



ST. DOMINIC'S GRAMMAR SCHOOL

RISK ASSESSMENT

ACTIVITY / AREA	Fire Risk Assessment
Who might be at risk?	Pupils, Staff, Visitors
Department contacts	Bursar , G Spooner, M Pemberton
Description of activity	

Assessment of risk rating

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by multiplying the PROBABILITY by the SEVERITY of the risk.

PROBABILITY	SEVERITY	RISK FACTOR $R = P \times S$	COMMENTS
1 = Unlikely but possible	1 = Minor injury	1 – 2 Low risk	The School's objective is to introduce controls to reduce the risk for most activities to low.
2 = Likely	2 = >3 day injury or property damage	3 – 4 Medium risk	Additional controls are needed and should be planned. If additional controls require long term work (> 4 weeks) then short term procedures should be modified to reduce risk in the interim period wherever possible.
3 = Very Likely	3 = Major injury or death	6 –9 High Risk	Where risk remains high after exiting controls are considered then the activity should not take place until additional controls have been implemented. I.e. STOP the activity.



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HAZARD	Yes / No or N/A	WHO IS AT RISK?	Required Controls (action taken to reduce risk)	RISK RATING			Is the risk adequately controlled? If not list further action required	Responsibility	Date completed
				P	S	R			
Is smoking allowed on the premises?	No		No smoking signage erected extensively around the site	1	1	1		Bursar	
Are there any potential sources of ignition?	Yes		In the kitchen and home economics classroom, where access is controlled at all times	2	2	4			
Are the lighting systems installed to the correct standard?	Yes		Subject to regular inspection	1	1	1		Bursar	
Are the electrical appliances properly inspected?	Yes		PAT testing every two years	1	1	1		Bursar	
Is the use of naked flames properly controlled in the kitchens?	Yes		Staff are trained on the correct use of naked flames and in the shutdown and evacuation of the kitchen	1	2	2		Catering Manager	
Are any other naked flames in use?	Yes		In the Science Labs, under the control of teachers at all times	1	1	1		Science Teachers	
Are other forms of hot work/processes used on the premises?	Yes		In the CDT and Kiln areas where "power-stop" buttons are installed	1	2	2		Teachers	



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Are there space heaters and hot surfaces which could be a source of ignition?	Yes		Ensure no materials are left on/near the gas heaters in Sports hall old Drama	2	3	6		P.E. Teachers	
Are combustible materials stored correctly?	Yes		Materials in store cupboards, particularly in Junior School, to be stored more tidily	1	1	1		Teachers	

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Are furniture and furnishings made of combustible materials?	Yes		Purchase flame retardant furniture furnishings where possible	2	2	4		Bursar	
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Do walls have combustible decorations?	Yes		Ensure all paper displays throughout Senior and Junior Schools are separated	1	1	1		Teachers	
Are there any combustible elements of the structure?	Yes		Some suspended ceilings	1	1	1		Site Manager	
Are flammable liquids stored on the premises?	Yes		Flammable liquids are stored in the Science Prep Room in fireproof metal cabinets	1	1	1		Lab Technician	
Are flammable gases used on the premises?	Yes		All gas pipes are painted yellow. Ensure all valves are turned off at end of lesson	1	1	1		Science Teachers	
Are there aerosol containers stored on the premises?	Yes		Only by the cleaning staff - and kept in locked cleaners cupboards	1	1	1		Cleaning Supervisor	
Are there dusts and powders used on the premises?	Yes		See above	1	1	1		Cleaning Supervisor	



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Are cleaning chemicals stored on the premises?	Yes		Other than Science Lab Chemicals, all chemicals (cleaning in particular) are stored under lock and key	1	1	1		Cleaning Supervisor	
Are there any other combustibles on the premises?	Yes		Small quantity of vegetable oil kept stored in kitchen prep room	1	1	1		Catering Supervisor	
Are there any other sources of fuel not covered above?	Yes		Small quantity of diesel and petrol under lock and key in maintenance shed	1	1	1		Site Manager	

