



theHammond

FIRE SAFETY POLICY

2023-24

THE HAMMOND SCHOOL LTD., MANNINGS LANE, CHESTER, CH2 4ES

Telephone: 01244 305350 | Web: www.thehammondschool.co.uk | Email: contact@thehammondschool.co.uk

The Hammond School Limited is registered in England and Wales Number 838325. Registered office is above. Charity Number 1022427 incorporating the Betty Hassall Foundation. The school is accredited by the I.S.A and C.D.E.T. and is a member of the B.S.A and I.S.I.

Fire Safety Statement

The Regulatory Reform (Fire Safety) Order 2005 requires the proprietor to take such fire precautions as will ensure, as far as reasonably practicable, the safety of staff or anyone else legally on the premises.

The Hammond School (from now on referred to as the Hammond) will conduct and maintain all necessary arrangements to assist in meeting its obligations under the statutory requirements as specified under:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005 (RRFSO)

Under the RRFSO there is a legal requirement for the responsible person for the Hammond to ensure that Fire Risk Assessments (FRA's) are undertaken. The Hammond's Insurer will also require a suitable and sufficient fire risk assessment to be undertaken.

The fire risk assessment will focus on:

- Identifying potential fire hazards
- Identifying those who could be at risk in the event of a fire.
- Evaluating the level of risk from the fire hazards and deciding how effective the existing controls to eliminate, control or avoid the fire hazards are (control measures include: Fire Safety Emergency Plan, fire detection and warning systems, means of escape, means of fighting fire, fire safety training and fire prevention measures).
- The requirements and actions needed to mitigate risks.
- Recording the assessment and communicating information to persons at risk.
- Confirming that an appropriate process is in place to review and monitor the control measures.

The Hammond will also ensure that:

- All fire call points are identified and weekly call point tests (different call point every week) is undertaken and recorded.
- Adequate and suitable fire extinguishing appliances are provided and maintained.
- Suitable means of fire detection and of signalling the presence of fire is provided and maintained.
- Adequate means of escape are provided and maintained.
- Suitable signs identifying firefighting equipment and means of escape are provided and maintained.
- A fire logbook is provided and maintained.

- Fire training and evacuation is provided to employees and pupils/students, with some members of staff trained as Fire Wardens.
- Evacuation drills are undertaken at all of the Hammond's premises at least once a term and the results recorded.
- Suitable fire procedures are published in respect of:
 - Action to be taken on discovering a fire.
 - Action to be taken on hearing the alarm.
 - Responsibility of key personnel in the event of a fire.

The Hammond will liaise with local Fire Authorities regarding any changes likely to affect the means of escape, at the planning stage, for any alterations or development.

The Principal has been identified as the responsible person for the Hammond and is therefore responsible for ensuring this Fire Safety Statement is followed and adhered to by all staff, pupils, students, contractors and visitors, supported by members of the Leadership Management Team.

The Director of Operations and Estates meets regularly with the Facilities Manager to:

- Review fire risk assessments
- Discuss and implement policy updates
- Discuss procedures and arrangements for fire safety
- To record and update training records
- To record and update records of inspection and escape routes
- To plan and review fire practice drills
- To record and inspect certificates for installation and records of maintenance of alarms, detectors, emergency lighting and fire fighting system equipment.

The Director of Operations and Estates formally meets the Principal once a week to discuss any matters from the above.

Fire Safety Procedures

This statement and procedures set out the standards which the Hammond deems appropriate to ensure effective fire safety within Hammond owned or managed properties. Where individual buildings have separate measures in place, such measures will be notified to occupiers.

1 Fire Risk Assessment

To save life and prevent injury in the event of fire or other similar emergency, all employees must know, understand and follow the fire evacuation procedure. This procedure has been prepared to comply with the statutory requirements of the Regulatory Reform (Fire Safety) Order 2005, and the Management of Health and Safety at Work Regulations 1999.

