



**FIRE EXTINGUISHERS**

In the correct locations?

Yes  No  N/A

Extinguisher pins are in place and seals unbroken?

Yes  No  N/A

Easily accessible and are not obstructed?

Yes  No  N/A

Comments

**FIRE ESCAPE ROUTES**

Escape routes are clear of obstructions and available at all times?

Yes  No  N/A

Fire door self-closing devices are working properly?

Yes  No  N/A

Fire doors are not wedged or propped open?

Yes  No  N/A

Fire doors fit closely in door frame and are not damaged?

Yes  No  N/A

Comments

**FIRE SAFETY SIGNS AND NOTICES**

All Fire Safety notices and signs are clearly visible and not defaced?

Yes  No  N/A

“Fire Action” notices in place and indicate the Fire Assembly Point?

Yes  No  N/A

Comments

**FIRE EXITS**

Final exits are not obstructed either inside or outside?

Yes  No  N/A



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<b>Emergency exits can be opened without the use of a key?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
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<b>Comments</b>	
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**ELECTRICAL EQUIPMENT**

<b>All electrical wiring is tidy and does not present a trip hazard?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
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<b>All extension cables are routed safely?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
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<b>Electrical sockets are not overloaded?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
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<b>Comments</b>	
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**GENERAL HOUSEKEEPING**

<b>There are no electric convection heaters?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
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<b>All work areas are reasonably tidy?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
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<b>There is no evidence of smoking in unauthorised places?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
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<b>Flammable materials are stored away from ignition sources?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
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<b>Waste bins are emptied regularly?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
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<b>Comments</b>	
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If your checks identify any areas of concern, then these should be passed to your Head of Department or Director for action. If you need further advice, then please contact [SHEW](#).