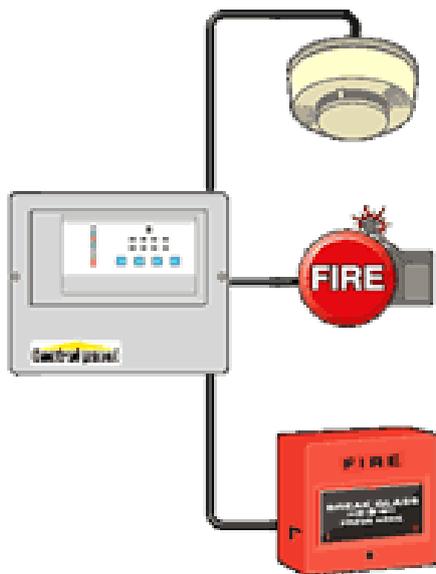




**FIRE SAFETY MANAGEMENT
AND
FIRE EMERGENCY PLAN
FOR
ST JAMES CE PRIMARY SCHOOL**



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FIRE SAFETY MANAGEMENT

STATEMENT OF INTENT

St James CE Primary School believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all.

Signed: _____
Headteacher

Date: _____

1 INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on **St James CE Primary School** as the employer, occupier / owner or '*responsible person*'.
- 1.3 This fire safety management and fire emergency plan applies to all premises which are to any extent under the control of the **St James CE Primary School** as the employer, owner or principal occupier. Its requirements extend to all persons at those premises including staff, visitors and contractors whether permanently or temporarily engaged.
- 1.4 This fire safety management and fire emergency plan applies to all other staff working in premises employed by any other employer. In this respect other staff will comply with these relevant fire safety arrangements and policy.
- 1.5 **St James CE Primary School** will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:
 - provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;
 - provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
 - provide a programme of fire safety training;
 - carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
 - Take prompt action to improve or maintain the existing fire safety specifications when shortfalls are identified;
 - where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonable practicable, the risks associated with dangerous substances are reduced or controlled.

2 PRACTICAL FIRE SAFETY ARRANGEMENTS

- 2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.
- 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:
- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of staff, service users, people with disabilities, contractors, the public, etc;
 - appropriate safe and secure location of building services e.g. gas and electricity;
 - provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996;
 - provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
 - education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.
- 2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and fire fighting equipment. In particular:
- the installation, maintenance, inspection and weekly testing of fire alarms;
 - the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
 - the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
 - annual premises fire safety inspection will be carried out.
- 2.4 The fire safety arrangements will be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy (see Appendix 1). The main strands of the strategy involves: -
- Effective planning, organisation, control, monitoring and review of protective and preventative measures
 - Fire safety risk assessments and building audits
 - Fire safety systems and maintenance
 - Fire warden and staff training
 - Fire evacuation drills

3 PLANNING

- 3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan (see Section 7).
- 3.2 Fire Risk Assessments must be carried and reviewed regularly out (recommended to be annually) or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.
- 3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:

