

FIRE SAFETY INSPECTION CHECKLIST

WARD / DEPARTMENT NAME :

(WARD NAME / DEPARTMENT)

MONTH OF RETURN :

(MONTH)

POTENTIAL RISKS (Hazard or unsafe conditions)	RECOGNISING RISK (What to look for)	ISSUE OF RISK (click selection)	ACTION TO TAKE (if YES)	ACTIONED (When/by whom)
Are any electrical cables/wires exposed or worn? Do they get unusually hot when used, give off sparks/shocks?	Overheated and/or discoloured supply cables or plugs. Appliances that give off shocks or sparks when used or touched.	YES <input type="checkbox"/> NO <input type="checkbox"/>	Take steps to ensure the appliance cannot be used and inform estates helpline on 3600	
Are there any electrical appliances that have outdated PAT tests i.e. not been tested?	Electrical appliances should display a "PORTABLE APPLIANCE TEST" label that shows a date passed and date of next test.	YES <input type="checkbox"/> NO <input type="checkbox"/>	Inform estates helpline on 3600 and ask for appliance to be PAT tested.	
Is there any evidence of illicit smoking in your department/ward?	Cigarette ends or smell of cigarette smoke – smoking is not permitted anywhere onsite.	YES <input type="checkbox"/> NO <input type="checkbox"/>	Report culprits to manager	
Is there waste/rubbish, paper/cardboard storage UNSAFE or inappropriate?	Safely stored in disposal cupboard with doors closed or locked in wheeled bins – not stacked on top of bin or with lid unlocked if in a public area. Should not be in stairways or main corridors.	YES <input type="checkbox"/> NO <input type="checkbox"/>	Remove to the store and ensure situation does not re-occur	
Is there anything obstructing the fire exits or the routes to them?	Nothing should be obstructing doors – if persons are delayed escaping by clearing doorways, people following behind can collide and cause a pile up - you should be able to evacuate beds and wheelchairs through fire exits quickly and easily	YES <input type="checkbox"/> NO <input type="checkbox"/>	Remove the obstruction(s) and ensure it is kept clear	
Are there any obstructions en route to the fire exits?	Furniture, waste paper bins, medical record sacks etc. along the escape route can be dislodged when people rush which can cause trip hazards and others to collide	YES <input type="checkbox"/> NO <input type="checkbox"/>	Store the items away from the escape route where they won't be dislodged	
Are the fire doors wedged with a door stop or similar that holds the door open?	Doors can to be held open with door closer magnets that releases itself when a fire alarm is activated – but they must not be wedged open with a door stop or something similar – this is strictly against trust policy and is an offence where an individual can be prosecuted or disciplined. Managers are held responsibility for this not to occur.	YES <input type="checkbox"/> NO <input type="checkbox"/>	Remove and dispose any wedges/door stops. Ensure this does not occur again. Alternatively arrange for magnetic door closer fitting	
Are gas cylinders and/or flammable liquids stored incorrectly / unsafe?	Compressed gas cylinders should be kept in fire resistant store rooms except when in use. Standby cylinders should be kept stored, not exposed on ward/department. This also applies to flammable liquids such as hand gels.	YES <input type="checkbox"/> NO <input type="checkbox"/>	Remove from public/exposed area and store appropriately Ensure situation does not re-occur	
Is there any evidence of fire equipment missing or damaged?	Check the fire plan for the ward/dept. Are any fire extinguishers missing, damaged/empty. Are any fire exit signs, notices, evacuation plans missing? Are fire doors damaged?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Note location/room code and inform estates helpdesk on 3600	

SUBMITTED BY :

(NAME OF INSPECTOR)

DATE COMPLETED :

(DD/MM/YYYY)

TO BE SUBMITTED VIA EMAIL :
fireauditreturns@whittington.nhs.uk