

KEEP YOUR SCHOOL IN BUSINESS

INTRODUCTION TO KYSIB

YOUR FIRE RISK ASSESSMENT

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
AND DISASTER RECOVERY

YOUR FIRE RISK ASSESSMENT
RESULTS

UPDATES & ADDITIONAL SECTIONS:

www.wmarsontaskforce.gov.uk/kysib

VERSION: 2/2010

LEGAL

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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FIRE RISK ASSESSMENT FORMS

SCHOOL FIRE RISK ASSESSMENT FORM

Initial / Review* date: _____

**Delete as applicable*

Name of School: _____

Responsible Person: _____

Name of Assessor: _____

Address of Premises

No: _____

Street: _____

Town/City: _____

County: _____

Postcode: _____

Telephone: _____

No. of Floors Ground and Above: _____

No. of Floors Below Ground: _____

Maximum Number of People Employed: _____

Maximum Number of People Who Resort: _____

Age of Building: _____

Approximate Area In M² of Footprint of Building: _____

Review Date For Next Assessment: _____

FIRE RISK ASSESSMENT FORMS

1. FIRE SAFETY MANAGEMENT POLICY SIGNIFICANT FINDINGS

Initial / Review* date: _____

**Delete as applicable*

In the event of fire, will any of these significantly affect the safety of employees or other persons in the premises?

Example: No nominated competent person.

No training policy.

FIRE RISK ASSESSMENT FORMS

2. SOURCES OF FUEL

WHAT FURTHER ACTION IS NEEDED BY WHEN, BY WHOM

Initial / Review* date: _____

**Delete as applicable*

In the event of fire, will any of these significantly affect the safety of employees or other persons in the premises?

Example: Chemistry teacher to ensure compliance at all times.

Mr Davies to obtain tenders straight away, then action repair to control heating boiler so LPG heaters no longer required.

FIRE RISK ASSESSMENT FORMS

3. SOURCES OF IGNITION SIGNIFICANT FINDINGS: HAZARDS

Initial / Review* date: _____

**Delete as applicable*

In the event of fire will any of these significantly affect the safety of employees or other persons in the premises?

Example: Flame cutting using oxypropane.

Electrical wiring to printer across floor badly damaged by wear;
exposing core.

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FIRE RISK ASSESSMENT FORMS

3. SOURCES OF IGNITION SIGNIFICANT FINDINGS: PEOPLE/GROUPS WHO ARE AT RISK FROM HAZARDS

Initial / Review* date: _____

**Delete as applicable*

In the event of fire, will any of these significantly affect the safety of employees or other persons in the premises?

Example: Staff in metalwork workshop

Staff in small office.

FIRE RISK ASSESSMENT FORMS

4. IDENTIFYING PEOPLE AT RISK CONTROL MEASURES EXISTING OR REQUIRED

Initial / Review* date: _____

**Delete as applicable*

In the event of fire, will any of these significantly affect the safety of employees or other persons in the premises?

Example: Provide smoke detection in boiler room area and provide additional exit routes.

Two disabled staff relocated to ground floor.

FIRE RISK ASSESSMENT FORMS

4. IDENTIFYING PEOPLE AT RISK WHAT FURTHER ACTION IS NEEDED BY WHEN, BY WHOM

Initial / Review* date: _____

**Delete as applicable*

In the event of fire, will any of these significantly affect the safety of employees or other persons in the premises?

Example: Mr Jones, Site Manager, to get tenders for system by 13th of next month.

Stairlift to be provided in next financial year.

Mr Bloggs to obtain tenders.

FIRE RISK ASSESSMENT FORMS

5. DANGEROUS SUBSTANCES DETAILS OF HAZARDOUS ZONES

Initial / Review* date: _____

**Delete as applicable*

Detail the locations of those parts of the premises that are classified as hazardous zones.