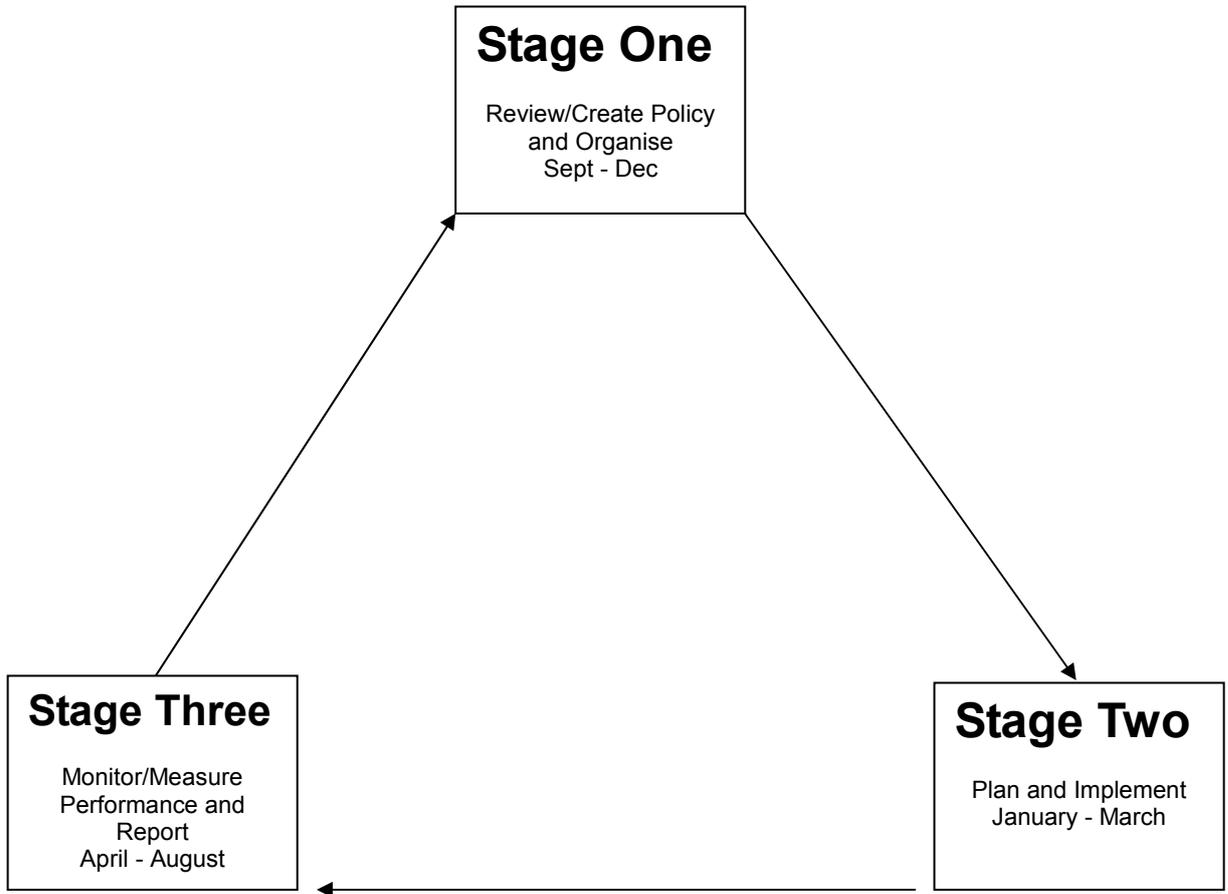
Acceptable risk

Unacceptable risk – where further action will be identified to make the risk acceptable

- 3.4 Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organizations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.
- 3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) will be developed for staff or pupils who have known disabilities that will impact on their ability to evacuate the particular premises.
- 3.6 Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include: -
- Fire detection and warning system
 - Emergency lighting
 - Fire fighting facilities
 - Emergency routes and exits
 - Fire safety signs and notices
 - Portable electrical appliances (PAT) and premises installation testing (5 yearly)
- 3.7 The fire safety maintenance programme will follow the guidelines suggested in HM Government Fire Safety Risk Assessment guidance and can be found in Appendix 2.

FIRE SAFETY MANAGEMENT AND FIRE EMERGENCY PLAN

- 3.9 Fire evacuation exercises will be carried out each half term. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by the staff under the guidance of the Headteacher. Pre and post debriefing sessions will accompany each evacuation drill.
- 3.10 Provisions will be made for the safe evacuation of disabled people.
- 3.11 Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan (Section 7). In the event of a fire alarm outside of normal business hours, building occupants are to evacuate the building. All staff, visitors and contractors will be made aware of the fire procedures.
- 3.12 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by the Governing Body
- 3.13 Testing of building passive and active fire evacuation systems are to be conducted by the Headteacher at agreed appropriate times during normal hours and in line with current British or European test standards. All building fire wardens will be trained in the use of the evacuation system and operate from pro-forma instructions based on Section 7.
- 3.14 A fire safety log book will be kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills.
- 3.15 To help make it manageable throughout the year an annual management cycle reflecting these elements. The cycle timetable is recommended below and information on each stage follows.



4 ORGANIZATION AND CONTROL

4.1 Specific named individual responsibility for overall responsibility for Fire Safety, maintenance, Emergency Plans and Staff Training can be found in Appendix 5

4.2 The Governing Body will:

- ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.
- ensure that a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
- ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;
- ensure that fire, security, and health and safety arrangements at each premises are complementary.

