



Daily Fire Safety Checklist

Name of Person completing checklist:	Date of inspection:
Company name and address:	

Staff should constantly be on the lookout for fire safety issues. Any identified issues should be reported and, where possible, corrected as they are spotted (e.g. closing an open fire exit door or reporting a used fire extinguisher). Use this daily check list to ensure good housekeeping is in force in your workplace. Extra rows have been added for you to add any additional items you may wish to check. All deficiencies should be reported and recorded on a non-conforming report.

		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			
10				
11				
12				
13				
14				

Please ensure any deficiencies noted above are reported to the responsible person and are recorded on a non-conforming report.

Please file this in your fire log book, or submit it to the person responsible for the fire log book.

If you require any help completing your daily check contact your engineer or us directly for advice and training.