1.1 The Hammond has conducted a Fire Risk Assessment which focussed on:

- Identifying potential fire hazards
- Identifying those who could be at risk in the event of a fire
- Evaluating the level of risk from the fire hazards and deciding how effective the existing controls to eliminate, control or avoid the fire hazards are.

Control measures include:

- Fire & emergency plan
- Fire detection and warning systems
- Means of escape
- Means of fighting fire
- Fire safety training and
- Fire prevention measures
- Documenting an action plan identifying remedial actions to be taken to ensure compliance to Legislation
- Each building owned or managed by the Hammond will be subject to a Fire Risk Assessment. The findings of these will be used, where appropriate, to formulate a programme for improvement. All Fire Risk Assessments will be formally recorded and kept up to date. The Fire Risk Assessments will be reviewed annually or following any significant change.

1.2 You should familiarise yourself with the following procedure so that you are aware of what to do in the event of an emergency.

2 Fire Strategy

Each Hammond owned or managed building will also have a Building Fire Strategy which provides details of each building, its inherent hazards and the measures to counter these. It shall also contain a theoretical evacuation plan.

The longer term aim of these strategies is also to have a scale drawing detailing all fire equipment (alarm components, extinguishers etc.) along with water, gas and other utility locations. Additionally special hazards connected with departmental use, e.g. chemical stores can also be mapped. A copy of the strategy can then be located near to the fire panel in the building and can be accessed by those responding to an alarm situation.

3 Departmental Action

Departments Heads must ensure that Fire Doors within their department or accessing rooms being used by their department are NOT propped or wedged open unless they are held open by a device that deactivates (allows the door to close) upon the activation of the fire alarm. In addition, Department Heads are responsible for ensuring that corridors and evacuation routes are kept free from all obstruction. Vision panels within fire doors MUST NOT be obscured in any way.

Department Heads must ensure that new members of staff within their department are familiar with the means of escape and fire evacuation procedures from their normal place of work. This can be a simple identification of any designated exit doors during a department 'tour' on their first day. Reference to this should, however, be made in the employees Induction Planner.

Departmental Risk Assessments should also cover the likelihood of fire as a result of normal departmental operations, e.g. experiments, coursework etc.

Where a department would like changes to be made to a building connected with their use of the space or where the department intends to introduce bulk storage of any materials or substances within the building, prior approval must be sought from the Fire Officer (the Facilities Manager) and in some cases the Head of Operations and Estates.

4 Facility Hire & Other Third-Party Usage

Where part or all of a space or building, including individual room hire takes place, the department hiring the area shall supply the persons or organisation concerned with suitable and sufficient emergency information to enable the users to be familiar with the Hammond fire safety statement and procedures in the event of an emergency. Such information should include the basic procedures and details of the

appropriate Assembly Point. It shall also be a condition of hire that such information be passed on to all likely to be affected.

5 Raising the Alarm

- 5.1 It is the responsibility of the Hammond to ensure that all employees know where the manual “break glass” fire alarm call points are located and how to operate them. These points are sited beside most external fire doors, tops of staircases and along evacuation routes.
- 5.2 If a fire is discovered, the nearest “break glass” fire alarm point should be activated immediately. This will automatically sound the fire alarm throughout the entire building.
- 5.3 Fire detection systems are installed throughout the buildings, e.g. smoke/heat detectors. These will “sense” fire and raise the alarm automatically, but not necessarily immediately. A “break glass” point should always be activated unless the alarm is already sounding.

6 Action on Discovering a Fire

Fire Action Notices are posted at strategic locations within all buildings.

General instructions are as follows:

- On finding a fire, immediately break the glass of the nearest fire alarm point.
- If in night attire put on footwear / overcoat / dressing gown.
- Leave the building by the nearest available exit.
- Follow any directions or instructions given by staff in charge.
- Close windows and doors behind you when leaving the building.
- Make your way out of the building in an orderly manner by the nearest exit and head for the assembly point.
- Do NOT stop to collect any personal belongings.
- Do NOT use lifts.
- Do NOT re-enter the building until you are told it is safe to do so.