4.3 The Headteacher will:

- ensure that fire risk assessments are carried out for all their workplaces, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc;
- ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
- ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
- ensure that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether employees, visitors or service users. This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. the plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;
- arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
- arrange for a competent responsible person (usually the Acting Deputy Headteacher) to be nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf when the Headteacher is absent;
- ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
- ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with;
- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire;
- ensure that effective arrangements are in place for contacting the emergency services;

FIRE SAFETY MANAGEMENT AND FIRE EMERGENCY PLAN

- ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, etc;
- confirm that their premises fire safety inspections address fire safety arrangements; and

4.4 The Competent Persons (usually the Headteacher) must:

- assist and support with the preparation and review (at least annually) of fire safety risk assessments;
- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
- prepare and review the emergency plan issued to all staff;
- ensure information on fire safety arrangements is available to service users and visitors;
- ensure all staff and, where appropriate, contractors are instructed in the emergency plan.
- arrange and review fire drills at a frequency of not less than one year;
- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;
- ensure Fire Alarms are regularly tested at the recommended frequency e.g. weekly;
- monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained;
- keep the fire log book or equivalent up to date;
- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date;
- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded;
- ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and
- ensure that annual fire safety inspections of the premises are carried out and that these address fire safety arrangements.

4.5 Employees must:

- ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- know, and co-operate with, the responsible person for their workplace;
- report to their manager or supervisor any concerns about fire safety;
- be familiar with all escape routes;
- not wedge fire doors open, nor block or obstruct them;
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained; and
- comply with the No Smoking legislation.

5 MONITORING

5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -

- i. Number of fires recorded annually / number of fire related incidents.
- ii. Achieving set schedules and time frames (evacuation drills and building audits).
- iii. Measuring the number of Fire Service call outs against cause.
- iv. Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- v. Annual premises inspection and meetings to ensure actions and progress are made.
- vi. Annual audit of all fire systems by the chief executive / managing director.

6 REVIEW

- 6.1 Annual audit of all fire systems by the Headteacher to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.
- 6.2 Reactive reviews will take place following a fire safety event occurring
- 6.3 A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles

7 Fire Emergency Plan

This is reviewed annually and issued to all staff. A précis of this is available in Reception for visitors to read when signing in.

7.1 Training and Training Provision

Identify any training needed and how it will be provided. This should include the following: -

- *No staff are currently trained in the use of fire fighting equipment; staff should evacuate the building and ensure that the children do the same in line with the fire evacuation procedure.*
- *The Headteacher and Acting Deputy Headteacher are trained in the use of the fire panel.*
- *Teaching Assistants are trained for Fire Marshal duties.*
- *The School Administrator will register visitors at the assembly point(s).*
- *Staff are identified on the Fire Evacuation Plan where they have duties specific to the type of evacuation.*
- *All staff are shown how to use a fire alarm on induction*
- *Fire Evacuation Drill is undertaken half termly.*
- *Visitors / contractors are asked to read the Fire Evacuation Plan when signing in so that they have sufficient information on procedures in the event of an emergency evacuation.*

7.2 Information Distribution

Detail the method(s) of informing personnel (incl. visitors / contractors) of escape routes. This should include the following: -

- *All staff are given a copy of the latest Fire Evacuation Plan and are expected to read it and to comply with it.*
- *Emergency exit / route signage – this is in place*
- *Fire action Notices - these are in each classroom*

7.3 What People / Staff Should Do If They Discover a Fire?

- Raise the alarm by operating the nearest fire alarm call point
- Teachers - ask children to line up in register order and evacuate to a safe place (usually the lawn at the front of the school)
- Ensure doors and windows are closed behind you.
- Trained personnel to tackle the fire only where appropriate.
- Where designated check toilets and close windows and doors on the way out.
- If have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

7.4 What People / Staff Should Do If They Hear the Fire Alarm?

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan. If not then:-

- Teachers - ask children to line up in register order and evacuate to a safe place (usually the lawn at the front of the school)
- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire fighting equipment unless you have been trained.
- Do pass any information to the building responsible person at the assembly point.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

7.5 Contacting the Emergency Services

Detail: -

- *Gay Griffiths to contact the Emergency Services using a landline or in the event of a power cut a mobile phone.*

7.6 Identify Processes, Machines or Power That Must Be Shut Down

- There are none of these

7.7. Specific Arrangements for Any High-Risk Areas

- *Boiler room – none needed*
- *Chemical storage areas – not applicable*
- *Gas storage– not applicable*
- *Generators– not applicable*
- *Work processes – not applicable*

