

**Top checks on fire safety for your business.**

Circle Yes or No for the checks & keep on your records.

<b>No</b>	<b>Tip</b>	<b>Check</b>
1	Do you weekly check all fire doors & escape routes for obstructions.	Yes / No
2	Do you carry out weekly testing of your fire alarm & monthly testing of your emergency lighting	Yes / No
3	Do you have your fire alarm linked to a monitoring station to ensure a response to an alarm at all times – most businesses are closed more than they are open, this is when a catastrophic fire is most likely to happen	Yes / No
4	Have you carried out a fire risk assessment	Yes / No
5	Are all your staff trained in the use of fire extinguishers	Yes / No
6	Do you have 6 monthly fire drills	Yes / No
7	Is there safety signage such as fire assembly points or fire action notice signs through out your premises	Yes / No
8	Is your IT or server room protected by a fire suppression system – what would happen if you lost your IT to a fire ?	Yes / No
9	Is your fire alarm & emergency lighting serviced at least 6 monthly by a company who can prove their competence through a third party inspectorate such as BAFE.	Yes / No
10	Do you have a nominated person as the “responsible person” for fire safety, you should also have 1 additional nominated person in case of sickness or holidays.	Yes / No