LOCATION	DETAILS OF HAZARD ZONES
Example: Science Lab	Warning signs in place, all staff informed. Storage area off main science lab

FIRE RISK ASSESSMENT FORMS

9. EMERGENCY ROUTES AND EXITS SIGNIFICANT FINDINGS

Initial / Review* date: _____

**Delete as applicable*

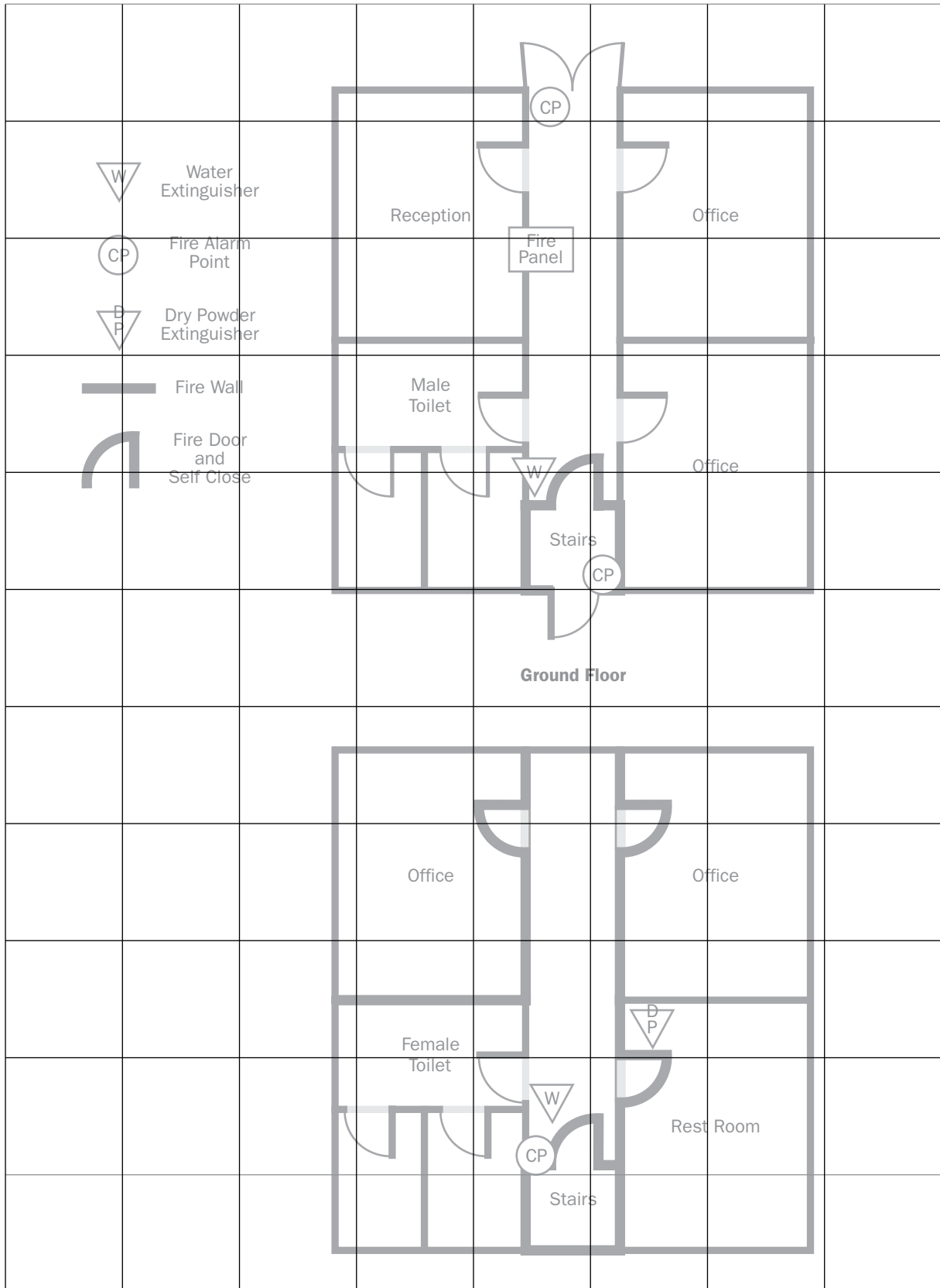
In the event of fire, will any of these significantly affect the safety of employees or other persons in the premises?

Example: Number of exit signs missing.

No procedures for removal of padlocks from fire exit doors prior to opening.

FIRE RISK ASSESSMENT FORMS

11. FIRE SAFETY ARRANGEMENTS SAFETY PLAN



11. FIRE SAFETY ARRANGEMENTS COMPLIANCE: SAMPLE PLAN

