



Rawdah Montessori School

Fire Safety Inspection Log Sheet

Version: 1.1

Reviewed: October 2025

Next Review Due: October 2026

Inspection Details

Date of Inspection: _____

Inspection Type: _____

Weekly Monthly Termly Other: _____

Inspected By (Fire Warden/Deputy): _____

Signature: _____

Next Scheduled Inspection: _____

Risk Rating Key:

- **L (Low):** Minor issue. Monitor during next routine inspection.
- **M (Medium):** Non-urgent but requires action. Schedule within 2 weeks.
- **H (High):** Immediate danger to life or property. Stop use of area if necessary and rectify **immediately**.

Fire Safety Inspection Checklist

A. Escape Routes and Exits

Inspection Area / Question	Compliant (Yes/No)	N/A	Risk Level (L/M/H)	Notes / Immediate Actions Taken
All escape routes and corridors are clear of obstructions.				
All final exit doors open easily and are not locked during occupancy.				
Fire exit signage is visible, undamaged, and illuminated where required.				
Flooring is free from trip hazards (loose mats, cables).				

B. Fire Detection and Alarms

Inspection Area / Question	Compliant (Yes/No)	N/A	Risk Level (L/M/H)	Notes / Immediate Actions Taken
Fire alarm panel shows no faults or warnings.				
Weekly alarm test completed and recorded in log (if applicable).				
All manual call points are unobstructed and undamaged.				
Sounders are audible in all areas (test conducted).				

C. Firefighting Equipment

Inspection Area / Question	Compliant (Yes/No)	N/A	Risk Level (L/M/H)	Notes / Immediate Actions Taken
Fire extinguishers are in their correct positions and unobstructed.				
Extinguishers show valid service labels (within last 12 months).				
Pressure gauges (where fitted) show green/operational.				
Fire blankets (if present) are accessible, sealed, and undamaged.				

D. Emergency Lighting

Inspection Area / Question	Compliant (Yes/No)	N/A	Risk Level (L/M/H)	Notes / Immediate Actions Taken
Emergency lighting units are present and show no visible damage.				
Monthly function test completed (lights illuminated via test switch).				
Any defective lights have been reported for replacement.				

E. Arson Prevention and Housekeeping

(Cross-reference with Arson Prevention Policy)

Inspection Area / Question	Compliant (Yes/No)	N/A	Risk Level (L/M/H)	Notes / Immediate Actions Taken
Bins and combustible waste are stored away from building walls.				
Bin storage areas are locked/secured against unauthorised access.				
Cleaning materials and flammables are stored in locked cupboards.				
External areas (gates, fences) are secure and intact.				

F. Electrical Safety

Inspection Area / Question	Compliant (Yes/No)	N/A	Risk Level (L/M/H)	Notes / Immediate Actions Taken
No signs of damaged plugs, sockets, or frayed leads.				
All portable appliances (PAT) are within current inspection date (sticker visible).				
Portable heaters (if used) are positioned safely away from combustibles.				
Non-essential equipment has been switched off/unplugged (end of day check).				

G. People and Procedures

(Cross-reference with Emergency Evacuation Procedure)

Inspection Area / Question	Compliant (Yes/No)	N/A	Risk Level (L/M/H)	Notes / Immediate Actions Taken
All staff have up-to-date fire safety training records (spot check).				
Recent fire drill recorded within the last term (if applicable).				
PEEPs are in place and accessible for identified individuals.				

Visitors/contractors on site have been briefed on fire procedures.				
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Actions / Observations Log

Use this section to record any faults, repairs, or actions identified during the inspection. Link each action to the relevant section above.

Review and Sign-Off

I have reviewed this inspection log and confirm that all identified **High Risk** items have been addressed or that temporary safety measures are in place.

Role	Signature	Date
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Inspected By (Fire Warden/Deputy): _____

Reviewed By (Headteacher): _____

Review of Policy Dates

REVIEW DATE	REVIEWED BY	SIGNED OFF (Name & Role)
October 2025	Governing Body	Chair: Sohaib Tanvir
Next Review Due:		
October 2026	Governing Body	Chair:
	Headteacher	Headteacher: