

FIRE SAFETY AUDIT

# GUIDANCE FOR SCHOOLS



Premises/location of audit

Address of premises

Date of audit

Name of person/s undertaking audit

| FIRE HAZARDS-ELECTRICAL |
| --- |
| Question | Yes | No | NA | Comments and hazards identified  |
| Does the organisation have suitable procedures for the purchase, use and maintenance of electrical equipment and systems? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is the fixed installation subject to periodic inspection and testing to best practice (e.g. IET guidance)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out on the system? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are all portable appliances subject to a regime of periodic inspection and testing to best practice? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are staff aware that only trained personnel can make repairs or alterations to systems and equipment? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are suitable records and documentation kept in relation to electrical safety (e.g. maintenance and testing)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Do inspection records indicate any issues with the use of the electrical system? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the necessary remedial action been taken following the inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE HAZARDS-LIGHTNING |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Does the premise have a lightning protection system? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are there records relating to the testing, inspection and maintenance of the system? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out?  | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE HAZARDS-SMOKING |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Is there a policy on smoking at work that is made known to all premise occupiers? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is smoking prohibited on the premises? | Blank cell | Blank cell | Blank cell | Blank cell |
| If so has the inspection regime identified any matters of concerns (e.g. signs of unauthorised smoking)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are dedicated smoking areas provided with suitable facilities? | Blank cell | Blank cell | Blank cell | Blank cell |
| If so has the inspection regime identified any matters of concern? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the necessary remedial action been taken following the inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE HAZARDS-ARSON |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Have arson risks been subject to any risk assessment? | Blank cell | Blank cell | Blank cell | Blank cell |
| Does the premise have a security policy that takes account of arson risks? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are appropriate measures taken to eliminate or reduce arsons risks (see Arson Risk Assessment Checklist)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the inspection regime identified any matters of concern in relation to physical security arrangements? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the necessary remedial action been taken following the inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE HAZARDS-CATERING/KITCHENS |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Are there any catering or cooking appliances on the premises? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is the use of open flame heat sources reduced to a minimum (e.g. electric hobs)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is the use of deep fat fryers reduced to a minimum and are they fitted with thermostatic shut-offs? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there a regime of inspection, testing, cleaning and maintenance in place for all cooking appliances? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are there any kitchen extract ventilation systems in the premise? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there documentary evidence in relation to a regime of cleaning, testing and maintaining the kitchen extract ventilation system (filters, duct work and M&E elements)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the inspection regime identified any matters of concern in relation to catering or kitchen facilities? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the necessary remedial action been taken following the inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE HAZARDS-HEATING |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Does the responsible person allow the use of portable heaters? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there a clear policy on the purchase, use and maintenance of portable heaters? | Blank cell | Blank cell | Blank cell | Blank cell |
| Does this policy avoid the use of the more hazardous types of heaters (e.g. radiant bar or LPG)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are all portable heaters subject to a regime of periodic inspection and testing to best practice? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are suitable records and documentation kept (e.g. maintenance and testing)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the inspection regime identified any matters of concern in relation to the use of portable heaters? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the necessary remedial action been taken following the inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE HAZARDS-HOUSEKEEPING AND WASTE STORAGE |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Are there documented arrangements in relation to the storage and collection of waste materials? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are there dedicated, secure external storage facilities for waste materials? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are the number of waste collections appropriate to the amount of waste materials generated? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the inspection regime identified any matters of concern in relation to housekeeping and waste storage? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the necessary remedial action been taken following the inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE HAZARDS-CONTRACTORS/CONSTRUCTION WORK |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Are there procedures in place for identifying any works undertaken by contractors that may increase fire risks? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are there documented procedures in place for controlling the work of contractors? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there a process in place for making contractors aware of the premise fire safety arrangements? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there a ‘Hot work’ permit system in place for contractors work? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there a ‘hot work’ permit system in place for in-house repair and maintenance work? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE HAZARDS-FLAMMABLE/DANGEROUS SUBSTANCES |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Is there an effective system for ensuring that the use and storage of flammable or dangerous substances is kept to a minimum and meets best practice? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has a specific risk assessment been completed to the requirements of the Dangerous Substances and Explosive Atmospheres Regulations for substances that come under this regime? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there an awareness of best practice requirements in relation to the storage of flammable and dangerous substances (e.g. BCGA or UKLPG guides)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the inspection regime identified any matters of concern in relation to flammable or dangerous substances? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the necessary remedial action been taken following the inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE HAZARDS-EQUIPMENT AND MACHINERY |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Is there a regime for the testing, inspection and maintenance of all plant, equipment and machinery that is capable of creating a fire risk? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there sufficient documentary evidence in relation to this regime? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE PROTECTION-COMPARTMENTATION  |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Is there a regime in place to ensure all compartment elements such as fire doors, fire dampers/shutters are regularly inspected, tested and maintained? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there sufficient documentary evidence for such a regime? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out from such a regime? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the inspection regime identified any matters of concern in relation to compartmentation (e.g. damaged fire doors)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out following such an inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE PROTECTION-FIRE DETECTION AND ALARM  |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Is there a fire detection and alarm system in the premise? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there appropriate documentation available in relation to its design, installation, commissioning and alterations? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there a regime for the testing, inspection and maintenance of the system (including fire door hold-open devices)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there appropriate documentation in relation to the systems testing, inspection and maintenance? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out from such a regime? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the use of the premises changed since the installation of the system? | Blank cell | Blank cell | Blank cell | Blank cell |
