

Fire detection and warning

- Can the existing means of detection discover a fire quickly enough to raise an alarm in time for all the occupants to escape to a safe place?
- Can the means for giving warning be clearly heard and understood throughout the whole premises when initiated from any single point?
- If the fire detection and warning system is electrically powered, does it have a back-up power supply?
- Have you told your employees about your fire warning system, will they know how to operate it and respond to it?
- Are there instructions for your employees on how to operate the fire warning system and what action they should take on hearing a warning?
- Have you included the fire detection and fire warning arrangements in your emergency plan?

Means of escape

- How long will it take for all the occupants to escape to a place of safety once a fire has been detected?
- Is that a reasonable length of time or will it take too long?
- Are there enough exits and are they in the right place?
- Are the type and size of exits suitable and sufficient for the number of people likely to need to use them (eg wide enough for wheelchair users)?
- In the event of fire, could all available exits be affected or will at least one route from any part of the premises remain available?
- Are all escape routes easily identifiable, free from any obstructions and adequately illuminated?

Have you trained your staff in using the means of escape?

- Are there instructions about the means of escape for your employees?
- Have you included your means of escape arrangements in your emergency plan?

Means of fighting fire

- Are the extinguishers suitable for the purpose and of sufficient capacity?
- Are there sufficient extinguishers sited throughout the workplace?
- Are the right types of extinguishers located close to the fire hazards and people get to them without exposing themselves to risk?
- Are the locations of the extinguishers obvious or do you need to highlight their location?
- Have the people likely to use the fire extinguishers been given adequate instruction and training?
- Have you included use of fire-fighting equipment in your emergency plan?