

## Example Fire Safety Maintenance Checklist

(to be developed and adapted as necessary to suit the particular premises under review)

	Yes	No	N/A	Comments
<b>Daily Checks (not normally recorded)</b>				
<b><u>Escape Routes</u></b>				
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Are fire doors clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Are escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<b><u>Fire warning systems</u></b>				
Is the indicator panel showing 'normal'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Are sounders/bells in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<b><u>Escape lighting</u></b>				
Are luminaires and exit signs in good condition and undamaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Is emergency lighting and sign lighting working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<b><u>Firefighting equipment</u></b>				
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Are fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

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	Yes	No	N/A	Comments
<b>Daily Checks (not normally recorded)</b>				
<b><u>Housekeeping</u></b>				
Is rubbish kept in a secure compound away from the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any flammable debris on the school site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are electrical sockets overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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### Weekly Checks

#### Escape Routes

Do all emergency fastening devices to fire exits (push bars / pads, etc.) work correctly?





Are external routes clear and safe?





#### Fire warning systems

Does testing a manual call point send a signal to the indicator panel?





Did the alarm system work correctly when tested?





Did staff, children and visitors hear the fire alarm?





Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released).





Do all visual alarms (as applicable) work?





Do voice alarm systems (as applicable) work correctly and was the message understood?





#### Escape lighting

Are charging indicators (if fitted) visible?





#### Firefighting equipment

Is all equipment in good condition?





Additional items from manufacturer's recommendations.

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	Yes	No	N/A	Comments
<b>Monthly Checks</b>				
<b><u>Escape routes</u></b>				
Do all electronic release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Do all automatic opening doors on escape routes 'fail safe' in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Are fire door seals and self-closing devices in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Do roller shutters provided for fire compartmentation work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Are external escape stairs safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Do all internal self-closing fire doors work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<b><u>Escape lighting</u></b>				
Do all luminaires and exit signs function correctly when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<b><u>Firefighting equipment</u></b>				
Is the pressure in 'stored pressure' fire extinguishers correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Additional items from manufacturer's recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

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### Six-Monthly Checks

#### General

Have the release and closing mechanisms of any fire-resisting compartment doors or shutters been tested by a competent person?

Yes	No	N/A	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

#### Escape lighting

Do all luminaires operate on test for one third of their rated value?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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### Annual Checks

#### Escape Routes

Do all self-closing fire doors fit correctly?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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Is escape route compartmentation in good repair?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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#### Escape lighting

Do all luminaires operate on test for their full rated duration?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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Has the system been checked by a competent person?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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#### Firefighting equipment

Has all firefighting equipment been checked by a competent person?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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#### Electrical equipment

Has portable electrical equipment been tested?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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#### Gas equipment

Have all gas appliances (boilers, heaters, catering equipt etc) been tested?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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#### Boilers

Have heating and hot water boilers been serviced?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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	Yes	No	N/A	Comments
<b>Five-Yearly</b>				
Is electrical installation tested every 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<b>Miscellaneous</b>				
Has the smoke and heat ventilation system been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Has external access for the fire service been checked for ongoing availability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Have any firefighters' switches been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Has the fire hydrant bypass flow valve control been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Are any necessary fire engine direction signs in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Are heat sources (heaters, cookers etc) separated from flammable materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Can heat sources be isolated without risk of injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

*Notes:*

- (1) This Fire Safety Maintenance Checklist will enable you to prepare the *School Fire Risk Assessment - Record of Significant Findings*
- (2) The *School Fire Risk Assessment - Record of Significant Findings* should refer to other plans, records or other documents as necessary.
- (3) The information in this record should also assist you to develop an *Emergency Plan*; and to inform and train staff and inform other relevant persons.



# Notes to be Read when undertaking Fire Risk Assessment

## Location

This can be a single room or group of rooms/block or wing as suits the situation.

## Identify the Fire Hazards

These can be identified as one or more of the following;

### 1 The potential for ignition

- Naked flames
- Heaters
- Hot processes
- Electrical apparatus or equipment
- Arson risk/site security

### 1 The potential for fire spread

- Stored materials and their locations (waste, resources materials, paper, chemicals, fuel, etc)
- Construction materials used.
- Compartmentation of building (fire resisting doors with closers, ceilings and walls etc)
- Potentially flammable fittings (furniture, display boards, books, etc)
- Ventilation levels (natural or mechanical)
- Is the area hidden from view (where a fire outbreak may not be immediately noticed)?

### 2 The consequences to life

- Occupancy levels
- Age groups
- Level of supervision
- Familiarity with building layout
- Time it takes to evacuate building (including comments as to width and suitability of escape routes)
- Physical and mental disability of particular building users
- Emergency Lighting on escape route (especially if used out of school hours)
- Directional Signage for designated escape routes
- Emergency escape ironmongery to escape routes
- Fire extinguishers type and location/suitability

## Identify those People at Risk

Currently these would be one or more of the following groups;

- Children
- Staff
- Directors/Governors
- Visitors
- Lettings
- Extended Schools Users
- People working near the fire danger
- People working alone in isolated areas
- Disabled persons
- The elderly or infirm



### **Evaluate the Risk**

This is assessed from the information gathered above. This could be identified as either LOW or SIGNIFICANT. A SIGNIFICANT for hazard relates to any feature of the premises, its content, the use or the occupants that may have an adverse effect on the means of escape in case of fire resulting in a potential risk to life.

### **Works / Practices proposed to Remove, Reduce and Protect from the Risks**

Where significant risks have been identified, the Academy Trust / Principal should put in place practices/control measures or undertake remedial works that would remove or reduce the risk. These Remedial Works/Practices proposed should be clearly identified on the assessment with timeframes for implementation clearly identified.

