



LANESEND PRIMARY SCHOOL  
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# Lanesend Primary School

## Fire Safety Policy Statutory Policy

Signed: ..... Date:  
(Headteacher)

Signed: ..... Date:  
(Chair of Governors)

**Review Date:** March 2019 (Yearly)

**Reviewed By:** Headteacher, Site Manager and Full  
Governing Body

# **FIRE SAFETY POLICY**

## **STATEMENT OF INTENT**

Lanesend 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 there effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the department.
11. 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:** \_\_\_\_\_  
**Head Teacher**

**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 the inherent fire risks and the legal obligations laid on Lanesend Primary School as the employer.
- 1.3 This fire safety management and fire emergency plan applies to premises which are under the control of Lanesend Primary School as the employer. Its requirements extend to all persons at the School 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 at the school that are employed by any other employer. In this respect other staff will comply with these relevant fire safety arrangements and policy.
- 1.5 Lanesend Primary School will, so far as is reasonably practicable, and in accordance with legal obligations and standards:
  - 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;
  - have in place a programme of works to improve or maintain the existing fire safety specifications;
  - identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;
  - 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.

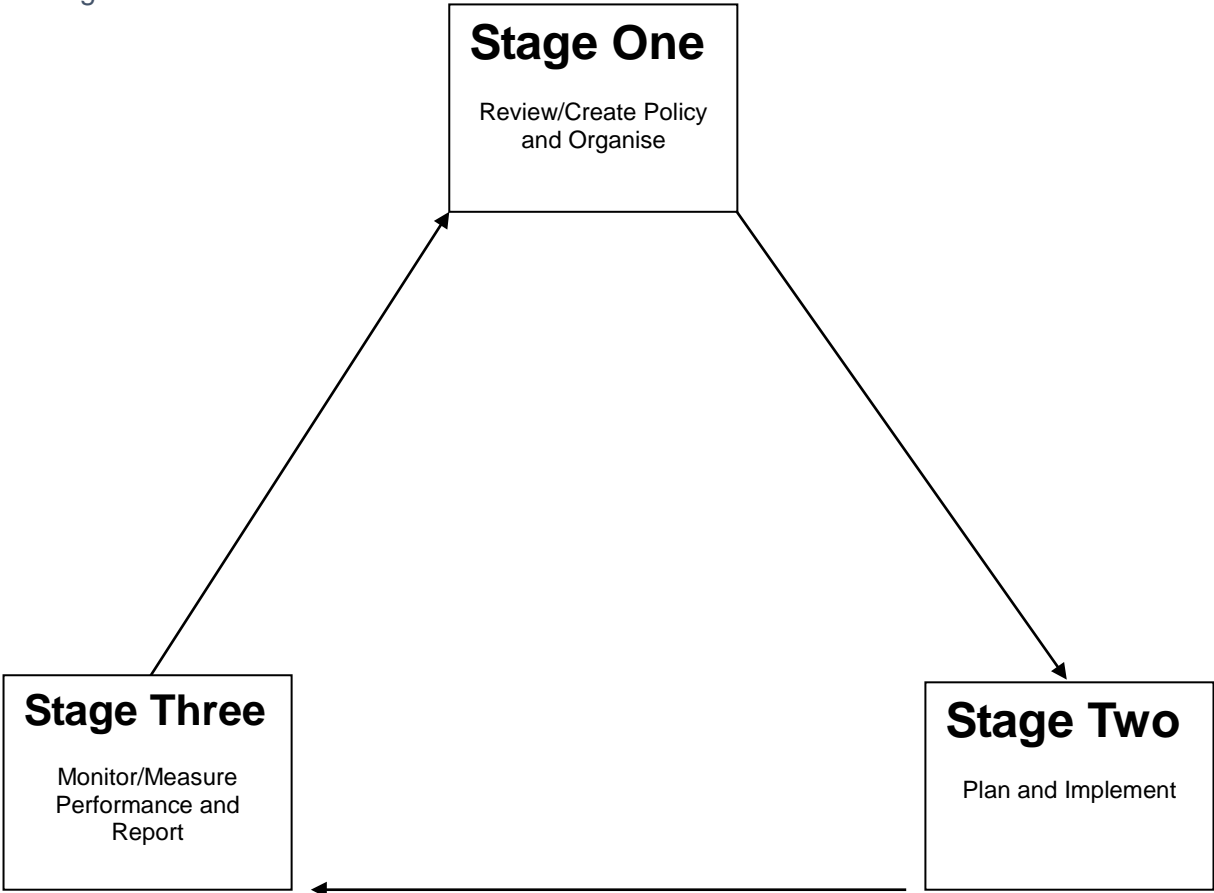
## 2 PRACTICAL FIRE SAFETY ARRANGEMENTS

- 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 the school 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, pupils, 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 and Disability Discrimination Act 1995;
  - 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.
  - An annual premises fire safety inspection will be carried with review of the Fire Risk Assessment.
- 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
  - Building design, alterations and commissioning

