

Try Pioneer Fire on paper: Restaurant, cafe or takeaway

This pack shows what you do in Pioneer Fire, on printable sheets. Fill them in by hand for a week or two to see how the routine feels. If it suits you, the website does the same thing on your phone, keeps the records for you and reminds you when something is due.

How to use this pack

1. Print the pack, or use the sheets on a tablet.
2. Do the weekly check sheet once a week, tick Pass, Fail or N/A for each item and note anything that needs fixing.
3. Use the drill and training sheet when you run a session, and ask staff to sign.
4. List your equipment and service dates on the register sheet.
5. Use the risk assessment prompts to start thinking about your own assessment.

What the website adds

- Your kind of premises picks the questions for you.
- Works offline on your phone and uploads when you are back online.
- Staff confirm training attendance with a QR code or PIN.
- Overdue equipment and reviews are flagged, and we email reminders.
- Everything is saved to your private account, ready to print or download.

Ready to keep it digital?

Start at pioneerfire.co.uk. First month 1 pound, then 7.99 pounds a month. Cancel any time.

This pack is general guidance and a way to try the routine. It is not a fire risk assessment, not legal advice and not a substitute for a competent fire risk assessor. Your own assessment decides what applies to your premises.

Weekly fire safety check

Location

Date

Checked by

Alarm call point tested

All premises

Alarm tested and heard in all areas	☐ Pass	☐ Fail
Escape routes and exits clear and unlocked while open	☐ Pass	☐ Fail
Fire doors close fully and are not wedged open	☐ Pass	☐ Fail
Fire exit signs visible and undamaged	☐ Pass	☐ Fail
Extinguishers in place, pins and seals intact	☐ Pass	☐ Fail
Emergency lighting indicators lit	☐ Pass	☐ Fail
Stock, boxes and waste kept away from exits	☐ Pass	☐ Fail
Electrical equipment and sockets free of obvious damage	☐ Pass	☐ Fail
Assembly point accessible	☐ Pass	☐ Fail

Kitchen and catering

Fire blanket in place, tapes hanging free, container undamaged	☐ Pass	☐ Fail	☐ N/A
Extinguisher suitable for the kitchen in place (wet chemical for fat, CO2 for electrical)	☐ Pass	☐ Fail	☐ N/A
Cooking appliances and fryers switched off and clean at close	☐ Pass	☐ Fail	☐ N/A
Extraction hoods and filters free of grease build-up	☐ Pass	☐ Fail	☐ N/A
Gas isolation valve or electrical cut-off known and accessible	☐ Pass	☐ Fail	☐ N/A
Nothing combustible stored near hobs, ovens or heaters	☐ Pass	☐ Fail	☐ N/A
Kitchen door or self-closing door works properly	☐ Pass	☐ Fail	☐ N/A

Electrical equipment and charging

Plugs, leads and cables undamaged, no scorch marks or burning smell	☐ Pass	☐ Fail	☐ N/A
Extension leads not overloaded or daisy-chained	☐ Pass	☐ Fail	☐ N/A
Portable appliance test labels in date, where you use them	☐ Pass	☐ Fail	☐ N/A
Equipment vents not blocked or covered	☐ Pass	☐ Fail	☐ N/A
Chargers and batteries not left charging unattended or overnight	☐ Pass	☐ Fail	☐ N/A
Heaters, kettles and toasters clear of combustibles and switched off at close	☐ Pass	☐ Fail	☐ N/A
Fuse board or consumer unit accessible and not blocked	☐ Pass	☐ Fail	☐ N/A

Storage rooms and plant rooms

Room kept tidy, stock stacked away from lights, heaters and electrical panels	☐ Pass	☐ Fail	☐ N/A
---	-------------------------------	-------------------------------	------------------------------

Flammable liquids, aerosols and gas cylinders stored correctly and away from heat	☐ Pass	☐ Fail	☐ N/A
Door kept closed or locked as intended, and fire door closes fully	☐ Pass	☐ Fail	☐ N/A
Boiler, plant and meter cupboards free of stored items	☐ Pass	☐ Fail	☐ N/A
Escape route through the room kept clear	☐ Pass	☐ Fail	☐ N/A

