

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Fire Alarm temporarily out of use**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young PersonsP = Public C = ContractorsV = VisitorsEM = Expectant Mothers | 1. Very Low (rare/very unlikely)2. Low (unlikely)3. Medium (could occur/possible)4. High (likely to occur/probable)5. Very High (near certain to occur)  | 1. Insignificant (nuisance/discomfort)2. Minor (no lost time)3. Moderate (time loss)4. Significant (serious/incapacity to work)5. Major (Death) |  Likelihood x Severity=Rating | **1- 6** **LOW RISK** Monitor * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible

**14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People****At Risk** | **3.Controls in Place** | **4.Risk Rating** | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Fire alarm temporarily out of commission e.g. requires part, repair, attention etc.No audible means of raising the alarm. |  | * Building Manager and health and Safety section must be notified immediately.
* Consult Building Manager as to availability of audible portable devices e.g. bells, claxons etc. and the best places to site them and to review fire risk assessment for building.
* Portable devices should be placed strategically around the building to raise the alarm.
* Staff/pupil /visitors must be informed via staff meeting/ assembly etc. of the temporary fire alarm arrangements.
* A full fire drill must be undertaken to test the arrangements are adequate as soon as possible.
* Details of the temporary arrangements and fire drill must be documented in the fire log book.
* Reactive Cleaning, removal of combustible material
* Nonessential portable electricals switched off/unplugged
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