



Fire Safety Checklist – Non-Childminding service

See <https://www.gov.scot/policies/fire-and-rescue/> for details of fire laws.

Please note that a separate checklist must be completed for each premises.

Name and contact details of Applicant		CI Application Ref No.	/		
Name of Service		Address of Premises (inc. postcode)			
Type of Care Service to be / being provided		Variation to existing service	Yes	No	
Name of Scottish Fire and Rescue Service officer (if known)		Email address of Scottish Fire and Rescue Service officer (if known)			
Name of Care Inspectorate officer (if known)		Email address of Care Inspectorate officer (if known)			
Please tick () as appropriate			Yes	No	N/A
Have you carried out a Fire Safety Risk Assessment for your premises, including any outside structures (see guidance notes including reference to sector specific guides - a separate checklist must be completed for each premises)?					
Do you have a copy of the Fire Safety Guide for your type of premises?					
Escape Routes	Are all your escape routes clear of obstruction?				
	Are all fire exit signs and notices clearly visible?				
	Do all escape routes lead to a place of safety?				
Doors	Do your emergency exits open without use of a key?				
	Do main entrances open without use of a key?				
	Do push bars/pads operate easily (where fitted)?				
	Are self-closing doors kept closed and self-closers working?				
	Is someone responsible for checking these doors close effectively, and is this recorded somewhere?				
	Are hold open devices, swing free arms, or magnetic locks working correctly?				

Fire compartmentation	Are the premises where necessary provided with effective fire compartmentation and sub-compartmentation, and is it maintained in good condition?			
Firefighting Equipment and Extinguishers	Is firefighting equipment adequate for the risk in your premises (e.g. number, type, location) (see guidance notes)?			
	Is firefighting equipment maintained annually (see guidance notes)?			
Fire Warning System (fire alarm)	Is the system tested weekly using a different call point each week and recorded in your Log Book?			
	Can the system be heard throughout your premises particularly by sleeping residents?			
Automatic Fire Detection (if fitted)	Is the AFD system suitable for the risk in your premises (type, location of heads)?			
	Is the system maintained six-monthly and recorded in your Log Book (see guidance notes)?			
Automatic Fire Suppression (if fitted)	Is the system tested and maintained and the results recorded in your Log Book?			
Emergency lighting	Is the system tested (see guidance notes) and the results of tests recorded in your Log Book?			
	Are all light fittings in place and undamaged?			
Emergency Fire Action Plan	Is the emergency fire action plan adequate for your premises (see guidance notes)?			
	Are fire routine notices clearly visible and accurate?			
	Have you considered the additional equipment that may be required to evacuate non-ambulant persons?			
	Are there always sufficient trained staff available to safely enact the emergency plan without assistance of the Scottish Fire and Rescue Service?			
Staff training	Do your staff know what to do if a fire occurs (see guidance notes)? Have you considered how to evacuate disabled persons WITHOUT relying on the Scottish Fire & Rescue Service?			
	Is staff fire training recorded in your Log Book?			
Employee information	Have employees been provided with appropriate information on fire hazards, the			

	provided fire safety measures and emergency procedures?			
General	Have you reviewed your Fire Safety Risk Assessment in the last year?			
	Is your Log Book up to date and any test certificates available?			

IF YOU HAVE ANSWERED NO TO ANY QUESTION YOUR FIRE SAFETY PROVISIONS ARE INADEQUATE AND REQUIRE IMMEDIATE ATTENTION

Declaration

I declare that the above Fire Safety Checklist has been completed accurately and that all inadequate provisions have been rectified. I agree to the information provided on this form being shared with the Care Inspectorate.

Signed (applicant)	
Date	
Print name	
Job role	

You must complete the Fire Safety Checklist and email it to your local Fire & Rescue Service using the contact details found here <https://www.firescotland.gov.uk/your-safety/business-advice/concerns-queries-and-complaints/>. Failure to do this will result in your application not being processed.