Outside areas and waste

Bins and waste skips kept away from the building, not against walls or windows	☐ Pass	☐ Fail	☐ N/A
Waste not allowed to build up in or near exits	☐ Pass	☐ Fail	☐ N/A
External exit routes and fire exit doors clear, including gates and steps	☐ Pass	☐ Fail	☐ N/A
External lighting and signs working	☐ Pass	☐ Fail	☐ N/A
Smoking area safe, with a metal bin for cigarette ends	☐ Pass	☐ Fail	☐ N/A

Pubs, bars and restaurants

Customer exits and escape routes clear and doors open easily from the inside without a key while open	☐ Pass	☐ Fail	☐ N/A
Fire exits not blocked by furniture, stools, queue barriers, bins or deliveries	☐ Pass	☐ Fail	☐ N/A
Cellar and bottle store routes clear, with stock kept off the floor near exits	☐ Pass	☐ Fail	☐ N/A
Gas cylinders and pipework secure, valves accessible and no smell of gas	☐ Pass	☐ Fail	☐ N/A
Glass, bottle and rubbish areas kept away from escape routes and heat sources	☐ Pass	☐ Fail	☐ N/A
Candles, decorations and festive lighting safe and kept away from combustible materials	☐ Pass	☐ Fail	☐ N/A
Stage lighting, speakers and event equipment safe, with cables not run across exits	☐ Pass	☐ Fail	☐ N/A

Defects found and action taken

Training session or fire drill record

Location

Date

Led by

Type (circle one): Fire drill Annual training Induction

Drill details

Include front of house, the kitchen and toilets. Practise shutting off gas and fryers on the way out.

Time to reach assembly point (min / sec)

Announced or unannounced

People who left the building

People expected to be in

☐ Everyone was accounted for at the assembly point

Anyone who needed help to leave, and how they were helped

Topics covered (tick those you covered)

- ☐ What the alarm sounds like
- ☐ Where the exits and assembly point are
- ☐ What to do on discovering a fire
- ☐ Using extinguishers and fire blankets
- ☐ Roll call and who is in charge
- ☐ Isolating gas and fryers safely
- ☐ Wet chemical extinguishers and fire blankets for cooking fires
- ☐ Clearing front of house and the kitchen
- ☐ Managing large groups and bookings

Notes (evacuation time, issues, actions)

Attendance and sign-off

1.	Name	Signature
2.	Name	Signature
3.	Name	Signature
4.	Name	Signature
5.	Name	Signature
6.	Name	Signature
7.	Name	Signature
8.	Name	Signature

Equipment register

List the equipment you need to keep serviced or inspected, where each item is and when it was last done. Check the register each month for anything coming due.

Common for restaurant, cafe or takeaway:

Fire extinguisher, Fire alarm panel, Call point, Smoke or heat detector, Emergency light, Fire door, Fire blanket, Kitchen extraction and ducting, Gas shut-off valve or interlock, Gas safety inspection, Fixed wiring inspection (EICR)

[illegible]

Fire risk assessment prompts

These prompts follow the five steps in GOV.UK fire risk assessment guidance. They help you start thinking and recording. They are not an assessment by a qualified person and do not make your premises compliant. Higher-risk or complex premises, and anyone unsure, should use a competent fire risk assessor.

Location

Date assessed

Review due

1. Identify fire hazards

Sources of ignition (heaters, electrical equipment, cooking, smoking, naked flames)

e.g. cooking equipment, fryers, gas appliances, candles, extraction systems

Sources of fuel (stock, packaging, waste, furniture, flammable liquids)

e.g. cooking fat and oil, grease in ducting, packaging, linen, furniture

Sources of oxygen (ventilation, oxygen or gas supplies)

2. Identify people at risk

Who could be at risk (staff, visitors, lone workers, people who sleep on site)

e.g. diners, kitchen and front of house staff, delivery drivers, anyone upstairs

People who may need extra help (disability, mobility, language, children)

e.g. diners with limited mobility, children, large group bookings

3. Evaluate, remove or reduce the risk

What you already do (alarm, detection, extinguishers, fire doors, escape routes, lighting, signs)

Further actions needed (what, who, by when)

4. Record, plan, inform, instruct and train

Emergency plan: what staff do on discovering a fire, who calls 999, where people meet

e.g. who isolates gas and fryers, clears the dining room, calls 999 and takes the roll

Training and drill arrangements

5. Review

What would trigger an earlier review (changes to layout, stock, staffing, building work)