7 Evacuation - Main Site

- 7.1 When the alarm is sounded all pupils, students, staff, contractors and visitors must immediately leave the building by the nearest fire exit and report to their assembly point (Astro Turf area). Managers must ensure all their employees are familiar with the main and alternative escape routes from their departments.

- 7.2 The site operates and 'ALL OUT' fire alarm system which means that if a Fire Alarm is activated in one building on site, all buildings will evacuate.
- 7.3 All evacuation routes must be kept clear of any obstruction. Corridors should not be used for storage of any equipment or materials.
- 7.4 Evacuation routes often contain or are made up of protected lobbies and staircases. These lobbies are designed to provide a place of safety preventing heat and smoke entry thus providing a clear escape route. The storage of any materials or waste in these areas is **STRICTLY FORBIDDEN**. The Hammond reserves the right to remove and dispose of any item(s) that are blocking or obstructing Fire Exit routes.
- 7.5 When leaving remember to:
- Use the most direct route following the fire exit signs. If the main route is blocked take the alternative route
 - Close all doors behind you. This will delay fire/smoke spreading
 - Do not delay when leaving, or return to your area for personal belongings
 - Switch off machinery and equipment if it is safe to do so
 - Do not run
 - Do not use the lift
 - Assemble at your nominated Assembly Point
 - Remain at your assembly point until instructed otherwise
- 7.6 For specific staff responsibilities during an evacuation please refer to the **Fire Alarm Procedure** held on the Staff SharePoint site.
- 7.7 The **FIRE ASSEMBLY POINT** is on the Astro Turf at the front of the site.
- 7.8 Evacuating Mobility and Visually Impaired Persons
- 7.8.1 The evacuation of people with disabilities will be a key aspect of some buildings. The Hammond aims to ensure that people with disabilities can safely egress a building or wait for assistance within a safe area.
- 7.8.2 Personal Emergency Evacuation Plans (**PEEPS**) will be created for all staff, pupils and students who require assistance when vacating a building in an emergency situation.

8 Evacuation – Boarding Houses

- 8.1 When the alarm is sounded all pupils, students, staff, contractors and visitors must immediately leave the building by the nearest fire exit and report to their **assembly point** (External Car Park). Managers must ensure all their employees are familiar with the main and alternative escape routes from their areas.

- 8.2 Staff, pupils and students will have a fire safety induction to their accommodation on the day of their arrival by the House Manager/Parent.
- 8.3 All evacuation routes must be kept clear of any obstruction. Corridors should not be used for storage of any equipment or materials.
- 8.4 Evacuation routes often contain or are made up of protected lobbies and staircases. These lobbies are designed to provide a place of safety preventing heat and smoke entry thus providing a clear escape route. The storage of any materials or waste in these areas is **STRICTLY FORBIDDEN**. The Hammond reserves the right to remove any item(s) that are blocking or obstructing Fire Exit routes.
- 8.5 When leaving remember to:
- Use the most direct route following the fire exit signs. If the main route is blocked take the alternative route
 - Close all doors behind you. This will delay fire/smoke spreading
 - Do not delay when leaving, or return to your area for personal belongings
 - Switch off machinery and equipment if it is safe to do so
 - Do not run
 - Do not use the lift
 - Assemble at your nominated Assembly Point
 - Remain at your assembly point until instructed otherwise
- 8.6 It is the responsibility of the Fire Brigade at Betty Hassall House and Hampton Lodge and the Landlords Porters at Kingsley Lodge to determine the source of the fire activation and take the appropriate action. The Porters will attend Kingsley Lodge accommodation in the event of a fire alarm activation and investigate to determine if it is a fire or a false alarm. Should the Fire Brigade attend before the Porters, then the Brigade will assume this responsibility.
- 8.7 Should a fire be discovered by the House Manager/Parent or boarding pupil;
- 8.7.1 In the event of a fire, sound the alarm if not already activated.
- 8.7.2 Call the Fire Brigade and confirm the location of the fire.
- 8.7.3 Assist with and confirm the evacuation of all buildings.
- 8.7.4 Prevent anyone re-entering the building until the Fire Brigade have given permission to do so.
- 8.7.5 At Kingsley Lodge, liaise with Landlords Porters and inform them of actions taken.

