



Sampford Arundel Primary

School Fire Policy

Responsible Person:

Jacqui Collier

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Fire Safety in the Workplace

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This policy has been taken from Somerset County Council's corporate health and safety policy: Fire Safety in the Workplace.

1 Purpose of Policy

Fire is a significant hazard to the safety of both buildings and their occupants. All buildings and human activity represent some form of fire hazard; the aim of the County Council is to reduce such hazards in places where people work to a minimum.

The purpose of this policy is to protect its employees and other people using its premises from fire related risks.

It explains responsibilities of managers and employees in doing this, in particular detailing the role of the 'Responsible Person' that is required for each premises. Section 3 gives guidance on how these responsibilities should be carried out.

The policy works alongside the document [HS F10](#), which contains forms for regular fire safety checks and the review of the fire risk assessment.

2 Responsibilities

2.1 Somerset County Council will:

provide buildings in which fire precautions appropriate for their use are taken into account during their design and construction

train management and staff as appropriate in relevant fire safety procedures safe working practices and systems

ensure all Council properties and equipment are kept in good working condition and free from hazards, being regularly serviced and maintained

ensure competent persons, who have sufficient knowledge and training, are available to implement its fire safety procedures

monitor the effectiveness of and level of compliance with the fire safety procedures through a system of suitable and adequate fire risk assessments taking in account:

- identification of possible sources of fire and evaluation of the manner in which it may develop
- adequate and competent supervision of all activities which involve risk.
- compliance with all relevant legislation.

2.2 The County Health and Safety Unit will

implement a fire risk assessment programme to cover all premises where the Council has this responsibility, prioritised on a risk basis

perform full reviews of any fire risk assessment of Council-owned premises within six months of being informed by the relevant Responsible Person that this is required (see the criteria in [form HS F10g](#))

provide advice regarding the implementation of remedial measures stipulated in fire risk assessments

check that remedial actions stipulated in fire risk assessments have been implemented

monitor and review this policy annually to ensure that the Corporate policy standards are being achieved.

2.3 Delegated Senior Managers (DSM H&S) will

appoint a 'Responsible Person' for each Council premises

ensure that fire risk assessments are carried out for premises that the Council does not own but at which Council employees work.

2.4 The 'Responsible Person' for each premises will

be responsible for the fire safety of the buildings which they manage

appoint one or more competent persons (e.g. fire wardens) to assist in any of the measures listed in this section

ensure that an emergency plan is established ([see section 3.13](#)) to incorporate procedures to follow in the event of serious and imminent danger, including:

- designating a person designated to supervise the efficiency of evacuations
- identifying people with special needs, recording where they are located in the building and planning action to assist them in the event of fire ([see section 3.12](#))

ensure that measures required in the fire risk assessment are implemented by the specified deadline

review their fire risk assessment at least annually, or whenever significant change occurs to the building or the activities carried out ([See form HS F10g](#))

contact CHSU if their fire risk assessment requires a full review (following the criteria in the annual review ([See form HS F10g](#)))

ensure that regular inspections of the working environment are undertaken to ensure that good housekeeping is maintained. ([see section 3.7](#))

ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state, in good working order and in good repair

ensure that records are kept of all fire safety maintenance checks, as detailed in document [HS F10](#)

consult your employees and their safety representatives about nominating people to carry out particular roles in connection with fire safety (e.g. fire wardens) and about proposals for improving the fire precautions

provide all people working within the premises with comprehensible and relevant fire safety information on:

- the risks to them identified by the risk assessments
- the measures you have taken to prevent fires
- how these measures will protect them if a fire breaks out
- the identities of the appointed fire wardens
- their responsibilities ([see section 2.7](#)).

co-operate and co-ordinate with other Responsible Persons who also have premises in the building, inform them of any significant risks which affect them, and how they will seek to control the risks which might affect the safety of their employees.

2.5 Managers hiring or leasing premises for short-term use will

as part of the contract of hire, establish the fire safety responsibility of those leasing the building

establish and document the Responsible Person for each individual event or function, and make clear their legal duties to them.

2.6 Line managers will

make employees aware of what action they can take to ensure their own personal safety within their work environment ([see section 3.4](#))

draw to the attention of their employees their duties with respect to fire safety
ensure that there are adequate fire safety measures in place for employees
working on non-Council controlled premises.

