

Fire Procedures and Check list 2025/26

Weekly

Call Point Test

- Check all doors are on automatic magnet closer (open)
- Pick one call point (we have 3 in this building, 2 on GF and 1 on FF)
(check 1 a week)
- Activate GF call point with activation key, (collect from office) FF is glass push activated
- Can you hear the sounder?
- Take key out and switch off* sounders within 20 seconds
*Switch off is from the Fire Panel in the entry foyer. Follow instructions on sticker on Fire Panel Board.
- Check all doors are fully closed
- Check* the carbon monoxide (1 in back/resource room and 1 in Yr 4 classroom (Room H), both located next to each boiler
*Check for single green flash – Press big button to hear loud ring.
- Make a log of the call point check with date, time, check point number and any faults (if any)
- Record faults clearly in the Log File.

Fire Extinguisher/Blanket Check

- Identify all extinguishers
- Check tie is intact
- Check ring pull is in place
- Check pressure gauge
- Powder extinguishers need to be upturned to listen to powder flow
- Check blanket is still in casing
- Overall check for wear and tear of Extinguishers and Blankets
- Check inspection date sticker

Emergency Light Test

Monthly

- Record in Log File
- Take activation key (silver key)
- Identify emergency light is with green light and EL Number sticker
- Activate EL switch
- Check if emergency lights come on
- Tick the box
- Switch it off and go to the next one

- Record in logbook

Fire Drill

- Check all doors are on automatic magnet closer (open)
- Pick one call point (we have 3 in this building, 2 on GF and 1 on FF)
(check 1 a week)
- Activate GF call point with activation key, (collect from office) FF is glass push activated
- Can you hear the sounder?
- **Start Stop watch**
- Observe evacuation keeping a watchful eye on procedures or lack of (ie running, pushing going to wrong FE etc.)
- Pause stopwatch when evacuation is completed
- Take key out and switch off* sounders
*Switch off is from the Fire Panel in the entry foyer. Follow instructions on sticker on Fire Panel Board.
- Check for stragglers (especially toilets)
- Check all Fire Doors
- Confirm roll call
- Get all clear from RP
- Instruct staff to escort children to return to school
- Complete Fire Log-book/Fire File

This document must be read in conjunction with the Fire Evacuation Policy and Procedure 2025/26 and Fire Safety Statement 2025/26.

Signed:..... (Zubair Kola)

Date: Sept 2025

Review Date: September 2026