Fire Safety Toolbox Talk

Key points, do's and don'ts, and questions with answers. The attendance sign-off sheet is on the last page.

Asked to show your toolbox talk records? The Site Book keeps each talk and its signatures with the job, on Pro: **thesitebook.co.uk/features/toolbox-talks**

Key points to cover

- Know the site fire plan — the alarm signal, assembly point, and escape routes
- Hot works (welding, cutting, grinding) require a hot works permit and a fire watch for at least 60 minutes after the work finishes, then a check of the area again two hours after the work ended
- Keep escape routes clear at all times — never block stairways, corridors, or exits with materials or waste
- Store flammable liquids and gases in designated, ventilated areas away from ignition sources
- Report any fire safety concerns (blocked exits, missing extinguishers, damaged alarms) immediately
- Temporary accommodation (drying rooms, canteens) must have working smoke detection and extinguishers

Do's and don'ts

Do

- Know where the nearest fire extinguisher and alarm call point are
- Complete hot works permits before starting any hot work
- Maintain a 60-minute fire watch after hot works finish, then check the area again two hours after the work ended
- Keep fire doors closed — do not prop them open
- Attend site fire drills and take them seriously

Don't

- Never block escape routes with materials, waste, or equipment
- Never use fire extinguishers as door stops
- Never store flammable liquids near heat sources or in unventilated spaces
- Never ignore a fire alarm — treat every activation as real until confirmed otherwise
- Never re-enter a building during a fire alarm until given the all-clear by the fire marshal

Questions to check understanding

Ask each question and let the crew answer before you read out the answer.

Q1. How long should a fire watch last after hot works finish?

Answer: At least 60 minutes after the hot work has ended. The fire watcher must remain in the area and have a suitable extinguisher available. Then check the area again two hours after the work ended.

Q2. What should you do if you discover a fire?

Answer: Raise the alarm, call 999, evacuate the area using the nearest safe route, go to the assembly point, and do not re-enter. Only attempt to fight a small fire if you are trained and it is safe to do so.

Q3. What is a hot works permit?

Answer: A formal document that authorises work involving naked flames, sparks, or high temperatures (welding, grinding, cutting). It sets out the precautions required, including clearing combustibles, providing extinguishers, and maintaining a fire watch.

Q4. Why are construction sites especially vulnerable to fire?

Answer: Sites often lack completed fire protection systems (sprinklers, fire doors), have large quantities of combustible materials and waste, use temporary electrical supplies, and carry out hot works. Means of escape may also be incomplete.

Attendance sign-off sheet: Fire Safety Toolbox Talk

Everyone who attended prints their name and signs to confirm they received this talk.

Date _____ **Time** _____

Site or location _____ **Presented by** _____

No.	Name (print)	Company	Signature
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Presenter's signature _____

This is general guidance for UK construction sites. Check it against your own risk assessment, method statement and the site before you deliver it. Toolbox talk from The Site Book, reviewed 28 October 2026. Read it online at thesitebook.co.uk/toolbox-talks/fire-safety.