2.7 Employees will

co-operate in undertaking fire drills and evacuations
act in accordance with all fire safety procedures, safe systems of work or
instructions that have been initiated by management for their health and safety

not intentionally or recklessly interfere with or misuse anything provided in the
interests of fire safety

not do anything that will place themselves or other people at risk

report without delay to their line manager any concerns regarding fire safety

participate in fire safety training, as agreed with their manager / supervisor.

3 Guide for the 'Responsible Person' for Workplace Fire Safety

- 3.1 [Key terms](#)
- 3.2 [Keeping records](#)
- 3.3 [Fire Wardens](#)
- 3.4 [Fire safety training](#)
- 3.5 [Fire Drills](#)
- 3.6 [Arson prevention](#)
- 3.7 [Housekeeping](#)
- 3.8 [Machinery and equipment](#)
- 3.9 [Electrical Safety](#)
- 3.10 [Dangerous substances](#)
- 3.11 [Managing building work](#)
- 3.12 [Help for people with special needs](#)

3.1 Key terms

A **'competent person'** is a person with enough training and experience or knowledge and other qualities to enable them properly to assist in undertaking the preventive and protective measures. For example, a fire warden who has been trained and who understands their responsibilities.

A **'fire compartment'** is a building, or part of a building, constructed to prevent the spread of fire to or from another part of the same building or an adjoining building.

The **'Responsible person'** is the person ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005.

'Relevant persons' are any persons lawfully on your premises and any persons in the immediate vicinity

3.2 Keeping records

You must ensure that up-to-date records are kept of your actions in managing fire safety to a) help minimise the potential for fire to occur and, b) demonstrate how you are complying with fire safety law.

The accompanying document [HS F10](#) gives templates for the most important inspection checklists, maintenance records and training forms. Your records should be kept in a specific place on the premises (Records are kept in the Fire Folder in the office), and should include:

- details of any action taken following the fire risk assessment

- testing and checking of escape routes, including final exit locking mechanisms such as panic devices, emergency exit devices and any electromagnetic devices

- testing of fire-warning systems, including weekly alarm systems, including weekly alarm tests and periodic maintenance by a competent person

- testing and maintenance of emergency lighting systems

- testing and maintenance of fire extinguishers, hose reels and fire blankets etc

- recording and training of relevant people and fire evacuation drills

- arrangements in a large multi-occupied building for a co-ordinated emergency plan leading to an effective roll-call

- all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.

- periodic safety audits, inspections and tests, and any remedial action taken

3.3 Fire wardens

Role

Staff undertaking the role of Fire Warden may have the following duties:

- helping those on the premises to leave

- checking the premises to ensure everyone has left

- using fire fighting equipment if safe to do so

- liaising with the Fire and Rescue Service on arrival

- shutting down vital or dangerous equipment

- performing a supervisory role in any fire situation.

Training required

- knowledge of the fire safety strategy of the premises

- awareness of human behaviour in fires

- how to encourage others to use the most appropriate escape route

how to search safely and recognise areas that are unsafe to enter

the difficulties that some people, particularly if disabled, may have in escaping and any evacuation arrangements that have been pre-planned

additional training in the use of fire fighting equipment

an understanding of the purpose of any fixed fire fighting equipment such as sprinklers

reporting of faults, incidents and near misses.

3.4 Fire safety training

Training is required:

when staff start employment or are transferred into the premises

when changes have been made to the emergency plan and the preventive and protective measures.

where working practices and processes or people's responsibilities change to take account of any changed risks to the staff, pupils, service users or other relevant persons.

to ensure that staff know what they have to do to safeguard themselves and others on the premises.

Where staff are expected to assist disabled persons.

Consult the [Form HS F10h](#), which is a checklist of issues to address during fire safety awareness training. This form also contains a form for people to sign to confirm their attendance at the training. This is important as enforcing authorities may want to examine these records as evidence that adequate training has been given.

The training needs of those workers who are at special risk, e.g. lone workers, should also be taken into consideration.

Schools can watch fire training guidance via EEC Safety Suite for a basic understanding for fire safety awareness.

3.5 Fire drills

Once the emergency plan has been developed and training given you will need to evaluate its effectiveness. The best way to do this is to perform a fire drill.

A fire drill should be carried out at sufficient intervals to guarantee that all members of staff and others who occupy the building take part in at least one drill per year.

Those who work shifts need to be included in fire drills. So, in buildings where people work outside normal office hours, more fire drills may be required.

A well planned and executed fire drill will confirm understanding of the training and provide helpful information for future training. The Responsible Person should determine the possible objectives of the drill such as:

- Identify any weaknesses in the evacuation strategy.
- Test the procedure following any recent alteration or changes to working practices.
- Familiarise new occupants with procedures.
- Test the arrangements for disabled people.

