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| Name of School |  |
| Date of Report  |  |
| Name of Head Teacher |  |
| Number of staff at facility (to include kitchen and cleaning staff)  |  |
| Number of pupils |  |
| Type of school | *community, voluntary controlled, community, special school, maintained nursery schools, secondary school*  |

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| **Fire Alarm and Fire Register – All Sections Must be Completed** |
| Management of Health and Safety | Guidance  | Yes | No |  Comments  |
| Is the Fire Alarm tested weekly and recorded in the Fire Log Book? | *Is the indicator panel showing ‘normal’?**Are whistles gong or air horns in place?* |  |  |  |
| Is an evacuation of the premise undertaken termly and recorded in the Fire Register? | *Are all drills/ accidental activations/ emergency evacuations noted?*  |  |  |  |
| Does evacuation of the premises include arrangements for vulnerable adults or children? | *Personal Emergency Evacuation Plans (PEEP) should be drawn up for vulnerable individuals/ those with disabilities*  |  |  |  |
| If there are fire exit doors in the classroom, are they:* Unobstructed;
* Kept unlocked; and
* Easy to open from the inside?
 | *Note: classrooms where there are fire doors within them*  |  |  |  |
| Are all other fire doors checked weekly to ensure they are:* Unobstructed;
* Kept unlocked; and
* Easy to open from the inside?
 |  |  |  |  |
| Are the fire extinguishers provided with a visual check on a weekly basis, with findings logged in fire log book? | *Are all fire extinguishers in place?**Are fire extinguishers clearly visible?**Is equipment in good condition?* |  |  |  |
| Is the emergency lighting system tested and tests documented monthly?  |  |  |  |  |
| Has the emergency evacuation lift been tested within the last six months? (if applicable)  |  |  |  |  |
| Has the fire alarm, extinguishers and emergency lighting been serviced within the last12 months? |  |  |  |  |
| Is there a copy of the Fire ManagementPlan at the school?  | *Template available on Addysg Mon* |  |  |  |
| Does the school have a copy of the latest Fire Risk Assessment? | *Fire Risk Assessments are carried out every 5**years by the Property Department of the Council**and should be reviewed annually by the Head Teacher*  |  |  |  |
| Have all actions identified been completed by school/ Property Services? | ***Please provide copy of populated action plan***  |  |  |  |
| Are Fire Action Notices displayed in theschool? | *Fire Action Notices should be displayed around the premises indicating the action to take in the event of fire.*  |  |  |  |

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| **Premises -** *Regular inspections of the premises should be undertaken and recorded to identify/monitor deterioration in condition, identify any unsafe conditions, and for vandalism. Inspections should also monitor for likely causes of slips and trips e.g. items left on steps or traffic routes, growing moss etc.* |
| Are formal lettings agreements in place where the premises (or part of the premises) arelet to others? | *The letting agreement should state safety arrangements such as maximum numbers, emergency arrangements, defect reporting**arrangements, security and any other information to ensure that hirers comply with school existing**safety requirements* |  |  |  |
| Is a planned daily, ‘Ready for Use’ premises inspection undertaken? | *This should be undertaken daily to ensure that the premises are in a safe condition before use.**It should look for broken glass, windows, articles in the playground, evidence of drugs use and ensure that all emergency routes are available.* |  |  |  |
| Is there a system in place to encourage staff to report day to day defects to enable remedial work to be arranged? | *Reports should be recorded as should acknowledgement that remedial work has been arranged/ completed.*  |  |  |  |

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| **Training –** *Appropriate Health and Safety training should be given where identified as necessary. This can be formal subject specific training and also training in local systems and procedures.*  |
| **Training Received**  | **Yes/No** | **Names of persons who have received training and date training provided**  | **Training Received** | **Yes/No** | **Names of persons who have received training and date training provided** |
| It is recommended that a member of the senior management team should have completed ‘IOSH Managing Safely’ training or equivalent. |  |  | Fire Marshal  |  |  |
| Fire Safety |  |  | First Aid  |  |  |