

APPENDIX A

Establishment address: Worlingham CEVC Primary School Garden Lane Worlingham Beccles Suffolk NR34 7SB	Date:	Name of person completing checklist: Mr Kevin Copeman
Daily checks (These do not normally need to be recorded)		
Escape Routes		
Can all fire exits be opened immediately and easily?		
Are fire doors clear of obstructions, not wedged open?		
Are escape routes clear?		
Any fire doors locked at night (providing no sleeping risk) are unlocked by first person in.		
Fire Warning Systems		
Is the indicator panel showing 'normal'?		
Are Whistles, gongs or air horns in place?		
Escape lighting		
Are luminaries and exit signs in good condition and undamaged?		
Is emergency lighting and sign lighting working correctly?		
Fire-fighting Equipment		
Are all fire extinguishers in place and seals intact?		
Are fire extinguishers clearly visible?		
Are vehicles blocking fire hydrants or access to them?		

Any defects must result in further action as necessary.

Some of the checks may require the assistance of one of the approved contractors or your property adviser.

This checklist should be used to support your fire management procedures and is not in place of your fire risk assessment, (it may however be beneficial to complete this prior to undertaking your fire risk assessment), or other assessments. This form should be adapted to suit your establishment. Some of the checks may not be relevant to your premises.



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Weekly Checks		Yes	No	N/A	Comments
Escape Routes					
Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly:					
Are external routes clear and safe?					
Is there adequate external lighting?					
Fire Warning Systems					
Does testing a manual call point send a signal to the indicator panel? (Disconnect the link to the receiving centre or tell them you are doing a test)					
Did the alarm system work correctly when tested?					
Did staff and other people hear the fire alarm?					
Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop)					
Do all visual alarms and /or vibrating alarms and pagers (as applicable) work?					
Do voice alarm systems work correctly? Was the message understood?					

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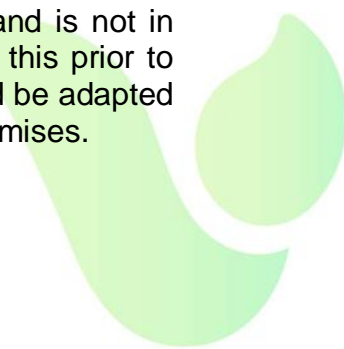
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Establishment address: Worlingham CEVC Primary School Garden Lane Worlingham Beccles Suffolk NR34 7SB	Date or Week commencing:	Name of person completing checklist: Mr Kevin Copeman			
Monthly Checks		Yes	No	N/A	Comments
Escape routes					
Do all electronic release mechanisms on escape doors work correctly?					
Do they 'fail safe' in the open position?					
Do all automatic opening doors on escape routes 'fail safe' in the open position?					
Are fire door seals and self-closing devices in good condition?					
Do all roller shutters provided for fire compartmentation work correctly?					
Are external escape stairs safe?					
Do all internal self-closing fire doors work correctly?					
Escape lighting					
Do all luminaries and exit signs function correctly when tested?					
Have all emergency generators been tested? (Normally run for one hour)					
Firefighting equipment					
Is the pressure in 'stored pressure' fire extinguishers correct?					
Have they been serviced within last 12 months?					
Additional items from manufacturer's recommendations					

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Three Monthly Checks	Yes	No	N/A	Comments
General				
Are any emergency water tanks/ponds at their normal capacity?				
Are vehicles blocking fire hydrants or access to them?				
Additional items from manufacturer's recommendations				

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Six monthly Checks		Yes	No	N/A	Comments
General					
Has any Firefighting or emergency evacuation lift been tested by a competent person?					
Has any sprinkler system been tested by a competent person?					
Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested by a competent person?					
Has an evacuation drill been completed within the last 6 months?					
Fire Warning System					
Has the system been checked by a competent person?					
Escape lighting					
Do all luminaries operate on test for one third or the rated value?					
Additional items from manufacturer's recommendations					

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Annual checks		Yes	No	N/A	Comments
Escape routes					
Do all self-closing fire doors fit correctly?					
Is escape route compartmentation in good repair?					
Escape lighting					
Do all luminaries operate on test for their full rated duration?					
Has the system been checked by a competent person?					
Firefighting equipment					
Has all Firefighting equipment been checked by a competent person?					
Miscellaneous					
Has any dry/wet rising fire main been tested by a competent person					
Has the smoke and heat ventilation system been tested by a competent person?					
Has external access for the fire service been checked for ongoing availability?					
Have any fire-fighters switches been tested?					
Has the fire hydrant bypass flow valve control been tested by a competent person?					
Are any necessary fire engine direction signs in place?					

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