Who should take part in a fire drill?

Within each building the evacuation should be for all occupants except those who may need to ensure the security of the premises, or people who, on a risk-assessed basis, are required to remain with particular equipment or processes that cannot be closed down.

Premises that consist of several buildings on the same site should be dealt with one building at a time over an appropriate period unless the emergency procedure dictates otherwise.

3.6 Arson prevention

The majority of recent fires on SCC premises have been due to arson. This isn't just a local trend: between 2000 and 2004, there were an average of 1350 fires each year in schools nationally, of which 60% were caused by arson. This equates to 16 fires caused by arson each week.

Be aware of other small, deliberately set fires in the locality, which can indicate an increased risk to your premises. Be suspicious of any small 'accidental' fires on the premises and investigate them fully and record your findings.

Fires started deliberately can be particularly dangerous because they generally develop much faster and may be intentionally started in escape routes. Of all the risk-reduction measures, the most benefit may come from efforts to reduce the threat from arson.

Measures to reduce arson may include the following:

- Deter unauthorised entry to the site by limiting site entrances, providing appropriate boundary security and implementing controlled site access.
- Thoroughly secure all entry points to the premises, but make sure this does not compromise people's ability to use the escape routes.
- Ensure the outside of the building is well lit.
- Make sure you regularly remove all combustible rubbish.
- Do not place rubbish skips adjacent to the building.
- Do not site wall-mounted waste bins beneath windows or on walls covered in combustible cladding, in general, secure waste bins in a compound separated from the building.
- Promote good relations with neighbours who overlook your premises – they can be your eyes and ears when the premises are unoccupied.

3.7 Housekeeping

Good housekeeping will lower the chances of a fire starting, so the accumulation of materials in premises should be monitored carefully. This is particularly important in reducing the chance of escape routes and fire doors being obstructed.

Close down procedures

To reduce the risk of a fire occurring in your premises out of normal hours, it is important that proper close down procedures are applied, particularly in higher risk areas such as kitchens, laboratories and workshops. Close down checks could include checking that:

- Refuse/waste has been removed from the premises and placed in secure storage
- Flammable materials are locked away.
- Equipment and machinery is switched off
- Valuable equipment is secured
- Internal doors are closed
- External doors have been secured

3.8 Equipment and machinery

Lack of preventive maintenance increases the risk of fire starting in equipment and machinery. Common causes of fire are:

- Misuse or lack of maintenance of cooking equipment and appliances.
- Allowing ventilation points to become clogged or blocked, causing overheating.
- Allowing extraction equipment in catering environments to build up excessive grease deposits.

All machinery and equipment should be properly maintained by a competent person. Appropriate signs and instructions on safe use may be necessary.

3.9 Electrical safety

Poorly installed and maintained electrical equipment can be a significant cause of accidental fires. The main causes of fire are:

- Overheating cables and equipment, e.g. due to overloading circuits, bunched or coiled cables or impaired cooling fans.
- Damaged or inadequate insulation on cables or wiring.
- Combustible materials being placed too close to electrical equipment which may give off heat even when operating normally or may become hot due to a fault.
- Bunched cables passing through insulant which can generate excessive heat.
- Lack of maintenance or testing.

All electrical equipment should be installed and maintained in a safe manner by a competent person.

If portable electrical equipment is used, including items brought into a workplace by staff, then you should ensure that it is visually inspected and undergoes portable appliance testing (PAT) at intervals suitable for the type of equipment and its frequency of use.

3.10 Charging equipment at home with Lithium-Ion batteries

Fire risks of batteries and chargers explained

How safe is your bedside table? Do you pop your phone on to charge before bed? Maybe you love to watch TV on your laptop or tablet in bed – plugged in to keep the screen bright? Let's take a closer look at how many of us use every day electrical items – and the fire risks many of Health and Safety Policy Manual Fire Safety in the workplace HS 010 Issued by: SCC Corporate Health & Safety Unit Issue Date: November 2022 V6 Page 13 of 22 us leave ourselves open to without realising it.

What is a Lithium-ion battery?

Lithium-ion batteries or li-ion batteries (sometimes called LIBs) are the lightweight, rechargeable batteries that power our phones, laptops, and cameras. They're found in many electrical devices from mobility scooters to e-cigarettes and are used safely by millions of people every day. However, there are some things you need to know when it comes to fire safety, chargers, and batteries.

