

Fire Safety Checklist

See www.infoscotland.com/firelaw for details of fire laws

Name of Applicant		Application Ref No.	_____ / _____	
Name and Address of Premises (inc. postcode)				
Telephone No.				
Type of Care Service				
Please tick () as appropriate		Yes	No	N/A
Have you carried out a Fire Safety Risk Assessment for your premises? (see guidance notes including reference to sector specific guides)				
Do you have a copy of the Fire Safety Guide for your type of premises				
Escape Routes	Are all your escape routes clear of obstruction			
	Are all fire exit signs and notices clearly visible?			
Doors	Do your emergency exits open without use of a key?			
	Do push bars/pads operate easily (where fitted)?			
	Are self-closing doors kept closed and self-closers working?			
	Are hold open devices or swing free arms working?			
Firefighting Equipment Extinguishers	Is firefighting equipment adequate for the risk in your premises (number, type, location)? (see guidance notes)			
	Is firefighting equipment maintained annually (see guidance notes)			
Fire Warning System (Fire Alarm)	Is the system tested weekly using a different call point each week and recorded in your Log Book?			
	Can the system be heard throughout your premises particularly by sleeping residents?			
Automatic Fire Detection (if fitted)	Is the AFD system suitable for the risk in your premises (type, location of heads)?			
	Is the system maintained six-monthly and recorded in your Log Book (see guidance notes)?			
Emergency lighting	Is the system tested (see guidance notes) and the results of tests recorded in your Log Book?			
	Are all light fittings in place and undamaged?			
Emergency Fire Action Plan	Is the emergency fire action plan adequate for your premises (see guidance notes)			
	Are fire routine notices clearly visible and accurate?			

Staff training	Do your staff know what to do if a fire occurs (see guidance notes)? Have you considered how to evacuate disabled persons WITHOUT relying on the Fire and Rescue Service?			
	Is staff fire training recorded in your Log Book?			
General	Have you reviewed your Fire Safety Risk Assessment in the last year?			
	Is your Log Book up to date and any test certificates available?			

IF YOU HAVE ANSWERED NO TO ANY QUESTION YOUR FIRE SAFETY PROVISIONS ARE INADEQUATE AND REQUIRE IMMEDIATE ATTENTION

Declaration

I declare that the above Fire Safety Checklist has been completed accurately and that all inadequate provisions have been rectified. I agree to the information provided on this form being shared with the Care Inspectorate.

Signed _____ (Applicant)

Date _____

Print name _____

You must complete the Fire Safety Checklist and send it to your local Fire and Rescue Service HQ. Failure to do this will result in your application not being processed.