

Fire Safety Audit

Hotel

AUDIT VERIFICATION

Date of inspection

DATE

2017-01-01

Inspector's signature

SIGNATURE

EXIGENCY PLANS

Is there a provision for disabled persons in case of emergency evacuation?

Yes

No

NA

Are there usage instructions mentioned on the first aid fire fighting equipment?

Yes

No

NA

Are provisions made for patients or visitors with impaired vision?

Yes

No

NA

Are all fire escape signs clearly visible with proper images?

Yes

No

NA

Do fire doors show appropriate signs (Fire Door Keep Shut/Push bar to open)?

Yes

No

NA

Did you find signs mentioning "Fire Exit" doors got "Fire Exit Keep Clear"?

Yes

No

NA

Are all red break glass call points identifiable?

Yes

No

NA

Did you find "Action In case of Fire" notice beside each red break glass call point?

Yes

No

NA

Do all "Action in case of Fire" notices have assembly point suitable for all?

Yes

No

NA

FIRE ALARM

Select which of them is applicable to fire alarm

☐

Conventional

☐

Addressable

☐

Life protection system

☐

Property protection system

☐

Alarm receiving centre

Did you find break glass call points at each final exits?

Yes

No

NA

Is the fire alarm loud enough to be heard throughout the building?

Yes

No

NA

Is the fire alarm visible?

Yes

No

NA

Is the fire alarm inspected weekly within the assessment area?

☐ Yes☐ No☐ NA

Are there records of inspecting and maintenance of fire alarm system?

☐ Yes☐ No☐ NA

Before commencing the work, is the staff properly trained on fire safety?

☐ Yes☐ No☐ NA

Is the fire safety training mandate for all employees?

☐ Yes☐ No☐ NA

Is the staff trained on means of escape, fire warning system and routine procedures?

☐ Yes☐ No☐ NA

Are there records for fire drills?

☐ Yes☐ No☐ NA

Are fire drills executed?

☐ Yes☐ No☐ NA

Mention the date of last evacuation drill

DATE

2017-01-01

When the staff comes in or goes out of the assessment area, are records maintained?

☐ Yes☐ No☐ NA

Are records maintained for visitors/guests coming in/going out of the premises?

Yes

No

NA

Are fire hazard rooms separated from the other rooms, providing a facility of fire resistance for at least half hour?

Yes

No

NA

Does the assessment have any previous RRO Audits conducted by local fire and rescue service?

Yes

No

NA

Overall comments/recommendations

textarea

FIRE FIGHTING EQUIPMENTS

Did you find any other fire-fighting provision to help firefighters?

Yes

No

NA

Is the fire-fighting equipment properly positioned and accessible?

Yes

No

NA

Are all fire extinguishers properly placed and aligned on escape routes?

Yes

No

NA

Are the extinguishers adequate and well sited?

☐ Yes☐ No☐ NA

Do fire extinguishers position need indicating?

☐ Yes☐ No☐ NA

Are fire blankets available on-site incase of fire?

☐ Yes☐ No☐ NA

Within the assessment area, are the use of automatic fire extinguishers/suppressant systems considered?

☐ Yes☐ No☐ NA

FIRE SAFETY AND GETAWAYS

Is the total travel distance to the nearest emergency exit been calculated?

☐ Yes☐ No☐ NA

Are the number and dependency of people using the premises taken into consideration while determining the means of escape?

☐ Yes☐ No☐ NA

Are the means of escape considered while making the evacuation strategy?

☐ Yes☐ No☐ NA

Are beds/furniture stored without blocking escape way?

☐ Yes☐ No☐ NA

LIGHTING ON ROUTES

Is the building large enough to require lightning protection?

Yes

No

NA

Are all access roads to the building obstruction free?

Yes

No

NA

Are there regular maintenance checks for lighting within the assessment area?

Yes

No

NA

LIMIT FIRE SPREAD AND OTHER CHECKS

Is the building properly divided into compartments and sub-compartments to reduce the spread of fire?

Yes

No

NA

Are all doors leading to protected shafts fitted with an automatic self-closing device?

Yes

No

NA

Are self closing devices on fire doors functioning correctly, including door selectors?

Yes

No

NA

Are fire doors operational and in good condition?

Yes

No

NA

Do fire doors work properly upon activating fire alarm?

Yes

No

NA

Do automatic sliding doors work properly upon activating fire alarm?

