

Hanley Fire Risk Assessment

Bridge School Malvern Site: Hanley



Last reviewed: June 2022 **Reviewed by:** Sue Hornby

What are the hazards?	What are you already doing to control the risks?	Who needs to carry out the action?	When is the action needed by?
Smoking and smoking paraphernalia	No smoking permitted on site Lighters and matches must be left safely in the office Pupils advised on no smoking policy at induction and reminded in the event of any infringement	All staff to enforce rules	Ongoing
Electrical equipment in workshops	Electrical equipment PAT tested annually All equipment is visually inspected prior to use Any faulty or damage equipment removed from use immediately All machinery serviced regularly All equipment to be used in line with manufacturers instructions	Vocational coaches working with equipment: Ron, Stuart, Liz and Heather.	PAT annually Staff vigilance ongoing
Electrical fences in animal enclosures	Electric fences are correctly installed. PAT tested annually		
Electrical equipment in catering areas	Electrical equipment PAT tested annually All equipment is visually inspected prior to use Any faulty or damage equipment removed from use immediately All equipment to be used in line with manufacturers instructions Hobs to be switched off at mains point when not in use Fire blankets accessible next to hobs	Coaches supervising cooking skills, primarily Jon.	
Electrical equipment in	Electrical equipment PAT tested annually All equipment is visually inspected prior to use	All staff using office spaces	PAT annually Staff vigilance ongoing

offices/classrooms/ forest/polytunnel	Any faulty or damage equipment removed from use immediately All equipment to be used in line with manufacturers instructions		
Flammable bedding materials for animals	Straw and hay to be kept outdoors in metal cages where possible Any straw or hay stored indoors must be kept within storage bins No sources of ignition to be kept close to bedding materials	Outdoor vocational coaches, specifically Bryony & Hayley	Staff vigilance ongoing
Flammable substances used in site maintenance	All flammable sources must be kept in locked metal cabinet All data sheets kept in COSHH folder Only staff to have access to flammable substances	Outdoor vocational coaches and caretaker, specifically Ron, Stuart and Simon	Each time flammable substances are accessed
Diesel storage for agricultural machinery	Diesel or petrol to be stored in metal unit in outdoor tractor unit No ignition sources to be kept close to diesel or petrol cans Tractor to be parked in unit forward facing to avoid damaging metal container storing diesel or petrol. Only staff to access diesel or petrol	Outdoor vocational coaches	Each time diesel or petrol is accessed Each time tractor returned to store
Mains electrics	Electrical work only to be carried out by qualified contractors Any faults to be remedied as soon as possible Pupils must not access fuse boxes or tip switches	All staff to ensure pupil safety	As needed
Alarm system failure	Alarm system checked and tested weekly	Fire Warden	
Other	Fire evacuation drills carried out every half term Fire Warden role allocated Records of fire drills and safety checks carried out are kept Routine locking up procedures in place Fire doors to be kept closed.	Fire Warden	As required Staff vigilance ongoing

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Emergency routes and exits

Emergency exits are out of the nearest set of doors, at either end of the unit or the main reception

The assembly point is signed and is outside the poultry enclosure

Fire detection and warning systems

Fire alarms are linked to the mains electric, and has a battery back-up. This is to be checked on a regular basis and serviced annually and records of checks maintained.

Firefighting equipment

Extinguishers and fire blankets are positioned where staff can access them easily

Extinguishers are checked annually and certificates displayed on health and safety board

Safe storage of dangerous substances

All potentially flammable substances are kept in locked metal containers. Data sheets are kept in the COSHH file for information on flammability and methods of extinguishing.

Emergency fire evacuation plan

The Fire Officer and Deputy Fire Officer carry out and make records of fire drills termly

Under no circumstances should animals be rescued at the risk of human life

Decisions regarding animal evacuation will be made by the Fire Officer only

The Fire Officer and Deputy Fire Officer are to be aware of any visual, physical or audial impairment of young people and ensure appropriate support given. Information on visual, physical or audial impairment can be found on the risk assessment for each pupil.