# Fire safety audit checklist

Legislation sets out a legal obligation to ensure the safety of any person in a building in the event of a fire or hazardous materials emergency. This document is designed to assist in managing compliance with the *Fire and Rescue Service Act 1990* and the *Building Fire Safety Regulation 2008*.

This checklist is for guidance only and not all sections of it may be applicable to each facility. More extensive information may be required during a QFRS compliance audit or any investigation following a fire or other emergency.

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| **School or location (block/campus/room):** | |
| **Person/s completing checklist:** | **Date:** |

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| **Item** | **Complies?** | |
| **Yes** | **No** |
| **Evacuation routes** | | |
| Evacuation routes clear of obstructions. |  |  |
| Final exits clear of obstruction for two metres on outside of doors. |  |  |
| **Exit doors** | | |
| Door hardware is the correct type (able to be opened by single downward hand motion by person evacuating through the door). |  |  |
| Each door along the fire exit route is unlocked and unobstructed (no deadbolts, etc.). |  |  |
| Doors locked to keep children secure (e.g. special needs unit/child care centre) can be unlocked in an emergency. |  |  |
| **Fire/smoke doors** | | |
| All fire/smoke doors are unobstructed and undamaged. |  |  |
| Current maintenance records for fire/smoke doors can be produced if requested. |  |  |
| **Evacuation signs/diagrams** | | |
| Evacuation signs/diagrams securely fastened to the wall surface. |  |  |
| Evacuation signs/diagrams visible and unobstructed. |  |  |
| Evacuation signs/diagrams correctly orientated for the building/site. |  |  |
| Evacuation signs/diagrams contain the information required by regulation. |  |  |
| **Exit signs/emergency lighting** | | |
| All emergency signs/emergency lighting is undamaged. |  |  |
| Current maintenance records for illuminated exit signs and emergency lighting can be produced if requested. |  |  |
| **Fire appliances (extinguishers/hose reels/fire blankets)** | | |
| All fire extinguishers correctly maintained and stamped. |  |  |
| All fire hose reels correctly maintained and stamped. |  |  |
| All fire blankets correctly maintained and stamped. |  |  |
| All fire appliances are visible, unobstructed and affixed to wall. |  |  |
| Current maintenance records for all appliances can be produced upon request. |  |  |
| **Fire detection and alarm system** | | |
| Fire alarm panel is operating with no unexplained isolations or faults indicated. |  |  |
| (If fire panel is not connected to local fire service)- Manual call point alarms signed ‘ring 000’. |  |  |
| Current maintenance records for alarm panel and smoke alarms can be produced. |  |  |

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| **Item** | **Complies?** | |
|  | **Yes** | **No** |
| **Housekeeping** | | |
| Rubbish is removed or stored at least eight metres from building/s after hours. |  |  |
| Flammables are secured when not in use. |  |  |
| Procedure is in place to report and rectify electrical faults. |  |  |
| Gas bottles correctly stored and secured. |  |  |

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| **Fire and evacuation plans (FEP)** | | |
| There is a written fire and evacuation plan for each building. |  |  |
| There is a procedure in each FEP to evacuate persons with special needs. |  |  |
| There is a procedure available to complete a personal emergency evacuation plan (PEEP) for any disabled person requesting one. |  |  |
| (If site is used after hours)- the FEP has procedures to cover use of building in hours of darkness/weekends. |  |  |
| Written procedure in FEP for doors locked in special needs areas/child care centres. |  |  |
| All fire and evacuation plans are current and reviewed annually. |  |  |
| Copies of the evacuation signs/diagrams for the building are attached to the plans. |  |  |
| A copy of the FEP is kept in the building and can be produced if requested. |  |  |
| **Fire and evacuation instruction** | | |
| General evacuation instruction given to all staff as per fire regulations. |  |  |
| First response evacuation instruction has been given to all staff as per fire regulations. |  |  |
| Evacuation coordination instruction been given to all persons on site responsible for carrying out the evacuation plan as per fire regulations. |  |  |
| Procedure for unlocking security doors in special needs/child care centres given to relevant staff/contractors at induction and every 12 months. |  |  |
| Record/s containing names of persons who received instruction can be produced. |  |  |
| **Evacuation practice (fire drills)** | | |
| Fire drills have been conducted in accordance with DoE policy. |  |  |
| Evacuation practice records are kept on site and available on request. |  |  |
| The designated assembly area is at least 80 metres from nearest building. |  |  |
| If required, evacuees can safely exit from the assembly area to another safe place. |  |  |
| Persons with disabilities can safely use exit pathways and access the assembly area. |  |  |
| **Fire hydrants** | | |
| Fire hydrants and hydrant boosters/pumpsets not obstructed. |  |  |
| Current maintenance records for fire hydrants/pumpsets can be produced. |  |  |
| **Sundry** | | |
| A current annual occupiers statement is kept on site. |  |  |
| All on-site fire records are kept in a way that is reasonably safe from the effects of fire? |  |  |
| (If building is available for after hour use or hire)- Written procedure is in place to notify persons using building of fire evacuation procedures prior to use. |  |  |
| **Other** | | |
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