

GROUP DETAILS

IN AN EMERGENCY CALL:

Leader:	Group Phone:
Participants:	

ACTIVITY DETAILS

Purpose of Activity:	Date:
Benefit of Activity: Builds competence in lighting, tending, and extinguishing safely where appropriate. Develops planning and supervision skills for higher risk tasks. Enables outdoor cooking and warmth in controlled settings. Reinforces emergency readiness and understanding of burn first aid basics. Supports teamwork through shared roles and clear communication. Teaches respect for heat sources and safe behaviour near flames.	

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Blocked stairwells	Delayed evacuation, increased injury	Quick evacuation during an emergency.	Ensure stairwells are clear at all times. Conduct regular inspections and educate staff and students on keeping these routes free from obstructions. (ALL)	Students, staff, visitors	Before Measure: Low After Measure: High
Chemical storage in science labs	Fire outbreak, chemical spills, toxic exposure	Enables safe handling of necessary chemicals for learning.	Label and store chemicals in compliance with safety regulations. Ensure ventilation and fire suppression systems are in place in storage areas. (ALL)	Students, staff	Before Measure: Low After Measure: High

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Combustible materials in classrooms	Fire spread, property damage, injury	Maintaining educational resources without interruption.	Implement regular waste disposal, store paper, fabric, and wood away from ignition sources, and ensure all areas are decluttered daily. Fire-retardant materials should be used where possible. Conduct frequent inspections to maintain tidiness. (ALL)	Students, staff	Before Measure: Low After Measure: High
Faulty emergency lighting	Impaired evacuation, increased injury	Ensures safe evacuation in emergencies.	Regularly test and maintain emergency lighting systems to ensure they function during a fire or power outage. Replace faulty lights promptly. (ALL)	Students, staff	Before Measure: Low After Measure: High
Faulty fire alarms	Delayed warning, inability to evacuate promptly	Swift warning to evacuate during emergencies.	Test fire alarms regularly and replace any faulty components immediately. Ensure all rooms have audible and visible alarms. (ALL)	Students, staff, visitors	Before Measure: Low After Measure: High
Flammable liquids in science labs	Fire outbreak, explosions, toxic exposure	Continued access to crucial educational experiments.	Store flammable liquids in locked, approved cabinets with proper signage. Ensure fire-resistant materials are used in the lab. Train staff and students on the correct use and disposal of hazardous substances. (ALL)	Students, staff	Before Measure: Low After Measure: High
Inaccessible fire exits	Delayed evacuation, increased injury	Facilitates safe building evacuation.	Ensure that all fire exits are functional, unobstructed, and easily accessible. Install push bars on doors where necessary. (ALL)	Students, staff, visitors	Before Measure: Low After Measure: High
Inadequate fire training for staff	Ineffective evacuation, increased injury	Equips staff to handle emergencies effectively.	Conduct regular fire safety training for all staff, covering fire extinguisher use, evacuation routes, and emergency procedures. (ALL)	Students, staff, visitors	Before Measure: Low After Measure: High

