

<b>Department:</b>	<b>Service:</b>	<b>Reference:</b>
<b>Activity:</b> <i>Use of candles in school during Worship and other celebrations</i>		<b>Site:</b> <i>School Name</i>
<b>People at Risk:</b> <i>Pupils, Staff, Visitors</i>		<b>Additional Information:</b>
<b>Name of Person Completing Form:</b> <i>OF</i>		<b>Job Title:</b> <i>HT</i>
<b>Date:</b> <i>March 2023</i>		<b>Review Date:</b> <i>TBC</i>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<i>Fire caused by freestanding candles.</i>	<i>Burns to skin, damage to buildings</i>	<i>H</i>	<p><i>Good quality, slow burning candles are used.</i></p> <p><i>Candles to be kept clear of combustible items such as altar materials, wall hangings, decorations, foliage etc.</i></p> <p><i>Candles are placed in suitable holders on non combustible surfaces such as stone place mats.</i></p> <p><i>School has fire extinguishers located throughout school (water extinguishers are most effective for paper, foliage fires) and near to area where candles are used. The fire extinguishers are regularly serviced and staff have been trained to use them.</i></p> <p><i>A fire bucket containing sand is located nearby to enable flames to be quickly and safely extinguished.</i></p> <p><i>A fire blanket is available for dealing with certain situations, such as burning clothes.</i></p> <p><i>Means to snuff out candle is available.</i></p> <p><i>Candles are extinguished as soon as practicable. Children are not left unsupervised.</i></p> <p><i>First aider is available</i></p>	<i>M</i>	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<i>Pupils holding a candle leading to the ignition of clothing, hair etc.</i>	<i>Burns from wax. Severe burns from candle, serious fire, damage to buildings</i>	<i>H</i>	<p><i>Children are given a safety talk on dangers of candles such as hot wax and fire prior to holding candle.</i></p> <p><i>Children are permitted to hold candles if they are not wearing fancy dress outfits and home made / school made masks that may easily catch alight.</i></p> <p><i>Ensure there is adequate separation between those pupils wearing fancy dress from those that are carrying candles.</i></p> <p><i>Ensure that the duration pupils are expected to carry candles is kept to a minimum to reduce the likelihood of contact with melting wax.</i></p> <p><i>The use of real candles during procession is avoided where possible and battery operated candles are used.</i></p> <p><i>If pupils do carry candles during procession suitable candle holders that can catch molten wax and will not get too hot are used where possible.</i></p> <p><i>Children that hold real candles must have hair tied back (and without any ribbons etc that could catch alight)</i></p> <p><i>Children do not hold hymn sheets etc or anything else that may catch alight when holding candles.</i></p> <p><i>Children are seated where possible when holding a candle to minimise the chance of flames accidentally coming into contact with clothing or other pupils clothing / hair.</i></p> <p><i>A suitable distance is maintained between pupils when</i></p>	<i>M</i>	<i>Ensure that only children deemed mature enough to comply with instructions are allowed to carry candles.</i>

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			<p><i>sitting in rows to prevent accidental contact with flames or wax.</i></p> <p><i>Means to snuff out candle is accessible to staff at all times.</i></p> <p><i>Candles are extinguished as soon as practicable</i> Children are not left unsupervised</p> <p><i>First aiders are available</i></p>		
<i>Fire caused by candles</i>	<i>Burns to skin, damage to building by fire</i>	<i>H</i>	<p><i>Votive candles and tea tree lights are avoided where possible as they can become very hot.</i></p> <p><i>If such candles are used, they should be used with a suitable holder and kept on a heat proof surface. They should be extinguished as soon as practicable.</i></p> <p><i>Children are not left unsupervised.</i></p>	<i>M</i>	