7.8 Emergency Services Liaison Procedures

- *The Headteacher will liaise with the emergency services on arrival and will wait at the bottom gate for their arrival.*
- *Details of the emergency and any missing persons will be given to the Emergency Services on their arrival*
- *The School Administrator will bring out a plan of the school which she will hand to the Headteacher as soon as possible. This is kept attached to the Fire Alarm Panel*

7.8.1 Specific Information for the Emergency Services

How will the emergency services be given specific information such as: -

- *Type of emergency*
- *Location of the fire / incident*
- *Missing persons*
- *Flammable material stores*
- *Location of high risk areas*
- *Any unusual activities such as building works or temporary structures*
- *Hazardous work process*

7.8.2 Location of information

Detail: -

- *Where will the information be kept on risks*
- *E.g. Maps / sketches / alarm identification?*
- *For example - held near the fire panel.*

7.8.3 Accounting for Personnel

- *How will all people be accounted for?*
- *Staff; Visitors; Contractors*
- *How will the Emergency situation manager be informed?*
- *Who will ensure that all personnel are accounted for?*
- *How will this be managed if there is more than one assembly area?*
- *What is the procedure if someone is missing?*
- *How are the emergency services informed? (Note: Only the Fire Service personnel with appropriate breathing apparatus can enter the building if there is a person identified as missing)*

7.9 Escape Routes

Other relevant information such as details of fire fighting equipment provided, types and location of emergency exit signs, locations of manual break glass points and emergency lighting.

7.10 Assembly Points

Give the locations of assembly point, including: -

- *the point where visitors / contractors must assemble*
- *Identify how each assembly area is recognised*
- *Identify who should be in each assembly area e.g. groups or departments or sections*
- *Identify the locations of any designated safe refuges*
- *Where possible provide plans or schematic diagrams*

7.11 Identify Persons Especially at Risk

- *Identify lone workers, contractors and the areas where they may be at risk*
- *Include methods of escape and identify how they will be located*

7.12 Evacuation Arrangements for Disabled People

The safe and effective evacuation of disabled people has been considered. Management procedures need to be in place which takes account of the various scenarios that may arise. For example, the procedures adopted for people with a disability are employed in the building will be different to those for person with a disability visiting the building that will be unfamiliar with its layout.

7.13 Visitors and / or Contractors

In many buildings, visitors will be present on a regular basis. Other people, such as contractors, cleaners, etc. may be present on a regular, or ad-hoc basis. Any of these people could require assistance to evacuate the building and they all need to be taken into account when defining emergency procedures and responsibilities.

In buildings not open to the public, arrangements should be made to ensure that visitors are logged in and out of a building, using a visitors book or similar. The person hosting the visitor should ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

Contractors should also be logged in and out of premises. Unless they are to be constantly supervised by staff or nominated personnel, they should also be given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

This should include the following: -

- *A method of ensuring that all visitors are evacuated and accounted for.*
- *Methods of control for example: using fire marshals, registers / head count, buddy system for personnel with disabilities etc.)*

7.14 Overall Control

The Headteacher is in overall control of any emergency and in her absence this roles will be taken by the Acting Deputy Head. Their role will include:

- *Take overall control of the evacuation*
- *Ensure that other people with specific duties have taken relevant action*
- *Account for all persons in the premises*
- *Liaise with the Fire and Rescue Service*
- *Initiate any additional response in relation to the care of people with special needs*

7.15 Fire Marshals and Fire Wardens

Teaching Assistants take on the role of Fire marshals / fire warden and have been given responsibility for a specific area, i.e. a floor or a section, and will have general duties in an evacuation such as: -

- *Checking toilets and other little used areas*
- *They 'sweep' the building on their way out*
- *Proceed to the assembly point close doors on route*
- *Helping the person in overall control of the evacuation by confirming their area has been checked*

7.16 Fire Fighting

- *Nobody is trained in fire fighting. Staff are expected to get themselves and the children out of the building and to follow the school evacuation plan*

7.17 Fire Control Panel

The Headteacher is responsible for:

- *Checking the fire panel*
- *And is responsible for silencing and resetting the panel after both planned and unplanned fire alarms*

