

# 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

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**FIRE RISK ASSESSMENT FORMS**

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MAINTENANCE & TESTING/  
COMPLIANCE CHECK

BEST PRACTICE

CONTINGENCY PLANNING  
AND DISASTER RECOVERY

YOUR FIRE RISK ASSESSMENT  
RESULTS

UPDATES & ADDITIONAL SECTIONS:

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

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VERSION: 1/2006

## 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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Information contained in this document is correct at time of going to publication.

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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 M<sup>2</sup> 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 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 and students in chemistry laboratory.

Office staff in main office.

# FIRE RISK ASSESSMENT FORMS

## 2. SOURCES OF FUEL 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:** Seal and remove tins to flammables cupboard following use.

Remove to well ventilated secure cage outside building.

# 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.

# 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

## 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

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## **5. DANGEROUS SUBSTANCES** **SIGNIFICANT FINDINGS: PEOPLE/GROUPS WHO ARE** **AT RISK FROM THEM**

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Initial / Review\* date: \_\_\_\_\_

*\*Delete as applicable*

What dangerous substances are present in your premises, where are they located and who will be affected by them?

<b>DANGEROUS SUBSTANCES</b>	<b>LOCATION</b>	<b>PERSONS AFFECTED</b>
Example: Phosphorous	Science Lab	Students/ Chemistry Teachers

# FIRE RISK ASSESSMENT FORMS

## 5. DANGEROUS SUBSTANCES CONTROL MEASURES EXISTING OR REQUIRED

Initial / Review\* date: \_\_\_\_\_

*\*Delete as applicable*

What safety measures are in place or are required for those dangerous substances that have been identified?

<b>DANGEROUS SUBSTANCE LOCATION</b>	<b>ELIMINATED</b>	<b>CONTROLLED</b>	<b>MITIGATED</b>
Example: Phosphorous Science Lab		Kept in fire-proof cabinet	

# 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
<b>Example:</b> 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

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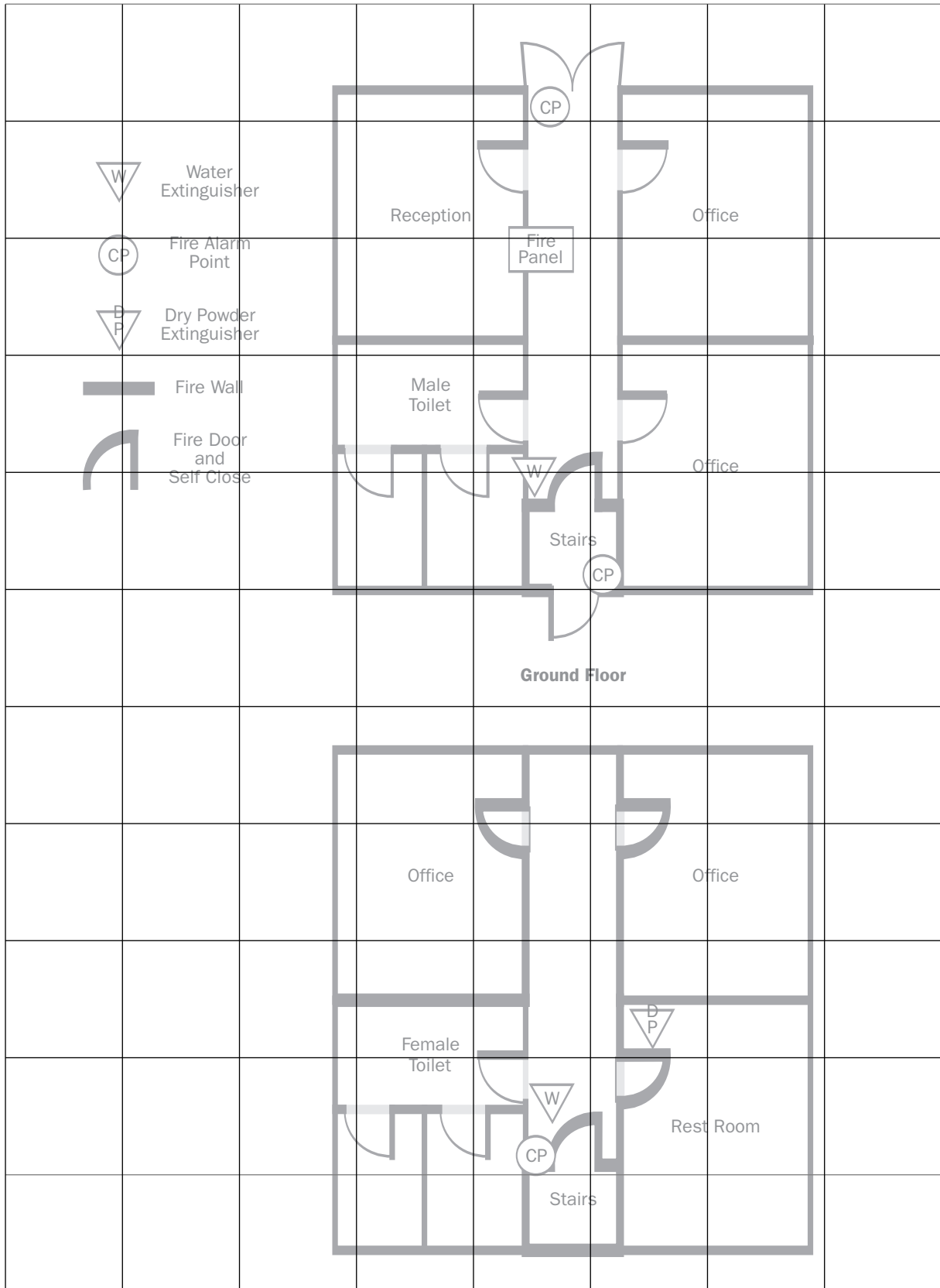
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# FIRE RISK ASSESSMENT FORMS

## 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.

**2. SOURCES OF FUEL COMPLIANCE**

Initial / Review\* date: \_\_\_\_\_

*\*Delete as applicable*

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

**Example:** All potential sources of fuel have been identified and have either been removed, replaced or control measures set up.

Lined area for writing fire safety measures.

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

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

6. FIREFIGHTER COMPLIANCE

Initial / Review\* date: \_\_\_\_\_

\*Delete as applicable

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

Example: All firefighter protection has been identified and a maintenance plan formulated to ensure it is in good working order.

Lined area for writing compliance measures.

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.

## 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

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

