Fire Safety Risk Assessment Checklist for Educational Premises

Name of Premises:
Address of Premises:
Name of Responsible Person:
What area / location does the assessment cover?
Does the assessment cover the whole school – YES or NO? If NO please describe the specific area it covers:
How many people are employed at these premises?
What is the maximum number of people on the premises at any one time?
Risk assessment completed by: Job title: Signature: Date:
Name of Manager: Job Title: Signature: Date:
Enter the date the assessment is to be reviewed:

Fire Safety Risk Assessment
Checklist for Educational
Premises

1

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September 2009

General Information

The Building

Number of floors	
Approximate floor area: m² per floor Approximate floor area: m² gross Approximate floor area: m² on ground floor	
Brief details of construction	
Occupancy	

The Occupants

Approximate maximum number of people on the premises	
Approximate maximum number of employees at any one time	
Maximum number of members of the public	

Occupants at special risk

Sleeping occupants	
Disabled occupants	
Occupants in remote areas	
Others	

Fire loss experience

Other relevant information

Fire Safety Risk Assessment
Checklist for Educational
Premises

2

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Step 1 Identifying fire hazards

	Yes	No	Action to be taken, by when and by who?
Have you identified all potential ignition sources?			
Have you identified all potential fuel sources?			
Have you identified all potential sources of oxygen?			
Have you identified all potential ways that fire and/or smoke could spread uncontrollably throughout the building?			
Comments and hazards observed:			

Step 2 Identifying people at risk

	Yes	No	Action to be taken, by when and by who?
Have you identified who is at risk?			
Have you identified why they are at risk?			
Have you made a note of your findings?			
Comments:			

Fire Safety Risk Assessment
Checklist for Educational
Premises

3

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Step 3 Evaluate, remove, reduce and protect from risk

	Yes	No	Action to be taken, by when and by who?
Fire-detection and warning systems			
Can the existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety?			
Are the detectors of the right type and in the appropriate locations?			
Can the means of warning be clearly heard and understood by everyone throughout the whole building when initiated from a single point?			
Are there provisions for people or locations where the alarm cannot be heard?			
If the fire-detection and warning system is electrically powered, does it have a back-up power supply?			
Firefighting equipment and facilities			
Are the extinguishers suitable for the purpose?			
Are there enough extinguishers sited throughout the premises and are they at appropriate locations?			
Are the right types of extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?			
Are the extinguishers visible or does their position need indicating?			
Have you taken steps to prevent the misuse of extinguishers?			
Do you regularly check any other equipment provided to help maintain the escape routes?			
Do you carry out daily checks to ensure that there is clear access for fire engines?			
Are those who test and maintain the equipment competent to do so?			
Do you have the necessary procedures in place to maintain any facilities that have been provided for the safety of people in the building?			
Do you have the necessary procedures in place to maintain any facilities that have been provided for the safety and use of fire fighters, such as access for fire engines and fire-fighting lifts?			

Fire Safety Risk Assessment
Checklist for Educational
Premises

4

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September 2009

Escape routes			
Are the escape routes and final exits kept clear at all times?	5		
Do the doors on escape routes open in the direction of escape?			
Can all final exit doors be opened easily and immediately if there is an emergency?			
Will everybody be able to use the escape routes from your premises?			
Are pupils, students and staff who work in the building aware of the importance of maintaining the safety of the escape routes, e.g. by ensuring that fire doors are not wedged open and that combustible materials are not stored within escape routes?			
Are there any particular or unusual issues to consider?			
Is your building constructed, particularly in the case of multi-storey buildings, so that, if there is a fire, heat and smoke will not spread uncontrollably through the building to the extent that people are unable to use the escape routes?			
Are any holes or gaps in walls, ceilings and floors properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them?			
Can all the occupants escape to a place of total safety in a reasonable time?			
Are the existing escape routes adequate for the numbers and type of people that may need to use them, e.g. staff, pupils and students, members of the public, disabled people, and young children?			
Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?			
If there is a fire, could all available exits be affected or will at least one route from any part of the premises remain available?			
Emergency escape lighting			
Are your premises used during periods of darkness?			
Will there always be sufficient lighting to safely use escape routes?			
Do you have back-up power supplies for your emergency lighting?			

Fire Safety Risk Assessment
Checklist for Educational
Premises

5

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Signs and notices			
Where necessary are escape routes and exits, the locations of firefighting equipment and emergency telephones indicated by appropriate signs?	6		
Have you provided notices such as those giving information on how to operate security devices on exit doors, those indicating doors enclosing fire hazards that must be kept shut and fire action notices for staff and other people?			
Are you maintaining all the necessary signs and notices so that they continue to be correct, legible and understood?			
Are you maintaining signs that you have provided for the information of the fire and rescue service, such as those indicating the location of water suppression stop valves and the storage of hazardous substances?			
Installation, testing and maintenance			
Do you regularly check all fire doors and escape routes and associated lighting and signs?			
Do you regularly check all your firefighting equipment?			
Do you regularly check your fire-detection and alarm equipment?			
Are those who test and maintain the equipment competent to do so?			
Do you keep a log book to record tests and maintenance?			
Comments:			

Step 3 Checklist summary
Evaluate, remove, reduce and protect from risks

Have you evaluated the risk to people in your building if a fire starts?			
Have you removed or reduced the hazards that might cause a fire?			
Have you removed or reduced sources of ignition?			
Have you removed or reduced sources of fuel?			
Have you removed or reduced sources of air or oxygen?			

