

# FIRE RISK ASSESSMENT SHEET (Based upon Fire Action by LFEPA)

01/09/2024

PART 1(1)-IGNITION SOURCES		Hazard Identified Yes/No	Nature of Hazard Identified and Proposed Action to Eliminate or Reduce It	Responsible Person& Date for Completion	Date Task Completed	Current Status of Risk as at
①	Does work involve a source of heat? e.g. welding or cooking 業務で熱源を利用していないか。(溶接、料理など)	NO	In Domestic Science classes, pupils are sometimes required to cook only under the supervision of teachers			
②	Are lightbulbs or fittings near to combustible materials? 電球や電源が可燃物の付近にないか。	NO				
③	Is electrical equipment in a satisfactory condition, maintained & used correctly? 電動器具は整備の上、適切に利用されているか。	YES				
④	Is heating system in a satisfactory condition and maintained? 暖房設備は整備されているか。	YES				
⑤	Are portable/radiant heaters used? 移動式/放熱式暖房機を使用していないか。	YES	When it is really very cold, we might use them, but not regularly.			
⑥	Is there potential for arson? 放火の危険性はないか。	YES/NO	It is hard to say that there is no potential for arson.			
⑦	Are there other ignition sources? 他に火元になるようなものはないか。	NO				
PART 1(2)-COMBUSTIBLE MATERIALS		Hazard Identified Yes/No	Nature of Hazard Identified and Proposed Action to Eliminate or Reduce It	Responsible Person& Date for Completion	Date Task Completed	Current Status of Risk as at
①	Are combustible items stored in a safe location? 可燃物は安全な場所に保管されているか。	YES				
②	Do walls/ceilings have combustible coverings? e.g. decorations/displays 壁/天井が可燃物で被われているところはないか。(装飾や展示物など)	YES	Displays are placed where there is no ignition sources.			
③	Are there other combustible items which pose a significant risk? その他、危険度の高い可燃物はないか。	NO				
④	Are flammable substances used or stored in the workplace? 引火性の強い物質を職場で使用、又は、保管していないか。	NO				
⑤	Is combustible waste correctly managed? 可燃塵は適切に処理されているか。	YES	Always collected by Grundon, a private company.			

PART 1(3)–PEOPLE AT RISK		Hazard Identified Yes/No	Nature of Hazard Identified and Proposed Action to Eliminate or Reduce It	Responsible Person& Date for Completion	Date Task Completed	Current Status of Risk as at
①	Do employees work in areas of high risk? 従業員(教職員)が危険度の高い場所で仕事に従事していないか。	NO				
②	Can all employees react quickly to a fire or an alarm? 従業員(教職員)全員が火災や警報に迅速に対応できるか。	YES	Fire evacuation drills are conducted 3 times a year.			
③	Do employees work alone or in remote areas? 従業員(教職員)が単独、又は、隔離された場所で仕事に従事することはないか。	NO				
④	Are all persons made aware of the emergency procedures? e.g. Visitors 全ての人が緊急時の対応について認識しているか。(例えば、訪問者など)	YES	Visitors will be lead to a place of safety in case of emergency.			
⑤	Can large numbers of people who are unfamiliar with the premises be present? 社屋(校舎)に不案内な関係者以外の人が大勢で集ることはないか。	NO				
⑥	Are any employees particularly at risk from the tasks they carry out? 従事する仕事の性質上、とりわけ危険に晒される従業員(教職員)はいないか。	NO				
⑦	Are any persons with special needs at risk? 特別擁護を必要とする人たちが危険に晒されることはないか。	NO				
⑧	Is provision made for those persons sleeping in the premises? 社屋(校舎)で宿直をする人への対策はあるか。	NO	Because no one sleeps in the premises.			
PART 1(4)–ADVERSE STRUCTURAL FEATURES		Hazard Identified Yes/No	Nature of Hazard Identified and Proposed Action to Eliminate or Reduce It	Responsible Person& Date for Completion	Date Task Completed	Current Status of Risk as at
①	Does the area include any features that could promote:- 以下の状況を助長する箇所はないか。1.Rapid Fire Spread? (火の拡大) 2.Heat Spread? (熱の拡散) 3.Smoke Spread? (煙の拡散) Which may affect escape routes? 上記により避難経路に問題の発生する恐れはないか。	NO	Many alternative routes are available depending on where a fire started. Our fire drills are so arranged that pupils can experience different routes to evacuate. A fire drill is conducted each term, three times a year.			
PART 1(5)–MONITOR		Hazard Identified Yes/No	Nature of Hazard Identified and Proposed Action to Eliminate or Reduce It	Responsible Person& Date for Completion	Date Task Completed	Current Status of Risk as at
①	Are procedures in place to control any changes or the introduction of additional hazards in the workplace? (職場において危険要素の新規追加や変更があった場合の対処方法は確立されているか。)	NO	No significant amount of hazards is or will be on th premises.			



