

# Protecting Your School from Fire and Weather Related Losses

## Checklists



<b>FROST/FREEZE</b>	<b>YES</b>	<b>NO</b>	<b>ACTION REQUIRED BY MANAGEMENT</b>
Are your pipes and tanks properly lagged?	<input type="checkbox"/>	<input type="checkbox"/>	
Do all your taps close tightly?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know where the main water stop cock/stop valve is?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you sure they are working?	<input type="checkbox"/>	<input type="checkbox"/>	
Is electricity supply left on to ensure operation of frost thermostats?	<input type="checkbox"/>	<input type="checkbox"/>	
Is heating maintained in the premises?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>STORMS</b>			
Are all roof slates/tiles, gutters and aerials etc secure?	<input type="checkbox"/>	<input type="checkbox"/>	
Has flashing been checked?	<input type="checkbox"/>	<input type="checkbox"/>	
Are gutters and down pipes clear?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all large trees close to your school maintained – branches trimmed, checked for rot or decay?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the grounds clear of loose materials and rubbish?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FLOODING</b>			
Are gutters and down pipes clear	<input type="checkbox"/>	<input type="checkbox"/>	
Are drains clear?	<input type="checkbox"/>	<input type="checkbox"/>	
Are roof slates/tiles secure?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the grounds clear of loose materials and rubbish?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>FIRE</b>			
Have you identified all potential sources of ignition?	<input type="checkbox"/>	<input type="checkbox"/>	
Is waste securely stored pending removal?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the mains electrical system checked by a competent person every 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	
Is smoking controlled?	<input type="checkbox"/>	<input type="checkbox"/>	



<b>FIRE</b> continued	YES	NO	ACTION REQUIRED BY MANAGEMENT
Are detection systems appropriate to your school and are they in the correct locations?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there sufficient and appropriate fire extinguishing appliances throughout the premises?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all detection systems and fire extinguishing appliances regularly checked and serviced?	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape routes and final exits kept clear at all times?	<input type="checkbox"/>	<input type="checkbox"/>	
Where necessary, are escape routes and exits, the locations of fire fighting equipment indicated by appropriate signs?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have an emergency plan and have all staff members and pupils been made aware of the plan?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you hold fire drills at least once every term?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>GENERAL MAINTENANCE</b>			
Electrical system inspected and up to date?	<input type="checkbox"/>	<input type="checkbox"/>	
No usage of temporary wiring?	<input type="checkbox"/>	<input type="checkbox"/>	
Correct fuses installed?	<input type="checkbox"/>	<input type="checkbox"/>	
Circuit breakers operational?	<input type="checkbox"/>	<input type="checkbox"/>	
Heating systems inspected and up to date?	<input type="checkbox"/>	<input type="checkbox"/>	
Boiler room clear, no storage of combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	
Pre cold weather check carried out?	<input type="checkbox"/>	<input type="checkbox"/>	
No portable heaters?	<input type="checkbox"/>	<input type="checkbox"/>	
Plumbing system inspected and up to date?	<input type="checkbox"/>	<input type="checkbox"/>	
Plumbing insulated?	<input type="checkbox"/>	<input type="checkbox"/>	
Roofs inspected?	<input type="checkbox"/>	<input type="checkbox"/>	
Gutters and drains clear and undamaged?	<input type="checkbox"/>	<input type="checkbox"/>	
Checks carried out for evidence of wood rot or water damage?	<input type="checkbox"/>	<input type="checkbox"/>	
Shrubs and trees trimmed and checked for rot and decay?	<input type="checkbox"/>	<input type="checkbox"/>	
Access routes including stairways and fire escapes secured and clear of all materials/obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	