Try Pioneer Fire on paper: Shop or retail

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	

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

Shops and retail

Shop floor displays, racks and promotional stands clear of exits and fire doors	☐ Pass	☐ Fail	☐ N/A
Security shutters, grilles and bolts unlocked or releasable while people are inside	☐ Pass	☐ Fail	☐ N/A
Stockroom shelves not overloaded and stock kept away from lights, heaters and sprinklers	☐ Pass	☐ Fail	☐ N/A
Delivery and rear doors accessible, with deliveries not blocking exits	☐ Pass	☐ Fail	☐ N/A
Cardboard, packaging and waste kept away from exits and electrical panels	☐ Pass	☐ Fail	☐ N/A
Window displays and decorations kept away from lights and heaters	☐ Pass	☐ Fail	☐ N/A
Changing rooms and staff areas free of waste and clutter	☐ 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 the shop floor, changing rooms, stockroom and any customers, and test that shutters and rear doors release.

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
- ☐ Clearing the shop floor and checking changing rooms
- ☐ Releasing security shutters and rear doors
- ☐ Leaving cash and belongings behind
- ☐ Evacuating customers at busy times

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 shop or retail:

Fire extinguisher, Fire alarm panel, Call point, Smoke or heat detector, Emergency light, Fire door, Security shutter or grille release, Fire exit hardware (push bars), Sprinkler or suppression, Portable appliance testing (PAT), Fixed wiring inspection (EICR)

Type	Where it is	Last serviced	Next due	Notes

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. display lighting and electrics, heaters, charging, staff-room appliances

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

e.g. stock, packaging, cardboard, clothing, aerosols

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. customers, staff, delivery drivers, people in changing rooms

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

e.g. customers with limited mobility, children, people who do not know the layout

3. Evaluate, remove or reduce the risk

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

e.g. shutters that release from inside, alarm, signs, extinguishers

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

Training and drill arrangements

5. Review

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