



Identify Risks Policy

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Full Name	Position	Signature	Date	Review Cycle
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Introduction

This policy is designed to identify and evaluate fire safety risks within the School of Coding premises, focusing on fire extinguishers, Portable Appliance Testing (PAT), fire drills, fire alarms, emergency lighting, smoke detectors, and training. It aims to establish a robust framework to prevent fires and ensure the safety and preparedness of all occupants.

Fire Extinguishers

Assessment: Evaluation of types, locations, and conditions of fire extinguishers to cover all potential types of fires (electrical, combustible liquids, etc.) that could occur within a coding school setting.

- Risks Identified:
 - Inadequate coverage of fire extinguisher types for specific fire classes.
 - Insufficient training on the use of fire extinguishers.
 - Poor visibility and accessibility of fire extinguishers.
- Mitigation Measures:
 - Ensure a mix of water, CO₂, and foam extinguishers are available and clearly marked for different types of fires.
 - Training sessions on the use of different types of extinguishers.

 - Regular maintenance and inspection to ensure they are in working condition.

Portable Appliance Testing (PAT)

Assessment: Examination of the frequency and thoroughness of PAT to prevent electrical fires caused by faulty or damaged electrical equipment.

- Risks Identified:
 - Irregular testing and inspection of electrical appliances.
 - Potential use of non-PAT certified equipment in high-risk areas.
- Mitigation Measures:
 - Establish a regular PAT schedule for all electrical devices used on the premises.
 - Introduce a policy to ensure only PAT-tested equipment is used.



Fire Drills

Assessment: Analysis of the frequency, execution, and effectiveness of fire drills in preparing occupants for an emergency evacuation.

- Risks Identified:
 - Infrequent fire drills leading to unfamiliarity with evacuation procedures.
 - Incomplete participation in fire drills.
 - Lack of clarity in evacuation routes and assembly points.
- Mitigation Measures:
 - Conduct fire drills at least bi-annually and ensure full participation.
 - Clear communication of evacuation routes and assembly points.

 - Post-drill debriefs to address issues and improve procedures.

Fire Alarm System

Assessment: Evaluation of the fire alarm system's adequacy, including coverage, type, and maintenance protocols.

- Risks Identified:
 - Inadequate coverage of fire alarm detectors.
 - Poor maintenance leading to system failures.
- Mitigation Measures:
 - Ensure comprehensive coverage of fire alarms throughout the premises.

 - Establish a regular maintenance and testing schedule for the fire alarm system.

Emergency Lighting

Assessment: Review of emergency lighting placement, functionality, and reliability to ensure safe evacuation in case of power failure.

- Risks Identified:
 - Inadequate emergency lighting in key areas.
 - Failure of emergency lights due to poor maintenance.
- Mitigation Measures:
 - Install sufficient emergency lighting along all evacuation routes and exits.
 - Regular testing and maintenance to ensure functionality at all times.



Smoke Detectors

Assessment: Analysis of the placement, type, and maintenance of smoke detectors to ensure early detection of fires.

- Risks Identified:
 - Insufficient coverage and density of smoke detectors.
 - Non-functional units due to lack of maintenance.
- Mitigation Measures:
 - Install additional smoke detectors as needed to ensure complete coverage.
 - Implement a regular maintenance and testing routine.

Training

Assessment: Evaluation of the fire safety training provided to staff and students, including its frequency, comprehensiveness, and effectiveness.

- Risks Identified:
 - Inadequate knowledge of fire safety procedures among occupants.
 - Infrequent training sessions.
- Mitigation Measures:
 - Conduct regular fire safety training sessions, including practical demonstrations.
 - Ensure new staff and students receive fire safety orientation upon joining.

Conclusion

This detailed risk assessment highlights the critical areas of fire safety that need attention within School of Coding. By addressing the identified risks with the recommended mitigation measures, the school can significantly improve its fire safety compliance, ensuring the well-being of all occupants.