Yes

No

NA

Are the cavities in roofs, ceilings, walls covered to prevent smoke/fire spread?

Yes

No

NA

Is there an automatic fire detection system on-site?

Yes

No

NA

MODES TO EXIT

Is the evacuation strategy laid out?

Yes

No

NA

Are there adequate fire exits as per the occupancy of the building?

Yes

No

NA

Does the emergency plan for the premises mentions preferred methods and suitability?

Yes

No

NA

Did you find the doors on the escape route side-hung or pivoted?

Yes

No

NA

If the sliding doors are present on the escape route, do they open outward?

Yes

No

NA

Are all doors in the premises obstruction free?

☐ Yes☐ No☐ NA

Is the building structured in a way that could withstand the spread of fire/smoke for at least 30 minutes?

☐ Yes☐ No☐ NA

Is the escape route clearly established?

☐ Yes☐ No☐ NA

Does the escape route have anti-slip surface?

☐ Yes☐ No☐ NA

Are there sufficient handrails on the escape routes?

☐ Yes☐ No☐ NA

Is there an escape lighting on the escape route?

☐ Yes☐ No☐ NA

Is there at least 2 separate compartments on each floor?

☐ Yes☐ No☐ NA

Does each compartment have a minimum of 2 fire exits?

☐ Yes☐ No☐ NA

Do shafts surrounding stairways have direct access to the outside at ground level?

☐ Yes☐ No☐ NA

Is there escape lighting in the premises?

Yes

No

NA

Is primary lighting available to all internal and external escape routes safely?

Yes

No

NA

Did you find escape lift within the assessment area?

Yes

No

NA

Are there alternate ways for disabled persons to escape, incase of fire, when lifts are not in use?

Yes

No

NA

Is the building designed in way to restrain fire for a reasonable period?

Yes

No

NA

If the premises has a wall common to two or more buildings, does it make a provision to reduce the spread of fire between those buildings?

Yes

No

NA

ORIGIN OF FLAMES AND FUEL

Select which of them have the procedures in place to control

- ☐ Smoking materials ☐ Cooking process ☐ Portable lighting ☐ Faulty electrical equipment
☐ Extension leads ☐ Hot surfaces/work process ☐ Risks

Are all portable equipment PAT tested?

Yes

No

NA

Is the electrical wiring examined by a capable person?

Yes

No

NA

Is the electrical wiring good in condition?

Yes

No

NA

Are all electrical sockets, plugs, appliances, fittings, bulbs, and adapters in good condition?

Yes

No

NA

Are all light bulbs/shades and fittings away from flammable materials?

Yes

No

NA

Is there proper lightning protection system in the assessment area?

Yes

No

NA

Is there any record of previous fire loss within the assessment area?

Yes

No

NA

Select which of the following are properly stored in the assessment

- ☐ Laundry items ☐ Rubber/plastics ☐ Wood furniture ☐ Flammable products/liquids ☐ Clothing
☐ Decorations ☐ Waste products ☐ Toiletries ☐ Walls/ceilings

Are all textiles/furnishings up to the standards?

Yes

No

NA

Are all storage areas monitored properly?

Yes

No

NA

Are all store doors locked and secured?

Yes

No

NA

Are all the documents stored properly?

Yes

No

NA

Are all exit/escape routes free of obstructions/ignitable items?

Yes

No

NA

OXYGEN SUPPLIES

Are all oxygen supplies/gases stored and controlled within the assessment area?

Yes

No

NA

Are valves of oxygen supplies properly labeled for identification?

Yes

No

NA

PEOPLE AND VULNERABILITY

The employees who work in isolated areas, are there any policies to make them safe at night?

Yes

No

NA

Are all people who are unfamiliar with the premises, made aware of the fire safety procedures?

Yes

No

NA

Is the evacuation process safe for mentally disabled people, people with vision or

hearing impairment, elderly patients, children and other disabled people?

Yes

No

NA

Are there procedures in place in regard to the evacuation of any mentally disabled people, people with vision or hearing impairment, elderly patients, children and other disabled people?

Yes

No

NA

Is a plan in place in the evacuation of people with language difficulties?

Yes

No

NA

Did you find any people in the surrounding area of the premises?

Yes

No

NA

Are there procedures to minimize fire risks?

Yes

No

NA

Is the capacity of patients examined within the assessment area?

Yes

No

NA

Is the capacity of staff members examined within the assessment area?

Yes

No

NA