



## 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?					
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## 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:**

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**Reviewed By (Headteacher):**

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**Reviewed By (Fire Warden):**

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## Review of Policy Dates

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