- 8.7.6 Inform the Principal and Director of Boarding of the situation, where they are not available contact a member of the Leadership & Management Team (LMT).
- 8.8 It is the responsibility of the House Manager/Parent to direct people out of the building to the appropriate assembly point, and to ensure a thorough sweep is made of the building to ensure all pupils have vacated the building.
- 8.9 Evacuating Mobility and Visually Impaired Persons
 - 8.9.1 The evacuation of people with disabilities will be a key aspect of some buildings. The Hammond aims to ensure that people with disabilities can safely egress a building or wait for assistance within a safe area.
 - 8.9.2 Personal Emergency Evacuation Plans (**PEEPS**) will be created for all staff, pupils and students who require assistance when vacating a building in an emergency situation.

9 Post Evacuation Assembly

Assembly Points for each building are specified on Fire Action Notices. People should familiarise themselves with the Assembly Point for areas that they are required to be in.

- 9.1 Staff, students, pupils, contractors and visitors must remain at the fire assembly point until the Fire Brigade, Senior Fire Officer or Landlords Porter (for Kingsley Lodge) authorises the return to the building.
- 9.2 Where a boarding house cannot be reoccupied due to fire damage, House Manager/Parents are to relocate pupils to the other Boarding house, notifying the Landlords Porters at Kingsley Lodge or the Director of Boarding (Or if not available a member of the Leadership and Management Team).
- 9.3 Where a school building cannot be reoccupied due to fire damage, a member of the Leadership and Management team will advise on where to relocate to.

10 Instruction and Information

All staff are to make themselves aware of this policy, emergency exits, fire call/break glass points and assembly points within their area of work. Staff should carry out induction training with students and pupils to ensure they are all aware of their actions should the fire alarm activate. Fire practice drills are to take place every term to ensure students and pupils are familiar with the emergency exit procedures.

House Managers/Parents are to make themselves fully familiar with this policy, emergency exits, fire call/break glass points and assembly points and shall carry out induction training with boarding pupils to ensure that all pupils are aware of their actions and procedures should the fire alarm activate. Fire practice drills are to take place every term to ensure boarders are familiar with the emergency exit procedures.

11 False Alarms

- 11.1 Despite every precaution being taken and strict maintenance schedules being carried out to all equipment, an alarm maybe activated accidentally.
- 11.2 The procedure will be the same as for a real emergency and will be treated as such.
- 11.3 No smoking or naked flames are permitted in any area of the school or boarding houses. (Naked flames are permitted in controlled, risk assessed, science lessons which form part of the taught curriculum).
- 11.4 **WARNING for Boarding Houses;** the en-suite showers will active the smoke detectors in bedrooms. Prolonged showers or showering with the shower room door open is not permitted. Excessive deodorant/perfume spraying will also activate the alarms.
- 11.5 System Maintenance

All fixed fire detection systems will be maintained in accordance with the manufacturer's requirements and statutory legislation. No part of any detection system may be isolated without written approval from the Facilities Manager. Any such shortfall must also be reported to the Head of Operations and Estates.

12 Fire Fighting Systems & Equipment

The Hammond will install and maintain portable fire fighting equipment in all of its premises as identified by a buildings Fire Risk Assessment. These will normally take the form of portable extinguishers.

Any attempt to extinguish a fire must only be made after activation of the fire alarm if this has not automatically been triggered.

