

Cube Training

Equipment and Accommodation

- Risk assessments for classrooms
- Emergency evacuation procedures

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Checked and approved by:	Ferdinand Joseph
Date:	03/08/2020

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Risk assessment for classrooms

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At Cube, we are taking a sensible and proportionate approach to ensure that the classrooms provide a healthy and safe place for all who use them, including the centre workforce, visitors and pupils.

This checklist will help us quickly identify any areas of concern or risks to those using or working in the classroom.

Who is this checklist for?

The checklist provides assessors and support staff with a list of health and safety issues to consider in our classroom setting. It can be used by assessors, teaching assistants, admin staff or IQA.

How should it be used?

The checklist is designed to save staff time – simplifying many of the checks and paperwork approaches that can be seen as ‘red tape’ when applied to individual classrooms. It could be used each term, or if circumstances change significantly, to highlight health and safety issues that need to be addressed. However, all centre staff should bring serious incidents to the attention of the centre manager straight away.

It has been designed to complement the steps the centre management takes across the centre to manage risks from topics such as fire, legionella, asbestos, manual handling or violence etc. Centre-wide approaches to assessing and managing real risks should be in place so they do not need to be reassessed in a classroom.

What doesn't it cover?

The checklist should take around 10 to 15 minutes to complete.

Please [click here](#) to download the file.

Or

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Visit

<https://learninstallation.co.uk/wp-content/uploads/2020/08/Health-and-safety-checklist-for-classrooms.pdf>

Emergency evacuation procedures

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Fire Risk Assessment

Aims of this policy To safeguard all staff, learners and visitors from fire, explosion or dangerous substances by the following:

- compliance with all relevant regulation and legislation;
- checks by certified fire safety advisers;
- effective roles and responsibilities with regard to managing fire risk (i.e. the 'responsible person', etc.);
- formal and regularly reviewed fire risk assessment;
- procedures for and frequency of staff training;
- comprehensive and regular fire drills;
- well-maintained fire safety equipment;
- the availability of fire safety information to all staff and visitors

The centre appoints a 'responsible person' for fire safety who adheres to the government's guidance, Fire safety in the workplace.

The centre employs IDH fire to provide comprehensive fire safety advice, including fire risk assessment and annual fire safety training to all staff. The centre employs certified contractors to undertake maintenance of its firefighting equipment.

Management of fire risk

The centre is committed to the effective management of fire risk so as to ensure the safety of its staff, learners and visitors in all parts of the centre site. The centre takes all reasonable and practicable steps to do so, as outlined in this policy. The responsible person for fire management at the centre is Health & Safety Officer, who coordinates the centre's health and safety committee, appoints fire wardens to implement the centre's fire action plan and organises regular training, fire equipment maintenance and risk assessments by qualified external agencies. The health and safety committee will review the centre's policy and procedures annually.

The centre's landlord will keep records of the following:

- the fire risk policy (i.e. this policy);
- fire procedures and arrangements;
- training records; fire practice drills;
- certificates for the installation and maintenance of fire-fighting systems and equipment.

All staff will ensure that designated fire doors are not obstructed or held open other than by an authorised device connected to the fire alarm system, or interfered with in any way.

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Staff training:

All staff receive annual fire training from the landlord on the appropriate action when dealing with a fire and when marshalling learners in the event of a fire.

Fire drills:

Fire drills occur at least once per year. Results and subsequent recommendations are recorded in the Fire Log Book.

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