

APPENDIX 1 - Fire Precautions Checklist

ITEM	N/A	YES	NO	ACTION
CLEANLINESS AND TIDINESS				
Are the workforce encouraged to tidy their personal work place?				
Are the external areas kept clear of combustible process waste and refuse?				
Are metal receptacles with closely fitting lids available for waste?				
Are separate clearly labelled containers provided for waste and special hazards - flammable liquids, swarf, paint rags, oily rags?				
Are waste containers removed from the building at the end of each working day or more frequently if necessary?				
Is waste put in a safe place awaiting disposal - not accessible to the public?				
Is the burning of waste on site prohibited?				
Are areas around the building kept free from accumulated packaging materials and pallets?				
LPG CYLINDERS				
Are liquefied petroleum gas (LPG) cylinders stored safely, preferably in a fenced compound outdoors at least 2m away from any boundary fences?				
Is the store used only for cylinder storage?				
Are empty cylinders treated in the same manner, but kept separate and labelled empty?				
Are permanent warning notices prominently displayed prohibiting smoking and naked lights?				
Are cylinders stored with their valves up?				
STORAGE				
Are fire doors, exits, fire equipment and fire notices kept unobstructed?				
Are stack sizes kept as small as is practicable in the circumstances?				
Are there clear spaces around stacks of stored materials and adequate gangways between them?				
Are stacks stable and not liable to collapse easily?				
Is access to storage areas restricted to those who really need to be there?				
Are storage areas inspected regularly and at the end of the working day?				
MAINTENANCE OF BUILDINGS				
Is every point of entry to the site and building secure against intruders?				
After close down of operations are all doors, windows and gates checked and secure?				
Is the building regularly inspected for damage to windows, roofs and walls?				
Are the grounds around the premises kept free of combustible vegetation by regular grass cutting and scrub clearance?				
Are all outside contractors supervised while on the premises and their work authorised by "permit to work" and "hot work permit" schemes?				
FLAMMABLE LIQUIDS				
Are all stocks of flammable liquids kept in purpose-built flammable liquid stores?				
Is the flammable liquid store kept uncongested and tidy?				
Are flammable liquids carried in specially designed safety containers and not in open cans and buckets etc?				
Are flammable liquids kept away from possible sources of ignition?				
Is suitable spark reduction provided for use in places where there may be flammable vapours?				

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MACHINERY				
Does all machinery and equipment receive regular scheduled maintenance?				
Is lubrication adequate?				
Are motors and all moving parts of machinery kept clean to prevent overheating?				
Is machinery located so as to prevent congestion among machines and materials?				
Are drip trays used where necessary and emptied regularly?				
Are oil leaks and drips absorbed with mineral absorbents, not sawdust?				
Are vents on motors and other equipment kept free of blockages to prevent overheating?				
SPACE HEATING AND LIGHTING				
Are there restrictions on using unauthorised heaters?				
Are combustible materials at a safe distance from appliances and flues?				
Is care taken that no materials are left on heaters?				
Are portable heaters securely guarded and placed where they cannot be knocked over or ignite combustibles?				
Are goods kept clear of lighting equipment?				
SMOKING				
Is smoking prohibited in all but designated "smoking" areas?				
Are the non-smoking regulations strictly enforced?				
Where smoking is permitted is there a supply of non-combustible receptacles for cigarette ends as distinct from containers for waste?				
Are these receptacles emptied at least once a day?				
FIRE PROTECTION EQUIPMENT				
Are hydrants, fire extinguishers, fire alarms, emergency lights and sprinkler systems regularly maintained and tested by qualified people?				
Are fire doors kept closed?				
Are routine checks made to ensure equipment has not been obscured, moved or damaged?				
Are notices informing staff what to do in the event of fire prominently displayed?				
Is the fire alarm tested weekly?				
STAFF TRAINING				
Are new staff instructed in fire procedures and shown the fire escape routes on their first day at work?				
Have fire wardens been appointed and trained in their duties?				
Do you carry out Fire Evacuation Drills twice yearly?				
FIRE RISK ASSESSMENT				
Has a Competent Person carried out a Fire Risk Assessment of your occupation and prepared an Emergency Evacuation Plan?				

IF YOU ANSWER NO TO ANY QUESTIONS THEN TAKE ACTION TO REDUCE THE RISK POSED BY THE HAZARD
****IF IN DOUBT GET ADVICE FROM A QUALIFIED FIRE SAFETY PRACTITIONER****