Fire extinguishers should only be used by persons who have received appropriate training in their use. No attempt should be made to fight a fire if there is a risk to personal safety, hazardous substances are involved or the fire is starting to burn vigorously or out of control.

All equipment will be subject to routine testing and maintenance as specified by manufacturers and statutory legislation with up to date records being maintained.

13 Alarm Tests

Fixed detection systems will be subject to a weekly test as per statutory requirements. All such tests will be recorded within the building Log Book and any shortfall immediately notified to the Facilities Manager who is responsible for arranging remedial action to be taken.

As part of testing any Automatic Closure Device and any Automatic Door Release Mechanism must also be checked to ensure that they are working correctly. All such tests will be recorded within the building Log Book and any shortfall immediately notified to the Facilities Manager who is responsible for arranging remedial action to be taken.

14 Emergency Lighting

Emergency Lighting systems will be installed and maintained in all premises as identified by a Fire Risk Assessment. These systems will be subject to regular testing:

- Monthly – isolation of power (normally by key switch) to simulate power failure and check the unit operates correctly.
- Six monthly – isolation of power as per the monthly test but for a duration of one hour.
- Yearly – full duration checks on battery capacity for all units older than three years.
- Three yearly – full duration check to check on battery capacity for new units followed by subsequent annual testing.
- All testing to be recorded and follow up actions noted.

15 Health & Safety Signs

Comprehensive health and safety signage will be erected throughout the building detailing fire exits, fire escape routes, fire call points, fire fighting equipment, and assembly points. Fire action notices will detail the action to take in the event of a fire alarm activation.

16 Fire Prevention

The Hammond operates a NO SMOKING policy inside all of its buildings and in all areas of the site (outside areas included). Breach of this policy may result in disciplinary action.

There are a number of ways in which the risk of fire may be reduced.

These include:

- Reporting fire hazards such as worn electrical cables, loose wiring, damaged plugs and sockets.
- Maintain good housekeeping standards. Do not allow rubbish to accumulate in properties, corridors or stair enclosures.
- Do not store combustible materials near sources of heat or ignition.
- Turn off all electrical equipment when not in use, unplugging from the wall where possible. This also saves energy.
- Do not leave anything unattended which has the potential to get hot, e.g. hotplates.
- Ensure all gas cylinders are stored safely.
- All flammable materials must be minimised, stored securely and safely and be subject to a COSHH (Control of Substances Hazardous to Health) Assessment.
- The burning of candles and joss sticks etc. is also not allowed. These practices constitute a fire hazard and will trigger smoke detectors.
- Ensure all cooking appliances are switched off and unplugged when not in use
- Ensure all doors are closed to prevent the spread of fire
- Do not prop open fire doors
- Regularly empty rubbish bins
- Report any defective equipment to the Estates Department.

Any equipment supplied or intended for use for fighting fires must not be interfered with or misused. Disciplinary action may be taken against offenders.

17 Emergency Services

- Effective liaison will be maintained with the emergency services to ensure accurate and up to date information is exchanged.
- Where contact is made from any of the emergency services in relation to fire safety the person making contact should be referred to the Fire Officer. No liaison should be made by any departmental staff.

- In the event of an incident on Landlord Premises that requires Fire Brigade attendance, where not already involved the Landlords Porters must be notified, they will then ensure that safe and prompt passage is provided through the Campus to the relevant location.
- The Student Union with Student Support and Guidance will invite the Fire Service onto Campus at the start of each academic year to heighten Fire Safety awareness to students.

18 Flammable Substances

- Where possible, storage of Flammable Substances should be away from main buildings. Only the minimum amount necessary should be stored within main buildings and then within specially designated and signed storage.
- Gas cylinders should be stored externally within specially designed compounds. Cylinders taken inside the Hammond buildings should be returned outside after use.
- When using flammable gases or materials sufficient natural or mechanical ventilation shall be available to prevent the formation of flammable or explosive atmospheres.
- All flammable substances shall be subject to a suitable and sufficient assessment under the Dangerous Substances and Explosive Atmospheres (DSEAR) Regulations and be specifically identified by the Fire Risk Assessment for that building.