### 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.
- 3.2 Fire Risk Assessments must be carried out and reviewed regularly (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:
- |                    |   |  |
|--------------------|---|--|
| <b>High Risk</b>   | = | Work to be completed within 4 to 8 weeks |
| <b>Medium Risk</b> | = | Work to be completed within 6 months     |
| <b>Low Risk</b>    | = | Work to be completed within 1 year       |
- 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) must be developed for staff, pupils or service users 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.
- 3.8 Fire Warden and staff training are provided through **Wight Safety Consultancy** who provide training as required. The course is delivered by a qualified competent person **Mark Elliott CMIOSH, NEBOSH Fire Safety Management**. It is the responsibility of all Fire Wardens to attend refresher training. A sample fire safety training programme and staff training record can be found in Appendix 3 and 4 respectively.

- 3.9 Fire evacuation exercises will be carried out each term at the School. 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 Fire Wardens under the guidance of the responsible person. Pre and post de-briefing 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 or fire drill notices. 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 Head Teacher
- 3.13 Testing of building passive and active fire evacuation systems are to be conducted by a delegated competent person at agreed appropriate times during normal hours and in line with current British test standards.
- 3.14 Fire wardens will report any faults or problems to the responsible person who will investigate and undertake remedial action.
- 3.15 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.
- 3.16 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 ORGANISATION AND CONTROL

4.1 Specific named individuals are responsible for overall responsibility for Fire Safety, maintenance, Emergency Plans and Staff Training.

4.2 The Head Teacher will:

- ensure that this Fire Policy is in place, properly implemented and reviewed.
- ensure that a delegated person is appointed 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 the school are complementary.

4.3 The Site Manager will:

- ensure that fire risk assessments are carried out the school, and for specific activities;
- 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 and fire drill is in place at each location to safely evacuate all persons, whether employees, visitors or service users. This emergency plan and fire drill must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to evacuate the premises promptly. The plan and fire drill must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;
- arrange for the emergency plan and fire drill to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
- ensure that if there is any doubt about the provision of new or replacement fire extinguishers this is completed in a timely manner;
- 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 the school is readily accessible, and 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;
- ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises

- confirm that their fire safety inspections address fire safety arrangements; and
- liaise with the Headteacher, on all aspects of the above arrangements.
- 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 six months;
- 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 quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements.

#### 4:4 Employees must:

- ensure they are familiar with the emergency plan and fire drill 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 Headteacher and Site Manager;
- report to the Headteacher and Site Manager any concerns about fire safety;
- be familiar with all escape routes;



- not block or obstruct fire doors;
- 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 and fire drill, 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.