Are batteries dangerous?

When used properly, no. But batteries can present a fire risk when over-charged, short-circuited, submerged in water or if they are damaged. It's important to charge them safely too.

Safety tips for charging your devices

- Always use the charger that came with your phone, tablet, e-cigarette, or mobile device.
- If you need to buy a replacement, always choose a branded, genuine product from a supplier you can trust. There are lots of fakes out there, and it can be difficult to spot the difference.
- Avoid storing, using, or charging batteries at very high or low temperatures.
- Protect batteries against being damaged – that's crushed, punctured, or immersed in water.
- Don't leave items continuously on charge after the charge cycle is complete – it's best not to leave your phone plugged in overnight for example.
- Never cover chargers or charging devices – that includes using your laptop power lead in bed.
- When you travel, avoid keeping all your items containing lithium-ion batteries together, especially on a plane. Check with your flight carrier for additional information or advice.
- Don't overload your sockets.

Counterfeit electrical chargers can be deadly – many fail to meet UK safety regulations leading to fires and injury. What may seem like a bargain at the market isn't worth the risk when you consider that it could cost a family member's life.

3.11 Dangerous substances: storage, display and use

Specific precautions are required when handling and storing dangerous substances to minimise the possibility of an incident. Your supplier should be able to provide detailed advice on safe storage and handling, however, the following principles will help you to reduce the risk from fire:

- Substitute highly flammable substances and materials with less flammable ones.
- Reduce the quantity of dangerous substances to the smallest reasonable amount necessary.
- Correctly store dangerous substances e.g. in a fire resisting enclosure. All flammable liquids and gases should ideally be locked away, especially when the premises are unoccupied, to reduce the chance of them being used in an arson attack.
- Ensure that you and your employees are aware of the fire risk the dangerous substances present and the precautions necessary to avoid danger.

3.12 Managing building work and alterations

Fires are more frequent when buildings are undergoing refurbishment or alteration.

You should ensure that, before any building work starts, you have reviewed your fire risk assessment and considered what additional dangers are likely to be introduced.

You will need to evaluate the extra risks to people, particularly in those buildings that continue to be occupied. Lack of pre-planning can lead to haphazard co-ordination of fire safety measures.

You should liaise and exchange information with contractors who will also have a duty to consider fire safety, carry out a risk assessment and inform you of their significant findings and the preventative measures they may employ.

You should continuously monitor the impact of the building work on the general fire safety precautions, such as the increased risk from quantities of combustible materials and accumulated waste and maintaining adequate means of escape. You should only allow the minimum materials necessary for the work in hand within or adjacent to your building.

Activities involving hot work, such as welding, flame cutting, use of blow lamps or portable grinding equipment can pose a serious fire hazard and need to be strictly controlled when carried out in areas near flammable materials. This can be done by having a written permit to work for the people involved.

Besides hot work, additional risks that can occur during building work include:

- Temporary electrical equipment
- Blocking of escape routes
- Introduction of combustibles into an escape route
- Loss of normal storage facilities
- Fire doors being wedged open
- Additional personal who may be unfamiliar with the premises

3.13 Help for people with special needs (PEEP)

Some common forms of disability that you may need to take into account in your Emergency Plan are:

- Mobility impairment, which can limit speed of evacuation.
- Hearing impairment, which can limit the response to an alarm.
- Visual impairment, which can limit the ability to escape.
- Learning difficulties, which can affect the response to an alarm.

You must provide a safe means for people with any of the above disabilities to leave if there is a fire.

You and your staff should be aware that disabled people may not react, or can react differently to a fire warning or a fire.

In premises with a simple layout, a common-sense approach, such as offering to help lead a blind person or helping an elderly person down steps may be enough. In more complex premises, more elaborate plans and procedures will be needed, with trained staff assigned to specific duties.

Whilst most people with special needs wish to and are able to make their own escape, there may be a number who are only able to move or react adequately with assistance from staff.

Consider the needs of those with mental disabilities or spatial recognition problems. The range of disabilities encountered can be considerable, extending from mild epilepsy to complete disorientation in an emergency situation. Many of these can be addressed by properly trained staff, discreet and empathetic use of the 'buddy system' or by careful planning of colour and texture to identify escape routes.

Where people with special needs use or work in the premises, their needs should, so far as is practicable, be discussed with them. These will often be modest and may require only modifications to existing procedures. However, you may need to develop individual 'personal emergency evacuation plans' (PEEPs) for disabled persons who frequently use a building. They will need to be confident of any plan/PEEP that is put in place after consultation with them. As part of your consultation exercise you will need to consider the matter of personal dignity.

