



Rawdah Montessori School
Fire Risk Assessment Checklist

Version: 1.1

Reviewed: October 2025

Next Review Due: October 2026

General Information

School Name: Rawdah Montessori School

Address: *Mustafa Mount, Emm Lane, Bradford, BD9 4JL*

Assessment Conducted by: *[Name & Role, e.g., Fire Warden]*

Date of Assessment: *[Insert Date]*

Next Review Due: *[Insert Date]*

Headteacher: *[Name]*

Designated Fire Warden:

[Name]

Deputy Fire Warden:

Risk Rating Key:

- **L (Low):** Acceptable risk. No immediate action required, but monitor during next review.
- **M (Medium):** Action required to reduce risk. Should be completed within a defined timeframe (e.g., 1-4 weeks).
- **H (High):** Immediate danger. Requires urgent action; consider suspending use of the area until rectified.

1. General Premises Information

| Assessment Question | Compliant (Yes/No) | Risk Rating (L/M/H) | Notes / Actions Required | Action Owner | Target Date |
|---|-----------------------|------------------------|-----------------------------|-----------------|----------------|
| Is the main fire risk assessment document up to date and accessible to all staff? | | | | | |
| Are all staff aware of the location of this policy and the evacuation procedure? | | | | | |
| Are fire safety records (drills, maintenance, training) maintained accurately and securely? | | | | | |

2. Means of Escape and Exits

| Assessment Question | Compliant (Yes/No) | Risk Rating (L/M/H) | Notes / Actions Required | Action Owner | Target Date |
|--|-----------------------|------------------------|-----------------------------|-----------------|----------------|
| Are all escape routes, corridors, and stairways completely clear of obstructions? | | | | | |
| Do all final exit doors open easily and immediately from the inside without a key? | | | | | |
| Are fire exit signs visible, correctly positioned, and illuminated where required? | | | | | |
| Are escape routes free from trip hazards (e.g., loose mats, cables)? | | | | | |

3. Fire Detection and Alarm Systems

| Assessment Question | Compliant (Yes/No) | Risk Rating (L/M/H) | Notes / Actions Required | Action Owner | Target Date |
|---|-----------------------|------------------------|-----------------------------|-----------------|----------------|
| Is there a fully functioning fire alarm system installed covering all areas? | | | | | |
| Are fire alarms tested weekly (at a set time) and results recorded in the log book? | | | | | |
| Are detectors and call points visually checked monthly for damage or obstructions? | | | | | |
| Is the alarm audible in all occupied areas, including during noisy play/activities? | | | | | |

4. Firefighting Equipment

| Assessment Question | Compliant (Yes/No) | Risk Rating (L/M/H) | Notes / Actions Required | Action Owner | Target Date |
|--|-----------------------|------------------------|-----------------------------|-----------------|----------------|
| Are appropriate fire extinguishers (e.g., CO2, foam, powder) provided throughout the premises? | | | | | |
| Are extinguishers easily accessible (not behind furniture) and clearly visible with signs? | | | | | |
| Are extinguishers serviced annually by an approved contractor (record label up to date)? | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| Have designated staff received practical training on how to use extinguishers safely? | | | | | |
|---|--|--|--|--|--|

5. Emergency Lighting and Signage

| Assessment Question | Compliant (Yes/No) | Risk Rating (L/M/H) | Notes / Actions Required | Action Owner | Target Date |
|--|-----------------------|------------------------|-----------------------------|-----------------|----------------|
| Is emergency lighting installed in all required areas (escape routes, near steps)? | | | | | |
| Is emergency lighting tested monthly (short test) and annually (full duration test)? | | | | | |
| Are all exit routes and final exits clearly signed, even in low light conditions? | | | | | |

6. Arson Prevention and Security

(Cross-reference with Arson Prevention Policy)

| Assessment Question | Compliant (Yes/No) | Risk Rating (L/M/H) | Notes / Actions Required | Action Owner | Target Date |
|--|-----------------------|------------------------|-----------------------------|-----------------|----------------|
| Are external bins and skips stored away from the building fabric and locked overnight? | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| Are security lights and CCTV (if installed) operational and covering key areas? | | | | | |
| Is the perimeter fencing intact, secure, and free from gaps that allow unauthorised access? | | | | | |
| Are combustible materials (e.g., cardboard, furniture) stored safely away from ignition sources? | | | | | |

7. Electrical and Heating Safety

| Assessment Question | Compliant (Yes/No) | Risk Rating (L/M/H) | Notes / Actions Required | Action Owner | Target Date |
|---|-----------------------|------------------------|-----------------------------|-----------------|----------------|
| Are all portable electrical appliances (PAT) tested in date and in good condition (no frayed cables)? | | | | | |
| Are fixed electrical installations (wiring) inspected periodically by a qualified electrician? | | | | | |
| Are heaters positioned away from curtains/furniture and fitted with safety guards if required? | | | | | |
| Is there a culture of switching off/unplugging non-essential equipment at the end of the day? | | | | | |

8. People at Risk

(Cross-reference with Emergency Evacuation Procedure)

| Assessment Question | Compliant (Yes/No) | Risk Rating (L/M/H) | Notes / Actions Required | Action Owner | Target Date |
|--|-----------------------|------------------------|-----------------------------|-----------------|----------------|
| Have any pupils or staff with mobility, hearing, or visual needs been formally identified? | | | | | |
| Are Personal Emergency Evacuation Plans (PEEPs) in place for all those who need them? | | | | | |
| Are all staff (including supply staff) aware of procedures for assisting those with PEEPs? | | | | | |

9. Staff Training and Fire Drills

(Cross-reference with Emergency Evacuation Procedure)

| Assessment Question | Compliant (Yes/No) | Risk Rating (L/M/H) | Notes / Actions Required | Action Owner | Target Date |
|---|-----------------------|------------------------|-----------------------------|-----------------|----------------|
| Have all staff completed fire safety awareness training within the last year? | | | | | |
| Is specific Fire Warden training up to date for designated staff? | | | | | |
| Are fire drills carried out at least termly and recorded in the fire log (including timed evacuations)? | | | | | |
| Do new staff and volunteers receive fire safety induction on their first day? | | | | | |

10. Record of Incidents / Maintenance / Actions

| Assessment Question | Compliant (Yes/No) | Risk Rating (L/M/H) | Notes / Actions Required | Action Owner | Target Date |
|--|-----------------------|------------------------|-----------------------------|-----------------|----------------|
| Have there been any fire incidents or false alarms since the last review? | | | | | |
| Are all corrective actions from previous assessments logged and followed up? | | | | | |
| Are inspection and maintenance records (extinguishers, alarms, electrics) kept securely in the fire log? | | | | | |

Sign-Off and Review

Role

Signature

Date

Fire Risk Assessment Completed By:

Reviewed By (Headteacher):

Reviewed By (Fire Warden):

Review of Policy Dates

| REVIEW DATE | REVIEWED BY | SIGNED OFF (Name & Role) |
|-------------------------|----------------|-----------------------------|
| October 2025 | Governing Body | Chair: Sohaib Tanvir |
| Next Review Due: | | |
| October 2026 | Governing Body | Chair: |
| | Headteacher | Headteacher: |