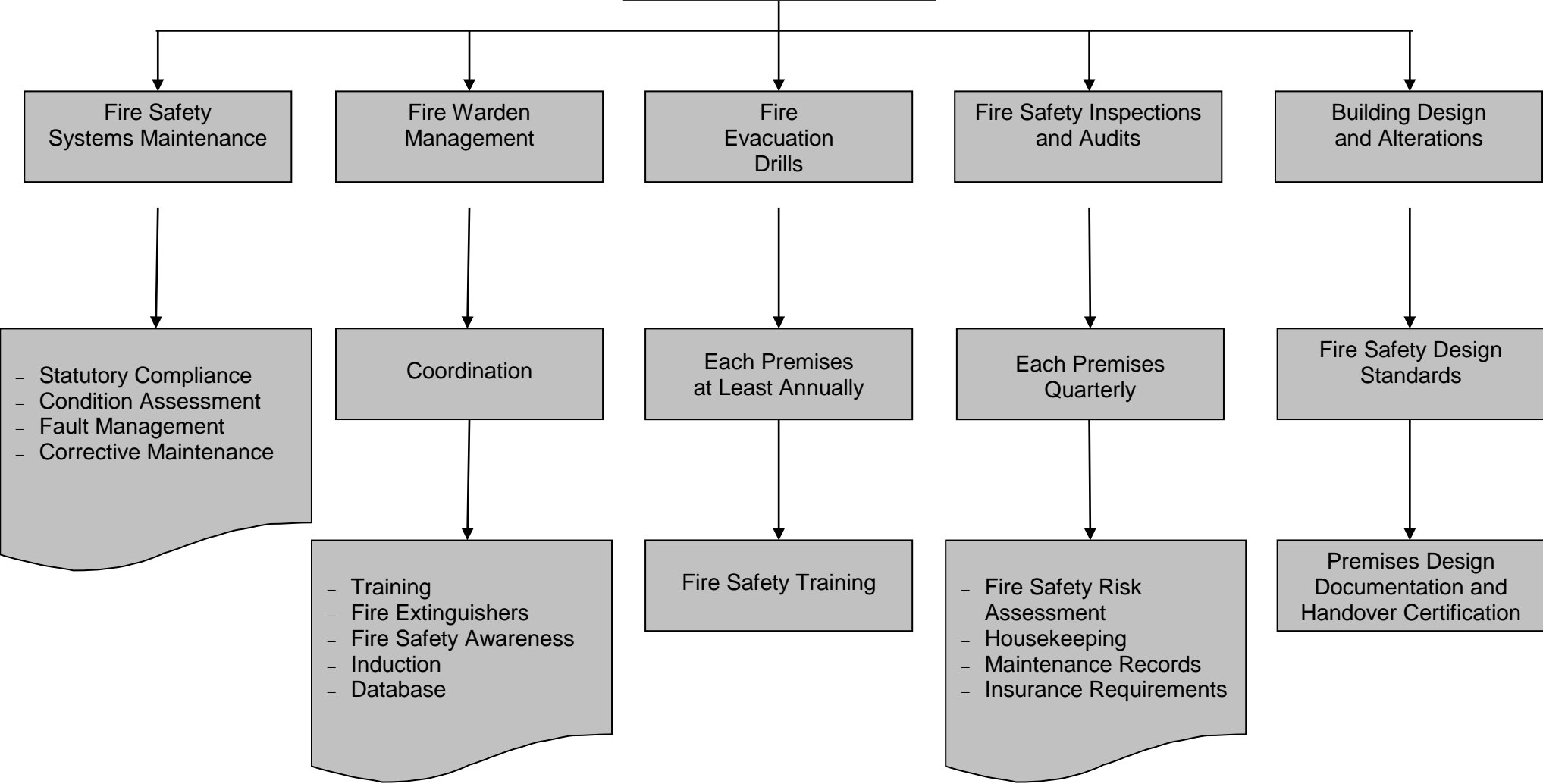
## **5 MONITORING**

- 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 head teacher.

## **6 REVIEW**

- 6.1 Annual audit of all fire systems by the head teacher 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 roles

**FIRE SAFETY  
MANAGEMENT  
STRATEGY**



**FIRE SAFETY MAINTENANCE CHECKLIST**

|  | YES                      | NO                       | N/A                      | COMMENTS |
|--|--------------------------|--------------------------|--------------------------|----------|
| <b>Daily Checks (not normally recorded)</b>                    |                          |                          |                          |          |
| <b>Escape Routes</b>   |                          |                          |                          |          |
| 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"/> |          |
| <b>Fire Warning Systems</b>                                    |                          |                          |                          |          |
| 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"/> |          |
| <b>Escape Lighting</b>   |                          |                          |                          |          |
| 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"/> |          |
| <b>Fire fighting Equipment</b>                                 |                          |                          |                          |          |
| 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"/> |          |
| <b>Weekly Checks</b>   |                          |                          |                          |          |
| <b>Escape Routes</b>   |                          |                          |                          |          |
| 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"/> |          |
| <b>Fire Warning Systems</b>                                    |                          |                          |                          |          |
| 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"/> |          |
| <b>Escape Lighting</b>   |                          |                          |                          |          |
| Are charging indicators visible and illuminated?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>Fire fighting Equipment</b>                                 |                          |                          |                          |          |
| 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"/> |          |
| <b>Monthly Checks</b>  |                          |                          |                          |          |
| <b>Escape Routes</b>   |                          |                          |                          |          |
| 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"/> |          |
| <b>Escape Lighting</b>   |                          |                          |                          |          |
| 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"/> |          |
| <b>Fire fighting Equipment</b>                                 |                          |                          |                          |          |
| Is the "pressure" in stored pressure extinguishers correct?    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

**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 be six fire drills per year to test the fire safety training.

### **Fire Safety Training Sessions**

Fire training sessions will be held every two years with refresher training completed for fire wardens and marshals.

### **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 children, staff 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 TRAINING RECORD**

Date: \_\_\_\_\_ Duration: \_\_\_\_\_

Given By: \_\_\_\_\_ Session For: \_\_\_\_\_

**Subjects Covered**

- The significant findings from the fire risk assessment and fire safety policies
- What to do on discovering a fire
- How to raise the alarm, including the locations of fire break glass points
- The action to take upon hearing the fire alarm
- The evacuation procedure for alerting children, staff 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, gas supplies, stopping machines and processes
- The reasons for not using lifts (except those specifically constructed as evacuation lifts)
- The safe use, risks from storing and working with highly flammable/ explosive substances
- General fire precautions, fire awareness and good housekeeping practices
- The no smoking policy
- Special provisions for assisting disabled people and any training needed
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

**Names of those attending:**

| PRINT NAME | SIGNATURE |
|------------|-----------|
|            |           |
|            |           |
|            |           |
|            |           |
|            |           |
|            |           |
|            |           |
|            |           |

I confirm that I have delivered the above subjects to those named above as attending.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Position: \_\_\_\_\_