

Construction Site Fire Safety Checklist

Complete toolkit for UK construction sites

This toolkit gives you everything you need to manage fire safety on your construction site, from daily checks to emergency planning templates.

Site Details (Complete This Section)

Site Name: _____

Site Address: _____

Site Manager: _____

Emergency Contact: _____

Assembly Point Location: _____

Daily Fire Safety Checks

Complete every morning before work starts (5 minutes)

Date: _____ Checked by: _____ Time: _____

Escape Routes

- ☐ All exits clear - no materials, equipment, or waste blocking them
- ☐ Fire doors close properly (not wedged or propped open)
- ☐ Exit signs visible and working
- ☐ No obstructions in corridors or stairwells

Fire Alarm

- ☐ Alarm panel shows green/no faults
- ☐ No damaged call points or detectors visible
- ☐ Battery levels OK (if wireless system)

Fire Extinguishers

- ☐ All in correct positions
- ☐ Seals intact (not used)
- ☐ No visible damage
- ☐ Access clear - not blocked by materials

Hot Works

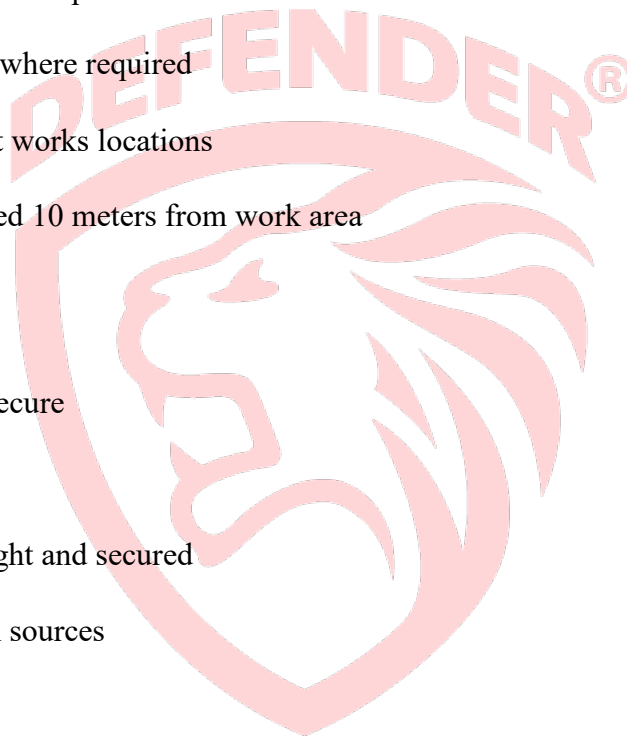
- ☐ All hot works have valid permits
- ☐ Fire watch in place where required
- ☐ Extinguishers at hot works locations
- ☐ Combustibles cleared 10 meters from work area

Flammable Storage

- ☐ Stores locked and secure
- ☐ No spills or leaks
- ☐ LPG cylinders upright and secured
- ☐ Away from ignition sources

Housekeeping

- ☐ Waste cleared from yesterday
- ☐ No rubbish under stairs or in exits
- ☐ Skips away from buildings
- ☐ Work areas tidy



Electrics

- ☐ No overloaded extension leads
- ☐ No damaged cables visible
- ☐ Equipment turned off when not in use
- ☐ Distribution boards accessible and undamaged

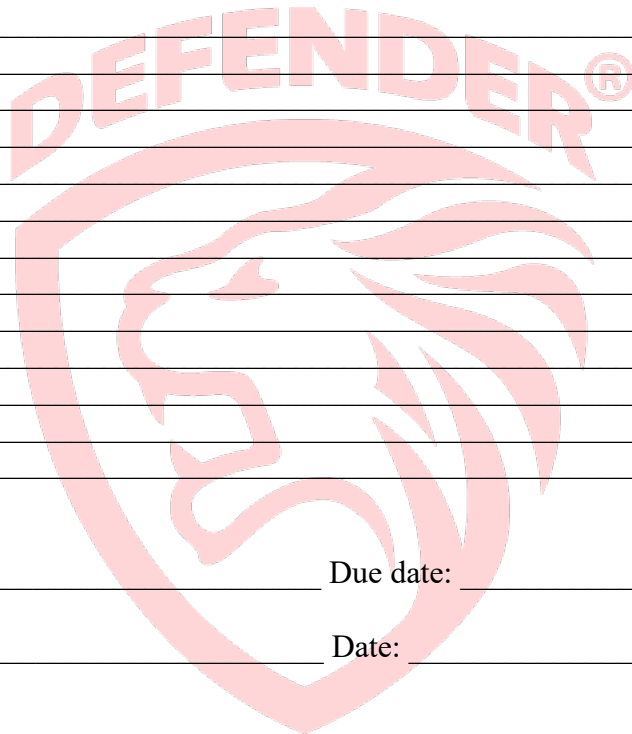
Issues Found Today:

Describe any issues found and action taken.

Action required: _____

Assigned to: _____ Due date: _____

Signature: _____ Date: _____



Weekly Fire Safety Inspection

Complete every week (20 minutes)

Week commencing: _____ Inspected by: _____

Fire Alarm Test (MUST DO)

- ☐ Test conducted (record time in logbook)
- ☐ Used call point number: _____
- ☐ Alarm loud enough throughout site
- ☐ Everyone stopped work and responded correctly
- ☐ Test logged in fire alarm book

Fire Extinguishers

- ☐ All have current service labels (within 12 months)
- ☐ Pressure gauges in green zone
- ☐ No rust, dents, or damage
- ☐ Positions match fire plan

Signage

- ☐ Exit signs visible and lit
- ☐ Fire action notices at all call points
- ☐ Assembly point sign in place
- ☐ Extinguisher signs visible
- ☐ No signs covered or damaged

Escape Routes

- ☐ Walked all escape routes
- ☐ No trip hazards or damage
- ☐ Lighting works throughout
- ☐ Doors open easily in direction of escape
- ☐ Alternative routes available

Assembly Point

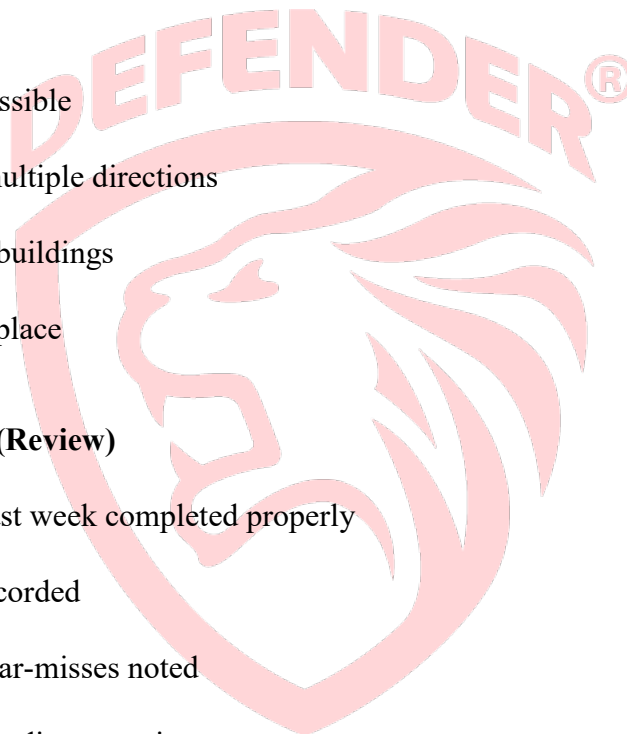
- ☐ Area clear and accessible
- ☐ Sign visible from multiple directions
- ☐ Safe distance from buildings
- ☐ Roll call system in place

Hot Works Permits (Review)

- ☐ All permits from past week completed properly
- ☐ Fire watch times recorded
- ☐ Any incidents or near-misses noted
- ☐ Trends identified needing attention