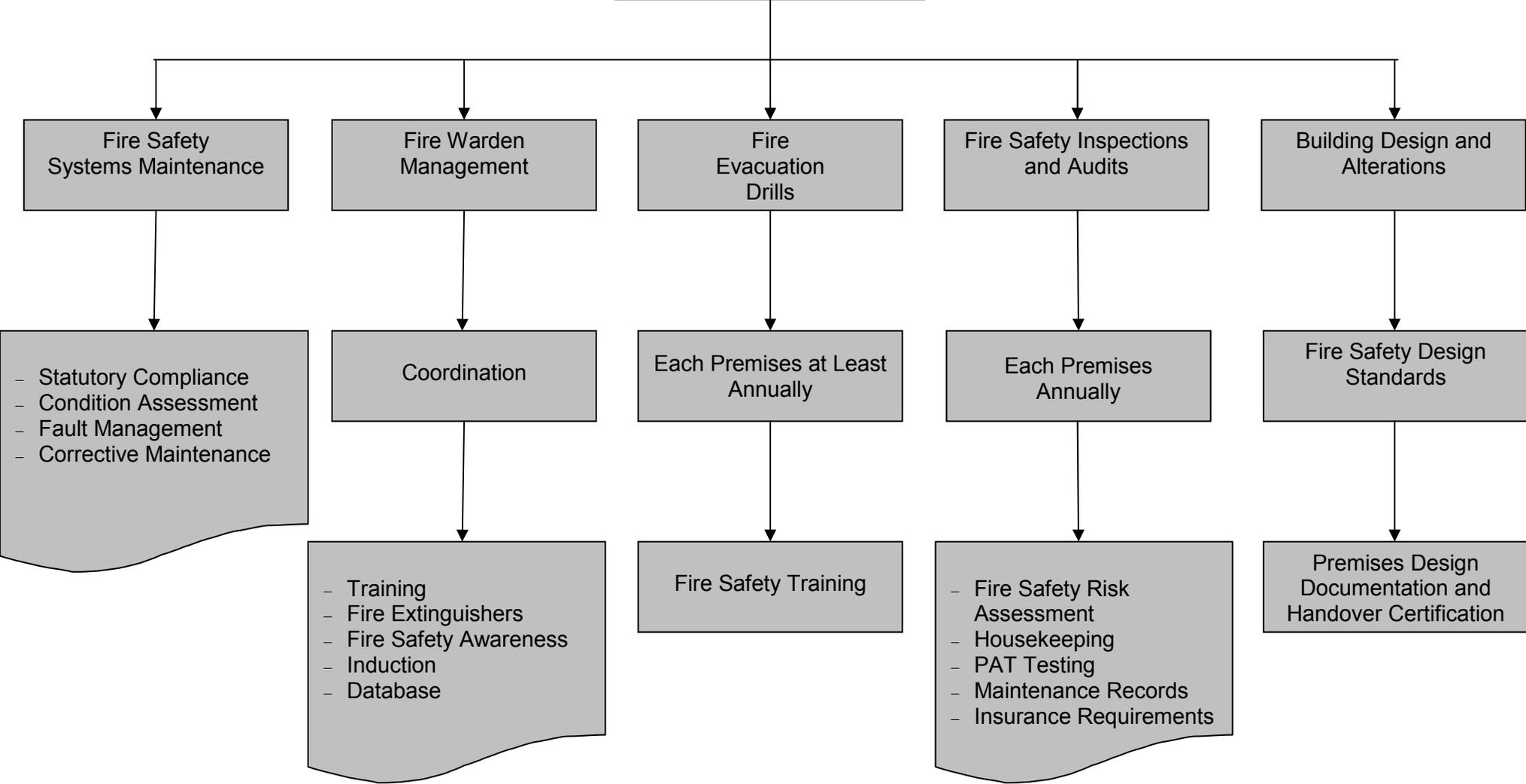
7.18 Re-Entering the Building

- *Adults and children may only re-enter the building after the express permission of the Headteacher has been obtained.*
- *If the emergency services have been called this will only be after the Chief Fire Officer has given permission to re-enter the building*

7.19 Contingencies If Not Re-Entering the Building

- *If the building cannot be re-entered then the children and staff will be taken over to the church.*
- *Staff will inform parents via text message of the need to come and collect children. This will need to be done using a computer available at Regents College.*

