

# Haworth Scouring Company Ltd

## NEW DIGESTER PLANT FIRE RISK ASSESSMENT

### REPORT

*February 2026*



**Responsible Person: Mr Richard Norris**

Haworth Scouring Company Ltd  
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**Date of next review : On full completion of the plant**

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## **1.0 Introduction**

Fire safety in the UK is undergoing its most significant evolution in decades. From the aftermath of the Grenfell Tower Inquiry to new standards for building design, fire extinguishers, and lithium-ion battery safety, the regulatory environment is changing rapidly, and 2026 is shaping up to be a defining year.

The foundation of fire safety in England & Wales remains the Regulatory Reform Fire Safety Order (RRFSO) 2005.

The Fire Safety Act 2021 expands its scope. Fire Safety (England) Regulations 2022 and the Building Safety Act 2022 complement the rules.

These all remain the legal backbone of fire safety in 2026 and every new reform builds on this framework.

## **Regulatory Reform Fire Safety Order (RRFSO) 2005**

### **1.1 Background**

As part of the Government's commitment to reduce death, injury and damage caused by fire, the Department for Communities and Local Government (DCLG) has reviewed fire safety law; and has made a number of changes through the Regulatory Reform (Fire) Safety Order (RRFSO). The draft Order received parliamentary approval on 7<sup>th</sup> June 2005, and came into force on 1<sup>st</sup> October 2006. The Order applies to England and Wales. The three main objectives of the Order are:

- To simplify, rationalise and consolidate the previous fire safety legislation into one set of regulations, thereby reducing the burden on business and the overlap of enforcing authorities.
- To align fire safety legislation with health and safety law and reduce prescriptive requirements.
- To firmly put the onus for fire safety for people on the 'Responsible Person' (owner/occupier/employer/landlord) as a result of the significant findings in the 'Fire Risk Assessment' which the Responsible Person has a legal duty to carry out.

### **1.2 Significant Changes**

The focus of the Order is on fire prevention and protection measures, and its greatest emphasis is on the risk assessment. The most important duty of the Responsible Person is to make a suitable and sufficient fire risk assessment. Significant changes are:

- The repealing of over 100 pieces of legislation, most notably the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regs 1997.

- Fire Certificates have been abolished and cease to have legal status.
- A need to appoint a Responsible Person who will have to carry out a Fire Risk Assessment taking steps, as necessary, to reduce or remove the fire risk(s).

### **1.3 Fire Risk Assessments**

Fire Risk assessments are at the heart of this legislation being required in writing where 5 or more people are employed, the premises are licensed or the Inspector- a person appointed by the Enforcing Authority (usually a Fire Officer from the Local Fire and Rescue Service)- requires it. The enforcing authority has the power to inspect premises to check that the duties under the Order are being complied with. They will require evidence that a suitable fire risk assessment has been carried out and the significant findings of the assessment have been acted upon. A record of the outcome of the assessment is required and they will expect to see a copy of it.

### **1.4 Responsible Person**

The main responsibility for implementing and complying with the Order will rest with a designated Responsible Person and who takes full corporate responsibility. The Responsible Person will be someone who owns the premises, or business or someone with control over the premises, business or activity. Generally the employer will have the principal responsibility but others may also have an interest eg. In multi tenanted buildings, landlord/tenant arrangements. Where there is more than one Responsible Person in any type of premises, they must take all reasonable steps to co-operate and co-ordinate with each other.

The Responsible Person must:

- Assess the risks of fire.
- Consider who may be especially at risk such as disabled people, those who you know to have special needs and young persons.
- Take steps to reduce or remove the risks.
- Satisfy specific requirements; e.g. the provision of an adequate means of escape, appropriate signs and notices, emergency lighting on escape routes, appropriate fire fighting and detection equipment.
- Take steps to ensure that any plant or substances in or on the premises are safe.
- Carry out effective planning, organisation, control, monitoring and review of fire safety arrangements.

