

MONTHLY FIRE SAFETY CHECK PROCEDURES

The monthly Fire Safety Checks should be carried out by persons working in that area and comprise of a 'walk round' type inspection. **The delegation of this task is recommended so as to promote 'ownership' of fire safety through participation.**

The inspection is a simple visual check that escape routes and equipment are available and safe to use. It should not include invasive checks of structural or hidden fire precautions, or the physical testing of equipment. The objective is simply to identify any obvious deficiencies or faulty equipment.

1. FIRE ALARM	
1A	Emergency 'break glass' call points should be available for raising the fire alarm. These boxes should be clearly visible and easily accessible (not obstructed or covered).
1B	The fire alarm should be clearly audible (during the weekly alarm tests) from all areas. All staff should be aware of when the fire alarm is tested and the requirement to report any issues. If no issues are reported to the DFSC, it can be assumed that the fire alarm sounders operate as required. https://www.strath.ac.uk/safetyservices/specialisthealthsafety/firesafety/buildingfirealarmtesting/
1C	All fire doors, provided with hold open devices (that are interfaced with the fire alarm system) should release automatically on activation of the fire alarm. If no issues are reported to the DFSC, it can be assumed that all relevant devices operate as

2. FIRE EXTINGUISHERS	
2A	The fire extinguishers should be in the correct position, site don a floor plinth or wall bracket.
2B	Each fire extinguisher should have its own sign to indicate the type of extinguishing medium and the correct method of operation.
2C	All extinguishers should be clearly visible and easily accessible (not obstructed or obscured).
2D	There should be no sign of damage and the indicator needle (if present) should be pointing to the 'green' zone. The tamperproof tag should also be secure.

3. MEANS OF ESCAPE	
3A	The escape routes should be checked daily to ensure that they are free from all obstructions and combustible items at all times. If the route forms part of a main thoroughfare / entrance, it can be assumed that any issues would be readily identified without a specific check.
3B	Weekly checks should be carried out to ensure that there is no build-up of undergrowth or slippery conditions on the stairs, steps or pathways. Handrails and metal stairs should be in sound order.
3C	All final exit doors should be checked weekly to ensure that they open easily and fully without the use of a key

4. FIRE DOORS	
4A	The fire doors should be checked to ensure that they are not wedged / held in the open position, except for specific temporary tasks e.g. vacuuming, deliveries etc.
4B	Fire doors not have any signs of damage. The self-closing devices and ironmongery should be secure and operate correctly. Vision panels should not be covered up (labs and workshops only) and the doors must close automatically against the door checks?

5. SAFETY AND HAZARD WARNING SIGNS	
5A	The signs should be clearly visible (not covered or obscured) - fire escape route, fire extinguisher, fire alarm call point, emergency shut offs and hazard warnings (where required).
5B	The signs should be clean free from damage

6. EVACUATION CHAIRS	
6A	The evacuation chairs (where provided) should be sited in their correct location on a wall bracket and provided with a dust cover

7. OTHER FIRE SAFETY ISSUES	
7A	Details of any other fire safety related concerns.

Minor matters such as waste accumulation, door wedging and obstructions may be resolved locally. Any significant deficiencies or faults should be reported to;

- The Estates Management. HELPDESK 2164 (JA) for repairs to equipment and installations
- The Fire Safety Adviser on Extension 2121 for general advice.

Copies of the completed 'Monthly Fire Safety Check' sheets, including any action taken as a result of it, should be kept by the Dept. Fire Safety Coordinator and be readily available at all times and will be subject to inspection during a Fire Service audit.