

Schools and Colleges DVD & CD set

Fire Safety in Schools and Colleges – the **complete** fire safety management toolkit! This cd-rom/dvd toolkit enables the premises owner or manager to fully comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005. Simply by carrying out the various procedures described in the package, and recording the actions taken in the Fire Safety Record Keeping Logbook (supplied as a pdf download)

Other Documents Include:-

- **Pre-Assessment Check List**

This handy form enables you to gather and collate all the details of your premises relating to fire safety, prior to completing the actual Risk Assessment form.

- **Risk Assessment Form**

This document can be completed in five easy steps, and then there is a summary sheet that can be quickly referred to by an inspecting fire officer.

(See also the power-point tutorial on how to complete the form). The risk assessment form is the bedrock of your whole fire safety management plan. It is a legal requirement to have such an assessment, and, where five or more people are employed, the assessment must be written.

- **Specimen Fire Safety Policy/ Management Plan**

It is a legal requirement that any business must possess a written Health and Safety Policy. Likewise it is a requirement under fire legislation that a company must have a Fire Safety policy. This specimen policy can simply be downloaded and the name of the company, name of director/manager and date can be added, thus saving time and effort in writing your own document!

- **Arson Alert**

Useful guidance on the prevention of arson in and around your property.

- **Electrical Safety**

Useful guidance for the 'layman' on how to detect simple electrical faults. Remember that electrical faults are the second largest cause of fires, smoking materials being the greatest cause.

- **Fire Safety Quiz**

This light-hearted multiple choice quiz is based upon the 'full induction' staff training power-point presentation. It enables the owner/manager to check that his staff have attained a level of competence in their fire safety training.

- **Fire Safety Quiz Answers**

The answers to the quiz are contained within the toolkit.

- Certificate

This can be downloaded, completed and then handed to the employee. It is also important of course to keep a record of the fire training given, perhaps a photocopy of the certificate itself, in the Fire Safety logbook.

- Your Emergency Plan

This is advice from the Home Office document 'Fire Safety Risk Assessment-Educational Premises'. It is a legal requirement to have an emergency evacuation plan.

Power-point Presentations

- Staff training

This is for first day induction of new employees, temporary or agency staff. The presentation runs for approx 10 minutes and gives a new employee all the information they need to know about fire safety.

- Full induction

This training presentation covers everything from the action to take upon discovering a fire through to knowledge and awareness of the use of fire extinguishers on small fires. Linked with the quiz, this provides full training for permanent staff.

- Fire prevention

This gives basic information on the causes of fires in schools and colleges with details of how to prevent cases of arson.

- Fire law history

This presentation takes a light- hearted look at the history of fire law, which dates back as far as the Romans! A useful addition for when staff need to undergo re-training in fire safety matters.

- Risk assessment

A step-by step guide on how to complete that vital risk assessment procedure. Use this in conjunction with the pre- assessment check list and the actual risk assessment form.

- Management of fire safety

A short presentation giving advice on how to set up a management system in schools and colleges.

- Arson

Some specific information of the problem of arson in schools and colleges.

- Escape routes

Some specific information on escape routes in schools and colleges.

- Evacuation

The need to ensure that students and staff vacate the premises as quickly as possible when the fire alarm is sounded. The safety of students is vital.

- **Kitchen and cooking**

Some specific advice on the problems encountered in schools' catering facilities, plus information regarding students being involved.

- **Workshop tips**

General tips on workshops health and fire safety.

- **Safe storage**

General tips on the safe storage of chemical substances, especially those that might be used by students in a laboratory.

- **Responsible and competent person**

Definitions of who are deemed to be the responsible person and the competent persons.

- **Electrical safety**

Some general tips on maintaining electrical safety in schools and colleges.

- **Flammable liquids**

General information on the safe use and storage of flammable liquids.

Film

A short, entertaining film completes the package

Weblinks

The toolkit also contains weblinks to the Disability Rights Commission's for advice on fire evacuation and a link giving Evacuation plan advice.