Some improvements may not have cost implications (e.g. simplifying a means of escape route by repositioning furniture), improved staff training/procedures etc, but some may require building works to be undertaken. If capital remedial works are required these should be entered on the Academy's Development Plan (Premises) and progressed in the normal manner (capital grant funded works).

### **Record, Plan Instruct and Train**

Record the findings and action you have taken. Discuss and works with other responsible persons in the organisation.

Use the information gathered to prepare an **Emergency Plan** for the building.

Inform and instruct relevant people that use the premises and provide/arrange for the necessary fire safety training.

### **Review**

Review the Fire Risk Assessment regularly (at least annually) and following any proposed changes to the building, change of room uses or introduction of new users (extended schools) or significant changes in pupil numbers.

APPENDIX 2

## Fire Safety Maintenance Checklist

	yes	no	n/a	Comments
<b>DAILY</b>				
<b>Escape routes and fire doors</b>				
Can all fire exits be opened immediately and easily?				
Are fire doors clear of obstructions?				
Are escape routes clear?				
Have all fire doors been checked to make sure there aren't locked?				
<b>Fire alarms</b>				
Is the panel indicating normal?				
<b>Escape route lighting</b>				
Are luminaires and exits signs in good condition?				
Is emergency lighting and sign lighting working correctly?				
<b>Housekeeping</b>				
Is the building interior and exterior free from a build up of excess waste or redundant materials which could provide fuel for fire?				
Morning Checks: <ul style="list-style-type: none"> <li>▪ flammable liquids are in suitable, clearly marked containers and correctly stored</li> <li>▪ electrical equipment is rated for the job, correctly used and not overloaded</li> <li>▪ materials are stored away from hot surfaces</li> <li>▪ no deposits or flammable materials are stored near sources of ignition</li> <li>▪ waste bins are in place and not overfilled or overflowing</li> </ul>				
Evening Checks: <ul style="list-style-type: none"> <li>▪ flammable liquids stored properly</li> <li>▪ unused plant and electrical equipment shut down</li> <li>▪ materials stored away from hot surfaces</li> <li>▪ waste bins emptied, no build up of redundant materials</li> <li>▪ fire doors and windows closed</li> <li>▪ entry to building is secure</li> </ul>				

	yes	no	n/a	Comments
<b>WEEKLY</b>				
<b>Escape routes and fire doors</b>				
Does testing a manual call point send a signal to the indicator panel?				
Did the alarm system work correctly when tested?				
Did staff and other people hear the fire alarm?				
<b>Fire Fighting Equipment</b>				
Are all fire extinguishers in the correct place?				
Are fire extinguishers clearly visible and free from obstruction?				
Are vehicles blocking fire hydrants or access to them?				
Do all automatic opening doors on escape routes 'fail safe' in the open position?				
Are fire door seals and self-closing devices in good condition?				
Do all roller shutters provided for fire compartmentation work correctly?				
Are external escape stairs safe?				
Do all internal self-closing doors work correctly?				
<b>Emergency and escape route lighting</b>				
Do all luminaires and exit signs function correctly when tested?				
Have all emergency generators been tested?				
<b>Fire extinguishers</b>				
Are the fire extinguishers in good condition?				
Do all fire extinguishers have enough stored pressure? (Check that pin is in place and that extinguishers have not been discharged.)				
<b>MONTHLY</b>				
<b>Escape routes and fire doors</b>				
Do all electric release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position?				
Do all automatic opening doors on escape routes 'fail safe' in the open position?				
Are fire door seals and self-closing devices in good condition?				

	yes	no	N/A	Comments
<b>MONTHLY</b>				
Do all roller shutters provided for fire compartmentation work correctly?				
Are external escape stairs safe?				
Do all internal self-closing doors work correctly?				
<b>Emergency and escape route lighting</b>				
Do all luminaires and exit signs function correctly when tested?				
Have all emergency generators been tested?				
<b>Fire extinguishers</b>				
Are the fire extinguishers in good condition?				
Do all fire extinguishers have enough stored pressure? (Check that pin is in place and that extinguishers have not been discharged)				
<b>QUARTERLY</b>				
<b>Emergency and escape route lighting</b>				
Do all luminaires operate on test for one third of their rated value?				

APPENDIX 1

# Emergency Fire Plan Checklist

Tick  $\checkmark$  column if covered. N/A if 'not applicable'

$\checkmark$  or N/A

- 1. Adequate provision of Fire Action Notices posted by all final exits and call points
- 2. Method for calling the emergency services
- 3. Practice and document suitable evacuation procedure for the premises, relevant persons, associated hazards and risks. Ensure staff react immediately. Ensure staff react immediately when alarm sounds (aim to evacuate in 2 ½ minutes). Ensure staff are aware that no one returns to the building unless permission has been granted by the Fire Officer/ Police Officer
- 4. Provision of clearly identified external assembly points
- 5. Clear identification of escape routes with appropriate signage and markings in Compliance with the Health and Safety (Signs and Signals) Regulations 1996 BS 5499
- 6. Provision of adequate and appropriate fire fighting equipment and signage
- 7. Clear Description of employee duties
- 8. Employee training
- 9. Plans and provisions for the evacuation of those at particular risk
- 10. Site policy and procedure for the use of emergency equipment in the event of an emergency
- 11. Include any high risk areas / equipment in the plan and clearly identify (e.g. gas valves, electrical switch gear, chemicals and fuels)
- 12. Liaison with the emergency services including provision of appropriate information in the event of an emergency
- 13. Establish process for briefing visitors / contractors. (Work Permit)

**For additional help and guidance, contact the Asset Management Helpdesk on 01752 304588**