

Fire Warden Walk-round

A fire warden or fire marshal walk-round: area, exits and escape routes, fire doors, call points, extinguishers, signs, emergency lighting, housekeeping, PEEPs and wardens on shift, with photos and actions.

1. Area

Project

Client

Site *

Site address

Date *

Time

Fire warden *

Area or floor *

Check (choose one)

☐ Daily ☐ Weekly ☐ Monthly ☐ Before an event

The Fire Safety Order requires the responsible person to appoint one or more competent people to help with the fire safety measures (article 18), and to set up procedures for serious and imminent danger, with enough competent people nominated to carry out the evacuation (article 15). Fire wardens are one way to meet these duties.

2. Checks

Fire exits unlocked and clear (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo (if applicable; photos: attach, or note the file names)

If applicable: Fire exit locked or blocked. Regulatory Reform (Fire Safety) Order 2005, article 14: emergency doors must open easily and immediately, and routes to them must be kept clear. Clear or unlock it now and tell the responsible person before you leave.

Escape routes free of obstruction (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo (if applicable; photos: attach, or note the file names)

Fire doors closed, not wedged open (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo (if applicable; photos: attach, or note the file names)

Call points visible and unobstructed (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo (if applicable; photos: attach, or note the file names)

Extinguishers in place, with a current service label (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo (if applicable; photos: attach, or note the file names)

Fire exit signs in place (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo (if applicable; photos: attach, or note the file names)

Emergency lighting showing no faults (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo (if applicable; photos: attach, or note the file names)

No build-up of rubbish or combustibles (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo (if applicable; photos: attach, or note the file names)

No overloaded sockets or unsafe heaters (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo (if applicable; photos: attach, or note the file names)

Assembly point clear (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo (if applicable; photos: attach, or note the file names)

OK (worked out automatically in the app)

Defects (worked out automatically in the app)

Not applicable (worked out automatically in the app)

Photos of any problems (photos: attach, or note the file names)

Walk Cam: fire warden walk-round

Walk Cam video walk-through: available in the SiteSurvey app only.

3. People

Fire wardens on shift

Are PEEPs up to date for anyone who needs help to evacuate?

☐ Yes ☐ No

Do visitors and contractors know the fire procedure?

☐ Yes ☐ No

4. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Next check due

Set by the responsible person in the fire procedure, for example daily or weekly.

Days to next due (if applicable; worked out automatically in the app)

If applicable: The next check due date is before the inspection date. Check the date.

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.