Fire Safety Risk Assessment
Checklist for Educational
Premises

6

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Have you removed or reduced the risks to people if a fire occurs by:			
Considering the need for fire detection and fire warning?			
Considering the need for firefighting equipment?			
Determining whether your escape routes are adequate?			
Determining whether your lighting and emergency lighting are adequate?			
Checking that you have adequate signs and notices?			
Regularly testing and maintaining safety equipment?			
Considering whether you need any other equipment or facilities?			
Comments:			

Evaluating the level of your fire precautions

(1) Determine the risk of a fire occurring

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

Low ☐   Medium ☐   High ☐

(2) Determine the potential consequences if a fire was to occur

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm ☐   Moderate harm ☐   Extreme harm ☐

In this context, a definition of the above terms is as follows:

- **Slight harm:** outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which a fire occurs);

Fire Safety Risk Assessment
Checklist for Educational
Premises

7

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September 2009

- **Moderate harm:** outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities;

- **Extreme harm:** significant potential for serious injury or death of one or more occupants.

(3) Determine the risk rating

Using the results from (1) and (2) above using the table below to determine the risk rating.

Potential consequences if a fire was to occur ▶ Risk of a fire occurring ▼	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Accordingly, it is considered that the risk to life from fire at this building is:

Trivial ☐   Tolerable ☐   Moderate ☐   Substantial ☐   Intolerable ☐

Fire Safety Risk Assessment
Checklist for Educational
Premises

8

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September 2009

(4) Determine the Action level and timescale

Using the risk rating from (3) use the table below to determine the action level and timescale.

Risk Level	Action level and timescale
Trivial	No action is required and no detailed records need be kept, however the situation should be monitored regularly.
Tolerable	No major additional controls required, however the situation requires ongoing monitoring and there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period and ongoing monitoring is required. **NOTE!!** Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Fire Safety Risk Assessment
Checklist for Educational
Premises

9

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Step 4 Record, Plan, Inform, Instruct and Train

	Yes	No	Action to be taken, by when and by who?
Record the significant findings and action taken			
Have you recorded the significant findings of your assessment?			
Have you recorded what you have done to remove or reduce the risk?			
Are your records available for inspection by the enforcing authority?			
Emergency plans			
Do you have an emergency plan and, where necessary, have you recorded the details?			
Does your plan take account of other emergency plans applicable in the building?			
Is the plan readily available for staff to read?			
Is the plan available to the enforcing authority?			
Inform, instruct, co-operate and co-ordinate			
Have you told your staff about the emergency plan?			
Have you informed pupils, students and visitors about what to do in an emergency?			
Have you identified people you have nominated to do a particular task?			
Have you given staff information about any dangerous substances?			
Do you have arrangements for informing temporary or agency staff?			
Do you have arrangements for informing other employers whose staff are guest workers in your premises, such as maintenance contractors and cleaners?			
Have you co-ordinated your fire safety arrangements with other responsible people in the building?			
Have you recorded details of any information or instructions you have given and the details of any arrangements for co-operation and co-ordination with others?			
Fire Safety Training			
Have your staff received any fire safety training?			
When did you last carry out a fire drill?			
Are employees aware of specific tasks if there is a fire?			

Fire Safety Risk Assessment
Checklist for Educational
Premises

10

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Are you maintaining a record of training sessions?			
Do you carry out joint training and fire drills in multi-occupied buildings?			
If you use or store hazardous or explosive substances have your staff received appropriate training?			
Comments:			

Step 5 Review

You should constantly monitor what you are doing to implement the fire risk assessment in order to assess how effectively the risk is being controlled.

If you have any reason to suspect that your fire risk assessment is no longer valid or there has been a significant change in your premises that has affected your fire precautions, you will need to review your assessment and if necessary revise it.

Reasons for review could include:

- changes to work processes or the way that you organise them, including the introduction of new equipment;

- alterations to the building, including the internal layout;

- substantial changes to furniture and fixings;

- the introduction, change of use or increase in the storage of hazardous substances;

- the failure of fire precautions, e.g. fire-detection systems and alarm systems, life safety sprinklers or ventilation systems;

- significant changes to displays or quantities of stock;

- a significant increase in the number of people present; and

- the presence of people with some form of disability.

You should consider the potential risk of any significant change before it is introduced.

Do not amend your assessment for every trivial change, but if a change introduces new hazards you should consider them and, if significant, do whatever you need to do to keep the risks under control.

In any case you should keep your assessment under review to make sure that the precautions are still working effectively.

If a fire or near miss occurs, this could indicate that your existing assessment may be inadequate and you should carry out a re-assessment. You should identify the cause of any incident and then review and, if necessary, revise your fire risk assessment in the light of this.

Fire Safety Risk Assessment
Checklist for Educational
Premises

12

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Action Plan

Name of Premises:
Address of Premises:
Name of Responsible Person:
What area / location does the Action Plan cover?
Does the Action Plan cover the whole site – YES or NO? If No please describe the specific area it covers:
Fire Safety Action Plan completed by: Job title: Signature: Date:
Name of Manager: Job Title: Signature: Date:
Enter the date the Action Plan will be reviewed:

Fire Safety Risk Assessment
Checklist for Educational
Premises

13

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September 2009

	Action to be taken	By when?	By who?	Date action completed
1				
2				
3				
4				
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15				

Fire Safety Risk Assessment
Checklist for Educational
Premises

14

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September 2009