# Risk Assessment

APPENDIX 1

<table>
<thead>
<tr>
<th>Name of Person completing Risk Assessment</th>
<th>GAIL MILLER</th>
<th>Dept / Position</th>
<th>Head of Health &amp; Safety</th>
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</thead>
<tbody>
<tr>
<td>School / Building</td>
<td>WISF SCHOOLS</td>
<td>Date of Assessment</td>
<td>Sept 2018</td>
</tr>
<tr>
<td>Location / Area</td>
<td>ALL BUILDINGS</td>
<td>Date For Review (Annual)</td>
<td>Sept 2019</td>
</tr>
</tbody>
</table>

**Activity / Details of Assessment**

FIRE SAFETY & PREVENTION – GENERIC RISK ASSESSMENT

<table>
<thead>
<tr>
<th><strong>Severity</strong></th>
<th><strong>Likelihood</strong></th>
<th><strong>Risk</strong></th>
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<tr>
<td>Severity = Level of potential injury</td>
<td>Likelihood = Chance of injury</td>
<td>Severity x Likelihood = Risk</td>
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<tr>
<td>1 No action, delay only</td>
<td>1 Very unlikely</td>
<td>1 – 5 Acceptable</td>
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<tr>
<td>2 First Aid only, minor damage</td>
<td>2 Unlikely</td>
<td>6 – 10 Tolerable if strictly monitored but try to improve</td>
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<tr>
<td>3 Minor Injury, illness, time off work, damage</td>
<td>3 Possible</td>
<td>12 – 25 UNACCEPTABLE</td>
</tr>
<tr>
<td>4 Major injury, disabling illness, major damage</td>
<td>4 Likely</td>
<td></td>
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<tr>
<td>5 Fatality</td>
<td>5 Very Likely – Imminent</td>
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**PART A:** All staff who work in the area being assessed should complete the box below to confirm they have read and understood the contents of this Risk Assessment. The HoD should ensure that every member of the department has done this.

<table>
<thead>
<tr>
<th>NAME (please print)</th>
<th>DEPT</th>
<th>SCHOOL</th>
<th>DATE</th>
<th>SIGNATURE</th>
<th>NOTES/COMMENTS</th>
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</tbody>
</table>
### PART B: To be completed by the person carrying out the Risk Assessment - FIRE SAFETY & PREVENTION – GENERIC RISK ASSESSMENT

