“SHELL-UP” FIRE SAFETY CHECKLIST

COMPLETE YOUR FORM THEN REMOVE AND KEEP

You’ve got the shell of the building up now, so here are some tips for fire safety considerations as the work progresses. Please note that there is no reference to site accommodation or plant – refer to ‘Site Set-up Checklist’ for this. If you have questions on specific points, or require further guidance, call **0330 7000 777** or email **info@howleruk.com**

FIRE PREVENTION & MANAGEMENT

	YES	NO
Do you have an updated documented Fire Risk Assessment?		
Do you have a documented Emergency Evacuation Plan?		
Is the Smoking policy being observed?		
Are there suitable controls in place for any hot works?		
Is fire safety training included in the site induction?		
Are fire drills carried out at least every six months?		
Are daily fire checks of the site carried out (at end of day)?		
Is the inspection and maintenance schedule of the fire safety equipment being adhered to?		

ELECTRICAL RISKS

	YES	NO
Are the temporary electrical installations on site tested and certificated every 3 months?		
Has PAT testing been carried out on portable electrical appliances on site, including sub-contractor equipment?		
Is there suitable limitation of trailing leads and adaptors?		
Is there suitable protection of cables against damage?		
Are mains electrical systems switched off when not in use (except when for security, and life safety)?		
Is temporary lighting located away from combustible materials?		
Is the use of unprotected quartz halogen lights avoided?		
Is fire safety training included in the site induction?		

Continue to the next page...

HEATING

	YES	NO
Are all heating installations subject to routine maintenance?		
Are all heaters kept clear of combustible materials?		
Are LPG heaters suitably sited?		
Are LPG heaters set up by trained staff?		
Are all LPG cylinders located outside the building?		
Are gas appliances fitted with control taps?		

HOUSEKEEPING

	YES	NO
Is the standard of housekeeping adequate?		
Are waste skips collected from site regularly?		
Is all waste material being cleared from the workplace on a daily basis?		
Where reasonably practicable, is all combustible material being stored outside the building?		
Is bulk storage of combustible material taking place in containers or away from buildings?		
If storage of combustible materials is taking place inside the building under construction, are suitable precautions taken?		

COMMENTS / ACTIONS TO TAKE

TEAR ALONG DOTTED LINE

HOLE PUNCH YOUR FORM AND FILE IT SAFELY!

"SHELL-UP" FIRE SAFETY CHECKLIST (SHEET 2)

MEANS OF ESCAPE

	YES	NO
Is it considered that the building is provided with reasonable means of escape in case of fire?		
Is there adequate provision of exits?		
Are all exits easily and immediately openable where necessary?		
Do fire exits open in direction of escape where necessary?		
Are there reasonable travel distances?		
Are there at least two means of escape available from any point at all times (incl. basement and roof)?		
Are escape routes unobstructed?		
Is at least one escape stairway free of all protective covering material (external staircases)?		
Will any permanent escape stairs and other fire protection measures be installed as early as possible?		

MEANS OF RAISING THE ALARM

	YES	NO
Is there reasonable means of raising the alarm in a fire?		
Could you reach a fire alarm call point within 45m of any point in the building?		
Can the alarm be heard in all areas of the building? (to be confirmed by testing).		
In noisy areas, do you have visual warning as well as audible alarms?		
Is automatic detection installed in areas used for cooking or drying clothes?		
Is automatic detection installed in enclosed areas of a timber frame structure?		
Is the extent of the automatic detection generally appropriate for the occupancy and risk?		

MEANS OF FIGHTING FIRE

	YES	NO
Do you have 1 x 9L Water or 6L Foam extinguisher and 1 x 2kg CO_2 for every 200m^2 of floor area?		
Can you reach an extinguisher within 30m of any point in the building?		
Are suitable extinguishers provided near Hot Works?		
Do you have a reasonable proportion of spare extinguishers in case an extinguisher is used?		

EXTINGUISHER PLACEMENT AND MAINTENANCE

	YES	NO
Are all extinguishers suitably mounted and protected?		
Are all extinguishers within date with service label/tag in place, showing next due date?		
Are you reviewing the provision of extinguishers as the work progresses?		

FIRE SAFETY SIGNAGE

	YES	NO
Are all fire exit routes clearly signed?		
Are Fire Action notices installed in suitable locations?		
Are there adequate 'No smoking' signs?		
Are the fire extinguishers and other firefighting equipment clearly marked?		
Is the Assembly Point clearly marked?		

COMMENTS / ACTIONS TO TAKE

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▶ COMPLETED BY

▶ SIGNED BY

▶ DATE

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