

FIRE RISK ASSESSMENT NOVEMBER 2025

<u>Date</u>	<u>Risk</u>	<u>Hazard</u>	<u>Priority</u>	<u>Action</u>	<u>Person</u>	<u>Date to be Completed</u>	<u>Follow up action</u>
Updated 17/11/2025	<u>Children, staff and visitors</u>	Fire during opening hours Children and staff have understanding of the alarm and the evacuation procedure. Meeting point organised if unable to return to the building.	HIGH Exit to the rear of the garden. First aid kit, emergency contact details and phone taken. All doors and windows closed on exit if possible. In an event of a fire, break glass point unlock gate, using key. Exit near AstroTurf. Fire drills X2 Yearly X2 Am/PM Termly	Evacuation procedure. New staff to be trained on during induction. Extinguishers Kitchen + Blanket 2 main hall CO2 +electrical Water =paper and waste Fire alarm break glass points. All fire exits points of the building. Main alarm tested, regular fire drills	Management Tested yearly, outside agency Weekly tests Outside agency Maintained by Mark Hall Academy.	Assessed 02/06/26	Follow up in one year 02/06/27

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Updated 17/11/2025	<u>Electrical</u>	Plug sockets being overloaded. Trailing wires	HIGH	No overloaded sockets. PAT tested equipment yearly. Switching off when not in use.	Management Daily Outside agency comes in to PAT test.		
	<u>Chemicals</u>	Cleaning fluids, spray bottles, including bleach, multi- surface cleaners, disinfectants, steriliser and dishwasher tablets.	HIGH	Store in a lockable cupboard, cool, out of direct sunlight, away from other electrical equipment.	Management/Cleaner		
	<u>Boiler</u>	GAS Leak	HIGH	Evacuate, call company number found in emergency contact file.	Management Mark Hall Academy		
	<u>Arson</u>		HIGH	Bins kept away from fire exits and building.	Daily-on going Staff undertake daily checks prior to opening and closing.		

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Updated 17/11/2025	<u>Items catching light</u>	Rubbish bins	HIGH	Remove bins daily. Do not throw flammable items in the bin	Staff undertake daily checks prior to opening and closing.	
	<u>Radiators – We do not have radiators; we have underfloor heating</u>	Underfloor heating.	MEDIUM	Risk assessments daily in the cold months	Mark Hall Academy will do yearly checks using an outside agency	
	Children, staff and visitors	Exits accessible and in working order. No obstructions to fire exits	HIGH	Staff to monitor children playing to ensure that fire exits are not obstructed.	Daily – Ongoing.	
	<u>Kitchen</u>	<u>Cooker/Microwave</u>	HIGH	Staff to be aware of food being cooked and not to leave in cooker/microwave unattended.	Daily – Ongoing.	
	<u>Flammable Materials</u>	Rugs, cushions, dressing up clothes, tablecloths.	HIGH	Staff to monitor that items are not stored / or on top of radiators. All items to be monitored for safety and flame retardant materials.	Daily – Ongoing.	

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<u>Quiet room</u>	<u>Wires/plug/sockets. Low light switch.</u>	Exit out of main door, check room before leaving.	HIGH	Staff to ensure wires are out of reach of children, that the light and electricals are turned off before leaving the room	Daily – Ongoing		