

**Risk Assessment
Hurlingham School**

Date: September 2021

Risk Assessment for Fire on the Putney Bridge Road Site

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Review on: September 2022

	Activity	Persons at risk	Hazards and Risks	Control to retain level of risk (or reduce it further)	Follow up comments
1	Kitchen	Adults and Children	Fire/injury Burning/smoke	<ul style="list-style-type: none"> • Emergency gas cut off. • Fire shutter over hatch into hall. • Two means of escape <ul style="list-style-type: none"> ○ primary ➔ door to side passage ○ secondary ➔ into main hall then garden room doors to playground • Fire door to kitchen. • Staff who might use gallery over hall/ kitchen must look through windows onto hall for evidence of kitchen fire before using this route if clear. 	
2	Plant rooms	Adults and Children	Fire/explosion	<ul style="list-style-type: none"> • Fire door. • Regular maintenance. • Locked shut. 	The plant room on the 2 nd floor has been tidied to ensure no flammable items are near to the boiler.
3	Spread	Adults and Children	Smoke Burning	<ul style="list-style-type: none"> • Fire officer for each compartment to ensure that all doors in their areas are shut before exiting building. • Alarm activated door releases fitted to some fire doors 14.4.20 	
4	Persons left in building	Adults and Children	Injury/death	<ul style="list-style-type: none"> • All teachers to take form registers to playground for roll call. • Fire officers to ensure all rooms in their compartment are clear before exiting the building. • Visitors book to be kept up to date and taken into playground by receptionist when alarm sounds. • Staff to sign in and out of building at reception ➔ to playground in front. 	
5	Insufficient evacuation training	Adults and Children	Injury/death	<ul style="list-style-type: none"> • Minimum of one fire practice each term. • Vary location of fire in practices. • Ensure fire practices carried out at different times of day on different days of the week. • Teachers trained in use of fire extinguishers. 	See Fire Practice Log and staff training booklets