19 External Fire Escape Stairs

The condition and suitability of External Fire Escape Stairs will be monitored on a six monthly basis by Estates team. Any corrective actions required will be arranged.

20 Gas Leak

In the event of gas leak, check all potential sources and turn off the supply. Remove all sources of naked flame and do NOT turn on lights. Ventilate the affected area by opening all available windows and doors. Notify the Facilities Manager for assistance

In exceptional circumstances it may be necessary to evacuate the area until the gas has dispersed. This should be done by word of mouth. Do NOT sound any electrical alarm system.

The area may be re-occupied once the Facilities Manager gives the all clear. All buildings will have their isolation gas valve, where applicable, marked and its location indicated at the front of the building.

21 Periodic Review

This procedure will be reviewed annually or as a result of an evacuation whether it is a false alarm or real emergency.

Personal Emergency Evacuation Plan for Visually Impaired Persons (PEEP)

Name of assessor		Date	
Describe the disability or the condition/illness for which this PEEP applies			
Which areas of the building will be accessed			
Days and times this Plan will cover			
Is the audible alarm system supplemented by a visual system?	Yes	No	
Are all escape routes clearly signposted?	Yes	No	
Are corridors free from obstruction to visually impaired users?	Yes	No	
Are the exit routes checked regularly to ensure they are accessible and free from obstacles?	Yes	No	
Are all accessible exit routes identified as such?	Yes	No	
Are information and direction signs designed and displayed so as to be accessible to all users?	Yes	No	
Are textured surfaces used to convey information to visually-impaired people?	Yes	No	
Are any direction or information signs clearly visible from both standing and seated positions?	Yes	No	
Are signs tactile, for use by people with sight impairment?	Yes	No	
Are there stairs?	Yes	No	
Could the stairs be used safely in an emergency?	Yes	No	
Is there a visual and tactile warning at the top of each flight?	Yes	No	
Are suitable handrails provided?	Yes	No	
Is a lift available?	Yes	No	
Is its location clearly defined by visual and tactile information?	Yes	No	
Is vertical escape from a floor above or below the entrance floor possible using a fire-protected lift with an independent power supply?	Yes	No	
Can the lifts be used in an emergency situation	Yes	No	

In the event of the fire lifts failing how would visually impaired persons be evacuated?		
Can visually impaired persons evacuate the building via each evacuation route?	Yes	No
If people with disabilities cannot completely evacuate the building, are there places of relative safety or refuge? And where are they?		
Describe how visually impaired will be evacuated		
Detail who will be responsible for evacuating visually impaired persons		
What equipment is provided to aid evacuation		
Is there an overall escape strategy for clients/visitors/customers who may need assistance?	Yes	No
Are both the general escape strategy and the personal emergency plans checked and tested regularly for efficiency and effectiveness?	Yes	No
Are there any measures that could be introduced that would further aid your evacuation in an emergency? Please describe or, if not, please state no.		

Actions to be taken/Further information				
Walk through of evacuation scenario completed			Yes	No
Evacuation Practice completed			Yes	No
Date of next PEEP review				
Signed (Assessor):			Date:	
Reviewed on Date:	Reviewed By:			
Reviewed on Date:	Reviewed By:			

Personal Emergency Evacuation Plan for Mobility Impaired Persons (PEEP)

