

General School - No.13. Fire- Events (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Electrical faults		Electrocution	H	Electrical sockets not overloaded				
		Shock	H	Equipment checked prior to use for faults				
		Fire	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 replaced. See 'Classroom - No. 3 Portable Electrical Appliances'				
Fire		Burns	H	Fire extinguishers in place and accessible				
			H	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				
			H	Ensure Safety Data Sheets (SDS) are available for all chemicals. Ensure users of chemicals are aware of the hazards and precautions that must be taken when using chemical products. All users and relevant personnel must have access to the Safety Data Sheet (SDS)				
			H	Combustible materials must be stored in appropriate conditions as per manufacturers storage guidelines				
			H	Chemical products are labelled and stored safety in accordance with Safety Data Sheets (SDS) requirements				
Fire		Fire causing death or injury	H	Fire extinguisher(s) in place, suitable for the fire type & serviced annually (at least 1 x 5 kg CO2 extinguisher)				

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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	H	Fire assembly point(s) marked clearly				
			H	Emergency lighting operational				
		Burns	H	Final fire exit doors checked to ensure they open freely before event				
			H	Emergency evacuation plan explained to audience before each performance/event				
			H	Person designated to raise the alarm and contact the emergency services				
			H	Persons assisting at event briefed on their role in fire evacuation				
H	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) checked weekly to ensure they open properly				
			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: / /

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Improper storage of solvents and flammable materials		Fire causing death or injury	H	Solvents or other highly flammable materials stored in metal cabinets				
		Asphyxiation	H	Ensure Safety Data Sheets (SDS) sheets are available for all chemicals. Ensure users and staff who may become into contact with chemicals are aware of the hazards and precautions that must be taken when using chemical products. All users and relevant personnel must have access to the Safety Data Sheet (SDS)				
		Explosion	H	Chemical products are labelled and stored safely in accordance with Safety Data Sheets (SDS) requirements				
			H	Combustible materials must be stored in appropriate conditions as per manufacturers storage guidelines. Waste materials cleared away after each class and disposed of appropriately				
Fire		Fire causing death or injury	H	Fire extinguisher(s) in place, suitable for the fire type and serviced annually (at least 1 x 5 kg CO2 extinguisher)				
			H	All teachers know how to raise the alarm and contact the emergency services. They should also receive training on how to use fire extinguishers and fire blankets				

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			H	All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety)				
Restricted access/ egress		Delays in exiting building safely in the event of a fire	H	Fire exit doors 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				

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