

Risk area:

FIRE RISK

Assessment performed by:	The Project Director and/or the Co Director, preferably both
Workplace:	Harwes Farm Community Interest Company
Employer:	N/a

Some Potential Hazards in this Risk Area	Estimated Risk Level			Some Useful Controls in this Risk Area	Action Dated
	High	Med.	Low		
1. Age of building			✓	1. Health & Safety Policy	Apr 2015
2. Arson				2. Security Policy	Apr 2015
3. Re boiler room (private residence)			✓	3. Fire evacuation procedures and fire checklist	Apr 2015
4. Re kitchen (private residence)			✓	4. Fire alarms tested before and after each visit	Apr 2015
5. Combustibles, e.g. paper				5. Warning signs in place	Apr 2015
6. Electrical equipment			✓	6. Fire evacuation practised regularly	Apr 2015
7. Re evacuating disabled visitors			✓	7. Fire doors and fire exits checked regularly (nb. Most of CIC site outdoor)	Apr 2015
8. Camping area			✓	8. 'No Smoking' policy	Apr 2015
			✓	9. Electrical equipment tested annually	Apr 2015
				10. Private kitchen and boiler room serviced regularly	Apr 2015

If one of these hazards is identified in your school, please tick (✓) the level of risk, and indicate the date when any consequent controls were put in place. For additional hazards and/or control measures, please use the table below.

Additional Hazards Identified in this School	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Med.	Low		
People coming onto site at night or at weekends		✓		The Project Director and/or the Co Director walk around the site before and after visits to check for any issues and to identify any risks.	01/04/15

People at risk (✓): Pupils ✓ Staff ✓ Parents ✓ Parent helpers ✓ Visitors ✓ Contractors ✓

Employees informed of risk assessment via all of the following means:	1. Staff Meetings/Memos/welcome meetings 2. Notices around the site confirming instructions in case of fire 3. Induction
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Employees to report newly-identified hazards via:	Notification to the Project Director and/or the Co Director preferably both		
Date of next assessment:	Autumn 16		
Assessment frequency:	Annually		
Date:	01/04/15	Signed:	