Name of assessor		Date	
Describe the disability or the condition/illness for which this PEEP applies			
Which areas of the building will be accessed			
Days and times this Plan will cover			
Are all escape routes clearly signposted?	Yes	No	
Are corridors wide enough for a wheelchair user to manoeuvre and for people to pass?	Yes	No	
Are corridors free from obstruction to wheelchair users?	Yes	No	
Are the exit routes checked regularly to ensure they are accessible and free from obstacles?	Yes	No	
Are all accessible exit routes identified as such, e.g. accessible for wheelchair users?	Yes	No	
Are information and direction signs designed and displayed so as to be accessible to all users?	Yes	No	
Are any direction or information signs clearly visible from both standing and seated positions?	Yes	No	
Are there stairs?	Yes	No	
Could the stairs be used safely in an emergency?	Yes	No	
Are suitable handrails provided?	Yes	No	
Is a lift available?	Yes	No	
Is its location clearly defined by visual information?	Yes	No	
Is vertical escape from a floor above or below the entrance floor possible using a fire-protected lift with an independent power supply?	Yes	No	
Can the lifts be used in an emergency situation	Yes	No	
In the event of the fire lifts failing how would mobility impaired persons be evacuated?			

Can mobility impaired persons evacuate the building via each evacuation route?	Yes	No
If people with disabilities cannot completely evacuate the building, are there places of relative safety or refuge? And where are they?		
Describe how mobility impaired will be evacuated		
Detail who will be responsible for evacuating mobility impaired persons		
What equipment is provided to aid evacuation		

Is there an overall escape strategy for clients/visitors/customers who may need assistance?	Yes	No
Are both the general escape strategy and the personal emergency plans checked and tested regularly for efficiency and effectiveness?	Yes	No
Are there any measures that could be introduced that would further aid your evacuation in an emergency? Please describe or, if not, please state no.		
Actions to be taken/Further information		
Walk through of evacuation scenario completed	Yes	No
Evacuation Practice completed	Yes	No

Date of next PEEP review		
Signed (Assessor):		Date:
Reviewed on Date:	Reviewed By:	
Reviewed on Date:	Reviewed By:	

Fire Safety Emergency Response Form

This form is to be completed after each evacuation to provide information on any further training or remedial actions required.

Department/Area/Building/Site location		
Date / /	Time :	
Nature of evacuation (e.g. fire drill, actual fire, etc.)		
Fire Brigade called?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
What time elapsed between the sounding of the alarms and evacuation of department?		
Did everyone evacuate in your department/area/building?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Doors closed by staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Hold-open doors worked/Hold-shut doors released?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Did everyone know what to do and where to go?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Best exits used by staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Nobody re-entered the building?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Fire alarm reset?		
What went well?		
What went wrong?		
Suggested corrective action		

Action taken	
Debrief/report circulated (date)	/ /
Name	Signature
<i>When completed, this form should be returned to the Head of Operations and Estates</i>	

Fire Safety Inspection Checklist

A member of the Estates team will undertake an inspection of a specific building on a termly basis using this form. The completed form will be sent to the Head of Operations and Estates for review and any necessary action. If the same issue appears on a regular basis, this information will be brought to the attention of the Health and Safety Committee.

Area:	Inspected by:		
Date: / /	Yes	No	Corrective Actions Required
Are all escape routes free from obstruction and combustible materials?			
Are any combustible materials stored beneath open staircases?			
Are all fire exits kept clear and free from obstruction on both sides of the door?			
Are all fire extinguishers in their correct locations, free from obstruction and on stands or hooks?			
Have any fire extinguishers been tampered with? Check retaining ring/tag or gauge.			
Are all fire doors kept closed?			
Are all fire doors easily opened?			
Are all fire signs in place, including fire exit directional signs and fire extinguisher usage signs, in good condition and easily readable?			
Has the fire alarm been tested on a weekly basis and results recorded in the fire log book?			
Is emergency lighting operable and testing been recorder in the fire log book?			
Are evacuation chairs readily accessible and in good condition?			

Please note any further observations

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Corrective actions completed? <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>	Follow-up inspection required? <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
Signed off by: (Print Name)		Signature:	

Policy Details

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