- Provide information to all occupants (not just employees) and visitors relating to: identified risks, preventative measures, and the identity of the person responsible for fire safety.
- Establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- Provide appropriate information, instruction and fire safety training to employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period of employment.
- Ensure that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- Appoint one or more 'Competent Persons', depending on the size and use of the premises to carry out any of the preventative and protective measures required by the Order. A competent person is a person with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- Provide employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures taken to prevent fires, and how the measures will protect them if a fire breaks out.
- Consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving fire precautions.
- Before employing a child, provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from the undertaking.
- Inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.

- Co-operate and co-ordinate with other responsible persons who also have premises on the site, inform them of any significant risks you find, and how you will seek to reduce/control those risks which might affect the safety of their employees.
- Provide the employer of any person from an outside organisation who is working in your premises (e.g. an agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventative and protective measures taken. Appropriate instructions and relevant information about the risks must also be provided to those employees.

Your employees must co-operate with you to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.

The designated responsible person is Mr Richard Norris.

### **1.5 Competent Person**

The order indicates that the Responsible Person must appoint one or more Competent Persons to assist in the undertaking of preventative and protective measures. In order to be 'competent' the person must have sufficient training, knowledge and experience. This could be an employee or an external person/organisation.

The appointed competent people are:

Mr. Rob Bailey, Haworth Scouring Company Ltd

Mrs Angela Madden, qualified fire risk assessor, Health & Safety Consultant for Haworth Scouring Company Ltd. (Madden Consulting Ltd.).

### **1.6 Enforcement**

Fire authorities will be the main enforcing authority in most cases. If the enforcing authority is dissatisfied with the outcome of the fire risk assessment or the action that has been taken, they may issue an enforcement notice that requires certain improvements to be made or, in extreme cases, a prohibition notice that restricts the use of part or all of the premises until improvements have been made. Prosecutable offences will carry penalties, which will include a fine or up to two years imprisonment.

If the premises are considered by the enforcing authority to be or have potential to be high risk, they may issue an alteration notice that requires them to be informed before any changes to the premises or changes in the way the premises are used are made.

Failure to comply with any duty imposed by the Order or any notice issued by the enforcing authority is an offence. There is a right of appeal to a Magistrates court against any notice issued. Where there is agreement that there is a need for improvements to the fire precautions but disagreement with the enforcing authority

on the technical solution to be used (e.g. What type of fire alarm system is needed) agreement may be made to refer this for independent determination.

## **2.0 Fire Risk Assessment**

This Fire Risk Assessment was carried out on the 5<sup>th</sup> February 2026 by Angela Madden (Madden Consulting) the Health and Safety consultant for Haworth Scouring Company, Fire Risk Assessor and Member of the West Yorkshire Fire Panel.

A DSEAR risk assessment has been conducted for the new Anaerobic Digester (AD) plant by PDA limited 25/09/2025.

The premises are regularly inspected for fire safety during site Health & Safety Inspections and H&S committee member checks. Company insurers also inspect the premises.

### **2.1 Premises**

Haworth Scouring Company. Ltd is located at Cashmere Works, Birksland Street, Bradford. West Yorkshire. BD3 9SX. The area of the site is approximately 8 acres.

The company's sole business is the commission scouring of wool and other exotic fibres such as mohair and cashmere, for the apparel, hand knitting, upholstery and carpet yarn manufacturing sectors of the textile trade.

This fire risk assessment was conducted for the new digester plant. The new digester plant has been specifically designed for the site and installed at the site by Fre-energy Ltd, Lodge Farm, Commonwood, Holt, Wrexham LL13 9TE.

The AD plant has been designed to process company wastes to reduce the overall carbon footprint of the site, reduce chemical usage in the effluent plant, reduce the overall amount of solid waste produced by the current effluent plant.

The AD plant will produce a bio-gas primarily composed of methane which will be used to generate heat and renewable electricity for use on-site by fuelling a new combined heat & power (CHP) plant.

