|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Escape Routes and Emergency Exits** | **Yes** | **No** | **N/A** | **Comments** |
| Are all emergency escape routes clear of any obstructions/ trip hazards? |  |  |  |  |
| Is clear directional signage in place to highlight all escape routes? |  |  |  |  |
| Are all emergency exits clear of obstructions internally and externally? |  |  |  |  |
| Are all emergency exits easy to operate (e.g. by a push bar, thumb lock, or equivalent) and not locked or bolted? |  |  |  |  |
| **Emergency Lighting** | **Yes** | **No** | **N/A** | **Comments** |
| Has it been confirmed that all emergency lighting units operate as intended by completed an activation (‘flick’) test? |  |  |  |  |
| Has the emergency lighting system been serviced/ maintained within the last 12 months and a discharge test completed? |  |  |  |  |
| Are there any outstanding remedial actions required following testing of the emergency lighting system? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fire Alarm** | **Yes** | **No** | **N/A** | **Comments** |
| Have weekly fire alarm tests been completed and recorded? |  |  |  |  |
| Have weekly tests of battery operated fire alarms been completed and recorded? |  |  |  |  |
| Has the fire alarm system been serviced/ maintained within the last 6 months? |  |  |  |  |
| Are there any outstanding remedial actions required following testing of the fire alarm system? |  |  |  |  |
| **Fire Extinguishers** | **Yes** | **No** | **N/A** | **Comments** |
| Are all fire extinguishers visible and unobstructed? |  |  |  |  |
| Are all fire extinguishers in their allocated locations and stored on wall hooks or in fire extinguisher stands? |  |  |  |  |
| Have fire extinguishers been serviced within the last 12 months? |  |  |  |  |
| Are all extinguishers free from damage with locking pins in place, tamper seals unbroken and the pressure gauge in the correct location? |  |  |  |  |
| **Fire Doors** | **Yes** | **No** | **N/A** | **Comments** |
| Are all fire doors kept closed with no signs of them being propped or held open (e.g. door stops nearby)? |  |  |  |  |
| Are all fire doors in good condition with undamaged smoke strips and seals? |  |  |  |  |
| Do all fire doors fully close when released from an open position? |  |  |  |  |
| **General Housekeeping** | **Yes** | **No** | **N/A** | **Comments** |
| Are large accumulations of combustible materials avoided? |  |  |  |  |
| Are all ignition sources (e.g. portable heaters, high intensity lights, computer servers) kept clear of combustible materials? |  |  |  |  |
| Are all flammable substances stored in appropriate locations/ cabinets, away from ignition sources? |  |  |  |  |