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Are employees properly trained in their work processes?	Yes		Part of the induction process	1	1	1			
Are other staff properly briefed about work processes?	Yes			1	1	1			

Are visitors properly briefed about work processes?	Yes			1	1	1			
Are volunteer workers properly briefed about work processes?	Yes			1	1	1			
Are contractors properly briefed about work processes?	Yes			1	1	1			
Would occupation of neighbouring premises affect fire spread?	No			1	1	1			



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Is there any likelihood of arson on the premises?	Yes		Security gates, keypad building entry and CCTV installed	1	1	1			
Are there voids in the construction of the building?	Yes		All voids should be locked	1	1	1			
Is there a noisy environment for staff or other people leading to difficulty in hearing the alarm?	No			1	1	1			
Is consumption of alcohol on the premises allowed?	No			1	1	1			

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Are people under the effect of medication or other drugs (and possibly behaving irrationally) at any time?	No			1	1	1			
Are people working alone or in hazardous environments?	No			1	1	1			

Are there any control or command rooms which require continuous manning?	No			1	1	1			
Is the entire electrical installation in order?	Yes		Subject to 5 yearly inspections –	1	1	1		Bursar	
Has all equipment been tested in accordance with the provisions of the Electricity at Work Regulations 1989?	Yes		See above	1	1	1			



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Are records regarding regular testing of installation, equipment and portable appliances up to date?	Yes		R & B Inspection Services –	1	1	1			
Is there any evidence of overloading electrical circuits?	No			1	1	1			
Is electrical equipment kept well away from sources of fuel?	Yes			1	1	1			
Are staff aware that only trained personnel authorised by management can undertake repairs/alterations to electrical equipment?	Yes			1	1	1			

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Is the entire heating system in good order?	Yes			1	1	1			
Are all heating appliances safe with an adequate clear space free from storage of any kind?	Yes			1	1	1			
Are all cooking appliances safe (securely fixed, properly maintained and used only for	Yes			1	1	1			

their intended purpose)?									
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Are arrangements for liquid/gaseous supplies for heating and cooking equipment adequate?	Yes			1	1	1			
Are appropriately qualified/registered contractors used to carry out all installation and maintenance of liquid/gaseous fuel supply equipment?	Yes			1	1	1			
Are staff aware that only trained personnel authorised by management can make repairs/alterations to liquid/gaseous fuel-fired equipment and fuel supplies?	Yes			1	1	1			
Are escape facilities correctly marked?	Yes			1	1	1		Site Manager	

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Are fire exits sufficient to enable the people present in any and all areas to evacuate safely?	Yes			1	1	1			
Do all final exits lead to a place of safety?	Yes			1	1	1			
Are all fire exits readily available?	Yes			1	1	1			



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Are all fire exits and intermediate doors easily operable from the inside without the use of a key?	Yes			1	1	1			
Are all corridors, gangways, and stairways forming part of escape routes free from obstructions and not used for storage?	Yes			1	2	2		Teachers	
Are floor and stairway surfaces in good condition and free from slipping and tripping hazards?	Yes			1	1	1			
Are fire-resisting and smokestop doors in good condition with fully operating selfclosing devices and the doors closing fully into rebates?	Yes			1	2	2		Site Manager	
Do all doors on escape routes open in the direction of travel?	Yes			1	1	1			

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Are all escape routes clearly and properly signed throughout their lengths with internal doors forming part of a route clearly labelled as such?	Yes			1	1	1		Site Manager	
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Are all escape routes provided with adequate lighting at all times of the day, night and throughout the year?	Yes		Checked and reviewed Annually	1	1	1		Sit Manager	
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Is adequate emergency lighting provided and is it fully serviceable?	Yes		See above	1	1	1		Site Manager	
Have appropriate provisions been made for persons with disabilities (e.g. assistance, refuges)?				1	1	1			
Are there clearly defined and written fire action procedures including provisions for roll calls?				1	1	1			
Are all employees fully aware of these procedures and their own responsibilities in the event of an evacuation?				1	1	1			
Are suitable "Fire Action" notices prominently displayed around the premises?				1	1	1			