The plant will be controlled using a PLC which can be viewed locally by operators and remotely by Fre-energy Ltd.

At the time of the assessment the plant was still being installed and was not operational. Another fire risk assessment of the plant should be conducted on completion.

The site opens on Monday mornings at 4.30am and operates on a 24hours per day basis until Saturday lunchtime when the site closes at approximately 1pm.

The buildings on the premises are constructed from either concrete, brick, stone, breezeblock or pre-fabricated sheets. Buildings range from single storey to five storey buildings. Mr Richard Norris holds detailed maps of the premises indicating building measurements and site plans.

Warehousing area to the rear of the main office block was demolished to make space on-site for the construction of the new AD plant. The 6 sealed AD tanks are located outdoors.

## **2.2 Fire Hazards**

For a fire to start a source of ignition, fuel and oxygen are needed. If any one of these is missing, a fire cannot start. Therefore, taking measures to avoid the three coming together will reduce the chances of a fire occurring.

### **2.2.1 Sources of ignition**

The main source of ignition is from electrically generated sparks or static. Potential ignition sources are items that could get hot enough to ignite material found in the premises.

Potential ignition sources found in the premises are as follows:

Electrical machinery \*

Electrical appliances \*

Electrical installations: Circuit boxes/control panels

Light fittings and lighting equipment

Hot processes/hot work: Welding

Heat sources, gas, electric, microwaves

Frictional generated heat from mechanical equipment

Static charge from mechanical equipment

Lithium ion batteries

The maintenance department holds detailed lists of machinery, electrical appliances and electrical circuitry within the premises. All machinery is regularly inspected and maintained by the on-site personnel and contractors when necessary.

### **2.2.2 Sources of fuel**

Anything that burns is fuel for a fire. One of the main sources of fuel for a fire within the company is fibre dust both in the atmosphere and settled on surfaces within the buildings. Cleaning schedules are in place in order to keep the levels of dust within the premises to a minimum. The site has a mains gas supply. LPG cylinders are held at the premises. Other fuels found within the site are as follows:

Flammable chemicals: processing chemicals, cleaning products, photocopier chemicals

Flammable gases: LPG, aerosols

Stored product: Plastic-wrapping materials

Paper and cardboard products: stationery and cardboard boxes

Timber storage aids: pallets, fittings, furniture.

### **2.2.3 Sources of oxygen**

The main source of oxygen is from the natural airflow through doors, windows and other openings in buildings.

### **2.3 People at Risk**

The people at risk are the employees, visitors and contractors. People who may be especially at risk will be people who are unfamiliar with the premises and these could be as follows:

- Temporary workers, contractors and visitors.
- People with disabilities or those who may have some other reason for not being able to leave the premises quickly.
- People with language difficulties.

There are barriers at each of the two entrances to the premises. Company personnel open the barriers and direct visitors to the reception.

All visitors and contractors upon arrival should report to the reception area located in the office building. Visitors must then sign in.

The company has 77 employees. HR holds up-to-date lists of employees.

The AD plant will be a restricted access area. The plant will be run using a Programmable Logic Controller (PLC). Two employees will oversee the plant once it is up & running.

### **2.3 Evaluation**

The management of the premises and the way staff, contractors and visitors use it will have an effect on the risk.

Many textile goods are in a high fire-risk category because:

- They easily catch fire;
- Once they are alight, fire grows very quickly;
- They produce very large amounts of thick and toxic smoke.

The form and type of textile goods and fibres make a huge difference to the risk of a fire starting and to its consequences. Factors that increase the risk are:

- Material in a loose, open form;
- Deposits of fluff and dust;
- Fibres covered in oily deposits

Flames spread upwards more quickly than sideways, so the fire risk is increased if there are high piles of stock. Tall stacks with gaps between them may encourage a 'chimney' effect and an even faster spread of flames. Hot smoke from a fire collects from the ceiling downward. Overstocked areas can fill with smoke very quickly.

The height of piles of stock and volume of stock is kept to a minimum in the storage areas where possible.

