

Fire (General Classrooms and Offices) - Risk Assessment Template No. 19 (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 Electric shock Fire	H	Electrical sockets are not overloaded Equipment is 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 See Portable Electrical Appliances – Template No. 22				
Fire		Fire causing death or injury	H	All teachers know how to raise the alarm and contact the emergency services There is an accessible fire extinguisher in classroom or hallway close to classroom All fire doors are marked with 'Fire door, keep closed' safety sign 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)				
Restricted access/ egress		Delays in exiting building safely in the event of a fire Smoke inhalation Burns	H	Fire exit doors (including those located in classroom or office) are checked weekly to ensure they open and close properly Exit routes are kept free from obstruction 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				

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: / /