If members of the public use your building then you may need to develop a range of standard PEEPs which can be provided on request to a disabled person or others with special needs.

You should also consider the particular needs of very young children (e.g. in nurseries) or the elderly who may use your premises.

For schools, help in drawing up a PEEP can be obtained from the **Physical and Medical Support Team** on 01278 446445.

Preparing a Personal Emergency Evacuation Plan (PEEP)

The best place to start is to ask the person who may require assistance to complete a questionnaire to aid in the development of a PEEP. This may include questions relating to the individual's abilities, work location, work activities (e.g. does he or she move around the premises often), previous experience in PEEP procedures, etc. The following should be included in the plan:

- Identification of and information on, the best method of evacuation. This may include information about the availability of horizontal evacuation routes or a 'fireman's lift'.
- Any requirement for specialist equipment, such as an evacuation chair, and any requirement for training in the use of the equipment.
- Identification of fire exits that are wheelchair accessible (these should have a clear signage so that they are easily identifiable by the wheelchair user).
- Locations for wheelchair refuges and means of communication (if it will not be possible to evacuate the individual immediately).
- Information about whether the wheelchair user can reach the refuge unaided (if not, a "buddy system" could be introduced).
- Characteristics of the building that may affect evacuation.
- The details of those volunteering for the buddy system.
- Training requirements.
- Information on the maintenance and periodic inspection of equipment.
- When the PEEP should be reviewed.

To be effective, egress plans depend on the ability of staff to respond efficiently. Staff should receive instructions, practical demonstrations and training appropriate to their responsibilities. Regular fire drills should be carried out to ensure that the disabled person and other staff are fully aware of the procedures to be undertaken and have confidence in those procedures.

3.14 Developing an Emergency Plan

Your emergency plan should be appropriate to your premises and could include:

- How people will be warned if they discover a fire.
- How the evacuation of the premises should be carried out.
- Individual needs/risks relating to individuals.
- Identification and use of protected areas for horizontal evacuation.
- Procedures for a 'delayed evacuation' response.
- Where people should assemble after they have left the premises and procedures for checking whether premises have been evacuated.
- Identification of escape routes.
- Arrangements for fighting fire.

- The duties and identity of staff who have specific responsibilities if there is a fire (e.g. fire wardens)
- Arrangements for the safe evacuation of people identified as being especially at risk, such as residents and others with disabilities, members of the public.
- Any machines/processes/appliances/power supplies that need to be stopped or isolated if there is a fire.

4 FAQs

Q. *What happens to the Fire Certificate where one was issued by the Fire Authority?*

Since October 2006, Fire Certificates have had no legal standing.

Existing and new premises do not now require a Fire Certificate.

If you already have a Fire Certificate it will be an extremely useful guide to completing your Fire Risk Assessment and can be kept as part of your Risk Assessment.

As long as you have been complying with the requirements of the Fire Certificate you will probably not have to do anything further to comply with the Regulatory Reform (Fire Safety) Order 2005.

Q. *Do I need to train pupils/students in schools in fire awareness?*

It is good practice to provide pupils and students with some form of fire safety training so that they are aware of the actions to be taken in the event of fire. This should include instruction on the:

- details of the emergency plan
- importance of fire doors and other basic fire-prevention measures
- importance of reporting to the assembly area
- exit routes and the operation of exit devices.

Q. *How does the fire risk assessment process work?*

- a) The fire risk assessor will meet with the premises' Responsible Person or their representative and collect certain basic information about the premises.
- b) He will then walk through the premises and bring plans up to date. Any deficiencies in fire precautions will be noted.
- c) The records of fire safety checks (the fire logbook) will be checked.
- d) Feedback will be given at the end of the inspection and the assessment report produced from the notes of the inspection.
- e) A binder copy of the assessment will be produced and sent to the premises manager, and an electronic copy held on the web site. The electronic copy will be used by Directorates and CHSU to monitor standards of fire precaution compliance.

5 Links

5.1 External

Department of Communities and Local Government: www.communities.gov.uk/fire

Means of Escape for Disabled People, DCLG:

<http://www.communities.gov.uk/index.asp?id=1506318>. Includes advice on preparing a PEEP (Personal Emergency Evacuation Plans) for those with disability.

