

Health and Safety Inspection Checklist

Emergency planning Fire

An emergency is any event that arises inside or outside the workplace and has the potential to adversely affect the health and safety of people at the workplace. Fire is a potential emergency situation that needs to be managed by the workplace. This checklist relates specifically to fire but can be useful in planning for a range of emergencies.

GENERAL

Yes/No/NA

1. Is a fire/emergency warden appointed for the school/workplace?
2. Is there a fire and emergency team to ensure that all areas of the school/workplace have a responsible person?
3. Are the names of fire and emergency team members displayed in the area for which they are responsible?
4. Is there a process for staff to immediately notify a team member or warden of a fire or emergency?
5. Has an emergency evacuation plan been developed for the school/workplace?
6. Does the plan deal with a range of situations (i.e. before school, during lunch times, etc)?
7. Have strategies for managing people with disabilities been included in the plan where appropriate?
8. Are emergency equipment locations, evacuation routes and assembly areas identified on the evacuation plan?
9. Is the plan displayed in various areas of the school/workplace?
10. Are emergency contact numbers documented and readily accessible?
11. Are emergency exits clearly identified?
12. Can exit doors be easily opened?
13. Are exit routes clear from obstruction?
14. Is the alarm working correctly?
15. Can the alarm be heard in all areas of the school/workplace?
16. Is there a process for identifying and registering visitors?
17. Is there a process for checking that all persons (ie. staff, students, visitors and volunteers) are present at the assembly area?
18. Is there a process for reporting persons that are not present at the assembly area?
19. Is there a process for providing first aid at the assembly area?

FIRE SAFETY

Yes/No/NA

1. Is suitable fire fighting equipment available for all potential sources of fire within the school?
2. Is fire fighting equipment clearly signed?
3. Is fire fighting equipment easy to access and free from obstruction?
4. Has fire fighting equipment been recently serviced and tagged?
5. Is there a record of when fire equipment has been serviced?
6. Is a register of hazardous substances available?
7. Is there a process for shutting down machines and equipment?
8. Is combustible material under school buildings secure or removed?

Fire instructions to staff

Yes/No

9. Is fire instruction provided to all staff?
10. Is instruction provided for all new permanent staff within 1 month of commencing work at the school/workplace?
11. Is ongoing instruction provided for all permanent staff every 12 months?
12. Do all staff know who the appointed fire wardens are?
13. Do all staff and volunteers understand the evacuation plan and their responsibilities in relation to the plan?
14. Can all staff follow the procedures in event of a fire?
15. Is this verified through conducting 1 fire drill per semester?
16. Are fire drills reviewed to identify problem areas?
17. Can all staff identify the location of fire fighting equipment and fire alarms?
18. Can all permanent staff explain how to use fire fighting equipment and fire alarms?
19. Can members of the school's fire and emergency team operate fire fighting equipment and fire alarms?

Record of fire instruction

Yes/No

20. Is a record of fire instruction (including fire drills) maintained?
21. For each fire instruction is the following information recorded:
 - date of instruction/drill
 - instructor's name
 - names and occupations of workers
 - brief description of instructions or comments about drill

Comments

Checked by: _____

Date: / /

Resources:

Module 13 – Emergency Planning

Occupational Health and Safety Fact Sheet – Fire Instruction

Occupational Health and Safety Tool Kit: