

FIRE RISK ASSESSMENT

Area: Whole School
Use: Teaching, Meetings,

Assessment Date: 26.11.16
Review Date: Ongoing

Assessors: TP, IJ, SMC
Signature:

Sources of ignition	Sources of fuel	Sources of oxygen
Electric heaters Faulty or poorly installed electrical items Electrical items overheating Display & stage lighting Band saws and other tools Bunsen Burners & Alcohol burners Cooking equipment Some chemicals in laboratories Matches	Flammable liquids including cooking oils, solvents, chemicals & cleaning products Displays of teaching materials Paper, books, decorations Clothing Drama props & scenery Textiles and furnishings Waste and litter products Foam filled crash mats and furniture Video tapes Ceiling tiles Carpets and carpet tiles	Air conditioning Some chemicals

People at risk		
Normal hours	Out of hours	Other areas
Pupils (supervised and unsupervised), staff, parents, visitors.	Individuals – cleaner, teacher, maintenance staff. Visitors	

Hazard/Outcome	Control measures	In place	Adequate	Further action/person responsible/timescale
(a) Risk of fire occurring				
Electrical	School electrical system checked on a regular basis. Replacement maintenance programme			Records with SMC
Chemical	Portable appliances testing carried annually Flammable reagents stored in locked cupboards Chemical audit taken annually			Records with SMC Records with TP
Bunsen Burners	Emergency gas guards and heat sensors fitted in all laboratories			Records with TP
Cooking equipment				Records with TP
Misuse of matches, cigarette lighters	Prohibited by school rules for pupils and the school is a no smoking area			

Hazard/Outcome	Control measures	In place	Adequate	Further action/person responsible/timescale
(b) Risk to people should a fire occur				
Means of escape Potential for fire growth	Each room has an evacuation route notice, some have additional tags to check rooms have been cleared. All staff and pupils have training at the start of each school year and a fire drill is carried out each term			

Updated: May 2018

Review date: May 2019 JP/SKL/Gov.....

Policies Master folder/Whole School (inc EYFS)/Inspection Policies – WS/Health & Safety - WS