

CONTACT OUR TEAM TODAY
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FIRE WARDEN CHECKLIST

ENSURE A SUCCESSFUL EMERGENCY
EVACUATION PROCEDURE WITH OUR FIRE
WARDEN CHECKLIST.



Trust Churches Fire & Security with your evacuation strategy. Contact us today on **0345 646 1760** to discuss your requirements.

Churches 
FIRE & SECURITY

www.churchesfire.com



FIRE SAFETY IN THE WORKPLACE

Evacuating the premises safely and effectively is paramount in the event of a fire and the procedure should be familiar to all employees and visitors.

Please see our checklist to help you maintain a safe environment. Fire wardens should be appointed by the Responsible Person, who will establish the number of wardens required.

ENSURE YOU HAVE THE CORRECT NUMBER OF WARDENS WITHIN YOUR BUSINESS:

Responsible person or FRA determines the number needed	<input type="checkbox"/>
A minimum of two fire wardens per floor is required	<input type="checkbox"/>
Contact Churches Fire & Security for more information on the number of fire wardens required	<input type="checkbox"/>

ADDITIONAL REGULAR CHECKS INCLUDE:

Fire safety training on induction for all new staff	<input type="checkbox"/>
Ensure everyone is familiar with the evacuation procedure	<input type="checkbox"/>
Make sure fire alarms are tested weekly	<input type="checkbox"/>
Ensure the fire alarm can be heard in all areas of the premises	<input type="checkbox"/>
Check smoke detectors have not been covered - especially during building works	<input type="checkbox"/>
Involvement in fire drills at least once a year	<input type="checkbox"/>

TIP - Try to schedule the tests at the beginning of the week and early on in the day. If any issues present during the test, you may be subject to out-of-hours call out charges.

DAY-TO-DAY FIRE WARDENS NEED TO CHECK THE FOLLOWING:

Fire doors are undamaged and not wedged open. If they are wedged open, remove the wedge and report to the Responsible Person	<input type="checkbox"/>
Emergency escape routes are clearly signed	<input type="checkbox"/>
Fire exits and escape routes are not blocked, including external routes up to the assembly point	<input type="checkbox"/>
Firefighting equipment, e.g. fire extinguishers and fire blankets are stored correctly, are not missing or damaged	<input type="checkbox"/>
Ensure the doors close in a controlled manner and are free from obstruction	<input type="checkbox"/>
Emergency lighting is working	<input type="checkbox"/>
Rubbish is safely stored away and not overflowing	<input type="checkbox"/>
Sockets are not overloaded and electrical equipment does not have frayed wiring	<input type="checkbox"/>

YOUR DETAILS

Company name:

Name:

Date:

Site location:

It's important to remember that regular servicing and maintenance must be carried out by a competent technician.

At Churches Fire & Security, we have the qualifications and experience to help you meet your fire safety duties, whilst ensuring compliance to the relevant standards.



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WATER SUPPLY / TANKS

Check water levels have not dropped

Examine the condition of any water storage tank and access ladder and note any defects

Check any trace heating and lagging if installed



CONTROL VALVES

Note the pressure registered on the gauges below and above the valve

Open the test valve fully and confirm the time taken for the alarm gong to sound

Allow the gong to sound for at least 30 seconds

Close the test valve

Note the pressure registered on the gauges below and above the valve

Check for correct alarm signal transmission

Complete general condition checks

Confirm all valves are padlocked in the correct position



CCTV

Check that your cameras NVR / DVR recording remains in place

Ensure cameras view correct areas

Make sure external detectors are unobstructed and dirt free



ACCESS CONTROL

Check all locks are secured safely

Ensure doors still open and close properly with their door closers

Make sure all fobs work correctly



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Get in touch with Churches Fire & Security for further advice on how to do your weekly checks to fulfill all of your fire safety obligations. Contact us on **0345 646 1760** today.



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