

**Fire – School Onsite Events (Plays, Musicals, Concerts, Meetings) – Risk Assessment Template No. 20 (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Electrical faults		Electrocution Shock  Fire	H	Electrical sockets not overloaded				
				Equipment checked prior to use for faults				
				All electrical faults are reported to designated person				
				Defective electrical equipment is clearly identified, labelled as 'out of use' and stored separately to prevent accidental use				
				Defects are reported to the appropriate person, e.g. caretaker/facilities manager to ensure all items are repaired or replaced				
				<b>See Portable Electrical Appliances – Template No. 22</b>				
Fire		Burns	H	Fire extinguishers are in place and accessible				
				Use of candles or other naked flames strictly controlled				
Improper storage of solvents and flammable materials		Fire causing death or injury  Asphyxiation, Explosion	H	Solvents or other highly flammable materials stored in metal cabinets				
				Safety Data Sheets (SDS) are readily available for all chemicals				
				Users of chemicals are aware of the hazards and precautions that must be taken when using chemical products				
				All users and relevant personnel have access to the SDS				
				Combustible materials must be stored in appropriate conditions as per manufacturer's storage guidelines				
Chemical products are labelled and stored safety in accordance with Safety Data Sheets (SDS) requirements								
Fire		Fire causing death or injury		Fire extinguisher(s) in place, suitable for the fire type and serviced annually (at least 1 x 5 kg CO2 extinguisher)				

**Fire – School Onsite Events (Plays, Musicals, Concerts, Meetings) – Risk Assessment Template No. 20 – cont’d. (List additional hazards, risks and controls particular to your school using Template No.74)**

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Restricted access/ egress		Delays in exiting building in event of fire	H	Exit routes kept free from obstruction				
			M	External lighting on exit routes operational and switched on during event				
		Smoke inhalation  Burns	H	Fire assembly point(s) marked clearly				
				Emergency lighting operational				
				Final fire exit doors checked to ensure they open freely before event				
				Emergency evacuation plan explained to audience before each performance/event				
				Person designated to raise the alarm and contact the emergency services				
				Persons assisting at event briefed on their role in fire evacuation				
Fire alarm tested at regular intervals								
Restricted access/ egress		Delays in exiting building safely in the event of a fire	H	Fire exit doors (including those located in classroom or office) are checked weekly to ensure they open properly  A school emergency evacuation plan has been developed which covers all areas, processes and identifies those people who may be at special risk, e.g. visually impaired persons or those working in noisy environments. This plan is brought to the attention of school users on a regular basis				
Fire - Access/ Egress		Death or injury	H	All fire doors are marked with 'Fire door, keep closed' safety sign				
			H	All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety, including Appendix B of the Guidance document)				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: \_\_\_\_\_

Date: / /