

- Are your chairs and furniture in good condition?**
If 'NO' –you must arranged for their removal.
- Is your storage areas free of rubbish and combustible waste materials?**
If 'NO' – you must ensure that rubbish and combustibles in your building are tidied, recycled where possible and removed.
- If you have smokers within your building (cigarettes, e-cigarettes or vapour), do your staff know where they are permitted to smoke outside the building?**
If 'NO' – please refer to the school's "No Smoking" policy.
- Do your staff know where all fire exits are located?**
If 'NO' – you must ensure that you show your staffs immediately.
- Are the routes to the fire exits unobstructed?**
If 'YES – you must ensure items are immediately obstructing are removed.
- Are all the fire exits clear?**
If 'NO' – you must ensure items obstructing are immediately removed – requests can be made for the site manager to assist.
- Are the fire extinguishers in your area clearly visible and have no obstructions in front of them?**
If 'NO – you must ensure items obstructing are removed immediately.

TRAINING/KNOWLEDGE

- Has all your staff undertaken the mandatory annual fire awareness training?**
If 'NO – you must ensure staff undertake as soon as possible.
- Have your fire wardens been trained in fire warden duties? (this is recommended to be every three years and is required for the role).**
If 'NO – you must ensure staff undertake as soon as possible.
- If your designated Fire Wardens within your building are away from the school (ie annual leave, meetings etc) do you have other members of staff who would act as nominated Fire Wardens to ensure that all your staff and pupils get out safely and inform the Fire Marshall that your area was clear?**
If 'NO – you must ensure staffs are undertake the trained as soon as possible
- Do you discuss/circulate the action plan from practice evacuations at your team meetings?**
If 'NO –you must ensure staffs are informed.

PROCEDURES

- Are all your staff aware of the Fire Emergency Evacuation Plans (FEEP)?**
If 'NO – you must ensure staff are aware of this document and where to find it immediately.

Are your staff members aware of where the Health and Safety Notice boards on site are and of the information displayed on them?

If 'NO' – you must ensure staff are informed immediately.

If you have a pupil or member of staff who has mobility issues, have you completed a Personal Evacuation Plans (PEEP) for them to evacuate in a safe manner?

If 'NO' – you must ensure any pupil or member of staff who has a requirement for assistance to get out of the work place has an up to date PEEP completed immediately.

If you do have a Personal Evacuation Plans (PEEP) in place for a member of staff – has this been reviewed within the last year?

If 'NO' – you must ensure that it is reviewed urgently.

Are the Buddies listed in the PEEPs still up to date – including working patterns and contact details?

If 'NO' – you must ensure that the correct details are up to date ensuring that a copy is included in the Fire Register.

Are the Buddies aware of their responsibilities and roles in the PEEP?

If 'NO' – you must ensure that the buddies are informed and trained as necessary immediately.

Are all pupils and staff aware of the sound of the Fire Alarm and is the fire alarm audible throughout the school (even when in kitchenettes/toilet areas)?

If 'NO' – you must ensure that pupils and staff that are in the building are able to hear the weekly fire test – if they cannot hear in any area of the building, you must arrange for the alarm to be checked by a competent contractor immediately.

Do your procedures and practices avoid the use of combustible materials or processes?

If 'NO' – you must review the procedures/practices and Risk Assessments regularly to ensure that staff safety (this includes others based in the building)? If not ensure that procedures and Risk Assessments are completed immediately.