

## Worked Survey Example

The idea of the risk management survey is to enable us to determine the standard of risk management across a number of categories, so we can adapt our services and support in the right areas. We fully understand that it is unlikely that the options you are given will be a complete match for your individual school, but we would like you to choose the option which most closely matches your level of control.

The worked example below shows that the controls this school has fall across 2 different options. However, in this case MOST of the responses fall within option 2 so this is the one that should be selected.

<b>Fire</b>
We have a comprehensive fire risk assessment in place for all premises under our control. This was carried out by a competent person who is familiar with the type of premises and has been reviewed within the last 12 months or sooner if there are significant alterations. All recommendations generated from the risk assessment process are actioned in a timely manner. We have effective procedures in place to reduce the likelihood of fire. We have a maintained fire alarm system which is regularly maintained. <b>Staff and pupils are familiar with the emergency evacuation process.</b>
<b>We have a comprehensive fire risk assessment which was carried out by a competent person. This is not however reviewed annually or if there are significant changes, and we are still working on some of the outstanding actions. Procedures are in place to reduce the likelihood of fire, but these are not regularly reviewed. We have a fire alarm system which is only repaired if there is a fault with it. Staff and pupils have been informed of emergency evacuation arrangements.</b>
A fire risk assessment was carried out by a member of staff, although they have not been formally trained. It is not reviewed annually and some actions are still outstanding.
We do not have a specific fire risk assessment in place but intend to remedy this situation in the short term.