**FIRE SAFETY
MANAGEMENT
STRATEGY**



FIRE SAFETY MAINTENANCE CHECKLIST

	YES	NO	N/A	COMMENTS
Daily Checks (not normally recorded)				
Escape Routes				
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape route clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Is the main indicator panel showing "normal"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are whistles, gongs or air horns in their correct place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				
Are luminaries and exit signs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the emergency lighting and signs working normally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire fighting Equipment				
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire hydrants accessible for the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weekly Checks				
Escape Routes				
Do all emergency fastening devices work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Did the fire alarm work correctly when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did staff and all others hear the alarm working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did any linked fire protection system operate correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did visual alarms, pagers or vibrating pads work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do voice alarms work and was the message understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				
Are charging indicators visible and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire fighting Equipment				
Are all fire fighting equipment in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers mounted 1 - 1½ metres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monthly Checks				
Escape Routes				
Do all electronic release mechanisms work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all automatic doors "failsafe" in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all self-closing devices working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all door seals and intumescent strips in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external stairs in good condition and non-slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all roller shutters for compartmentation working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all internal fire doors close against their rebate / stop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				
Do all luminaries and exit signs working when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency generators working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire fighting Equipment				
Is the "pressure" in stored pressure extinguishers correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIRE SAFETY MANAGEMENT AND FIRE EMERGENCY PLAN

	YES	NO	N/A	COMMENTS
Three Monthly Checks				
General				
Are emergency tanks / ponds at their normal / correct level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional items from manufacturers requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Six Monthly Checks				
General				
Has the emergency evacuation lift (if fitted) been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have sprinkler systems been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have release and closing mechanisms on fire resisting compartment doors and shutters been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				
Do all luminaries work for a third of their rated value?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Annual Checks				
Escape Routes				
Do all fire doors work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is escape route compartmentation in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				
Do all luminaries operate on test for their full duration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire fighting Equipment				
Has all equipment been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Miscellaneous				
Have dry / wet risers been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has smoke control systems been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has external access for the fire and rescue service been checked for availability at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have any fire fighters switches been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire assembly points clearly indicated by signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIRE SAFETY TRAINING PROGRAMME

All employees will receive adequate fire safety training and all fire safety training sessions will be delivered by a competent person. There will one / two fire drills per year to test the fire safety training.

Fire Safety Training Sessions

New Employees:	Induction Programme
Current Employees:	One session per year
Fire Wardens:	One session per year specific to their duties
Managers:	One training session per year specific to their duties and including fire safety risk assessment, responding to fire hazards, fault reporting procedures, liaising with the fire service, record keeping, induction of new staff, fire safety policies and procedures. Unless covered by general staff training.

Fire Safety Training Topics

- The significant findings from the fire risk assessment and fire safety policies;
- What to do on discovering a fire;
- How to raising the alarm, including the locations of fire alarm call points (break glass points);
- The action to take upon hearing the fire alarm;
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety;
- The arrangements for calling the fire and rescue service;
- The location and , where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment;
- Knowledge of escape routes including stairways and especially those not in regular use;
- How to open all emergency exit doors;
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed;
- Where appropriate, isolating electrical power and gas supplies and stopping machines and processes;
- The reasons for not using lifts (except those specifically constructed as evacuation lifts);
- The safe use of and risks from storing and working with highly flammable and explosive substances;
- General fire precautions, fire awareness and good housekeeping practices;
- The no smoking policy (where applicable);
- Special provisions for assisting disabled people and any training needed;
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

Fire Safety Training Records

All fire safety training will recorded to include the date of instruction; the duration, name of the person giving the instruction, names of persons receiving the instruction; and the nature of the instruction and / or, drill.

FIRE SAFETY MANAGEMENT STRUCTURE

The person with the overall responsibility for fire safety :- Planning: Structure of organisation Organisation: Setting objectives, policy and procedures Control: Identify person responsible to tasks / actions Monitoring: Checks and the implementation of standards Review: Reviews of fire safety performance standards	Responsible Person:
	Position:



The person with responsibility for fire safety risk assessment : – Carrying out fire safety risk assessment – Review of fire safety risk assessments	Competent Person:
	Position:



The person with responsibility for the maintenance programme : – Fire detection and warning system – Emergency lighting – Escape routes – Fire safety signs and notices – Fire resisting walls, partitions and doors – Fire fighting facilities – Electrical appliances and premises installations	Competent Person:
	Position:



The person with responsibility for developing and reviewing the premises Fire Safety Management Plan which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.	Competent Person:
	Position:



The person with responsibility for staff training : – What to do in the event of fire – What to do upon hearing the fire alarm – Liaison with the fire service – Emergency shut down procedures – Fire fighting arrangements – The reason for good housekeeping practices etc	Competent Person:
	Position:



FIRE SAFETY MANAGEMENT AND FIRE EMERGENCY PLAN