The AD process is moderate risk having possible high severity risks with low probabilities of occurrence.

The AD plant is located between low risk warehousing areas well away from the production areas and battery charging locations on the site.

#### **2.4.1 The risk of a fire occurring**

Within the premises production areas the chances of a fire starting appears to be medium to high. In general, a fire would be likely to start in one of three ways:

- By act or omission, such as when electrical equipment is not properly maintained, or when waste packaging is allowed to accumulate near to a heat source; and
- Accidentally, such as when smoking materials are not properly extinguished.
- Deliberately, such as an arson attack.

All electrical equipment is inspected and maintained by competent personnel. Cleaning regimes are in place to ensure that waste packaging or materials are not allowed to accumulate within the premises. Inspections of the premises are also made by management to ensure that the cleaning regimes are adhered to.

The AD plant has electrical apparatus that is appropriately protected within ATEX zones. All of the equipment in the hazardous zones has been installed by competent persons & complies with EPS & BSEN 60079-17. Ensuring that the equipment is maintained and inspected by competent personnel will reduce the risk. Annual fixed wiring tests electrical testing to code of Standards IET Wiring regulations 18<sup>th</sup> Edition should also be conducted. Earthing checks will need to be conducted at least annually. The use of mobile phones within the AD plant will be prohibited. Signage is to be installed.

All equipment is earthed to prevent static shocks to personnel.

Hot work permits are in place throughout the site. All maintenance activities on site are overseen by Richard Norris and Rob Bailey.

Following the introduction of the No Smoking laws introduced on the 1<sup>st</sup> July, 2007 smoking is not allowed within the premises. This is clearly indicated to all who enter the premises by No Smoking signs. This is strictly controlled and monitored.

There were no indications of 'near-misses', such as scorch marks on furniture or fittings, discoloured or charred electrical plugs and sockets, cigarette burns etc.. within the premises at the time of the fire risk assessment.

The company has never recorded a case of arson attack whilst at this site.

#### **2.4.2 The risk to people**

All employees are very vigilant at all times and it would be very unlikely that a fire if started on-site that it would go unnoticed. The means of escape are adequate to ensure that everyone can make their escape to a place of total safety before a fire and its effects could trap them in the buildings.

The AD plant has adequate means of escape with escape routes located at each end of the tank platform so that personnel do not get trapped on the platform. Fire escape routes need to be clearly marked with signage.

#### **2.4.3 Reducing the risks**

Improving housekeeping and increasing staff training and awareness would be the main ways of reducing the fire risks.

Also ensuring that all electrical equipment is used, inspected and maintained in accordance with the manufacturer's instructions.

#### **2.4.4 Fire Detection & Warning Systems**

The site is monitored by a fire alarm system. This has recently been upgraded with the installation of new alarms and detectors throughout the premises.

The positions of the manually operated call points (break-glass boxes), smoke detectors and siren are indicated on the maps given in the Appendix. All members of staff should be made aware of their locations and should have access to a copy of the maps for reference (copies could be placed on the company health and safety notice boards).

The existing means of detection at the site would ensure that a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety.

The detectors are of the correct type and are in the appropriate locations.

The means of warning can be clearly heard and understood by all members of staff throughout the entire premises when initiated.

At the time of the inspection fire detection systems in the AD control room had been arranged and were due to be installed.

Mr. Richard Norris is responsible for arranging the servicing and maintenance of the fire detection and warning systems. He is also responsible for maintaining formal records of servicing and testing.

#### **2.4.5 Fire fighting equipment**

The risk of a small fire can be reduced by fire fighting equipment. The safe use of an appropriate fire extinguisher to control a fire in its early stages can also significantly reduce the risk to other people in the premises by allowing people to assist others who are at risk.