| If so has the adequacy of the current system been given consideration? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are there procedures to reduce and investigate any false alarms associated with the system? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the inspection regime identified any matters of concern in relation to the system? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out following such an inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE PROTECTION-EMERGENCY LIGHTING |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Is there an emergency lighting system in the premise? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there appropriate documentation available in relation to its design, installation, commissioning and alterations? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there a regime for the testing, inspection and maintenance of the system? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there appropriate documentation in relation to the systems testing, inspection and maintenance? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out from such a regime? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the use of the premises changed since the installation of the system? | Blank cell | Blank cell | Blank cell | Blank cell |
| If so has the adequacy of the current system been given consideration? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the inspection regime identified any matters of concern in relation to the system? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out following such an inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE PROTECTION-FIRE-FIGHTING EQUIPMENT (PORTABLE) |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Is there any portable fire-fighting equipment provided in the premise? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there a regime for the testing, inspection and maintenance of the equipment? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there appropriate documentation in relation to the equipment testing, inspection and maintenance? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out from such a regime? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the use of the premises changed since the installation of the equipment? | Blank cell | Blank cell | Blank cell | Blank cell |
| If so has the adequacy of the current equipment been given consideration? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the inspection regime identified any matters of concern in relation to the equipment? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out following such an inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE PROTECTION-FIRE-FIGHTING EQUIPMENT (FIXED) |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Are there any fixed fire-fighting systems in the premise (e.g. sprinkler, gaseous)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there appropriate documentation available in relation to its design, installation, commissioning and alterations? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there a regime for the testing, inspection and maintenance of the system? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there appropriate documentation in relation to the systems testing, inspection and maintenance? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out from such a regime? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the use of the premises changed since the installation of the system? | Blank cell | Blank cell | Blank cell | Blank cell |
| If so has the adequacy of the current system been given consideration? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the inspection regime identified any matters of concern in relation to the system? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out following such an inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE PROTECTION-MEANS OF ESCAPE (PHYSICAL) |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Are the means of escape as per when the premise first came into use? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has use of the premises changed since the initial installation of means of escape? | Blank cell | Blank cell | Blank cell | Blank cell |
| If so is there documentary evidence to suggest that the means of escape were given consideration and have gone through appropriate building control requirements? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the inspection regime identified any matters of concern in relation to the means of escape? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out following such an inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE PROTECTION-SIGNS AND NOTICES |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Has the inspection regime identified any matters of concern in relation to the means of escape? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out following such an inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE PROTECTION-FIRE-FIGHTING FACILITIES  |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Are there any fire-fighting facilities in the premise (dry/wet risers, fire-fighting shafts, hydrants, fire lifts etc)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there appropriate documentation available in relation to the design, installation, commissioning and alterations? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there a regime for the testing, inspection and maintenance of the facilities? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there appropriate documentation in relation to the facilities testing, inspection and maintenance? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out from such a regime? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the use of the premises changed since the installation of the facilities? | Blank cell | Blank cell | Blank cell | Blank cell |
| If so has the adequacy of the current system been given consideration? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has the inspection regime identified any matters of concern in relation to the facilities? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has any recommended remedial work been carried out following such an inspection? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE SAFETY MANAGEMENT-PROCEDURAL ARRANGEMENTS |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Are there written arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures? | Blank cell | Blank cell | Blank cell | Blank cell |
| Have appropriate persons been appointed to assist the responsible person in undertaking the necessary general fire precautions?1. Testing, inspection and maintenance of general fire precautions
2. Respond to fire situations and implement fire emergency procedures
3. Implement fire-fighting measures where deemed necessary
 | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there a regime in place to regularly monitor and review fire safety?1. Regular physical inspections of the premise
2. Investigation of unwanted events (e.g. false alarms, fire incidents)
3. Review of management arrangements for fire safety
 | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there relevant documentation available for the above regime? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE SAFETY MANAGEMENT-INFORMATION, INSTRUCTION AND TRAINING |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Have all employees received appropriate information, instruction and training (e.g. at induction)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has in-house staff with responsibility for testing or inspecting fire related systems and equipment received adequate training? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has in-house staff responsible for implementing fire emergency procedures and fire-fighting measures received adequate training? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are employers and employees from other organisations provided with appropriate instructions and information on fire safety? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is fire related information, instruction and training repeated regularly? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is fire related information, instruction and training routinely reviewed following any significant change? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are there adequate records of the information, instruction and training provided? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE SAFETY MANAGEMENT-FIRE EMERGENCY PLANNING |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Has a fire evacuation strategy been identified for the premise? | Blank cell | Blank cell | Blank cell | Blank cell |
| Has a fire emergency plan been developed for the premise, taking account of the strategy?1. Action on discovering a fire
2. Warning if there is a fire
3. Calling the fire brigade
4. Evacuation of the premises including those particularly at risk
5. Power/process isolation
6. Places of assembly and roll call
7. Liaison with emergency services
8. Identification of key escape routes
9. The firefighting equipment provided
10. Specific responsibilities in the event of a fire
11. Training required
12. Provision of information to relevant persons.
 | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there a process for on-site filtering of alarm actuations before calling the fire and rescue service? | Blank cell | Blank cell | Blank cell | Blank cell |
| If so has this process been agreed with the local fire and rescue service? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is the assembly point sufficient and located in a place of ultimate safety? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is there a regime for undertaking fire drills? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are the findings of such drills recorded and recommendations made to address short-comings in procedures? | Blank cell | Blank cell | Blank cell | Blank cell |
| Have recommendations been implemented following fire drills? | Blank cell | Blank cell | Blank cell | Blank cell |