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Have all staff been instructed to summons the fire brigade for all fires, no matter how small?				1	1	1			
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Are there sufficient fire wardens available to provide for all working hours taking into account holidays and sick leave?				2	2	4			
Have appropriate measures been taken for visitors and contractors who are not normally on the premises?	Yes			2	2	4			
Are the fire evacuation areas in safe locations, clear of the building and away from fire brigade access and parking?	Yes			1	1	1			
Are there alternative evacuation areas available in the event that the nominated ones are unsuitable?	Yes			2	2	4			
Are emergency evacuation drills carried out at least once a year?	Yes			1	1	1			
Can a fire alarm be raised without placing anyone in danger?	Yes			1	1	1			
Is the fire alarm in full working order?	Yes		Inspected annually by supplier - Alarms tested weekly by Site Manager	2	2	4			



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Are there fire alarm call point located near to every exit from each floor and each building?	Yes			1	1	1			
Are the call points unobstructed and clearly visible?	Yes			1	1	1			
Are the audible signals from the fire alarm operated weekly, at random, and clearly audible throughout the premises?	No		Fire alarm tested on a weekly basis	1	1	1			
Is the complete system subject to a regular test by a qualified engineer?	Yes		Reviewed and tested annually by supplier	1	1	1			

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Do you maintain records regarding maintenance and test?	Yes			1	1	1		Site Manager/Bursar	
Is the fire alarm signal unique to the fire alarm and not likely to be confused with any other sounds?	Yes			2	1	2			
Is there adequate provision of portable fire extinguishers that are suitable types for the fire risks where they are positioned?	Yes		Reviewed annually with supplier	2	1	2		Site Manager	



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Are all portable fire extinguishers and blankets suitably located, positioned on brackets securely fixed to the wall and available for immediate use?	Yes		Reviewed with supplier	1	1	1		Site Manager	
Is it regularly maintained?	Yes		Once a year	2	1	2		Site Manager	
Do you keep a record of the maintenance checks, the results and the location of the equipment?	Yes		Information provided by supplier annually	1	1	1			
Is it apparent if the equipment is missing from its position?	Yes			1	1	1		Site Manager	
Are staff trained in the use of fire equipment?	Yes		All staff trained	1	1	1		Bursar	
11 11									
Do you keep a record of the names and dates they received training?	Yes			1	1	1		Admin Secretary	
Are appropriate notices and signs of the type “fire door keep closed” provided on all visible sides of all fireresisting and fire-stop doors?	Yes			1	1	1			



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Are appropriate “pictogram” notices provided on all fire exit doors and routes such that at least one sign is always visible for all points on an exit route?	Yes		Extra Fire Drill Procedure notices now installed	1	1	1		Site Manager	
Do all “panic bar” fire exit doors have suitably positioned “push bar to open” signs?	Yes			1	1	1			
Is there adequate access to the site and all buildings to enable fire brigade vehicles to get close enough for firefighting and rescue operations?	Yes			2	1	2			
Are all fire hydrants in the vicinity clearly indicated and accessible?	Yes			1	1	1			
Is the fire brigade familiar with the premises?	Yes		Fire Station situated 100 yards from school	1	1	1			
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Are the required regular tests and maintenance carried out on automatic closing doors?			Once a year	1	1	1		Site Manager	
Are appropriate records kept of all fire evacuation drills?				1	1	1		Site Manager	
Are appropriate records kept of staff training?				1	1	1			



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Are copies of the fire risk assessment kept in a safe place away from the premises?			SLT retains a copy off site	1	1	1			
Are copies of the fire risk assessment made available to the staff?			Now included in Staff Handbook	1	1	1			

Name of assessor: Mr D Brittain			Date of assessment: Sept 2025			Planned review date: Sept 2026	
People consulted in conducting this assessment			Name: Mr P Tudor	Position: Bursar		Name:	
Date reviewed:		Reviewed by:					