Fires are classed according to what is burning. The most likely type of fire within the premises would be a Class A fire, a fire involving solid materials such as wood, paper or textiles. Typically for the Class A fire risk, the provision of one water-based extinguisher for approximately every 200m<sup>2</sup>, with a minimum of two extinguishers per floor is adequate. They should be placed on a dedicated stand or hung on a wall at a convenient height so that employees can easily lift them off (at about 1m for larger extinguishers, to the level of the handle). Ideally no one should have to travel more than 30m to reach a fire extinguisher.

The premises have sprinkler systems installed. Rob Bailey holds detailed maps of these. Following the demolition of the old warehouse for the new AD plant the sprinkler systems in the adjacent warehouses have been renewed.

All fire extinguishers had up to date inspection labels attached in the buildings.

At the time of the assessment fire extinguishers had not been installed in the AD plant area. These are due to be installed with signage.

All members of staff should be aware of the location of the fire extinguishers and their basic operating procedures, in case they need to use them. However, people with no training should not be expected to attempt to extinguish a fire. The majority of staff members have not received any fire extinguisher training.

The fire extinguishers are tested and maintained on an annual basis. Mr. Richard Norris arranges the fire extinguisher testing and holds copies of the fire extinguisher certificates of inspection and service.

There is good access at the site for fire engines and emergency vehicles.

#### **2.4.6 Escape routes**

Once a fire has started, been detected and a warning given, everyone in the premises should be able to escape to a place of total safety unaided and without the help of the fire and rescue service.

The escape routes should be designed to ensure, as far as possible, that any person confronted by fire anywhere in the premises, should be able to turn away from it and

escape to a place of reasonable safety, eg. a protected stairway. From there they will be able to go to a place of total safety away from the premises.

There are adequate escape routes throughout the premises and the AD plant. Fire escape directional signage is needed.

#### **2.4.7 Escape time**

In the event of a fire, it is important to evacuate people as quickly as possible from the premises and AD plant. A well-planned and executed fire drill will confirm the training is understood and provide helpful information for future training. The responsible person should determine the objectives of the drill, which may be to:

- Identify any weaknesses in your evacuation strategy.
- Test the procedure following changes to working practices
- Familiarise new members of staff with procedures
- Test arrangements for disabled people and/or young persons on work experience

The evacuation should include all occupants except those who need to ensure the security of the premises or people who, on a risk-assessment basis, are required to stay with particular equipment or processes that cannot be closed down.

Site Fire drills are carried out on an annual basis for each shift and formal records kept by Sharon Burnett.

Fire drills should according to the regulations be conducted at least once a year for each shift. A fire drill should be conducted to familiarise AD plant personnel with the new escape routes from the AD plant.

#### **2.4.8 Escape exits**

Exit doors on escape routes and final exit doors should normally open in the direction of travel, and be quickly and easily openable without the need for a key. They should also be kept clear at all times.

Most of the escape doors open in the direction of travel. A number of fire exit doors have recently been replaced. These need to have fire exit keep clear signs installed on their external faces at eye height.

When questioned employees were able to identify the fire escape routes and exits in their working areas. AD plant operatives will need to be shown the AD plant escape exits.

#### **2.4.9 Emergency escape lighting**

People in the premises must be able to find their way to a place of total safety if there is a fire by using escape routes that have enough lighting. Where any escape routes are internal and without windows, then some form of back up to the normal escape route lighting (emergency escape lighting) is likely to be required.

Emergency lighting has been installed throughout the premises. Emergency lighting is to be installed throughout the AD plant areas.

The premises and AD plant will be used during periods of darkness. Levels of illumination need to be checked.

#### **2.4.10 Signs and notices**

Signs must be used, to help people identify escape routes and find fire fighting equipment. These signs are required under the Health and Safety (Safety Signs and Signals) Regulations 1996 and must comply with the provisions of those regulations.

In order to comply the signs must be in pictogram form and can be supplemented by text to make the sign more easily understood (Fig. 1).



Figure 1. Fire exit sign

The old fire exit directional signage has been replaced with new signage throughout the premises.

