**Schools’ guide to in-house fire precaution checks – frequencies and areas**

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| **Item to inspect** | **Extinguishers and blankets** | **Emergency lighting** | **Fire exits and routes including doors** | **Smoke detectors and heat detectors** | **Fire alarm and fire panel testing** | **Fire drills (for efficacy)** | **Call points** | **Signage – call point / exit signs** |
| **Frequency** | **Monthly** | **Daily and upon fire alarm / panel checks / drills** | **Daily and upon fire drills** | **Weekly** | **Daily** | **Termly** | **Weekly** | **Daily** |
| **What am I looking for?[[1]](#footnote-1)** | * In date from last professional check * Not damaged * In the right place * Not propping open a door | * Green light showing * Not covered * Working when fire alarm activated – upon drills / tests | * Clear from obstructions * Accessible to those with disabilities * Clear from slip hazards * Door seals appropriate for the protection given | * Green light showing (if applicable) * Not covered * Working when button pressed (as applicable) | **As per instruction from installation company** | * Termly * Involve entire school | * For damage to break glass * Not covered | * Not covered * Appropriate placement * Pictorial / ease of understanding |
| **How to record the check** | In your fire log book  Date and initials / signature | In your fire log book  Date and initials / signature | In your fire log book  Date and initials / signature | In your fire log book  Date and initials / signature | In your fire log book / fire panel book  Date and initials / signature | Fire log book / drill record  Note the date and time for full evacuation, any problems, measures to put in place if concerns arise, future review date. Initials / signature. | In your fire log book  Date and initials / signature | In your fire log book  Date and initials / signature |
| **Who can carry out this check?** | Allocated person[[2]](#footnote-2)  / teacher to be responsible for own classroom | Allocated person | Allocated person / teacher to be responsible for own classroom | Allocated person | Allocated person | Allocated person / headteacher / member of the SLT | Allocated person  / teacher to be responsible for own classroom | Allocated person / teacher to be responsible for own classroom |

**Best practice dictates that all checks should be recorded with the date and initials of the person making that check.**

1. This list is not exhaustive, and additional advice should be sought from your Fire Risk Assessor, or other **professional** guidance. The [Suffolk Fire and Rescue Service Log book](https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/fire-precaution-information) details further checks you should take and whether these are visual or active checks. [↑](#footnote-ref-1)
2. An allocated person may be your caretaker, your cleaner, a specific teacher or leader within the SLT. **They must** be made aware of their specific responsibilities either via your Property Advisor, your Health and Safety Advisor, or via another professional person who can instruct them on more technical issues such as the fire panel. This information can be cascaded down for simple checks such as recognising obstructions in fire exits. You should also have another member of staff who can undertake the duties in their absence. [↑](#footnote-ref-2)