PART 2(2)-MEANS OF ESCAPE IN CASE OF FIRE		Hazard Identified Yes/No	Nature of Hazard Identified and Proposed Action to Eliminate or Reduce It	Responsible Person & Date for Completion	Date Task Completed	Current Status of Risk as at
①	Can you turn away from a fire and escape? 火元を回避し避難することができるか。	YES				
②	Can you get past a fire(are you in a dead end)? 逃げ場を失うようなことはないか。	YES				
③	Do escape routs lead you to a place of safety? 今の避難経路で確実に安全な場所へ避難できるか。	YES				
④	Are escape routs free of combustibile items/obstructions? 避難経路には可燃物や障害物がないか。	YES				
⑤	Taking account of reaction time, can all people get to a place of safety in 2 or 3 minutes? 反応時間を計算に入れ、全員が2、3分で安全な場所に避難できるか。	YES	Leading all the pupils to a place of safety takes 3 minutes at most.			
⑥	Are escape routes of adequate width? 避難経路の広さは十分か。	YES				
⑦	Taking account of reaction time, can people in a high risk area or with only one escape route, reach a place of safety or a point where more than one route is available, in about one minute? (危険度の高い場所、又は、避難経路が一つしかない場所に居る人々が、反応時間を計算に入れて1分内外に、安全な場所、又は、複数の避難経路のある場所に到達することができるか。)	YES				
⑧	Are corridors/staircases protected where necessary? 廊下や階段は必要に応じて防護されているか。	NO				
⑨	Where necessary do doors open in the direction of escape? 緊急時、扉は避難経路の方向に開くようになっているか。	YES/NO				
⑩	Are door fastenings simple to open without the need for a key? 扉の留め具は鍵なしで簡単に開閉できるか。	YES				
⑪	Where necessary do fire doors self close? 非常時、火災扉は自動的に閉鎖するか。	YES				
⑫	Are escape routes adequately signed using pictograms? 避難経路は絵文字などで分かりやすく表示されているか。	YES				
⑬	Are escape routes normally adequately lit? 避難経路の照明は普段から十分なされているか。	YES				
⑭	Where necessary is escape/emergency lighting sufficient? 非常時の避難/緊急照明は十分か。	YES				
⑮	Are adequate escape provisions made for people with special needs? 特別擁護を必要とする人たちの避難対策は十分か。	YES				

PART 2(3)–PROVISION OF FIRE FIGHTING EQUIPMENT		Hazard Identified Yes/No	Nature of Hazard Identified and Proposed Action to Eliminate or Reduce It	Responsible Person& Date for Completion	Date Task Completed	Current Status of Risk as at
①	Is suitable and sufficient fire fighting equipment provided? 適切、且つ、十分な消火器等が配置されているか。	YES	Refer to our plan of locations of fire extinguishers and fire blankets.			
②	Is fire fighting equipment sited on escape routes or adjacent to exits? 消火器等は避難経路や避難口の近くに配置されているか。	YES	Refer to our plan of locations of fire extinguishers and fire blankets.			
③	Are sufficient numbers of employees competent in the use of fire fighting equipment? 消火器等を使用できる従業員(教職員)の数は十分か。	YES	As of May 2022, total of 8 staff have received a fire marshal training that includes use of fire extinguisher against a fire.			
④	Is fire fighting equipment clearly visible or signed? 消火器等は、人目につくものか、又は、その表示があるか。	YES				
PART 2(4)–FIRE EMERGENCY PLAN & TRAINING		Hazard Identified Yes/No	Nature of Hazard Identified and Proposed Action to Eliminate or Reduce It	Responsible Person& Date for Completion	Date Task Completed	Current Status of Risk as at
①	Does a Fire Emergency Plan exist? 火災時の緊急対策計画はあるか。	YES				
②	Does the Fire Emergency Plan or other current procedural documents include:- 火災緊急対策計画、又は、それ以外の現時点での対策は以下を網羅しているか。1.Action to be taken by Staff in the event of fire? 火災時の従業員(教職員)の対処法 2.Evacuation Procedures? (避難方法) 3.Arrangements for calling the Fire Brigade? (消防署への連絡方法) 4.Arrangements to liaise with Emergency Services when an incident occurs? 事故発生時の救急隊への連絡方法	YES	The Fire Evacuation Procedure provides with procedures to be taken in the event of fire. It also shows allocation of duties in relation to fire reporting and fire evacuation leadership.			
③	Has information been provided to the Emergency Services regarding rescue and fire fighting? (In respect of any special risks involved in the workplace)? 救助及び消火活動に関する情報は救急隊へ通知済みか。	YES				
④	Is training carried out regarding the Fire Emergency Plan? 火災緊急対策計画に関する訓練は行われているか。	YES	Fire drills are regularly conducted in each term, three times a year.			
⑤	Do all staff receive induction training regarding the Fire Emergency Plan? 従業員(教職員)全員に火災緊急対策計画の周知徹底が図られているか。	YES				
PART 3–MAINTENACE & TESTING		Hazard Identified Yes/No	Nature of Hazard Identified and Proposed Action to Eliminate or Reduce It	Responsible Person& Date for Completion	Date Task Completed	Current Status of Risk as at
①	Has all Fire Safety Equipment been regularly checked and maintained in accordance with Manufacturer's recommendations? (火災安全対策機器は全て、定期的に検査を受け製造元の指示通りに管理されているか。)	YES				