

KEEP YOUR SCHOOL IN BUSINESS

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FIRE RISK ASSESSMENT

GUIDE FOR FIRE RISK
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UPDATES & ADDITIONAL SECTIONS:

www.wmarsontaskforce.gov.uk/kysib

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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

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.

Series of horizontal lines for listing findings.

FIRE RISK ASSESSMENT FORMS

3. SOURCES OF IGNITION 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: Introduce 'hot work' permit.

Ensure all combustible material is removed from work area.

Replace cable; move printer nearer to wall socket.

FIRE RISK ASSESSMENT FORMS

3. SOURCES OF IGNITION 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: Provide mobile extinguisher; Mr Brown to obtain asap.

Ensure printer remains by wall socket.

Caretaker to arrange inspection of all electrical cables.

FIRE RISK ASSESSMENT FORMS

4. IDENTIFYING PEOPLE AT RISK 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: Lone working.

Disabled staff.

FIRE RISK ASSESSMENT FORMS

4. IDENTIFYING PEOPLE AT RISK 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: Caretaker in boiler room.

Working on first floor.

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 WHAT FURTHER ACTION IS NEEDED BY WHEN, BY WHOM.

Initial / Review* date: _____

**Delete as applicable*

What further action is needed by when and by whom?

DANGEROUS SUBSTANCE LOCATION	ACTION	PERSON RESPONSIBLE AND DATE OF COMPLETION
Example: Phosphorous	Ensure storage	Mr. D. Gruber
Science Lab	complies with	30.04.06
	HS(G)51	

FIRE RISK ASSESSMENT FORMS

5. DANGEROUS SUBSTANCES DETAILS OF ANY 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 HAZARDOUS ZONES
Example: Science Lab	Warning signs in place, all staff informed.
	Storage area off main science lab.

FIRE RISK ASSESSMENT FORMS

6. FIREFIGHTER PROTECTION 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: Firefighter lift not stopping at floor.

Dry riser outlets not working.

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 SIGNIFICANT FINDINGS

Initial / Review* date: _____

**Delete as applicable*

Record what fire safety arrangements are in place i.e. means of escape, fire alarm/detection, fire fighting equipment, emergency lighting, signage, etc for your premises in either written format or as a plan.

Example:

Means of Escape

- ▶ Single fire resisting staircase with self-closing doors
- ▶ 1st Floor offices – fire resisting with self-closing doors

Fire Alarm

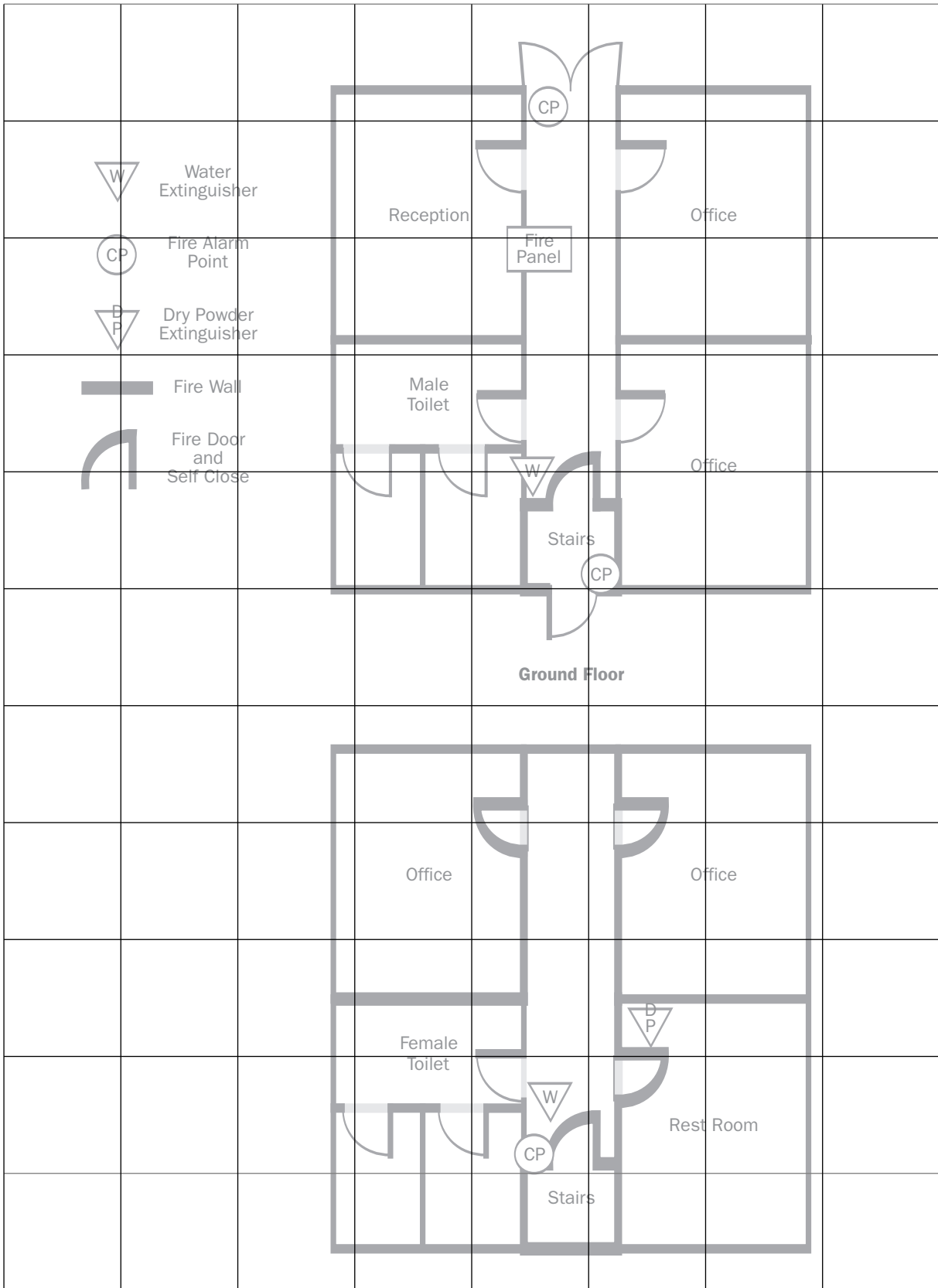
- ▶ Electrical fire alarm with call points at:
 - ▶ door to staircase – ground floor
 - ▶ door to staircase 1st floor
 - ▶ main entrance
- ▶ Main panel at ground floor near reception

