

## Fire Safety during partial school closure

### 1. A revised fire risk assessment needs to be undertaken.

- All occupants need to rehearse the evacuation procedures- as frequently as the occupancies change particularly the adult Fire Marshall staff.
- Routine maintenance & testing needs to continue; as if the building were fully occupied. We cannot let unused areas go “fallow” as they contribute to the overall detection & safety system.

### 2. Fire safety

- All sites are to have a revised fire risk assessment which is reflective of the reduced occupancy &/or reduced operational in use area. It is a statutory requirement to have a written record of this if there are more than 5 persons occupying the workplace.
- A competent person must ensure that Maintenance and testing in accordance with manufacturers details & Fire Safety regulations is carried out & the results recorded:

You must carry out regular checks to make sure that:

- all fire alarm systems are working
- the emergency lighting is working
- you record any faults in systems and equipment
- all escape routes are clear and the floor is in good condition
- all fire escapes can be opened easily
- automatic fire doors close correctly
- fire exit signs are in the right place

### 3. Fire drills and training

- You need to train new staff when they start work and tell all employees about any new fire risks.
- You should carry out at least one fire drill per year and record the results. You must keep the results as part of your fire safety and evacuation plan.
- In line with changes to & variable occupancy levels & restricted in use areas it is recommended that fire drills are undertaken with sufficient frequency to ensure that all occupants are aware of exit routes & muster points. If the responsible adult staff change then the fire drill frequency and training of the staff should be continually reviewed.