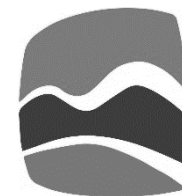


BBC Fire Risk Assessment

Bridge School Malvern Site: BBC



Last reviewed: March 21 Reviewed by: John Roe Date of next review: November 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Electrical sources of ignition	Pupils, staff, contractors or visitors at risk of electrical items being faulty and causing a fire	<ul style="list-style-type: none"> Annual PAT testing for portable appliances Electrical sockets and equipment checked for signs of damage, wear or faults before each use Faulty items not permitted to be used until repaired or replaced Leads and cables not permitted to be left trailing 		<ul style="list-style-type: none"> Annual review and annual PAT testing to be arranged by Building Manager Safety checks carried out by all staff 	<ul style="list-style-type: none"> Every time electrical equipment is used Annual PAT testing Annual fire risk review, or sooner in event of hazard identified or fire incident 	
Smoking	Pupils, staff, contractors or visitors at risk of fire caused by lighters,	<ul style="list-style-type: none"> No smoking permitted on the premises 	<ul style="list-style-type: none"> No smoking signs to be displayed in the building 	<ul style="list-style-type: none"> Building Manager to install no 	<ul style="list-style-type: none"> Signage to be installed before next review 	

	cigarettes or embers	<ul style="list-style-type: none"> Smoking is only allowed in designated areas outside and all cigarette butts must be safely disposed of 		<p>smoking signage</p> <ul style="list-style-type: none"> All staff to enforce no smoking rules and signpost individuals to smoking areas 	<ul style="list-style-type: none"> Contractors and visitors to be advised of no smoking at the start of their visit Pupils advised on no smoking policy at induction 	
Arson	Pupils or staff at risk of injury as a result of arson	<ul style="list-style-type: none"> Pupils assessed for attitude and if deemed a safety risk, will be excluded from site No unauthorised visitors can gain access to inside the building Outside the building covered by CCTV as a deterrent Minimal flammable materials on the outside of the building Intruder alarm activated when the building is vacant 		<ul style="list-style-type: none"> Staff to assess pupil attitudes 	<ul style="list-style-type: none"> Regular checks 	

		<ul style="list-style-type: none"> • Access road to the building is closed off and locked in the evenings and on Sundays 				
Heating installations	Pupils or staff at risk of fire as a result of heating installations	<ul style="list-style-type: none"> • Portable heaters not used on site • Oil levels monitored and only professional services used to refill oil • Oil tank regularly checked for signs of damage 	<ul style="list-style-type: none"> • Maintenance records of heating installations to be kept 	<ul style="list-style-type: none"> • Building Manager 	<ul style="list-style-type: none"> • As required 	
Cooking	Pupils or staff at risk of fire as a result of cooking appliances or activities	<ul style="list-style-type: none"> • Pupils trained in safe working practices within the kitchen • No pupils left unsupervised when operating cooking equipment • Filters regularly changed • Daily cleaning of cooking equipment • Fire extinguishers in accessible places • If possible, without loss of time, the extractor fan will be 		<ul style="list-style-type: none"> • Catering Tutor 	<ul style="list-style-type: none"> • As required 	

		turned off before exit on Fire Alarm sounding. If not possible it can be left. In no circumstances must anyone delay their exit in order to turn off the fans.				
Lightning	Pupils or staff at risk of fire as a result of lightning	<ul style="list-style-type: none"> • No lightning protection in place, not deemed essential 				
Housekeeping	Pupils or staff at risk of fire as a result of poor housekeeping	<ul style="list-style-type: none"> • Building cleaned daily by professional cleaning firm • Combustible materials not stored near ignition sources • Avoidance of accumulation of combustible materials other than those deemed essential • Hazardous materials stored securely • Combustible materials stored securely 		<ul style="list-style-type: none"> • All staff 	<ul style="list-style-type: none"> • Regular checks 	

		<ul style="list-style-type: none"> Regular training carried out 				
Contractors and building work	Pupils and staff at risk of fire as a result of contractors or building work	<ul style="list-style-type: none"> Building work to take place out of term time so no pupils on site Contractors to visit outside of school hours where possible so no pupils on site Contractors to be responsible for their own safe conduct and maintenance of equipment 	<ul style="list-style-type: none"> BBC to hold copies of HSE documents - 'Standard fire Precaution for Contractors' and 'Fire Safety in Construction Work' to present to contractors prior to commencing work 	<ul style="list-style-type: none"> Building Manager 	<ul style="list-style-type: none"> Prior to next planned building work 	
Dangerous substances	Pupils or staff at risk of fire as a result of dangerous substances	<ul style="list-style-type: none"> No current requirement for dangerous substances to be used 	<ul style="list-style-type: none"> Risk assessment carried out prior to any dangerous substances being used 	<ul style="list-style-type: none"> Staff member requiring the use of a dangerous substance 	<ul style="list-style-type: none"> As required 	
Other hazards	Pupils or staff at risk of fire from; <ul style="list-style-type: none"> cooking oils and fats kerosene solvents, adhesives, aerosols compressor 	<ul style="list-style-type: none"> Cooking oils and fats stored in small quantities and away from ignition sources Solvents, adhesives and aerosols stored in small quantities in COSHH cabinet 	<ul style="list-style-type: none"> Compressor must not be used without safety assessment 	<ul style="list-style-type: none"> Staff member using/storing each item 	<ul style="list-style-type: none"> As required 	

		<ul style="list-style-type: none"> • Kerosene stored in external bunded tank • Compressor is currently redundant and will not be used until assessed for safety 				
Entrapment	Pupils or staff at risk of being unable to escape in the event of fire	<ul style="list-style-type: none"> • All rooms apart from quiet rooms have external windows to draw attention to yourself • All rooms have doors and doors will be closed when not in use • Fire escape route clearly labelled • Fire doors installed • Multiple exit points on the ground floor • Internal and external emergency lighting installed • Fire equipment tested on a planned schedule to ensure it all works correctly • Regular fire drill carried out to ensure pupils and staff 	<ul style="list-style-type: none"> • Fire exits not currently suitable for disabled persons using a wheelchair or other mobility aids • Signs and notices need updating to comply with The Health and Safety (signs and signals) Regulations 1996 • Fire Action signs required at all call points • No smoking signs required • A manually operated electrical fire alarm and detection system is currently provided 	<ul style="list-style-type: none"> • Building Manager to maintain 	<ul style="list-style-type: none"> • As required 	

		<p>know correct evacuation procedure</p> <ul style="list-style-type: none"> • Distances and times to get out of the building have been assessed and deemed suitable • Fire extinguishers in various places around the building • Escape routes left unobstructed • Automatic fire detection system in place 				
Hypothermia	All on site if weather is poor when forced to evacuate	<ul style="list-style-type: none"> • A Grab Bag containing foil rescue blankets for each person will be taken out by the Fire Warden. 	Blankets will only be used in real evacuations not on practices.	Fire Warden	Every alarm	
Other	Other risks	<ul style="list-style-type: none"> • Staff and pupils offered regular fire drills • Fire Warden role allocated • Records of fire drills and safety checks carried out are kept • 	<ul style="list-style-type: none"> • Fire warden and fire extinguisher training needed for multiple staff members 	<ul style="list-style-type: none"> • Building Manager 	<ul style="list-style-type: none"> • As required 	

		<ul style="list-style-type: none">• Routine locking up procedures in place				
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/