

Licensed Premises – Fire Safety Self Audit Checklist:

Requirement	Yes (✓)	No (✓)	Action Required Date/ Name	Action Completed Date/Sign
Do you have a fire risk assessment which is reviewed regularly?				
Are all employees and security staff aware of the capacity of the premises and do you have an effective method of calculating/recording the numbers?				
Do you carry out regular staff fire safety training?				
Do you have adequate crowd management procedures for your venue, with training provided to all staff?				
Do you have fire evacuation procedures that are clearly understood by all employees/ security staff?				
Do you practice regular fire drills/procedures with staff? (before opening)				
Do you have adequate numbers of staff to carry out your fire evacuation procedures, including evacuating people with disabilities?				
Are all emergency routes and fire exits checked and available at all times when the premises are occupied?				
Do you regularly test your fire alarm system?				
Do you regularly test your emergency lighting system?				
Are maintained "Fire Exit" signs illuminated at all times when the premises are occupied? (maintained = on all the time)				
Have you checked that combustible materials are not stored in places where there is a potential source of ignition? (e.g. materials stored in the electrical cupboard)				
Have you checked the condition of the walkways & staircases for any slip, trip or fall hazards? (trailing cables, spillages etc.)				
Have you ensured that throughout your premises there is sufficient lighting and emergency lighting?				
Do you have a system in place for maintaining and inspecting your portable electrical appliances				
Do you have a system in place for maintenance of your fire alarm system, emergency lighting and extinguishers?				
Do you have living accommodation above your premises?				

Completed by (PRINT & SIGN):

On: