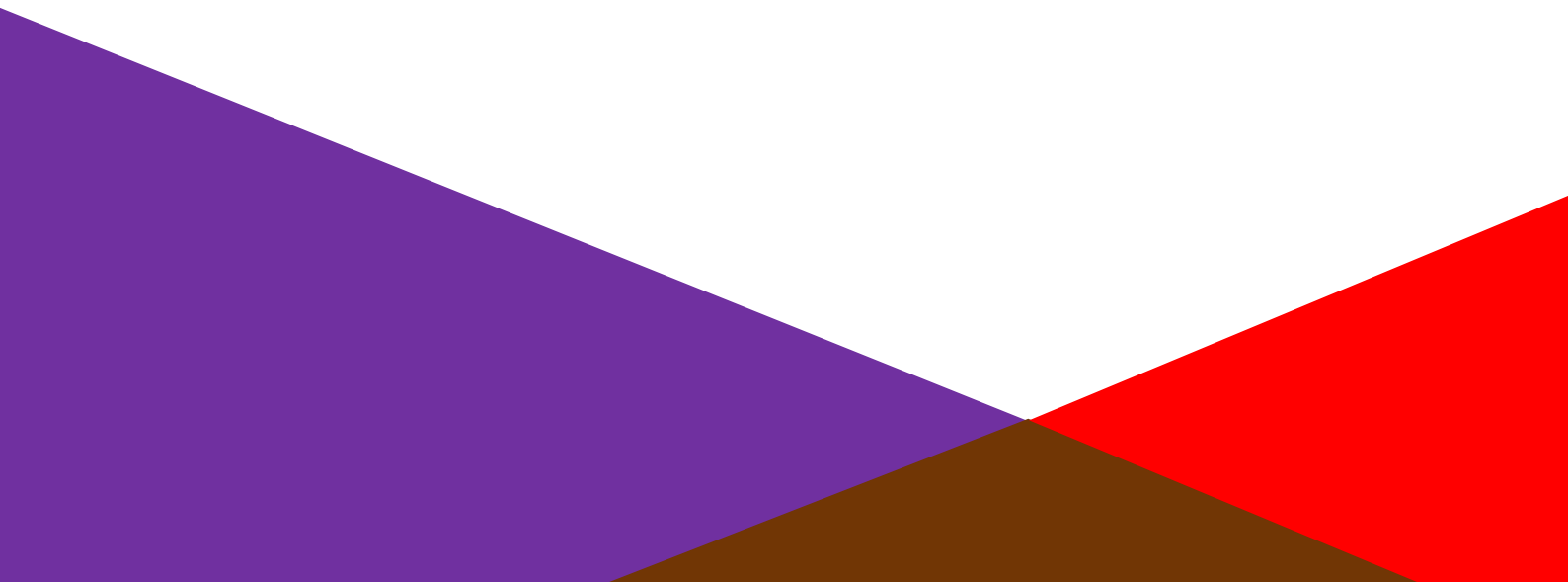


FIRE SAFETY INSPECTIONS



Risk Control Guide

Introduction

Most of us give little thought to our surroundings until an accident occurs. “Who left the power switch of the kettle on?” “Who left those timber pallets against the building?” “Who left those boxes in front of the fire hose?” “Who left that fire door open?” We all notice what should have been done after an accident has occurred.

We tend to assume that our premises are safe, and that any hazardous condition or activity will be dealt with accordingly. Have you ever asked yourself if a knot of extension cord shorts out and causes a fire, would you be able to use the nearest fire extinguisher? What if the extinguisher is empty or unreachable or is not even there? What if you are in an unfamiliar building and cannot find your way out because the exit sign is burned out or missing? What if the emergency exit is blocked or locked? Who checks on these things and makes sure that they are in proper condition?

To ensure that premises are maintained as a safe environment, it is imperative for all building owners and/or tenants to conduct inspections of the premises on a regular basis using a checklist. Inspections should be at least monthly for industrial premises and at least quarterly for a less hazardous occupancy.

Scope

A responsible and adequately trained Fire/Safety Officer should conduct safety inspections.

The Fire/Safety Officer should also check all fire extinguishers and other fire protection equipment in each building to make sure that they are present and operational. Sometimes fire extinguishers are found empty after use on small-unreported fires or after accidental or malicious use. Fire extinguishers can also be stolen. If not discovered and remedied, a large loss can result.

The checklist should list each specific item or the specific area to be inspected, and should indicate the inspection frequency. Management or individual departments should routinely review the completed checklists and take appropriate corrective measures within a specified period of time depending on the importance of the deficiency identified.

The Fire/Safety Officer should maintain historical checklists and documentation of any corrective action on file.

The attached Fire Safety Inspection Checklist should be used to record inspections. This checklist can be modified as necessary to ensure that relevant hazards are included.

