

### 3.5 Fire safety risk assessment template

**Risk area:** The Leigh Building

**Carried out by:**

**Date:**

**Fire hazards:**

*Eg. Ignition, fuel, oxygen*

**Who is at risk?**

*People on premises and those most vulnerable*

**Level of risk:**

*Of fire occurring and the risk to people*

**Control measure and person(s) responsible:**

*Remove and reduce hazards that may cause fire. Remove and reduce risks to people.*

**Review:**

*Record, plan, inform, instruct, train and review*

Electric sockets	Children and adults	Medium	Electricity checked by owners of building. Staff to ask for copy. Sockets to be securely covered when not in use.	Yearly
Small electrical items	Children and adults	Medium	P.A.T. tests by owners of building. Staff to check items for current stickers.	Yearly
Smoke alarms	Children and adults	High	Smoke alarms to be tested regularly by owners of the building. Staff to check at each fire practice or monthly, whichever is sooner. Staff to make sure that children are familiar with the sound of the alarm.	Monthly

**Fire hazards:***Eg. Ignition, fuel, oxygen***Who is at risk?***People on premises and those most vulnerable***Level of risk:***Of fire occurring and the risk to people***Control measure and person(s) responsible:***Remove and reduce hazards that may cause fire. Remove and reduce risks to people.***Review:***Record, plan, inform, instruct, train and review*

Fire exits	Children and adults	High	Fire exits to be clearly marked and left unblocked. Staff to check daily.	Daily
Fire drill and evacuation procedure	Children and adults	High	Fire drill every six weeks, evacuation procedure carried out, meeting at main assembly point at the rear of St Joseph's Catholic Primary School's building in the playground. Register to be taken and list of children's telephone numbers to be available in the register. Red fire drill book to be updated	Six weekly

<b>Version Number</b>	<b>Author</b>	<b>Purpose of Change</b>	<b>Date</b>
1.0	K Coupe	Reviewed and page numbered	Sept 2015
2.0	Committee	Reviewed	Oct 2016
3.0	K Coupe & N Powers	Reviewed and version controlled	10/07/2019 AGM