Online arson risk assessment for schools: Department of Children, Schools and Families: www.teachernet.gov.uk/emergencies/resources/arson/

Guidance on reducing the risk of arson, Arson Prevention Bureau: www.arsonpreventionbureau.org.uk

Regulatory Reform (Fire Safety) Order 2005,
The Stationery Office, 2005: <http://www.opsi.gov.uk/si/si2005/20051541.htm>

Entry Level Guide – A short guide to making your premises safe from fire.

Department of Communities and Local Government
:<http://www.communities.gov.uk/index.asp?id=1500383>

Fire Protection Association (FPA): www.thefpa.co.uk.

The FPA is the UK's national fire safety organisation. It provides a range of fire safety audit and fire risk assessment services.

Emergency Planning Society: www.the-eps.org

The Emergency Planning Society is a member-led organisation for professionals dealing with emergency planning and crisis and disaster management.

Construction Information Sheet No. 51: Construction fire safety, Health and Safety Executive: www.hse.gov.uk/pubns/cis51.pdf

Maintaining portable electrical equipment in offices and other low-risk environments, Health and Safety Executive: <http://www.hse.gov.uk/pubns/indg236.pdf>

Using electric storage batteries safely, INDG 139

<https://www.hse.gov.uk/pubns/indg139.pdf>

5.2 Internal SCC links

SCC Fire Safety Forms, HS F10

[HS F10 Fire Forms Latest.docx \(sharepoint.com\)](#)

5.2.1 CYPD links

Sensory, Physical and Medical Support Service (SPMSS). 01278 446445

SPMSS assist with developing personal emergency evacuation plans (PEEPs) for children in schools.

Forms for the management of fire safety

| | |
|--|---|
| a) Daily Fire Safety Checklist | |
| b) Weekly Fire Safety Checklist | To be completed by the Responsible Person for the premises or an appointed competent employee |
| c) Weekly fire alarm tests | |
| d) Monthly Emergency lighting tests | |
| e) Monthly fire extinguisher inspection checklist | |
| f) 6-monthly record of emergency evacuation | |
| g) Annual review of Fire Risk Assessment | |
| h) Contents of Fire Awareness Training for Employees | |
| i) Fire alarm system – repairs and servicing | To be completed by a service engineer |
| j) Emergency lighting – repairs and servicing | |
| k) Fire extinguishers – repairs and servicing | |

Frequently asked questions

Q. *I already have a logbook. Do I have to use these forms instead?*

No. The use of these actual forms is not obligatory: as long as the essential relevant information is recorded, it does not matter if another logbook is used, or if you use forms provided by the manufacturer of the equipment.

However, if you do use the forms in this document, you are encouraged to make changes to them to make them as relevant as possible. For example, the forms relating to emergency lighting system tests may need to be amended to suit the requirements for your system. You should consult the manufacturer's recommendations.

Q. *Who has to do these fire safety checks?*

The 'Responsible Person' for each premises is responsible for ensuring that the checks take place. However, they can delegate the job of performing the checks to another competent employee (except for the Annual Review).

Q. *What does 'competent' mean?*

A 'competent' person has sufficient knowledge and training to perform the task adequately.

Q. *I do these checks regularly, but haven't got time to write them all down. Do I have to do this?*

You do not need to record every daily check (Form F10a). However, the information in all other forms does need to be recorded.

Q. *Where should I store these forms?*

Ideally, store them in the same folder as your fire risk assessment. This will make it easier to discern if there have been any lapses in maintenance checks.

If your premises has had a fire risk assessment since 2006, you will have received a grey folder which contains a logbook section. Where possible, forms should be stored in this section of the folder.

Records of checks are now uploaded to CIVICA PROPERTY MANAGEMENT Portal which has replaced RAMIS

Daily fire safety checklist

Recording is **not** normally necessary for daily checks, unless faults are found and cannot be immediately rectified.

| | Yes | No | N/A | Actions and comments |
|--|-----|----|-----|----------------------|
| Escape routes | | | | |
| Can all fire exits be opened immediately and easily? | | | | |
| Are fire doors clear of obstructions? | | | | |
| Are escape routes clear? | | | | |
| Fire warning systems | | | | |
| Is the indicator panel showing 'normal'? | | | | |
| Are whistles, gongs or air horns in place? | | | | |
| Emergency lighting | | | | |
| Are luminaires and exit signs in good condition and undamaged? | | | | |
| Is emergency lighting and sign lighting working correctly? | | | | |
| Firefighting equipment | | | | |
| Are all fire extinguishers in their correct position and mounted properly? | | | | |
| Are all fire extinguishers clearly visible and unobstructed? | | | | |
| Are vehicles blocking fire hydrants or access to them? | | | | |