Fire exit signs as indicated in figure 1. should not be placed on the actual exit door because when in the open position the signs will not be clearly visible. They should be placed above doors at a height of between 2.0m and 2.5m above the floor. Signs on walls should be placed between 1.7m and 2.0m above the floor. All fire exit doors should have fire escape signs - keep clear on the external face of all doors in order to prevent obstruction. Fire exit doors have been replaced and do not have the keep clear signs attached.

Most of the fire extinguishers within the premises are now hung and have appropriate signage.

Fire extinguishers are yet to be installed in the AD plant area with appropriate signage.

The assembly point is located in the top yard and is indicated by a fire assembly point sign.

### 3.0 Findings of the fire risk assessment and action to be taken



Point 1  
New AD plant control room.

Install fire action sign, emergency light, CO2 fire extinguisher & fire alarm call point with signage.

Install fire map. A new fire map is to be prepared for the AD plant area.



Point 2  
Install fire escape route directional signage.  
Install fire exit keep clear sign on the external face of this door.  
Ensure that waste is removed from this area.



Point 3  
Install signage for the fire escape stairs.  
AD plant personnel need to be shown this escape route.

All pallets, combustibles, debris and waste are to be removed from the AD plant area before the plant starts to be commissioned.

Inspect warehouses and unoccupied areas of the building for missing windows and replace or repair as required.



**Point 4**

Lighting and emergency lighting needs to be installed along this platform and levels of illumination checked ensure adequate illumination is available incase of an emergency escape.

Check to ensure that the fire alarm can be clearly heard from this platform and throughout the AD plant once activated.

Fire drill needs to be conducted.

This platform should be kept clear.

Install CCTV so that the platform area and tanks can be viewed remotely.



**Point 5**

Ensure that contractors have been informed of site fire safety emergency procedures and the location of the fire assembly point.

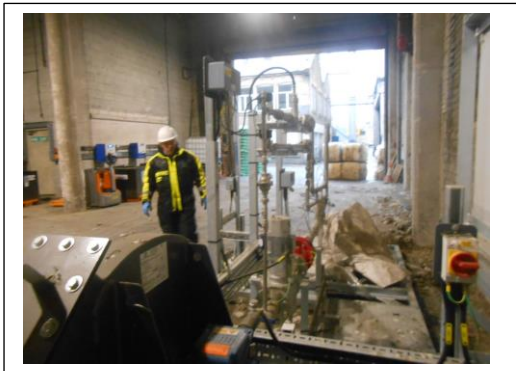
Ensure that all electrical cabinets are kept clear of combustibles, waste and debris.



**Point 6**

At the time of the assessment it was very windy causing the barriers around the pit to fall into the pit.

Barriers should be retrieved and placed around the pit to prevent potential falls from height into the pit.



**Point 7**

At the time of the assessment the flare and biogas control equipment was being stored ready for installation in the AD plant area.

This should be cleaned and checked for damage before it is moved to the AD plant area and installed.

All biogas pipework is to be clearly labelled.



**Point 8**

Install fire escape route directional signage.

Install fire action sign in the CHP plant and fire map.

Install emergency lights.



**Point 9**

Install restricted access signs. Only authorised personnel are to be permitted in the AD plant area.

Fencing is yet to be installed.

EX signs to be installed at top of the digester stairways, near biogas storage, and near gas booster skid.



**Point 10**

Ensure that the fire escape route from the platform through the building is kept clear at all times.

Fire escape stairs and stairwells are to be swept and cleaned to remove waste and debris.



**Point 11**

Install no smoking and no vaping signs at the entrances to the AD plant.

Site No smoking signs to be replaced with no smoking & no vaping signs.

**Point 12**

The AD plant is to be inspected again and a Fire risk assessment conducted for the completed plant.

## Fire Action Record

Action Point	Details of Action Completed	Date and sign when completed
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

### **3.1 Testing and maintenance**

Fire alarms, smoke detectors, fire extinguishers, lighting, signs, fire exits and fire doors must be kept in effective working order. They must be regularly checked and serviced. Any defects should be put right as quickly as possible.

