

Mottram Church of England (VA) Primary School

Risk Assessment Form

Specific Activity or Risk: Fire

Address of Activity Location : Mottram C of E Primary School

Contact Name on Site: E M Bland

Tel. No: 01457 762 382
07914 421 808

Owner of Site: Church

Tel. No: 0161 342 8355

Details of Planned Activity

Date of Activity: On-going

Organising Teacher:

Numbers at school: 135 Pupils, 7 x Teachers
5 x Teacher Assistant's, 2 x Office Staff
5 x Dinner Ladies.

Year Groups involved: Reception, Year 1/2, Year 2/3, Year 4/5, Year 5/6

Number of children involved: 137

Brief description of activity

On-going School Day

Activity Objectives

Fire Safety

Safety Talk to People Involved (location & time)

Health and Safety Assembly x 2 a year
X 4 Fire Alarms a year.

Debriefing on Safety Issues After Activity (location & time)

At evacuation procedure time debrief
GET OUT, STAY OUT.

Is a plan of the activity area attached/drawn? Yes

	Hazard (what could go wrong)	Location (Where Or when will it Go Wrong)	Who is at risk?	Likelihood X Severity (L x S =)	Hazard reduction Methods (What can I do to make this safer)	Acceptable Residual Risk
1	Fire in classroom	Classroom	Staff Pupil	2 x 9	Heater guards Supervised Children 2 x exits	✓
2	Fire in corridor	Corridor – Main Corridor Corridor – Office	Staff Pupil Parent	5 x 9	Only 1 corridor – alternative exit Coats in classroom	✓
3	Fire in Library	Library	Staff Pupil Parent	5 x 9	Doors close to/ fire doors Restricted access. Machinery switched off	✓
4	Fire in Kitchen	Kitchen	Staff Kitchen Staff	4 x 9	Doors close to/fire doors Heaters not switched on Machinery switched off	✓
5	Fire in Staffroom	Staffroom	Staff	4 x 9	Doors close to/fire doors Heaters not switched on	✓
6	Fire in Office/Central Area	Office/Hall	Staff/Office Staff Pupil Parents	2 x 9	Doors close to/fire doors Heaters not switched on Machinery switched off	✓
7	Trapped person	All school toilets	All	4 x 9	Delegated people, Teaching Assistant Children instructed.	✓
8	Burn	All	Staff Pupil		<i>DO NOT DEAL WITH FIRE GET OUT, STAY OUT, CALL THEM OUT</i>	

NUMBER OF HELPERS/SUPERVISORS REQUIRED

AREA OF RESPONSIBILITY FOR HELPERS/SUPERVISORS

Teachers exit class, Teaching Assistants check class/class toilets
Main toilets
Teacher register
Office bring register out/time, church key
Headteacher/Deputy Headteacher timing/de-brief

SAFETY TALK TO PEOPLE/CHILDREN/HELPERS TO INCLUDE

- Autumn planned alarm – safety talk assembly/class
- Spring unplanned and summer unplanned
- 1 club alarms
- 1 dinner
- Debrief after each alarm

GENERAL SAFETY TALK TO INCLUDE

- Sensible behaviour – walk, silence, belongings, close door
- Acceptable exit/time/routes
- Debriefs/follow up

In consideration of all factors in the Risk Assessment, are the risks from hazards reduced to a tolerable level to allow the activity to be undertaken?

Yes

Training is given to staff which is a mechanism to reduce risk.

Assessor Signature.....**Name**.....

Date:.....**Time:**.....

Governor.....

Date:.....**Time:**.....