

# KEEP YOUR SCHOOL IN BUSINESS

INTRODUCTION TO KYSIB

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YOUR FIRE RISK ASSESSMENT

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GUIDE FOR YOUR INITIAL  
FIRE RISK ASSESSMENT

GUIDE FOR FIRE RISK  
ASSESSMENT REVIEWS

FIRE RISK ASSESSMENT FORMS

MAINTENANCE & TESTING/  
COMPLIANCE CHECK

BEST PRACTICE - FIRE AND  
CRIME PREVENTION

CONTINGENCY PLANNING  
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YOUR FIRE RISK ASSESSMENT  
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UPDATES & ADDITIONAL SECTIONS:

[www.wmarsontaskforce.gov.uk/kysib](http://www.wmarsontaskforce.gov.uk/kysib)

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## LEGAL

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The information contained in this Handbook is for general guidance on matters of fire safety only. The application and impact of laws can vary widely based on the specific facts involved and you are advised to seek further specialist advice if you are at all uncertain as to their application in relation to your business. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in the information contained in this Handbook.

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# YOUR FIRE RISK ASSESSMENT

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## The Law

The primary piece of legislation is the Regulatory Reform (Fire Safety) Order 2005 which requires the responsible person to carry out a Fire Risk Assessment.

## What You Must Do

The law says that the responsible person (employer / owner / occupier) is required to carry out a fire risk assessment. This may now be the Head Teacher.

If there are five or more persons (or a licence or an alteration notice in force) then the results of that assessment must be recorded. If there is anything found that may affect a person's safety from fire, then they must be informed.

However, we would recommend you always record your Fire Risk Assessment as it shows compliance with the legislation.

## What is Fire Risk Assessment to do with Me?

**It's everything to do with you – if you employ anyone or have control of a premises, then the law says that this is for you.**

What will cause a fire? What will burn? Who is at risk? What can be done at little cost? Is my equipment alright? Do I need advice or can I do it myself? Is there a problem? What do I need to do? Who do I tell? How do I tell them? What do I tell them? What is my plan? Is it working? What if it all goes pear-shaped?

## Initial Fire Risk Assessment

The initial Fire Risk Assessment should be used when you do it for the first time. It will enable you to comply with the law and establish the standard of fire safety for your school.

You should work your way through each section: use the forms provided to record your significant findings including your control measures, action plans and how you intend to achieve compliance.

# YOUR FIRE RISK ASSESSMENT

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The record could take the form of a simple list which may be supported by a simple plan of the premises showing your means of escape, location of firefighting equipment, fire alarm call points, detectors, etc.

## Review of Fire Risk Assessment

You should constantly assess how effectively the risk being controlled is working. If you have any reason to suspect that your fire risk assessment is either:

- ▶ no longer valid or,
- ▶ if there has been a significant change in your premises that has affected your fire precautions

**Then you will need to review your assessment and if necessary revise it.**

Reasons for review could include:

- ▶ changes in use of classrooms;
- ▶ introduction of new equipment;
- ▶ alterations to the building, externally and internally;
- ▶ change of use or increase in the storage of hazardous substances;
- ▶ the failure of fire safety arrangements;
- ▶ changes to displays or quantities of stock;
- ▶ increase in the number of people who resort.

You should work your way through each section using the forms provided to record your significant findings and how you intend to achieve compliance referring back to the initial and any other reviews that have taken place.

## Forms – Recording of Test Results

As part of your Fire Risk Assessment you may need to record the results of various tests such as fire alarms, emergency lighting, etc to show compliance.

The forms included with this pack, are useful for copying and the completed forms should be kept as evidence as part of your overall Fire Risk Assessment.

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## The Regulatory Reform (Fire Safety) Order 2005 – Compliance Check

When you have completed your initial/review Fire Risk Assessment, we have included a compliance check sheet to confirm you have complied with the order.

### How Do I Do a Fire Risk Assessment?

This pack provides you with a guide for the important areas and all the necessary forms to record all your findings from your Fire Risk Assessment.

For many schools, it is not a complicated process and by following these guides, using your knowledge of your premises and some common sense, your completed Fire Risk Assessment should allow you to reduce risk and comply with the law.

Once you have worked through your Fire Risk Assessment, place all forms, in order, in the section provided in the back of this folder. In addition, you may choose to include receipts or paperwork records of other work undertaken as part of this assessment (i.e. bills for the testing of fire extinguishers receipts for safety training etc.)

**Note:** When completing the forms an example is shown. You can include any additional information you feel supports your assessment such as reviews, reference notes etc.

### IMPORTANT:

**Keep a duplicate copy of all your Fire Risk Assessment results in a different location, or off premises, in case the originals are lost or destroyed.**

See the Contingency Planning and Disaster Recovery Section for more information

### REMEMBER:

It is **YOUR** responsibility, **under law**, to undertake a Fire Risk Assessment for **YOUR** school. It is **NOT** a responsibility or duty of the Fire Service to do it for you. **You must also review it on a regular basis.**