Fire safety check log

A simple record of your fire alarm tests and regular fire safety checks, for village halls, community centres, places of worship and other small venues.

Venue name	
Address	
Responsible person (name and role)	
Who does the weekly alarm test	
Fire alarm service company and phone	
Date of the last fire risk assessment	
This log started on	

How to use this log. Keep it near the fire alarm panel. Write one line for each test or check, and sign it. If something is wrong, write what you did about it and when it was fixed. Keep old logs with your fire risk assessment.

How often: the GOV.UK guide's examples

The table below sums up, in our own words, the example checks in the GOV.UK guide "Fire safety risk assessment: small and medium places of assembly". The guide says these examples are not the only way, so follow your own fire risk assessment and the instructions from your installer or supplier.

Every day or before each event	Fire exits unlocked and easy to open. Escape routes clear. Fire alarm panel shows normal. Emergency lights look in good repair. Safety signs can be read.
Every week	Test the fire alarm, following the installer's instructions. Use a different call point each time. Check extinguishers are in place and look in working order.
Every month	Test emergency lighting as the supplier says. Check fire doors close properly and their frames and seals are not damaged. Quick check of extinguishers.
Every six months	A competent person tests and services the fire alarm system.
Every year	A competent person tests and maintains emergency lighting, extinguishers, the fire alarm and other fire safety systems.

Source: GOV.UK, "Fire safety risk assessment: small and medium places of assembly", Part 1 Step 3 and Part 2 Sections 2 and 3. The Regulatory Reform (Fire Safety) Order 2005, article 17, requires a suitable system of maintenance. Checked on 28 November 2026. This log is not legal advice and does not replace a fire risk assessment.

1. Weekly fire alarm test (weeks 1 to 26)

Use a different call point each week, and write its number or place.

Date	Time	Call point used	Alarm heard in all areas? (Yes/No)	Problem found and action taken	Name and signature

1. Weekly fire alarm test (weeks 27 to 52)

Use a different call point each week, and write its number or place.

Date	Time	Call point used	Alarm heard in all areas? (Yes/No)	Problem found and action taken	Name and signature

2. Daily or before-event checks

Tick each box when it is OK. Write any problem and what you did.

Date	Exits unlocked	Routes clear	Panel normal	Lights and signs OK	Problem and action	Name and signature

3. Monthly checks

Emergency lighting test, fire doors and extinguishers.

Date	Emergency lights work (Yes/No)	Fire doors close fully (Yes/No)	Extinguishers in place (Yes/No)	Problem and action	Name and signature

4. Service visits by a competent person

Six-monthly fire alarm service, and yearly service of emergency lighting, extinguishers and other systems.

Date	What was serviced	Company and engineer	Faults and work needed	Certificate or report kept? (Yes/No)

5. False alarms and faults

Date and time	What happened and where	Likely cause	Action taken	Name and signature

6. Fire drills and staff or volunteer briefings

Date	Drill or briefing	Who took part	What went well, what to improve	Name and signature

Fire procedures and Martyn's Law procedures are different. If your venue may have 200 or more people at the same time, read our free guides at safevenueplan.pages.dev/checklist.