

Monthly local Fire safety and Health & safety check:

Site Location:		Area:		Date:	
Completed by:		Position:		Date:	
Acknowledged by:		Position:		Date:	

A COPY OF THIS FORM SHOULD BE KEPT FOR YOUR RECORDS AND FILED APPROPRIATELY WITH A COPY SENT TO THE TRUST FIRE OFFICER AND THE HEALTH & SAFETY TEAM
(If being stored electronically, a typed name inserted will be taken to constitute an authorised signature)

Section 1: Lighting		Yes	No	If 'No' What action has been taken?
1.1	Are emergency lights being regularly checked?			
1.2	Are all Lights in working order?			

Section 2: Environment		Yes	No	If 'No' What action has been taken?
2.1	Is flooring in good condition?			
2.2	Are bins being emptied regularly?			
2.3	Are fixtures in good condition and free from potential hazards (Seat coverings, notice boards signage etc.?)			
2.4	Are all work areas tidy, free from unnecessary fire loading and clutter?			
2.5	Staff notice boards up to date with latest fire safety and H&S alerts/guidance?			

Section 3: Equipment		Yes	No	If 'No' What action has been taken?
3.1	Is medical equipment being regularly inspected and in working order (beds, chairs, hoists etc.).			
3.2	Are any step ladders in use being regularly inspected for safety standards?			
3.3	Is evacuation aid equipment in place and ready for use where installed?			

Section 4: Electrical equipment		Yes	No	If 'No' What action has been taken?
4.1	Is all portable electrical equipment within PAT test date?			
4.2	Are electrical leads tidy and not presenting a trip hazard?			
4.3	Are electrical cables free from visual signs of damage?			

Section 5: Fire safety		Yes	No	If 'No' What action has been taken
5.1	Are extension leads overloaded or daisy chained?			
5.2	Have fire extinguisher safety pins been tampered with?			
5.3	Are fire extinguishers free from obstruction?			
5.4	Do all staff have access to fire extinguishers including keys where required?			
5.5	Are manual call points free from obstruction and keys available to all staff where required?			
5.6	Are portable heating devices positioned away from combustible items?			
5.7	Does the fire panel indicate any faults?			
5.8	Do all fire doors open and close freely?			
5.9	Are all cold smoke and intumescent seals free from damage on all designated fire doors?			
5.9.1	Do emergency exits open freely and keys available to all staff where required?			
5.9.2	Are emergency exits and escape corridors free from obstruction?			
5.9.3	Is the Fire Assembly Point sign in place, clearly visible and undamaged?			
5.9.4	Are 'PEEP' assessments in place for those who require them?			

Section 6: First aid		Yes	No	If 'No' What action has been taken?
6.1	Are first aid boxes in place and accessible where required?			
6.2	Are first aid boxes checked monthly for contents and expiry dates?			
6.3	Is there a Datix notice inside the box?			

Section 7: External areas		Yes	No	If 'No' What action has been taken?
7.1	Are paths steps and any ramps forming access into the building properly maintained free from slip and trip hazards?			
7.2	Are outside lights working?			
7.3	Are external waste bins locked and away from the building?			
7.4	Are final fire exits clear from obstruction?			
7.5	Are fire hydrants visible and free from obstruction where installed?			
7.6	Is access for emergency services free from obstruction?			