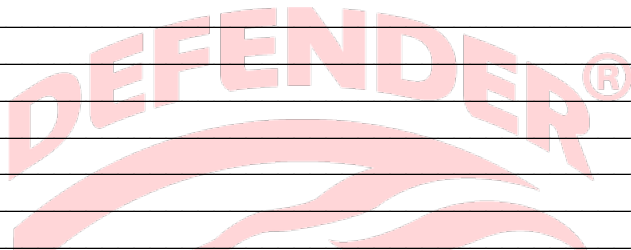
Site Changes

- ☐ New areas added this week covered by alarms
- ☐ Extinguishers added for new work areas
- ☐ Exit signs updated for layout changes
- ☐ Fire risk assessment updated if needed

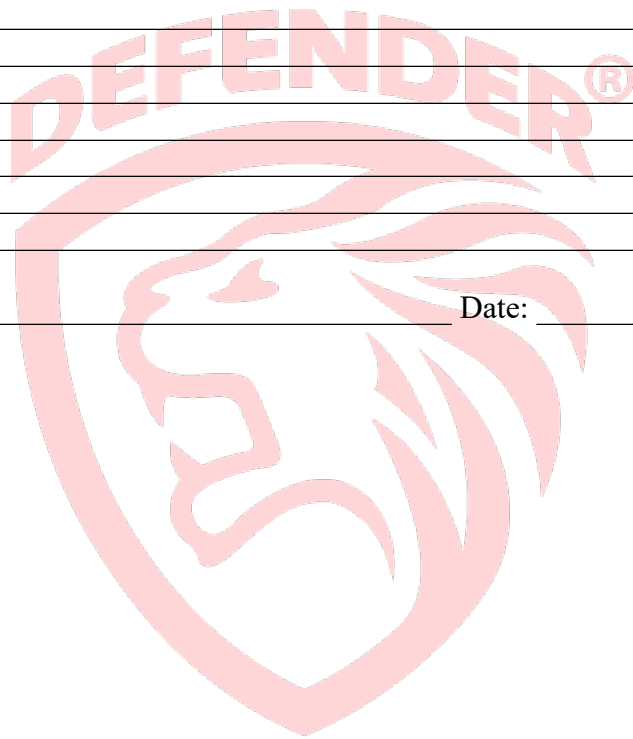


Actions Required:

List any issues found and corrective actions needed.



Signature: _____ Date: _____



Monthly Fire Safety Audit

Complete monthly (1-2 hours)

Month: _____ Audited by: _____

Fire Risk Assessment

- ☐ Reviewed for current site conditions
- ☐ Updated hazards for current construction phase
- ☐ People at risk reassessed (new contractors, visitors)
- ☐ Control measures still effective
- ☐ Action plan updated with dates
- ☐ Signed by responsible person
- ☐ Distributed to relevant people

Training Records

- ☐ All new starters had fire safety induction
- ☐ Fire marshal training current
- ☐ Hot works operative training valid
- ☐ Training records complete and filed
- ☐ Refresher training scheduled where needed

Equipment Servicing

- ☐ Fire extinguishers within service dates
- ☐ Fire alarm servicing current
- ☐ Emergency lighting serviced (if applicable)
- ☐ Upcoming servicing scheduled
- ☐ Service records filed

Incidents & Near-Misses

- ☐ All fire incidents reviewed
- ☐ False alarms analysed for causes
- ☐ Near-misses documented
- ☐ Corrective actions completed
- ☐ Lessons learned shared with team

Fire Drill

- ☐ Fire drill conducted in past 12 weeks? (Yes/No)
- ☐ Last drill date: _____
- ☐ Evacuation time: _____ minutes
- ☐ Issues identified and resolved
- ☐ Next drill scheduled for: _____

