

Question	Yes/No	Checklist/Control Measure	DCLG Guidance –Fire Safety Risk Assessment for Educational Premises
Fire Risk Assessment			
Have you reviewed your fire risk assessment in light of the current situation?		Have you documented and addressed the significant findings?	Part 1 -Page 9
Maintenance			
Are you maintaining your fire precautions equipment?		<ul style="list-style-type: none"> • Are you checking that the escape routes are clear and unobstructed? • Are you checking on a daily basis, emergency exit doors can be easily opened? • Are you testing the fire alarm weekly? Is it in service date? • Are you testing the emergency lighting monthly? Is it in service date? • Are you checking the portable fire-fighting equipment monthly? Is it in service date? • Are you checking/testing the sprinkler system in accordance with manufacturers’ guidance? Is it in service date? 	<p>Appendix A - Page 115</p> <p>See also Manufacturers’ instruction</p>
Escape Route and Exits			
Are there any changes you will need to make to the escape routes?		<ul style="list-style-type: none"> • Is escape within recommended travel distances? • Can escape to total safety be achieved? • Is there a management process in place to ensure queuing parents do not obstruct exits/escape routes or impede the fire service? • Will the route ensure that the alarm (by way of manual break glass call point) can be raised before leaving the building? • Have you reviewed your emergency evacuation plan in light of the change? • Are all staff aware of any changes to the escape routes and have received appropriate training on the evacuation plan? • Have you undertaken a fire drill to ensure the measures in place are suitable? 	<p>Section 2: Manual call points – Page 53</p> <p>Section 4: Escape routes - Page 64</p> <p>Section 7: Recording, Planning, Informing, Instruction and Training – Page 108</p>
Are doors, including fire doors and emergency (final) exit doors, planned to held open for free flow of movement by pupils or ventilation purposes?		<ul style="list-style-type: none"> • Are emergency exit doors free from obstruction and trip hazard? • Do not use wedges or items that do not work on operation of the fire alarm • Where fire doors held open by hold open devices there should be automatic detection located in areas either side of the held 	Appendix B – Page 124

		open door?	
Restructure/addition of furniture etc.			
Are desks being repositioned?		<ul style="list-style-type: none"> • Is there a suitable escape route in the classroom to an exit door? • Is portable fire fighting equipment obstructed? • Are manual call point obstructed? 	<p>Section 2: Manual call points – Page 53</p> <p>Section 3: Fire-fighting equipment and facilities – Page 57</p> <p>Section 4: Escape routes - Page 64</p>
Are partitions being used?		<ul style="list-style-type: none"> • Will the location of the partitions obstruct emission of light from emergency lighting? • Is the partition located underneath and within 500mm of a smoke detector? • Will the partition obstruct the means of escape or increase travel distance for escape? 	<p>Section 4: Escape routes - Page 70</p> <p>Section 5: Emergency escape lighting – Page 103</p>
Will hand sanitizer dispensers be installed in some areas?		<ul style="list-style-type: none"> • Does this product contain alcohol? • Will the dispenser be located near an ignition source? 	<p>Section 1: Fire risk and preventative measures – Page 44</p> <p>See also manufacturers' instructions/data sheet</p>
Storage			
Have you increased the amount of cleaning products and associated materials? Do you have amounts of PPE? Will the amount of items for storage increase?		<ul style="list-style-type: none"> • Do you have storage rooms that are 30 minute fire resisting and kept locked shut? • Do you hold and have you reviewed all safety documentation for relevant COSHH products? • Are all cleaning products stored in locked cupboards according to COSHH guidelines? • Will products in the store room obstruct the smoke detector, if stored on racking? • Do you have a management procedure in place to ensure combustible items are not stored on the means of escape or boiler room? 	<p>Appendix B – Page 119</p> <p>Part 1 Management of escape routes - Page 27</p>