Only complete if faults have been found that cannot be immediately rectified:

Completed by:

Date:

Area covered:

Completed by:

Date:

Area covered:

| | Yes | No | N/A | Actions and comments |
|--|-----|----|-----|----------------------|
| Escape routes | | | | |
| Do 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? (Disconnect the link to the receiving centre or tell them you are doing a test) | | | | |
| Did the alarm system work correctly when tested? | | | | |
| Did staff and others hear the fire alarm? | | | | |
| Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop) | | | | |
| Did all visual alarms and/or vibrating alarms and pagers (as applicable) work? | | | | |
| Do voice alarm systems work correctly? Was the message understood? | | | | |
| Emergency lighting | | | | |
| Are charging indicators (if fitted) visible? | | | | |
| Firefighting equipment | | | | |
| Is all equipment in good condition? | | | | |
| Have any battery operated smoke detectors been tested? | | | | |
| Are any boiler rooms, switch rooms or flammable substance stores free from rubbish and waste materials, and any other unauthorised stored equipment? | | | | |

HS F10e

Monthly fire extinguisher inspection checklist

To be carried out by the Responsible Person or their appointed employee

Building:

Person inspecting:

Date:

| | | Yes | No | Action |
|---|---|-----|----|--------|
| 1 | Are all extinguishers in their designated places? (see floor maps for layout) | | | |
| 2 | Are all extinguishers unobstructed and clearly visible? | | | |
| 3 | Is the operating instruction on all extinguishers clean and legible and facing outward? | | | |
| 4 | Have any extinguishers been operated or discharged? | | | |
| 5 | Have any extinguishers been damaged? | | | |
| 6 | Do all extinguisher gauges indicate that they are within operational and safety limits? | | | |
| 7 | Are any of the seals or tamper indicators broken or missing? | | | |

Records of any problems with extinguishers

| Extinguisher Type | Location | Fault | Action By | Checked By |
|-------------------|----------|-------|-----------|------------|
| | | | | |
| | | | | |

HS F10f

Emergency evacuations and drills

Fire drills should take place at sufficient intervals to guarantee that **all** members of staff participate at least once per year.

A record must be kept of every drill.

The drills should assume conditions in which one or more escape routes are obstructed by smoke.

| Date | Time Alarm Heard | How long for all to be evacuated? (minutes) | Evac or Drill? | Number of staff involved | Location | Evacuation Observed By | |
|------|------------------|---|----------------|--------------------------|----------|------------------------|-------------------------|
| | | | | | | Name | Comments & Observations |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Annual Review of the Fire Risk Assessment of (premises name)

- To be performed by the 'Responsible Person' for the relevant premises **annually**, and at any other time when there is reason to believe that the original assessment is no longer valid.
- This is required under the Regulatory Reform (Fire Safety Order) 2005. Completion of this form provides evidence to the enforcing Authority of responsible management.
- This completed Review should be stored with the Fire Risk Assessment record.
- If you answer 'yes' to any of these issues marked with an asterisk (*), then a formal review of the fire risk assessment by the County Fire Risk Assessment Team may be required. Contact CHSU on 01823 355089 for advice.

| Issue | Yes | No | Detail Changes/Deficiencies |
|---|-----|----|-----------------------------|
| Have there been any fires or near miss experiences since the last fire risk assessment? * | | | |
| Have all the remedial measures specified in the fire risk assessment been completed? | | | |
| Since the last fire risk assessment, have there been any changes ... | | | |
| ... to the structure of the premises? * | | | |
| ... to the occupancy within the premises? * | | | |
| ... to the fire prevention measures?* | | | |
| ... to the fire protection measures?* | | | |
| ... in the management of fire safety?* | | | |
| ... in work practices involving ignition sources? * | | | |
| Policies and Plans | | | |
| Is the emergency action plan formulated and up to date? | | | |
| Has the Arson Prevention policy been reviewed? | | | |
| Are all PEEPs (Personal Emergency Evacuation Policies) in place, and are they up to date? | | | |