Emergency Contacts

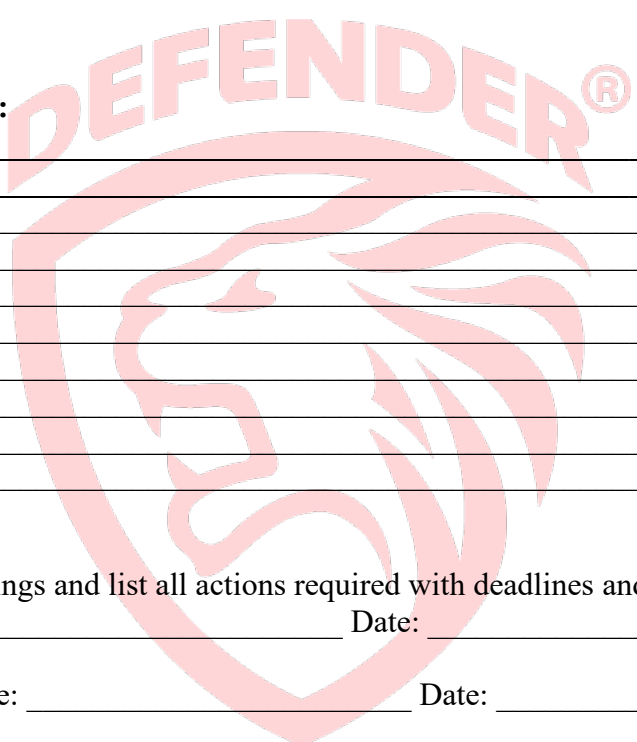
- ☐ All contact numbers verified and current
- ☐ Key holder details up to date
- ☐ Site manager contact info correct
- ☐ Out-of-hours contacts updated
- ☐ Contact list distributed

Subcontractor Compliance

- ☐ Subcontractors following fire safety rules
- ☐ Method statements reviewed for fire risks
- ☐ Hot works permits being obtained
- ☐ Waste management compliant

Any issues addressed

Summary & Actions:



Summarise audit findings and list all actions required with deadlines and responsible persons.

Auditor signature: _____ Date: _____

Site manager signature: _____ Date: _____

Hot Works Permit Template

Complete before ANY hot works begin - valid for one shift only

△ Hot works include: welding, cutting, grinding, soldering, heat guns, bitumen work, any activity creating sparks or heat

SECTION 1: Work Details

Date: _____ Permit No: _____

Work description:

Exact location:

Operative name: _____ Company: _____

Equipment to be used: _____

Start time: _____ Expected finish time: _____

SECTION 2: Pre-Work Checks (Supervisor)

Area Preparation

- ☐ All combustible materials removed within 10 meters
- ☐ Floor openings covered to prevent sparks falling
- ☐ Fire-resistant screens/blankets in place where needed
- ☐ Combustibles that can't be moved have been wetted down
- ☐ Work area and surroundings inspected (including above/below)

Equipment Ready

- ☐ Appropriate fire extinguishers positioned (within 2 meters)
- ☐ Fire blanket available (if applicable)
- ☐ Fire watch person assigned: _____
- ☐ Fire watch person knows their duties
- ☐ Fire watch person has contact number: _____

Notifications

- ☐ Nearby workers notified
- ☐ Neighbouring areas/buildings notified (if applicable)
- ☐ Fire alarm monitoring company notified (if applicable)

SECTION 3: Authorisation

I confirm the area has been inspected and is safe for hot works to proceed:

Supervisor name (print): _____

Signature: _____

Date: _____ Time: _____

SECTION 4: During Works

Fire watch must:

- ☐ Maintain continuous observation of work area
- ☐ Have clear line of sight to work
- ☐ Keep firefighting equipment ready
- ☐ Stop work immediately if unsafe conditions develop
- ☐ Check surrounding areas including hidden spaces

SECTION 5: Post-Work Fire Watch

Work completed at: _____ By: _____

△ Fire watch must continue for minimum 60 minutes after work stops

30 minutes after completion:

- ☐ Work area inspected - no signs of fire or heat
- ☐ Surrounding areas checked including above/below
- ☐ Checked by: _____ Time: _____

60 minutes after completion (or longer if specified):

- ☐ Final inspection completed - area safe
- ☐ No heat, smoke, or smouldering detected
- ☐ Temperature of surrounding materials checked
- ☐ All areas where sparks could have travelled inspected

Final check by: _____ Time: _____ Signature: _____

SECTION 6: Permit Closure

I confirm fire watch has been completed and the area is safe:

Supervisor name: _____ Signature: _____

Date: _____ Time: _____

Incidents/Near-Misses:
Record any issues during works.