Fire Extinguishers

- ▶ Water extinguisher at:
 - ▶ door to staircase – ground floor
 - ▶ door to staircase 1st floor
- ▶ Dry Powder extinguisher

FIRE RISK ASSESSMENT FORMS

11. FIRE SAFETY ARRANGEMENTS SAFETY PLAN



RISK ASSESSMENT FORMS: COMPLIANCE

1. FIRE SAFETY MANAGEMENT POLICY COMPLIANCE

Initial / Review* date: _____

**Delete as applicable*

Indicate the preventative and protective fire safety measures taken to show compliance.

Example: Training policy in place.

All of our staff's training needs have been identified and training sessions have been put in place.

RISK ASSESSMENT FORMS: COMPLIANCE

3. SOURCES OF IGNITION COMPLIANCE

Initial / Review* date: _____

*Delete as applicable

Indicate the preventative and protective fire safety measures taken to show compliance.

Example: All potential ignition sources identified and 'hot work' permit procedure and electrical testing procedure has been set up.

Lined area for writing fire safety measures.

RISK ASSESSMENT FORMS: COMPLIANCE

4. IDENTIFY PEOPLE AT RISK COMPLIANCE

Initial / Review* date: _____

*Delete as applicable

Indicate the preventative and protective fire safety measures taken to show compliance.

Example: All people at risk have been identified and a lone working policy has been set up.

Lined area for writing preventative and protective fire safety measures.

RISK ASSESSMENT FORMS: COMPLIANCE

5. DANGEROUS SUBSTANCES COMPLIANCE

Initial / Review* date: _____

**Delete as applicable*

Indicate the preventative and protective fire safety measures taken to show compliance.

Example: All dangerous substances identified. All staff informed about the dangers from them.

Lined area for writing the assessment details.

RISK ASSESSMENT FORMS: COMPLIANCE

7. SPREAD OF FIRE COMPLIANCE

Initial / Review* date: _____

**Delete as applicable*

Indicate the preventative and protective fire safety measures taken to show compliance.

Example: Routine now adopted to check that all doors are closed at the end of the school day.

Lined area for writing fire safety measures.

RISK ASSESSMENT FORMS: COMPLIANCE

8. FIREFIGHTING AND DETECTION COMPLIANCE

Initial / Review* date: _____

**Delete as applicable*

Indicate the preventative and protective fire safety measures taken to show compliance.

Example: Fire detection is provided to BS5839 Pt 1, L2 system.

All our staff are trained in the use of firefighting equipment,
by an external fire safety training agency.

Lined area for writing compliance measures.

RISK ASSESSMENT FORMS: COMPLIANCE

9. EMERGENCY ROUTES AND EXITS COMPLIANCE

Initial / Review* date: _____

*Delete as applicable

Indicate the preventative and protective fire safety measures taken to show compliance.

Example: All routes provided with signage in accordance with the Health and Safety Signs and Signals Regulations. Management procedures in place for all fire exit door locks to be removed to lock board in Reception every morning.

Lined area for writing fire safety measures.

RISK ASSESSMENT FORMS: COMPLIANCE

10. MAINTENANCE AND TESTING COMPLIANCE

Initial / Review* date: _____

*Delete as applicable

Indicate the preventative and protective fire safety measures taken to show compliance.

Example: Annual maintenance of firefighting equipment carried out by an external fire safety equipment contractor. Emergency lighting tested and maintained by the in-house electrician.

Lined area for writing fire safety measures.

RISK ASSESSMENT FORMS: COMPLIANCE

11. FIRE SAFETY ARRANGEMENTS COMPLIANCE

Initial / Review* date: _____

*Delete as applicable

Record what fire safety arrangements are in place i.e. means of escape, fire alarm/detection, fire fighting equipment, emergency lighting, signage, etc for your premises after all work has been done in either written format or as a plan to determine your bench mark standard. (See overleaf for plan).

Example:

Means of Escape

- Single fire resisting staircase with self-closing doors
1st Floor offices – fire resisting with self-closing doors

Fire Alarm

- Electrical fire alarm with call points at:
- door to staircase – ground floor
- door to staircase 1st floor
- main entrance
Main panel at ground floor near reception

Fire Extinguishers

- Water extinguisher at:
- door to staircase – ground floor
- door to staircase 1st floor
- main entrance
Dry Powder extinguisher & fire blanket in rest room

Horizontal lines for writing answers.

**11. FIRE SAFETY ARRANGEMENTS
COMPLIANCE: SAMPLE PLAN**

