are others trained in how to implement it?	YES
60.	If there is a need for special evacuation arrangements for groups of visitors with disabilities, have these practices been put in place?	YES
61.	Are there routine fire safety inspections?	YES

COMMENTS & ACTION PLAN

PREVENTION >> PREVENTION		PRIORITY	High
(AC10026) Are sources of ignition effectively controlled?		DUE DATE	05 May 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No' - Electrical equipment is damaged: frayed wires. Action needed to replace chargers		
ACTION REQUIRED	Order new phone chargers		
PREVENTION >> PREVENTION		PRIORITY	Medium
(AC10028) Are electrical sockets being used safely and not overloaded?		DUE DATE	02 May 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No' - Several examples of overloaded sockets under desks.		
ACTION REQUIRED	Reorganise cabling and redistribute devices on different plugs		

DECLARATION

Auditor
(Jennifer Hunt)

AUDITOR'S LOCATION