

FIRES INSPECTION

GUIDANCE FOR SCHOOLS



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| Premises/location of inspection | Date of Inspection |

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| **FIRE PREVENTION** |
| Question | Y | N | NA | Comments | Action Required | Date by |
| Are there any signs of electrical systems being overloaded (e.g. excessive use of plugs)? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Is the use of flexible electrical cables and extension leads kept to a minimum? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Is electrical equipment kept away from combustible materials? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are there any signs of unauthorised smoking take place outside the premises? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are designated smoking areas kept clean and clear of waste materials? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are the premises physical security measures in good condition? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are portable heaters suitably guarded and located away from combustible materials? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are catering facilities clean and tidy? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are there well-signed shut-off valves that are not blocked in the catering facilities? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are sources of heat in catering facilities kept clear of combustible materials? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Is the lightning protection system in good condition? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Is the workplace kept clean, tidy and free from the build-up of combustible materials inside and externally? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are combustible materials stored away from ignition sources/sources of heat? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are flammable/dangerous substances stored in an appropriate storage area that is sign-posted and free of ignition sources? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are all external storage facilities in a state of good repair and securely locked, away from the premise perimeter? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |

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| **FIRE PRECAUTIONS** |
| Question | Y | N | NA | Comments | Action Required | Date by |
| Are there any faults on the fire detection and alarm system indicating panel? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are fire detector heads and other forms of detector free from obstructions and obvious defects?  | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are fire warning devices (audible and visual) free from obstructions and obvious defects? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are manual call points free from obstruction and obvious defects?  | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are Fire Action Notices visible and adjacent to manual call points? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are emergency lighting luminaires free from obstruction and obvious defects? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are fire doors in good condition, have an operating self-closer, not wedged open and appropriately signed? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are fire doors free from obstructions and accumulation of waste materials? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are there any obvious breaches of compartment walls (e.g. due to cabling)? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are all lining in escape routes likely to prevent the spread of fire (e.g. non-combustible)? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Is portable fire-fighting equipment free from obstruction and obvious defects? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Is portable fire-fighting equipment appropriately signed? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are fixed fire-fighting systems (e.g. sprinkler systems) free from obvious defects? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are fixed fire-fighting systems appropriately signed? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are fire-fighting facilities (e.g. dry risers) free from obstruction and obvious defects? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are fire-fighting facilities appropriately signed? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |

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| **FIRE EMERGENCY** |
| Question | Y | N | NA | Comments | Action Required | Date by |
| Are all escape routes signs in place and/or free from obstruction? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are all escape routes free from obstructions and accumulations of waste materials? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are all floors and stairways free from slipping or tripping hazards? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are all escape routes free from sources of ignition? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Do all escape doors open in the direction of travel? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are final exit doors free from obstruction and accumulation of materials both internally and externally? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are final exit doors easy to open without the use of a key? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are final exit doors appropriately signed? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Do refuge points have appropriate signage and communication equipment? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are assembly points easily accessible and sign-posted?  | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |
| Are Fire Action Notices and Fire warden lists clearly displayed? | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** | **Blank cell** |

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| Additional Comments/Non-Conformities Identified |

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| Inspection completed by | Signature |
| Date of next inspection | **Blank cell** |