

General School - No.12 Fire/Classroom/Office (List additional hazards, risks and controls particular to your school using the blank template no.55)

| Hazards           | Is the hazard present?<br>Y/N | What is the risk?                       | Risk rating<br>H = High<br>M = Medium<br>L = Low | Controls<br>(When all controls are in place risk will be reduced)   | Is this control in place? | Action/to do list/outstanding controls<br><br>*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
|-------------------|-------------------------------|---|--|---|---------------------------|--|--------------------|--|
| Electrical faults |                               | Electrocution<br>Electric shock<br>Fire | H  | Electrical sockets not overloaded   |                           |  |                    |  |
|                   |                               |   | H  | Equipment checked prior to use for faults   |                           |  |                    |  |
|                   |                               |   | H  | All electrical faults reported to designated person. Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report defects to person in control of the workplace to ensure all items are repaired or insert 'See Classroom No. 3 Portable Electrical Appliances' |                           |  |                    |  |
| Fire              |                               | Fire causing death or injury            | H  | All teachers know how to raise the alarm and contact the emergency services<br><br>All teachers have received training on how to use fire extinguishers and fire blankets   |                           |  |                    |  |
|                   |                               |   | H  | There is an accessible fire extinguisher in classroom or hallway close to classroom   |                           |  |                    |  |

## General School - No.12. Fire/Classroom/Office contd. (List additional hazards, risks and controls particular to your school using the blank template no.55)

| Hazards                  | Is the hazard present?<br>Y/N | What is the risk?  | Risk rating<br>H = High<br>M = Medium<br>L = Low | Controls<br>(When all controls are in place risk will be reduced)  | Is this control in place? | Action/to do list/outstanding controls<br><br>*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
|--------------------------|-------------------------------|--|--|--|---------------------------|--|--------------------|--|
| 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) checked weekly to ensure they open properly   |                           |  |                    |  |
|                          |                               |  | H  | Exit routes kept free from obstruction   |                           |  |                    |  |
|                          |                               |  | H  | 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 or those working in noisy environments. This plan has been 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)  |                           |  |                    |  |
|                          |                               |  |  |  |                           |  |                    |  |

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.

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

Date: / /