

CONTACT OUR TEAM TODAY
0370 646 1760

SALES@CHURCHESFIRE.COM



YOUR MONTHLY SELF-ASSESSMENT CHECKLIST

REDUCE YOUR CHANCES OF FIRE WITH
OUR SELF-ASSESSMENT CHECKLIST



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

Churches 
FIRE & SECURITY

www.churchesfire.com



FIRE SAFETY IN THE WORKPLACE

Under the Regulatory Reform (Fire Safety) Order 2005 and British Standards, every fire system should be managed by a responsible person. This person is responsible for the monthly testing of the system and the management of the maintenance carried out by the fire alarm company.

Monthly checks should be done in addition to your weeklies.

Below is a checklist of points you should consider on a monthly basis when inspecting your fire safety equipment.



FIRE EXTINGUISHERS

Check the safety pin is intact	<input type="checkbox"/>
Ensure the paddle seal is not broken	<input type="checkbox"/>
Check the body for any dents or signs of corrosion	<input type="checkbox"/>
Ensure the nozzle is clean and free from dirt	<input type="checkbox"/>



EMERGENCY LIGHTING

Ensure the lights are charging correctly	<input type="checkbox"/>
Insert test key to test switch to ensure operating correctly	<input type="checkbox"/>



YOUR DETAILS

Company name:	<input type="text"/>
Name:	<input type="text"/>
Date:	<input type="text"/>
Site location:	<input type="text"/>

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.



FIRE DOORS

Ensure your fire doors are certificated (label or plug)	<input type="checkbox"/>
Check the gaps between the leaf and frame are 3mm (+/- 1mm)	<input type="checkbox"/>
Ensure the intumescent/cold smoke seals are not damaged	<input type="checkbox"/>
Make sure the hinges are firmly fixed with no screws missing	<input type="checkbox"/>
Check all handles and panic hardware operate correctly	<input type="checkbox"/>
Ensure the doors close in a controlled manner and are free from obstruction	<input type="checkbox"/>
Make sure door selectors operate correctly	<input type="checkbox"/>
Ensure the glass is secure in the frame	<input type="checkbox"/>
Make sure the doors display the correct legible signage	<input type="checkbox"/>
Ensure your doors have been inspected by a trained industry professional	<input type="checkbox"/>

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



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