

Fire safety checklist

Free fire safety checklist template for restaurants, bars and hotels. Printable PDF and Excel, split into daily, weekly, monthly and annual checks with sign-off.

VENUE / SITE

MONTH / PERIOD

RESPONSIBLE PERSON

FIRE RISK ASSESSMENT DATE

Check	OK Initials	Date	Action taken / by whom
DAILY – DUTY MANAGER WALK ROUND			
All fire exits unlocked, unobstructed and openable from the inside			
Escape routes and corridors clear – no deliveries, stock or bins in the way			
Fire doors closed and not wedged, propped or tied open			
Exit signage visible and illuminated			
Extinguishers in their designated positions and not blocked			
No cardboard, packaging or waste stored against the building or exits			
Kitchen extraction filters clean; no visible grease build-up on canopies			
Fryers, grills and equipment turned off at close and left clear of combustibles			
WEEKLY			
Fire alarm tested from a call point, using a different point each week			
Test result and call point reference recorded			
Staff aware a test took place; any faults reported to the alarm contractor			
Emergency lighting visually checked for failed units			
Assembly point clear and accessible			
Fire action notices in place, legible and showing the correct assembly point			
MONTHLY			
All extinguishers visually inspected: seals intact, gauge in the green, no damage			
Fire blanket present, clean and correctly stowed in the kitchen			
Fire door closers and seals checked; damaged doors reported			
Emergency lighting flick test carried out and recorded			
Fire evacuation plan reviewed against any layout changes			
New staff since last month confirmed as inducted in fire procedure			
ANNUAL OR BY CONTRACTOR – RECORD THE LAST DATE			
Extinguisher service by a competent person – date and certificate reference			
Kitchen fire suppression system serviced – date and certificate reference			
Extraction ductwork deep cleaned to standard – date and certificate reference			
Emergency lighting full duration test – date and result			
Fire alarm system serviced – date and certificate reference			
Fire risk assessment reviewed – date and by whom			
Fire drill carried out with staff – date, time to evacuate, issues found			
Electrical installation and portable appliance testing – date and reference			

This checklist records checks. It does not replace a fire risk assessment or tell you what your own jurisdiction requires.

Anything you cannot fix on the shift goes in the action column with a name against it, and is escalated the same day.

Keep contractor certificates filed with the sheet — a recorded date with no certificate behind it is worth very little after an incident.