

**Risk Assessment  
Hurlingham School**

<b>Date: June 2021</b> <b>Risk Assessment for Fire</b> <b>Created by: Fiona Goulden, Daisy Robertson and Anna Williams</b> <b>Review on: September 2021</b>					
	<b>Activity</b>	<b>Persons at risk</b>	<b>Hazards and Risks</b>	<b>Control to retain level of risk (or reduce it further)</b>	<b>Follow up comments</b>
1	Kitchen	Adults and Children	Fire/injury Burning/smoke	<ul style="list-style-type: none"> <li>• Emergency gas cut off.</li> <li>• Two means of escape               <ul style="list-style-type: none"> <li>○ primary ➔ door to side passage outside ground floor toilets and then through double doors into playground.</li> <li>○ secondary ➔ into adjacent classroom and out into corridor to front doors.</li> </ul> </li> <li>• Fire door to kitchen.</li> <li>• Fire blanket on wall.</li> </ul>	
2	Plant room (cellar)	Adults and Children	Fire/explosion	<ul style="list-style-type: none"> <li>• Fire door.</li> <li>• Regular maintenance.</li> <li>• <b>Locked shut.</b></li> </ul>	
3	Spread	Adults and Children	Smoke Burning	<ul style="list-style-type: none"> <li>• Fire officer for each compartment to ensure that all doors in their areas are shut before exiting building.</li> </ul>	
4	Persons left in building	Adults and Children	Injury/death	<ul style="list-style-type: none"> <li>• Christine to take form registers to playground for roll call.</li> <li>• <b>Fire officers/sweepers to ensure all rooms in their compartment are clear before exiting the building.</b></li> <li>• Visitors book to be kept up to date and taken into playground by receptionist when alarm sounds.</li> <li>• Staff to sign in and out of building at reception ➔ to playground in front.</li> </ul>	
5	Insufficient evacuation training	Adults and Children	Injury/death	<ul style="list-style-type: none"> <li>• Minimum of one fire practice each term – two at the start of the Autumn term.</li> <li>• Vary location of fire in practices.</li> <li>• Ensure fire practices carried out at different times of day on different days of the week.</li> <li>• Teachers trained in use of fire extinguishers.</li> </ul>	<p>See Fire Practice Log and staff training booklets</p> <p><b>These are to be carried out in bubbles for the Autumn term 2020 to comply with social distancing.</b></p>

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6	Fire Escape routes	Adults and Children	Trips and slip hazards and inability to evacuate in a timely fashion	<ul style="list-style-type: none"> <li>All staff to ensure fire exit routes are kept clear and tidy.</li> <li>All fire doors to be kept unlocked during the school day.</li> <li>Emergency lighting in place and operational.</li> <li>Gate from main playground fitted with number lock – all staff to know the code.</li> <li>Appropriate Emergency Exit signage in place.</li> <li>Ensure scooters and buggies are stored neatly in bin area to leave clear exit route for ground floor classrooms.</li> </ul>	
7	Fire Fighting equipment	Adults and Children	Inability to extinguish a fire	<ul style="list-style-type: none"> <li>Appropriate number and type of extinguishers in all areas.</li> <li>All extinguishers are serviced annually.</li> </ul>	
8	Detection and warning	Adults and Children	Injury/death	<ul style="list-style-type: none"> <li>Alarm updated following building works to ensure adequate detectors and sounders in all areas.</li> <li>Regular practices and training to ensure everyone knows how to recognise the alarm sounder and the action to be taken.</li> <li>All staff trained to ensure they know how to use the call points (break glass) and their locations.</li> </ul>	
9	Flammable liquids	Adults and children	Paint, Chemicals	<ul style="list-style-type: none"> <li>All to be stored in secure locations eg. in cupboard adjacent to main front door, cellar or in locked cupboard outside kitchen.</li> <li>State of storage containers checked regularly.</li> <li>Kept away from heat sources.</li> </ul>	
10	Bins	Adults and Children	Arson	<ul style="list-style-type: none"> <li>Bins to be kept in secure bin area.</li> </ul>	Advise refuse collection company of codes to playground and bin area gates so that playground does not need to be left open to allow for collection.