

Fire Marshal Daily Checklist - Takeaway Business

Business Name: _____

Date: __ / __ / ____

Completed By: _____

Signature: _____

1. General Housekeeping

- ☐ Fire exits are clear of obstructions (inside and out)
- ☐ Escape routes and walkways are free from trip hazards
- ☐ Floors are clean and dry (no grease buildup)
- ☐ Waste is removed regularly and stored away from ignition sources

2. Fire Detection & Alarm System

- ☐ Fire alarm panel shows no faults or warnings
- ☐ Manual call points are visible and accessible
- ☐ Alarm sounders are not obstructed
- ☐ Weekly fire alarm test scheduled or completed (if applicable)

3. Fire Fighting Equipment

- ☐ Fire extinguishers are in place, accessible, and have no signs of tampering or discharge
- ☐ Fire blankets are present in the kitchen and correctly stowed
- ☐ Equipment is clearly signed and not blocked

4. Kitchen & Cooking Equipment

- ☐ Extraction hood and filters are clean and free of grease
- ☐ Deep fat fryers and other hot equipment are attended when in use
- ☐ No flammable items (towels, packaging) stored near heat sources
- ☐ Gas shut-off valves and emergency cut-off switches are accessible
- ☐ All cooking appliances turned off when not in use

5. Electrical Safety

- ☐ No damaged or trailing cables in high-traffic areas
- ☐ Electrical sockets are not overloaded

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- ☐ PAT-tested equipment is in use (check labels/dates)
- ☐ All unused appliances are switched off when not in use

6. Emergency Lighting & Signage

- ☐ Emergency exit signs are illuminated and clearly visible
- ☐ Escape route lighting is functional (check indicators if applicable)
- ☐ Fire action notices are clearly displayed

7. Staff Awareness

- ☐ Staff know fire procedures (e.g., assembly point, alarm use)
- ☐ Temporary staff are given fire safety briefings
- ☐ No staff using fire exits for smoking or storing items

8. Final Check Before Close (if applicable)

- ☐ All cooking equipment turned off
- ☐ Gas and electrical appliances safely shut down
- ☐ Rubbish bins emptied or stored safely
- ☐ Doors locked without blocking fire exit routes

Notes / Issues Identified:

Action Taken / Required:
