FIRE SAFETY SERVICES

FREE MANAGEMENT CHECKLIST

Fire Safety Compliance Checklist

A practical evidence check covering responsibility, assessment, people, escape, systems, records and corrective action.

Jurisdiction	England
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IMPORTANT
This template is a recording framework, not a compliance certificate. It does not inspect the premises, supply competence or replace premises-specific professional advice. The responsible person remains responsible for ensuring the assessment is suitable and sufficient and that necessary precautions are implemented.

How to use this checklist

Use the checklist as a structured management review. Mark "Yes" only where you can identify reliable evidence. Use "N/A" only with a recorded reason. Transfer genuine gaps into an action plan and verify completion.

NOT A COMPLIANCE SCORE

The number of boxes marked "Yes" does not determine compliance. Some items may be controlled another way, held by another responsible person or require specialist evaluation. This checklist is not an inspection, fire risk assessment or compliance certificate.

Premises name	
Full address and postcode	
Responsible person(s)	
Completed by	
Role/competence	
Checklist date	
Current FRA reference/date	
Review reason	☐ Routine ☐ Change ☐ Handover ☐ Concern ☐ Other

Areas, records and people consulted

01 RESPONSIBILITY AND ASSESSMENT

Confirm legal responsibility, assessment scope and cooperation.

Management prompt	Yes	No	N/A	Evidence, uncertainty or action ref
The responsible person or responsible persons are identified.	☐	☐	☐	
Areas controlled by each responsible person are understood.	☐	☐	☐	
Responsible persons in shared premises cooperate and exchange relevant information.	☐	☐	☐	
A current fire risk assessment covers the correct premises, areas, uses and activities.	☐	☐	☐	
The assessment is recorded in full with assessor details, scope, findings and limitations.	☐	☐	☐	
The assessment was completed by someone competent for the premises and complexity.	☐	☐	☐	
The FRA action plan has priorities, owners, targets and honest current status.	☐	☐	☐	
Important limitations and further-investigation needs are being managed.	☐	☐	☐	

IF YOU CANNOT CONFIRM AN ITEM

Record why, consider any immediate or interim precaution, assign an owner and obtain competent advice where necessary. An unticked or uncertain item is a question, not automatically proof of a breach.

02 PEOPLE AND EMERGENCY PLANNING

Check that arrangements reflect everybody who may be present.

Management prompt	Yes	No	N/A	Evidence, uncertainty or action ref
Employees, residents, visitors, contractors and out-of-hours occupants are considered.	☐	☐	☐	
People who may need additional information or assistance have suitable arrangements.	☐	☐	☐	
The evacuation strategy is clear and matches the building and fire strategy.	☐	☐	☐	
A premises-specific emergency plan is recorded and available.	☐	☐	☐	
Staff roles for raising the alarm, calling the fire service and evacuation are defined.	☐	☐	☐	
Assembly, accountability and re-entry arrangements are understood.	☐	☐	☐	
Visitors, contractors, lone workers and temporary staff receive suitable information.	☐	☐	☐	
Emergency arrangements are coordinated with other responsible persons.	☐	☐	☐	

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03 ESCAPE AND PHYSICAL PRECAUTIONS

Review routes, exits, doors, compartmentation and warning arrangements.

Management prompt	Yes	No	N/A	Evidence, uncertainty or action ref
Escape routes and final exits are available, unobstructed and readily usable.	☐	☐	☐	
Exit security does not prevent immediate escape when required.	☐	☐	☐	
Travel distances, route capacity and alternative escape remain suitable.	☐	☐	☐	
Fire doors are identifiable, in suitable condition and not improperly held open.	☐	☐	☐	
Compartmentation concerns, penetrations and concealed uncertainty are escalated.	☐	☐	☐	
Fire detection and alarm arrangements support the evacuation strategy.	☐	☐	☐	
Emergency lighting supports escape and relevant safety tasks.	☐	☐	☐	
Signs, notices and wayfinding are suitable for the premises and occupants.	☐	☐	☐	

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04 EQUIPMENT, SYSTEMS AND MAINTENANCE

Check suitability, testing, competent service and defect control.

Management prompt	Yes	No	N/A	Evidence, uncertainty or action ref
Firefighting equipment is suitable, accessible and maintained.	☐	☐	☐	
Alarm testing, servicing and monitoring arrangements are defined and recorded.	☐	☐	☐	
Emergency-lighting checks and duration tests are defined and recorded.	☐	☐	☐	
Fire doors, smoke control, suppression and specialist systems receive appropriate checks.	☐	☐	☐	
Fire-service facilities and access are kept available where applicable.	☐	☐	☐	
System defects, isolations and impairments create a tracked response.	☐	☐	☐	
Interim precautions are used and reviewed while protection is impaired.	☐	☐	☐	
Competent contractor reports, certificates and remedial evidence are retained.	☐	☐	☐	

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05 TRAINING, DRILLS AND OPERATIONAL CONTROL

Verify that people understand and practise the arrangements.

Management prompt	Yes	No	N/A	Evidence, uncertainty or action ref
Staff receive suitable fire-safety induction before relying on them in an emergency.	☐	☐	☐	
Role-specific instruction is provided to wardens and people assisting evacuation.	☐	☐	☐	
Refresher training reflects risk, staff turnover and evidence from drills or incidents.	☐	☐	☐	
Drills or exercises test the plan at a risk-appropriate frequency.	☐	☐	☐	
Drill observations become recorded actions and are followed through.	☐	☐	☐	
Housekeeping, storage, waste, charging and ignition sources are controlled.	☐	☐	☐	
Contractors, hot work, dangerous substances and temporary changes are controlled.	☐	☐	☐	
Arson and deliberate fire-setting risks are considered.	☐	☐	☐	

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06 RECORDS, ACTIONS AND REVIEW

Confirm evidence is traceable and change leads to review.

Management prompt	Yes	No	N/A	Evidence, uncertainty or action ref
Tests, servicing, inspections, training and drills have traceable records.	☐	☐	☐	
Fires, near misses, false alarms and important system failures are investigated.	☐	☐	☐	
Actions have a named owner, justified target and appropriate interim controls.	☐	☐	☐	
Completion is supported by suitable evidence and verification.	☐	☐	☐	
The fire-safety logbook, emergency plan and FRA agree with one another.	☐	☐	☐	
A proportionate planned FRA review programme is recorded.	☐	☐	☐	
Significant change or reason to suspect invalidity triggers an earlier review.	☐	☐	☐	
Relevant fire-safety information is handed over when responsibility changes.	☐	☐	☐	

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07 ACTION SUMMARY AND APPROVAL

Ref	Gap / required outcome	Priority	Owner	Target / status
01				
02				
03				
04				
05				
06				
07				
08				

Immediate or interim precautions

Management review	
Checklist outcome reviewed by	
Actions transferred to plan	☐ Yes ☐ No action required
FRA review required	☐ No ☐ Yes ☐ Obtain competent advice
Next management review	
Name/signature	
Date	

Sources: Home Office five-step fire-risk-assessment checklist; GOV.UK responsible-person duties; Home Office guide for persons with duties under fire-safety legislation. Supplement this general checklist for the actual premises, systems, licence, fire strategy and relevant guidance.