| Issue | Yes | No | Detail Changes/Deficiencies |
|---|-----|----|-----------------------------|
| Fire exits & fire doors | | | |
| All exits and routes to exits clear and unobstructed? | | | |
| Is escape route compartmentation in good repair? | | | |
| Do all self-closing fire doors fit and operate correctly? | | | |
| Signs and notices | | | |
| Are the signs and notices (including Fire Action Notices) adequate? | | | |
| Fire Alarm (see Form HS F10c) | | | |
| Have weekly break-glass call point tests done and recorded? | | | |
| Has the annual service been completed? | | | |
| Evacuation (see Form HS F10e) | | | |
| Have evacuation drills been completed and recorded? | | | |
| Emergency Lighting (see Form HS F10d) | | | |
| Do all luminaires operate on test for their full rated duration? | | | |
| Have all monthly tests been done and recorded? | | | |
| Has the system been serviced by a competent person? | | | |
| Fire Fighting Equipment (see Form HS F10e) | | | |
| Have monthly checks been done and recorded? | | | |
| Has annual servicing been done? | | | |
| Staff Training (see Form HS F10h) | | | |
| Have staff received any fire safety training? | | | |
| Has attendance at fire safety training been recorded? | | | |
| Dangerous Substances | | | |
| Are all chemicals stored correctly? | | | |
| All highly flammables stored correctly? | | | |

| Issue | Yes | No | Detail Changes/Deficiencies |
|---|-----|----|-----------------------------|
| All waste combustible items stored correctly? | | | |
| All COSHH Assessments and Data Sheets available and up-to-date? | | | |
| Electrical equipment | | | |
| All portable electrical equipment tested as per schedule? | | | |
| Main electrical system checked as per schedule? | | | |
| Miscellaneous | | | |
| Have any sprinklers been serviced? | | | |
| Have any firefighters' switches been tested? | | | |
| Kitchen vents/extract fans cleaned | | | |
| Has the fire hydrant bypass flow valve control been tested by a competent person? | | | |
| Has any dry/wet rising fire main been tested by a competent person? | | | |
| Has the smoke and heat ventilation system been tested by a competent person? | | | |

Premises:

Date Completed:

Signature:

HS F10h

Contents of fire awareness training for employees

These points should be addressed in fire awareness training sessions. If using the Fire Safety DVDs as a training aid, make sure that you supplement the DVD by discussing any your the local fire arrangements.

| Ensure employees are aware of / familiar with the following : | ✓ when done |
|--|-------------|
| Fire action | |
| Actions to be taken on discovering a fire - refer to fire action notices, means of activating the alarm system- the location and operation of call points. Named person who contacts the emergency services or whether the alarm is monitored. | |
| Actions to be taken when the fire alarm is sounded- describe sound of alarm- refer to fire action notices. Explain what day the alarm system is subjected to the weekly test. | |
| The procedures for alerting non-employees including, where appropriate, directing them to exits. | |
| The evacuation procedures for everyone in your premises (including young children or mobility impaired persons) to reach the named assembly point at a place of total safety- any responsibilities for providing registers and visitors book. | |
| The location of escape routes, especially those not in regular use | |
| How to open all emergency exit doors. Final fire exit doors must be kept unlocked whilst the premises are occupied and capable of being readily opened from the inside. | |
| Fire drills take place at sufficient intervals to guarantee that all members of staff participate at least once per year. | |
| Fire fighting | |
| The different types of extinguisher, their location and when they should be used (training is required for their use). Staff are not expected to use fire hose reels where installed | |
| Access to extinguishers must be kept unobstructed and any missing / used / damaged extinguishers must be reported immediately. | |
| The location and safe use of fire blankets. | |
| General Fire Safety | |
| All equipment / systems must be maintained according to manufacturer's instructions | |
| Fire Risk Assessment and the Fire Log Book | |

| | |
|---|--|
| The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke | |
| Fire exit routes must be kept clear of obstructions and fire doors kept closed (unless fitted with automatically closing device). | |
| Storage / display of combustible items (e.g. wood / paper / cardboard, etc) on exit routes should be kept to a minimum (preferably avoided) but must be avoided under staircases | |
| The arrangements in place for good housekeeping / safe storage of waste and litter, both internally and externally | |
| Portable electrical equipment to be visually inspected prior to use and maintained by a competent person. Cover the establishment's defect reporting procedure. | |
| The safe use of and risks from storing or working with highly flammable and explosive substances. | |
| Any fire hazards must be reported immediately to management. | |
| Security must be maintained i.e. control of unauthorised access to the school premises/ site to be controlled, also to kitchens/rooms with flammable liquids, heating boilers, cleaners' chemicals, mains services, gas supply. | |
| The use of premises by outside bodies or other groups. | |

Trainer's name:

Signature:

Date:

Trainees' names:

Signatures:

Trainees' names:

Signatures:

