

Allhallows Community Centre, Fletchertown

Fire Safety Risk Assessment

1. Fire Hazards

Sources of ignition identified – wall mounted gas heaters, electrical appliances (cooker, fridge and small portable devices), boiler.

2. People at Risk

All users of the building are potentially at risk in the event of a fire. Risks are slightly increased for elderly, disabled or very young users of the Centre.

3. Evaluate, Remove, Reduce and Protect from Risk

No materials to be placed over heaters or appliances and furniture to be kept clear of heaters.

Boiler cupboard to be kept closed and nothing to be stored within it.

Fire procedure notices are displayed in all rooms.

Fire exits are clearly identified and should be kept clear at all times.

Fire alarms are audible throughout the building.

Fire fighting equipment and the gas heaters are inspected annually by qualified inspector and interim checks of emergency lighting are made by responsible person. A full electrical inspection is conducted every 5 years by an appropriately qualified electrician and remedial action taken if required to meet current safety standards. Portable appliances are tested every two years.

4. Record, Plan, Instruct, Inform and Train

Fire risk assessment has been conducted and is displayed on relevant noticeboard. Members of the Management Committee are aware of assessment and the risks and requirements contained within it. Caroline Mackenzie, Centre Manager, has been nominated by the Management Committee as Responsible Person under the Regulatory Reform (Fire Safety) Order 2005.

Action in the event of a fire notices are displayed in every room in the Centre, together with general advice to reduce the level of fire risk.

Those hiring the Centre are asked to review the Risk Assessment which is displayed on the Health & Safety noticeboard in the Centre entrance hall and the fire procedure instructions.

The Accident Book, First Aid Kit and Health & Safety File (containing relevant documentation) are located in the kitchen.

5. Review

The Fire Risk Assessment is reviewed annually by the Management Committee and the following checklist is reviewed quarterly by the Management Committee.

- Has the structural fire resistance been impaired by alterations and repairs?
- Have any alterations or repairs been planned, or carried out, which might affect the fire resistance?
- Have any improvements or decorating been planned, or carried out, that might affect flame spread characteristics of surface linings?

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- Have any furniture, curtains or drapes been brought in, or are going to be delivered, that need consideration of their flammability properties?
- Are curtains clear of the ground?
- Are the self-closing mechanisms of fire doors operating and closing the doors properly?
- Are emergency exit push-bar devices functioning correctly?
- Are fire exits and escape routes clearly marked and illuminated?
- Are the lighting, and emergency lighting, systems adequate and functioning correctly?
- Is the means of ensuring that the maximum permitted number of people entering the hall is not exceeded, operating?
- Are the floor coverings in good condition?
- Has the electrical equipment and supply been professionally checked?
- Has the firefighting equipment been serviced?
- Are the smoking rules being adhered to?
- Are the areas open to the public, free of combustible stores?
- Is rubbish being kept safely and removed frequently?
- Are the security measures functioning?
- Do all committee members know how to use the firefighting equipment?
- Are there any hazards anticipated or overlooked?