

# Fire safety checklist

The following are all things to consider that will help you mitigate the risk of a fire starting/spreading, raise the alarm and ensure your members can escape quickly and safely should they need to do so.

If you answer **'NO'** to most of the below, you may need to seek some professional advice. Please speak to your usual team at Sutton Winson who can advise you further.

	<b>Yes</b>	<b>No</b>
1. Has your fire risk assessment being reviewed within the past 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is your club premises built of standard materials (brick/concrete block, concrete floors, pitched tile/slate roof)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your club premises have a fixed heating installation which is serviced and maintained (rather than needing portable electric or gas heaters)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you avoid provision or the need for any sleeping accommodation on the premises?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has your fixed electrical wiring installation been subject to a thorough examination and test within the past 5 years by a competent electrical contractor?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you arrange periodical testing of portable electrical appliances (known as 'PAT' testing)?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there suitable control over trailing electrical leads and cables?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you able to avoid the need to use extension leads in multiple places?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is smoking prohibited on the premises and is there a designated area for smokers?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does basic security against arson appear reasonable?	<input type="checkbox"/>	<input type="checkbox"/>
11. Is there an absence of unnecessary fire loads in close proximity to the building (such as pallets, wheelie-bins, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
12. If there is cooking/frying on the premises, are filters cleaned or changed and ductwork cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you have appropriate fire extinguishers and a fire blanket in the club kitchen?	<input type="checkbox"/>	<input type="checkbox"/>
14. If your club is located in an exposed or elevated area, does the building benefit from lightning protection?	<input type="checkbox"/>	<input type="checkbox"/>
15. Is there appropriate storage facilities for any flammable liquids, paints, varnishes or aerosols (such as a 'flammables cabinet')?	<input type="checkbox"/>	<input type="checkbox"/>

## Fire safety continued...

		Yes	No
16.	Do you keep accumulation of waste, packaging or other combustible materials that are inside the premises to a minimum?	<input type="checkbox"/>	<input type="checkbox"/>
17.	Do you make checks on any contractors planning works on the building (references, insurance, risk assessment, method statement, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
18.	Could you have more than 60 occupants within a room in the club which has just a single exit?	<input type="checkbox"/>	<input type="checkbox"/>
19.	Do your fire exit doors open easily and in the direction of travel, ie. outwards?	<input type="checkbox"/>	<input type="checkbox"/>
20.	Do you make regular checks on your fire doors to ensure they are undamaged, fully self-closing, with smoke seals and intumescent strips in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
21.	Are fire exit doors leading out of the building always unlocked during times of occupation, and kept clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>
22.	Are fire exit routes well lit, and kept clear of obstructions or slip/trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>
23.	Have you ensured that walls and ceilings provide good compartmentation (ie. with no service pipes or cables penetrating through which might allow a fire to spread)?	<input type="checkbox"/>	<input type="checkbox"/>
24.	Do you have emergency lighting, and if so – are you carrying out 'flick tests' on a monthly basis?	<input type="checkbox"/>	<input type="checkbox"/>
25.	Do you have all your fire signage in place – 'Fire Action' notices, 'Fire Exit' signs above appropriate doors, 'No Smoking' signs at the building entrance, and signs supporting fire extinguishers and manual call points?	<input type="checkbox"/>	<input type="checkbox"/>
26.	Do you have a fire alarm?	<input type="checkbox"/>	<input type="checkbox"/>
27.	If you have a fire alarm, are call points tested weekly, and is the system serviced on a 6-monthly basis?	<input type="checkbox"/>	<input type="checkbox"/>
28.	Is the assembly point clearly identified and known to all staff and members?	<input type="checkbox"/>	<input type="checkbox"/>
29.	Do you have fire extinguishers around the premises and are they easily accessible and not obscured, checked regularly and serviced annually?	<input type="checkbox"/>	<input type="checkbox"/>
30.	Do you have a documented fire emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>
31.	Have you conducted a fire drill within the past 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
32.	Do you have procedures for the safe evacuation of any disabled occupants (particularly if your premises is more than single-storey)?	<input type="checkbox"/>	<input type="checkbox"/>
33.	Have your staff had any fire safety training?	<input type="checkbox"/>	<input type="checkbox"/>
34.	Have you trained and appointed fire wardens/fire marshals to assist in evacuating the premises in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
35.	Do you keep adequate records of fire drills, fire training, fire alarm tests, fire extinguisher checks, false alarms, emergency lighting tests?	<input type="checkbox"/>	<input type="checkbox"/>