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Inadequate signage for escape routes	Confusion during evacuation, delayed evacuation	Assists safe and rapid evacuation.	Install clear, illuminated signage on all escape routes. Regularly inspect signs for visibility and replace any damaged or worn ones. (ALL)	Students, staff, visitors	Before Measure: Low After Measure: High
Obstructed fire exits	Delayed evacuation, increased injury during fire	Safe and accessible learning environment.	Ensure that all exits are clearly marked, illuminated, and free from obstructions at all times. Conduct routine checks of all escape routes and exits during daily inspections. (ALL)	Students, staff, visitors	Before Measure: Low After Measure: High
Open windows during fire	Fire spread, increased oxygen fueling fire	Prevents rapid fire escalation.	Educate staff on keeping windows closed during fires to limit oxygen flow and prevent the fire from spreading. Install automatic window closure systems if possible. (ALL)	Students, staff	Before Measure: Low After Measure: High
Unlabeled hazardous substances	Chemical spills, improper handling, fire outbreak	Enables safe science instruction.	Ensure all hazardous substances are properly labeled and stored according to safety guidelines. Provide training to staff on handling and storage. (ALL)	Students, staff	Before Measure: Low After Measure: High
Unmaintained fire extinguishers	Inability to extinguish fires, increased fire damage	Enables quick response to small fires.	Inspect fire extinguishers regularly, ensuring they are serviced annually and easily accessible. Provide training for staff on their correct use. (ALL)	Students, staff, visitors	Before Measure: Low After Measure: High
Unsupervised use of open flames in experiments	Fire outbreak, burns, smoke inhalation	Hands-on learning in science without compromising safety.	Supervise students closely during experiments involving open flames, and ensure that fire extinguishers and fire blankets are readily accessible. (ALL)	Students, staff	Before Measure: Low After Measure: High
Accumulation of waste in outdoor areas	Fire spread, pest attraction	Clean and well-maintained recreational spaces.	Install adequate outdoor waste bins and ensure they are emptied regularly. Place bins away from buildings to reduce the risk of fires spreading from outside. (ALL)	Students, staff	Before Measure: Low After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Cluttered storerooms	Fire spread, obstructed evacuation routes	Maximizes safe storage capacity for educational resources.	Implement strict rules for storeroom organization, ensuring that flammable materials are stored separately and nothing blocks escape routes. (ALL)	Staff	Before Measure: Low After Measure: Med
Combustible furniture	Fire spread, smoke inhalation	Comfortable and safe learning spaces.	Use fire-retardant furniture and upholstery in classrooms and common areas. Replace old or worn items that could easily catch fire. (ALL)	Students, staff	Before Measure: Low After Measure: Med
Cooking equipment in kitchens	Kitchen fires, burns, smoke inhalation	Provision of hot meals for students.	Regularly maintain cooking appliances, ensuring that extraction and ventilation systems are cleaned to prevent grease buildup. Train kitchen staff on fire safety and the use of fire extinguishers. (ALL)	Kitchen staff, students	Before Measure: Low After Measure: Med
Electrical equipment in IT rooms	Electrical fires, electrocution, equipment damage	Effective use of technology for learning.	Install surge protectors and avoid overloading sockets. Ensure that all electrical devices are PAT tested annually. Implement a policy of turning off all non-essential equipment after hours. (ALL)	Students, staff	Before Measure: Low After Measure: Med
Flammable decorations in corridors	Fire spread, smoke inhalation	Encourages creativity and school spirit.	Limit decorations to fire-retardant materials and avoid excessive displays that can obstruct fire routes. Use wall-mounted fixtures to minimize clutter. (ALL)	Students, staff	Before Measure: Low After Measure: Med
Flammable wall displays	Fire spread, smoke inhalation	Encourages student engagement and celebrates achievements.	Ensure wall displays are made of fire-retardant materials. Keep displays limited to small areas to reduce the amount of combustible material in any one space. (ALL)	Students, staff	Before Measure: Low After Measure: Med
Improperly stored sports equipment	Obstructed exits, potential fire hazards	Supports physical education activities.	Store sports equipment in designated areas and ensure that it does not block any fire exits or routes. Regularly inspect storage for fire risks. (ALL)	Students, staff	Before Measure: Low After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Inadequate ventilation systems	Fire spread, poor air quality during fire	Enhances indoor air quality without increasing fire risk.	Maintain and regularly inspect HVAC systems to prevent fire spread. Ensure fire dampers are installed and functional in ventilation shafts. (ALL)	Students, staff	Before Measure: Low After Measure: Med
Lack of fire drills	Unprepared evacuation, increased injury	Prepares students and staff for a real fire emergency.	Schedule regular fire drills throughout the school year. Monitor and review each drill's effectiveness and update evacuation plans as needed. (ALL)	Students, staff, visitors	Before Measure: Low After Measure: Med
Overcrowded classrooms	Blocked evacuation routes, increased injury during evacuation	Promotes a safer, more organized learning environment.	Limit class sizes to ensure students can evacuate safely. Arrange desks and equipment to avoid blocking escape routes. (ALL)	Students, staff	Before Measure: Low After Measure: Med
Overloaded extension cords	Electrical fires, equipment damage	Flexible classroom configurations.	Limit the use of extension cords, replacing them with fixed power outlets where possible. Regularly inspect cords for damage and avoid daisy-chaining. (ALL)	Students, staff	Before Measure: Low After Measure: Med
Poor housekeeping in electrical cupboards	Electrical fires, equipment damage	Ensures continued power supply safely.	Maintain good housekeeping standards in electrical rooms, keeping them free of combustible materials. Restrict access to authorized personnel only. (ALL)	Staff	Before Measure: Low After Measure: Med
Poorly maintained heating systems	Overheating, electrical fires	Provides safe heating for the entire school.	Schedule regular maintenance of heating systems, checking for any signs of overheating or malfunction that could spark a fire. (ALL)	Students, staff	Before Measure: Low After Measure: Med
Portable heaters	Overheating, electrical fires	Provides additional warmth in colder areas.	Prohibit the use of portable heaters unless they are necessary and PAT tested. Ensure heaters have safety cut-off features and are used only when attended. (ALL)	Students, staff	Before Measure: Low After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Smoking areas near buildings	Fire ignition, smoke inhalation	Reduces fire risk while accommodating staff needs.	Designate smoking areas away from buildings and ensure proper disposal of smoking materials in fireproof receptacles. (ALL)	Students, staff	Before Measure: Low After Measure: Med
Unpredicted risks	Illness, injury, death		Ongoing dynamic risk assessment carried out by all staff. Any observed potential hazards should be notified to group leader and immediate action taken if required. (ALL)	All	N/A

NOTES

Extra notes & activity evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date