| FIRE SAFETY MANAGEMENT-PERSONAL AND GENERIC EMERGENCY EGRESS PLANS AND SYSTEMS (PEEP/GEEP) |
| --- |
| Question | Yes | No | NA | Comments and hazards identified |
| Is there a policy and procedures in relation to the identification, development and training for PEEP | Blank cell | Blank cell | Blank cell | Blank cell |
| Can there be occasional visitors to the premise who may require assistance (e.g. members of public?) | Blank cell | Blank cell | Blank cell | Blank cell |
| If so is there a process for the development and use of GEEP? | Blank cell | Blank cell | Blank cell | Blank cell |
| Have sufficient persons been appointed to implement PEEP/GEEP? | Blank cell | Blank cell | Blank cell | Blank cell |
| Have they received appropriate training and tested the PEEP/GEEP? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is appropriate equipment provided to implement the PEEP/GEEP (e.g. evacuation chairs, temporary refuge points)? | Blank cell | Blank cell | Blank cell | Blank cell |
| Is such equipment subject to regular testing, inspection and maintenance? | Blank cell | Blank cell | Blank cell | Blank cell |
| Are records of such regimes kept and any remedial action addressed? |  |  |  |  |

|  |
| --- |
| Additional Comments/Non-Conformities Identified |

Inspection completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of next inspection \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_