Fire Equipment Selection Guide

Choose the right equipment for your site

Quick Reference: Extinguisher Types

- Water (Red): Wood, paper, fabric - NOT for electrical or liquid fires
- Foam (Cream): Solid materials AND flammable liquids
- Powder (Blue): Multi-purpose but messy - good near electrics
- CO2 (Black): Electrical equipment and flammable liquids only
- Wet Chemical (Yellow): Cooking oils - site canteens only

Location	Extinguisher Type	Why
General work areas	Water or Foam	Timber, packaging, common materials
Near electrical equipment	CO2 or Powder	Safe on electrical fires
Hot works areas	Foam or Powder	Handles both solid and liquid fires
Flammable stores	Foam	Best for liquid fires
Site offices	CO2	No residue, protects equipment
Site canteen	Wet Chemical + Fire Blanket	Cooking oil fires
Distribution boards	CO2	Electrical safety, no damage

Coverage Requirements

Standard areas: Maximum 30 meters travel distance to extinguisher

High-risk areas: Maximum 10 meters travel distance (flammable storage, hot works, electrical)

Minimum provision: One extinguisher per floor level, plus additional for high-risk areas

Size: Minimum 6-liter water or 9-liter foam for general areas

Fire Alarm System Basics

Manual Call Points:

- At all fire exits
- On escape routes
- Maximum 45 meters travel distance
- 1.2-1.4 meters above floor level

Smoke Detectors:

- Use in most areas - offices, welfare facilities, corridors
- Can false alarm in dusty environments
- Good early warning for smouldering fires

Heat Detectors:

- Use near hot works or dusty areas
- Plant rooms, stores, areas with fumes
- Less prone to false alarms than smoke

Sounders:

- Must be audible throughout entire site
- Add visual alarms in noisy areas
- Different sound from other site alarms

⚠ Maintenance Reminders

- Extinguishers serviced annually by certified technician
- Monthly visual checks by site team
- Fire alarm tested weekly (different call point each time)
- Keep service records on site
- Replace or refill after ANY use, even brief

Assembly Point Arrangements

Assembly point: ☐ Main assembly point ☐

Alternative location: _____

How will you reach assembly point?

Any special arrangements needed?

Equipment Required

☐ None

☐ Evacuation chair (location: _____)

☐ High-visibility vest for buddy

☐ Communication cards/aids

☐ Other: _____

Important Notes

Any other information buddies should know (e.g., communication preferences, medical considerations, stress responses).

Agreement & Review

I have been consulted in developing this PEEP and agree with the arrangements:

Person's signature: _____ Date: _____

Site manager signature: _____ Date: _____

This PEEP will be reviewed:

- Quarterly or when site layout changes significantly
- If the person's condition changes
- After fire drills to verify arrangements work

Common PEEP Scenarios - Quick Tips

Wheelchair Users:

- Check ground conditions - mud and gravel can be impassable
- Evacuation chair needed for multi-storey sites (2 trained operators required)
- Consider alternative routes via hard-standing
- Ensure assembly point is wheelchair accessible

Hearing Impairments:

- Install visual alarm devices (flashing lights)
- Consider vibrating pagers for notification
- Buddy should make visual contact first
- Use agreed hand signals or communication cards

Visual Impairments:

- Buddy provides verbal guidance and offers arm
- Don't push or pull - let them hold your arm
- Pre-familiarise with escape routes
- High-visibility vest helps partially sighted identify buddy

Cognitive/Learning Disabilities:

- Clear, simple instructions work best
- Visual guides or social stories about evacuation
- Buddy familiar with their communication needs
- Some may freeze or become distressed - plan for this

Limited Mobility:

- Buddy provides physical support
- Allow extra time for evacuation
- Consider site vehicle transport to assembly point (if safe)
- Carry aids if needed, or help them do so

CRITICAL: Confidentiality

PEEPs contain sensitive health information. Share only with those who need to know (site manager, fire marshals, assigned buddies). Store securely. Comply with UK GDPR data protection requirements.

Testing Your PEEP

Include PEEP holders in fire drills (with their consent) to:

- Verify arrangements work in practice
- Familiarise buddies with their role
- Identify any issues or improvements needed
- Build confidence for everyone involved

This information is meant for guidance only and is not legal advice.