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Who Is At Risk?</th>
<th>Potential Injury</th>
<th>Existing Control Measures</th>
<th>Residual Risk Score</th>
<th>Further controls proposed</th>
<th>Action</th>
<th>Signed Off</th>
</tr>
</thead>
</table>
| Fire Evacuation – blocked exits, panic. Fire extinguishers not correctly used. | ALL occupiers of building | Crushing, sprains, bruising, cuts, fractures Burns, smoke inhalation, fatality | • Fire Action notices displayed by exit of each classroom / building advising of site evacuation point.  
• Fire doors not to be held open if rooms are unoccupied.  
• Some automatic closers in place, appropriately signed, and all fire doors in excellent condition.  
• Separate Fire Risk Assessment for all WISF buildings, carried out by external assessor.  
• Fire drill each term – pupils evacuated calmly to evacuation assembly point (relevant signage in place).  
• Fire Drill Evacuation and Unplanned Fire Alarm Activation records kept.  
• Boarding Houses – specific fire drills carried out at various times of day/night.  
• Fire alarm system tested weekly, records kept.  
• Personal Emergency Evac Plans (PEEP) for those with mobility issues /disability.  
• Duty Caretaker/ Designated Staff to act as Fire Warden.  
• Specific Fire Warden / Small Fires training available.  
• Fire Extinguishers tested annually by competent contractor; E&O team check each half term. Records kept.  
• Good housekeeping, and appropriate measures for the safe storage and disposal of waste.  
• Classroom equipment & furniture laid out so as not to hinder access to fire exit, call points and extinguishers. Any teachers to ensure fire exit is accessible prior to each lesson.  
• Office staff to ensure fire exits kept clear  
• Training needs to be reported to H&S Department | 5 | 1 | 5 | All staff | On going | N/A |
| Fire Evacuation Routes blocked, not protected at all times | All staff, pupils, visitors | Injuries ranging from electrocution and burns, smoke inhalation through to death caused by fire/smoke. | • Fire Evac Routes to be clear of combustibles including furniture, storage units etc.  
• Fire Exit doors to be kept closed  
• Door wedges not to be used to prop open Fire Exit doors when room is unoccupied. | 5 1 5 | • Caretakers and all staff to regularly check protected routes, and unblock / report any issues immediately. |
| --- | --- | --- | --- | --- | --- |
| Fire / Heat Detection systems not working correctly. | All staff, pupils, visitors | Injuries ranging from electrocution and burns, smoke inhalation, through to death caused by fire. | • Smoke Alarms / Fire / Heat Detectors to be regularly checked and serviced (Estates Department to arrange on rolling programme).  
• Yearly testing by competent company  
• Fire Panels show any faults. | 5 1 5 | |
| Emergency Lighting not working | All staff, pupils, visitors | Bruises, broken bones caused by overcrowding in emergency, through to death caused by fire/smoke. | • Weekly in-house testing carried out by E&O department, results recorded.  
• Annual inspection carried out by competent contractor. Records kept. | 5 1 5 | |
| Overloaded electrical sockets, over-use of extension leads, inappropriate use of electrical equipment or faulty electrical equipment, use of laptops and workstations | All staff, pupils, visitors | Injuries ranging from electrocution and burns, smoke inhalation, through to death caused by fire/smoke. | • Mains-wired equipment tested every 5 years (or every 3 years for Theatre/Performance Areas eg Warwick Hall).  
• Only one plug is used per mains power socket outlet.  
• Electrical equipment to meet relevant British / European standard.  
• The laptop / DSE is plugged directly into a power socket outlet and block type adaptors are not used.  
• Extension leads are only used as a temporary measure, fully unwound when in use. Removed when a permanent solution is in place.  
• The user carries out visual inspections before each use of the power outlet socket and plug for portable appliances (not workstations/display screen equipment). | 5 1 5 | • If there are insufficient power outlet sockets, then a double insulated extension lead will be used until such funds become available to install extra power socket outlets.  
• Users or Caretakers to report issues to Estates Dept.  
• Defective electrical IT equipment is reported without delay via IT Support Helpdesk. |
| **Individuals working alone on site (Lone Working)** | **All staff, contractors.** | **Burns, smoke inhalation, through to death caused by fire/smoke.** | **Comprehensive Lone Working policy in place, all parties to be made aware and comply with requirements.**<br>**Sign in-out boards used during evening / holiday periods.** | 5 | 1 | 5 | **Duty Caretaker to be made aware of any member of staff who is lone working.** |
| **Display of combustible materials, including noticeboards in classrooms, displays within fire evacuation routes, stairwells** | **Injuries ranging from electrocution and burns, smoke inhalation, through to death caused by fire/smoke.** | **Noticeboards not overloaded with paperwork/combustible material – Fire Brigade guidance and published documentation followed.**<br>**Noticeboards to be covered wherever possible.**<br>**No displays of combustible materials in stairwells / fire evacuation routes.**<br>**All staff to be aware of the fire evacuation routes for their area.** | 5 | 1 | 5 |
| **Smoking, including e-cigarettes** | **All staff, pupils, visitors** | **Burns, Fatalities due to fire** | **No Smoking policy implemented across the site, signs displayed where required.**<br>**Smoking off-site only unless for event where out of normal school hours & strictly controlled.**<br>**Visitors / contractors made aware.** | 5 | 1 | 5 |
| **Cooking areas (not catering) within the school, including Food Tech depts,** | **Staff, pupils, cleaners/ caretakers** | **Toasters / grill only used by pupils under supervision**<br>**Suitable fire extinguishing equipment available (fire blanket, extinguishers)** | 5 | 2 | 10 |
### Furniture including blinds, curtains, PE mats etc

- All staff, students and visitors
- Burns, breathing difficulties; Fatalities due to fire/explosions.
- Staff to ensure all materials are fire retardant to British Standards when purchasing new furniture, blinds, curtains etc. A record of this to be kept.

### Chemical products hazardous to health (COSHH), including dangerous substances – potential fire risk.

- Teaching staff, pupils, visitors. Cleaning/Caretaking Staff
- Skin/Eye irritations, Burns, breathing difficulties; Fatalities due to fire/explosions.
- Manufacturer’s Safety Data Sheets (SDS) kept with COSHH substances.
- COSHH products stored in a marked, locked fireproof cupboard.
- Cleaning/Caretaking/Catering staff receive COSHH training, records kept.

### Hazards introduced by external contractors and building works, including internal MT works

- All staff, students and visitors
- Burns, breathing difficulties; Fatalities due to fire/explosions.
- WISF Contracting Manager to ensure RAMS are checked before works commence.
- Staff training regime in place.
- Permit to Work system in place and used.

### Other significant fire hazards within the premises (eg flammable gas)

- All staff, students and visitors
- Burns, breathing difficulties; Fatalities due to fire/explosions.
- Fire Department aware of products with high risk.
- Only small quantities kept.
- Risk Assessments in place, regularly reviewed.

### Arson / terrorism

- All staff, students and visitors
- Burns, breathing difficulties; Fatalities due to fire/explosions.
- 6 bells procedure in place, all staff and students aware.
- Serious Untoward Incident policy in place, staff aware.

### Further information

- See WISF Fire Safety & Prevention Policy and also School Specific Fire Procedures

### Additional notes / risks

Where further information needs to be added to this generic list, please attach a separate sheet to this Risk Assessment noting i) the room assessed ii) the assessor’s name and iii) the HoD’s name

### Assessor’s Signature

Gail Miller  

Date  Sept 2018

### NOTES:

* This is not an exhaustive list, and staff should identify any other hazards associated with their areas. Where new activities lead to additional hazards, a separate RA should be completed. Any issues, comments or additions to this assessment, please advise the Assessor.

* Guidance can be obtained from Head of Department, or Head of Health & Safety

* Please report any issues, accidents, near-misses (incident not causing injury at the time but has the potential to do so) to the Head of Dept, Deputy Head and Head of H&S.