

## Fire Stewards Weekly Checklist (In-House Risk Assessment Sheet):

<b>WEEKLY CHECKS</b>
Assessor:
Area Checked:
Date:

This checklist is provided by the Fire Safety Unit as a template, which provides a basic framework for the weekly inspection by Fire Stewards. It may require to be amended and/or expanded to address fully the specific requirements of the area to be inspected, and therefore should not be regarded as exhaustive.

Further background information on fire safety can be found in the central University Health and Safety Policy and, in particular, in Part 2- General Precautions.

Reference to the Policy should assist in any required amendment / expansion of this template in order to tailor it to individual requirements, as will reference to key HSE guidance in the area in question, which can be obtained from Health and Safety Department (514255; Health.Safety@ed.ac.uk).

In order to assist the person(s) carrying out fire safety inspections, the following model check list of points to be looked at has been formulated, which covers most fire safety items. The model check list can be tailored to an individual area's requirements by adding reference to any particular hazards which are presented by specific school activities.

<b>A. EXTINGUISHERS</b>	<b>YES</b>	<b>NO</b>
1. Are all fire extinguishers in position?		
2. Are all pins and seals provided?		
3. Are all fire extinguishers ready for use?		
4. Are clear procedures in place for the use of these extinguishers?		
<b>B. MEANS OF ESCAPE</b>	<b>YES</b>	<b>NO</b>
1. Are all means of escape clear and available?		

2. Are all means of escape clearly indicated?		
3. Do the door devices on all means of escape operate satisfactory?		
4. Are all external routes clear?		
<b>C. FIRE ACTION NOTICES</b>	<b>YES</b>	<b>NO</b>
1. Are sufficient Fire Action notices, Fire Steward Notices and General Fire Notices, (blue on white) prominently displayed throughout the school?		
2. Are these notices legible?		
<b>D. FIRE WARNING SYSTEM</b>	<b>YES</b>	<b>NO</b>
1. Are all operating points (i.e., break glass units) of the fire warning system unobstructed?		
2. Are all operating points ready for use?		
<b>E. ELECTRICAL</b>	<b>YES</b>	<b>NO</b>
1. Are all electrical supply points operating within safe limits (i.e, none are overloaded)?		
2. Are all cables protected?		
3. Are all cables, plugs etc, damage-free?		
<b>F. HAZARD CONTROL</b>	<b>YES</b>	<b>NO</b>
1. Are appropriate (red on white) No-Smoking signs available as required?		
2. Are correct/suitable process control in place?		
3. Are flammables being correctly used and stored within the school?		
4. Are ignition sources being correctly used within the school?		

### Further Questions Specific to this Area

Once the inspection is completed, those items which have attracted a "No" response will normally require remedial attention. Deficiencies identified in this way should be notified to the appropriate office, e.g. Estates and Buildings, Works Division, Health and Safety Department, Head of School etc., and appropriate action requested.

Copies of the inspection form and requests for remedial action should be retained on file.