The following checks should be carried out:

#### **Daily checks**

Remove locks and security devices from fire exits, ensure that doors on escape routes swing freely and close fully and check escape routes to ensure they are clear from obstructions and combustible materials. Check the fire alarm panel to ensure the system is active and fully operational. Check that all emergency lighting units/torches are visible and are in good repair. Check that all safety signs and notices are legible.

#### **Weekly tests and checks**

Test fire-detection and warning systems weekly following manufacturer or installer's instructions. Check the power supply of the smoke detector and that fire extinguishers are correctly located and are in apparent working order.

#### **Monthly tests and checks**

Test all emergency lighting systems to make sure they have enough charge and illumination according to the manufacturer or supplier's instructions.

Check that fire doors are in good working order and closing correctly and that the frames and seals are intact.

#### **Six-monthly tests and checks**

A competent person should test and maintain the fire detection and warning system.

#### **Annual tests and checks**

The emergency lighting and all fire fighting equipment, fire alarms and other installed systems should be tested and maintained by a competent person.

A fire safety maintenance checklist can be found in the appendix.

## Appendix

### Fire Safety Maintenance Checklist

#### Daily Checks

	Yes	No	N/A	Comments
<b>Escape routes</b>				
Can all fire exits be opened immediately and easily?				
Are all fire doors clear of obstructions?				
Are escape routes clear?				
<b>Fire warning systems</b>				
Is the indicator panel showing "normal"?				
<b>Escape lighting</b>				
Are luminaries and exit signs in good condition and undamaged?				
Is emergency lighting and sign lighting working correctly?				
<b>Firefighting equipment</b>				
Are all fire extinguishers in place?				
Are fire extinguishers clearly visible?				
Are vehicles blocking fire hydrants or access to them?				

**Fire Safety Maintenance Checklist- Weekly Checks**

<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
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<b>Escape routes</b>				
Do all emergency-fastening devices to fire exits (push bars and pads, etc) work correctly?				
Are external routes clear and safe?				
<b>Fire warning systems</b>				
Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test.)				
Did the alarm system work correctly when tested?				
Did staff and other people hear the fire alarm?				
Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop)				
Do all visual alarms and/or vibrating alarms and pagers (as applicable) work?				
Do voice alarm systems work correctly? Was the message understood?				
<b>Escape lighting</b>				
Are charging indicators (if fitted) visible?				
<b>Firefighting equipment</b>				
Is all equipment in good condition?				
Additional items from manufacturer's recommendations.				

**Fire Safety Maintenance Checklist - Monthly Checks**

	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>Escape routes</b>				
Do all electronic release mechanisms on escape doors work correctly? Do they “fail safe” in the open position?				
Do all automatic opening doors on escape routes “fail safe” in the open position?				
Are fire door seals and self-closing devices in good condition?				
Do all roller shutters provided for fire compartmentation work correctly?				
Are external escape stairs safe?				
Do all internal self-closing fire doors work correctly?				
<b>Escape lighting</b>				
Do all luminaries and exit signs function correctly when tested?				
Have all emergency generators been tested? (Normally run for one hour)				
<b>Firefighting equipment</b>				
Is the pressure in “stored pressure” fire extinguishers correct?				
Additional items from manufacturer’s recommendations.				

## Fire Safety Maintenance Checklist

### Three-monthly Checks

	Yes	No	N/A	Comments
<b>General</b>				
Are any emergency water tanks/ponds at their normal capacity?				
Are vehicles blocking fire hydrants or access to them?				
Additional items from manufacturer's recommendations.				

## Fire Safety Maintenance Checklist

### Six-monthly Checks

	Yes	No	N/A	Comments
<b>General</b>				
Has any firefighting or emergency evacuation lift been tested by a competent person?				
Has any sprinkler system been tested by a competent person?				
Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested by a competent person?				
<b>Fire warning system</b>				
Has the system been checked by a competent person?				