Risk Control Guide

SITE:			BUILDING :			
FIRE EXTINGUISHING SPECIAL SYSTEMS						
N°.	Location	Type (Gaseous, Water Mist etc.)	Functioning (Y/N)	Last Maintenance Date	Comments	
EXTINGUISHER, HOSE REELS, HYDRANTS and DRY RISERS						
		Functioning (Y/N)	Loaded (Y/N)	Maintenance Completed (Y/N)	Accessible (Y/N)	Comments
Fire Extinguishers						
Hose Reels						
Dry Risers						
Hydrants						
FIRE DOORS/SHUTTERS						
Good condition?			Yes No	Blocked doors/shutters?		Yes No
All doors/shutters functioning properly?			Yes No	Automatic closing devices operating?		Yes No
<u>Comments:</u>						

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FLAMMABLE LIQUIDS/GASES			
Stored in designated areas?	Yes	No	Safe storage systems? Yes No
Adequate grounding?	Yes	No	Daily amount limit only within production areas? Yes No
Gas cylinders supported?	Yes	No	
Gas fittings/hoses in good condition?	Yes	No	
<u>Comments:</u>			
SMOKING POLICY			
Signs in all areas?	Yes	No	Designated areas (external)? Yes No
Evidence of poor smoking discipline?	Yes	No	
<u>Comments:</u>			
HOUSEKEEPING			
Generally satisfactory throughout site?	Yes	No	Oil soaked rags kept in self closing metal bins & regularly cleared to open? Yes No
Storage clear of lights, electrical, heating systems?	Yes	No	Storage area passageways clear? Yes No
Appropriate clear space below sprinkler heads?	Yes	No	Process areas clear of debris? Yes No
<u>Comments:</u>			
BUILDING MAINTENANCE			
Gutters & drains in good condition and clear?	Yes	No	Walls & roofs in good condition? Yes No
Yard areas maintained and safe?	Yes	No	Smoke Vents maintained in working order? Yes No
<u>Comments:</u>			

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ELECTRICAL EQUIPMENT			
Temporary wiring tested/maintained?	Yes	No	Motors, fuse panels, switch boxes clean? Yes No
Wiring/equipment in good condition?	Yes	No	Unauthorised portable equipment? Yes No
Storage in switchgear rooms/cupboards?	Yes	No	Switch/plant rooms, service ducts locked? Yes No
Portable equipment tested & logged?	Yes	No	
<u>Comments:</u>			
PLANT MAINTENANCE			
Plant maintenance schedules up to date?	Yes	No	Safety controls/alarms tested & working? Yes No
Repairs completed promptly?	Yes	No	
<u>Comments:</u>			
HOT WORK CONTROLS			
Permits being used where required?	Yes	No	Use of permits monitored/audited? Yes No
Includes 60 minute Fire Watch for Hot Work permits?	Yes	No	
<u>Comments:</u>			
SPACE HEATING			
Unauthorised portable heaters?	Yes	No	Clear space maintained around heaters? Yes No
Fusible links/fire valves in good condition?	Yes	No	Any fuel oil leaks? Yes No
<u>Comments:</u>			

Risk Control Guide

FORK LIFT/ELECTRIC VEHICLE CHARGING AREAS			
Kept clear of storage and clean/tidy?	Yes	No	Cables/connectors off floor and undamaged? Yes No
<u>Comments:</u>			
EXTERNAL AREAS			
Pallets, skips & bins at least 10m from buildings?	Yes	No	Waste contained/controlled? Yes No
Tank pits/bunds clear of waste?	Yes	No	Fire hydrants identified and unobstructed? Yes No
Perimeter fence secure?	Yes	No	Substations unobstructed and accessible? Yes No
<u>Comments:</u>			
FIRE ALARMS			
Weekly tests completed & logged?	Yes	No	Automatic detectors unobstructed? Yes No
Interlocks with other critical building and plant systems tested and operational?			Yes No
Fire Alarm signalling to the security gatehouse or Alarm Receiving Centre received?			N/A Yes No
<u>Comments:</u>			
WATER DAMAGE			
Main water stop valve location highlighted?	Yes	No	Stop valve accessible & maintained? Yes No
Pipes vulnerable to frost lagged and/or trace heated?	Yes	No	Frost thermostats operational? Yes No
Trace heating operational?	Yes	No	Water tanks maintained? Yes No
<u>Comments:</u>			

Risk Control Guide

PLANT:				BUILDING:					
FIRE WATER CONTROL VALVES									
Report all water supply and sprinkler control valves									
Valve N°.	Location		Open or Closed (O/C)	Locked	Valve N°.	Location		Open or Closed (O/C)	Locked
SPRINKLER SYSTEM									
System N°.	Water Pressure		Air Pressure		Heating (Y/N)	Alarms tested (Y/N)	Riser Accessible (Y/N)	Damaged Sprinklers (Y/N)	
	Static	Residual	Valve	Accelerator					
Comments:									

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PUMPS							
N°.	Location	Engine (Diesel/ Electric)	Automatic Start (Y/N)	Full Fuel Tank (Y/N)	Discharge pressure (Bar)	Hours run	Comments

WATER TANKS				
N°.	Location	Working Heater (Y/N)	Full (Y/N)	Comments

HOSE REELS and HYDRANTS					
N°.	Location	Accessible (Y/N)	Satisfactory condition (Y/N)	Tested (Y/N)	Comments

Survey by:	Date:	Reviewed by:
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