Fire safety checklist: monthly checks for the year

Walk round once a month and tick the box for the month. Write any faults and the action on page two. Cross out what you don't have and add what only you have.

SITE _____ YEAR _____ RESPONSIBLE PERSON _____

CHECK	J	F	M	A	M	J	J	A	S	O	N	D
Escape routes and exits												
Escape routes and fire exits are clear, including the stockroom and the back yard	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fire exits open easily from the inside without a key	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fire exit signs are visible and lit	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fire action notices are up and match the building as it is now	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Alarm and emergency lighting												
The fire alarm panel shows no faults	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
This month's weekly alarm tests are written in the log book	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Emergency lighting works on the monthly test and no fittings are broken	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
No detectors are covered, moved or removed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Extinguishers and fire blankets												
Extinguishers and fire blankets are in place, visible and easy to reach	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Extinguisher gauges are in the green and the tamper seals are intact	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
The next service date on the extinguishers hasn't passed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Staff on shift know where the nearest extinguisher and fire blanket are	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Kitchen and electrics												
The extraction canopy and grease filters are cleaned on schedule	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fryers, hobs and ovens are switched off by the closing routine	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
The electrical cupboard is clear and the door is shut	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
No damaged cables and no adaptors plugged into adaptors	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Storage and fire doors												
Fire doors are shut or close on their own, and nobody has wedged them open	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Nothing that burns is stored near heat, in stairways or on escape routes	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Bins and cardboard aren't stacked against the building or by fire exits	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Gas cylinders and other flammables are stored the way your risk assessment says	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Signed												

Fire safety log book

Fire training and drill plan

WHAT	WHO	HOW OFTEN	LAST DONE
Fire safety in the induction: escape routes, assembly point, alarm and extinguishers	Every new starter, agency and seasonal staff too	Before their first shift alone	
Hands-on training with extinguishers and fire blankets	Everyone who works shifts	Every two years	
Fire drill	The whole site	At least once a year	
How to run the weekly alarm test and the monthly check	Whoever does the checks	When someone new takes over	
Fire safety as an item at the team meeting	Everyone	Twice a year	
Review of the fire risk assessment, the log book and this plan	Responsible person and site managers	Once a year, and after any change	

Weekly fire alarm test

DATE	CALL POINT	RESULT	SIGNED

Faults and action

FAULT	ACTION	OWNER	BY WHEN	CHECKED

Annual review

DATE _____ RESPONSIBLE PERSON _____ NEXT REVIEW _____

The full guide: todolo.io/en/blog/fire-safety-checklist · Want this in the app? Book a demo