GC02 Fire safety checklist

This checklist has been produced as an aide memoire for those with on-site responsibility for fire safety.

For further information refer to the Health and Safety Executive (HSE) and the Fire Protection Association.

Company name		Project title	
Location		Contract no.	

Overview

What you need to know

You must be aware of the fire risk arising from site activities and the materials and substances that are stored and used on site, should they come into contact with a source of ignition.

What you need to do

- Assess the fire risks and update them periodically as the project progresses and on-site conditions change.
- Take into account any existing third-party arrangements and others who may be put at risk by fire. Implement control measures that eliminate the risk of fire or reduce it to an acceptable level.
- Communicate the significant fire risks and the preventative measures to all on site.

Significant hazards and risks

Safety	Yes	No	N/A
1. Is there a risk of burns from coming into contact with fire?			
2. Is there a risk of slips, trips and falls during site evacuation?			
3. Is there a risk of fire spreading to third-party buildings or areas outside the site boundary?			
Health	**Yes**	**No**	**N/A**
4. Is there a risk of inhalation of smoke and toxic fumes (both on and off site)?			
Environment	**Yes**	**No**	**N/A**
5. Is there a risk of fire-fighting water run-off entering watercourses?			
6. Is there a risk of emission of noxious and toxic fumes?			
7. Is there a risk of ground contamination from products of combustion?			
Managerial/supervisory tasks (including pre-planning)	**Yes**	**No**	**N/A**
8. Have the fire risks been assessed and effective control measures put in place?			
9. Has a fire action plan been compiled?			
10. Have you liaised with the Fire and Rescue Service?			
11. Has unauthorised access to the site been prevented?			
Training/competency requirements	**Yes**	**No**	**N/A**
12. Has fire safety been included as part of induction and refresher training?			
13. Has training been provided for anyone with specific fire-safety duties?			
14. Has training been provided on the selection and use of fire extinguishers for staff carrying out activities that could start a fire, as well as a for proportion of other site staff?			
Safe systems of work/basic control measures	**Yes**	**No**	**N/A**
15. Have flammable materials been stored safely and securely?			
16. Has particular attention been paid to the safe storage and use of flammable and explosive gases?			
17. Have hot-work permits for higher risk activities been implemented?			

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GC02 Fire safety checklist *continued*

Significant hazards and risks *continued*			
Specific regulatory or special requirements	**Yes**	**No**	**N/A**
18. Is everyone competent to do what is asked of them with regard to fire safety?			
19. Has it been established who is the responsible person with regard to fire safety?			
Comments			

Name		Position		Signature		Date	

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