

Fire Safety Audit: Part B - Questionnaire

(Questionnaire Devised By Mr.R.R.Nair)

Yes	No
√	x

Name & Address of the Society	

IDENTIFY PEOPLE AT RISK

01	Have you identified who is at risk?	
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02	Have you identified why they are at risk?	
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FIRE DETECTION SYSTEMS

03	Can the existing means of detection ensure a fire discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of safety?	
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04	Are the detectors of the right type and in the appropriate locations?	
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05	Can the means of warning be clearly heard and understood by everyone throughout the whole building when initiated from a single point? Are there provisions for people in locations where the alarm cannot heard?	
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06	If the fire detection and warning system is electrically powered, does it have a back-up power supply?	
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FIRE EXTINGUISHERS

07	Are the portable fire extinguishers or any fixed firefighting equipment provided suitable for controlling the risks identified?	
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08	Are there enough extinguishers sited throughout the premises at appropriate locations?	
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09	Are the right types of extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?	
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10	Are the extinguishers visible or does their position need indicating?	
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11	Have you taken steps to prevent the misuse of extinguishers?	
12	Do you regularly check equipment provided to help maintain the escape routes?	
13	Do you carry out daily checks to ensure that there is clear access for fire engines?	
14	Are those who test and maintain the equipment competent to do so?	
15	Do you have all necessary procedures in place to maintain any facilities that have been provided for the safety of people in the building?	

ESCAPE ROUTES

16	Is your building constructed, particularly in the case of multi-storey buildings, so that, if there is a fire, heat and smoke will not spread uncontrolled through the building to the extent that people are unable to use the escape routes?	
17	Are any holes or gaps in walls, ceiling and floors properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them?	
18	Are there an adequate number of protected areas?	
19	Can all the occupants escape to place of total safety in a reasonable time?	
20	Are the existing escape routes adequate for the numbers and type of people that may need to use them, e.g. residents and visitors, including disabled people?	
21	Are the exists in the right place and do the escape routes lead as directly as possible to a place of total safety ?	
22	If there is a fire, could all available exists be affected or will at least one route from any part of the premises remain available?	
23	Are the escape routes and final exists kept clear at all times?	
24	Do the doors on escape routes open in the direction of escape?	

25	Can all final exit doors be opened easily and immediately if there is an emergency?	
26	Will everybody be able to safely use the escape routes from your premises?	
27	Are your staff (and residents) aware of the importance of maintaining the safety of the escape routes, e.g. by ensuring that fire doors are not wedged open and that combustible materials are not stored within escape routes ?	

EMERGENCY ESCAPE LIGHTING		
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28	Are all your escape routes covered by an acceptable form of emergency escape lighting?	
29	Will there always be sufficient lighting to escape routes?	
30	Do you have back-up power supplies for your emergency escape lighting?	

SIGNS AND NOTICES		
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31	Where necessary, are escape routes and exits, the locations of firefighting equipment, emergency telephones and other means of raising the alarm indicating by appropriate signs?	
32	Have you provided notices such as those giving information on how to operate security devices on exit doors, those indicating doors enclosing fire hazards that must be kept shut and fire action notices for staff and other people?	
33	Are you maintaining all the necessary signs and notices so that they continue to be correct, legible and understood?	
34	Are you maintaining signs that you have provided for the information of the fire and rescue service, such as those indicating the location of water suppression stop valves and the storage of hazardous substances?	

INSTALLATION, TESTING AND MAINTENANCE		
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35	Do you regularly check all fire doors and escape routes and associated lighting and signs?	
36	Do you regularly check all your firefighting equipment?	
37	Do you regularly check your fire detection and alarm equipment?	

38	Are those who test and maintain the equipment competent to do so?	
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39	Do you keep a log book to record tests and maintenance?	
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RECORD, PLAN, INFORM, INSTRUCT AND TRAIN		
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40	Have you recorded the significant findings of your assessment?	
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41	Have you recorded what you have done to remove or reduce the risk?	
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42	Are your records available for inspection by the enforcing authority?	
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43	Do you have an emergency plan and, where necessary, have you recorded the details?	
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44	Does your plan take account of other emergency plans applicable to the same building?	
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45	Is the plan readily available for staff to read?	
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46	Is the emergency plan available to the enforcing authority?	
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47	Have you told your staff about emergency plan, including the identity of people you have nominated to do a particular task?	
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48	Have you told residents about the emergency plan?	
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50	Have you given your staff information about any dangerous substances stored?	
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51	Do you have arrangements for informing temporary or agency staff?	
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52	Do you have arrangements for informing other employees whose staff are guest workers in your premises, such as maintenance contractors and cleaners?	
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53	Have you co-ordinated your fire safety arrangements with other responsible people and with any contractors in the complex?	
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54	Have you recorded details of any information or instructions you have given and the details of any arrangements for co-operation and co-ordination with others?	
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FIRE SAFETY TRAINING

55	Have your staff received any fire safety training?	
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56	Have you carried out a fire drill recently?	
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57	Are staff aware of specific tasks if there is a fire?	
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58	Are residents aware of specific actions if there is a fire?	
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59	Are you maintaining a record of training sessions?	
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60	If you use or store hazardous substances have your staff received appropriate training?	
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Place :

Signature :

Date :

Name :