

Risk Assessment for Lambourne End Centre

Activity: Fire

Date: 2nd June 2017

Location: Lambourne End Centre

Conducted by: Danette Dawson

Hazard	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Fire due to smoking	Guests Staff Site users	High	All smokers to be aware of smoking areas and where to dispose of cigarettes by liaising member of staff. No smoking anywhere else on site. No smoking in any building.	Low
Fire due to cooking	Guests Staff Site users	High	Stoves and ovens to be used only by responsible people and to never be left unattended. All stoves and ovens to be turned off after use. Fire Blankets to be at hand.	Low
Fire in Buildings	Guests Staff Site users	High	Rooms to be fitted with smoke detectors. Extinguishers to be at hand around buildings. All alarms and equipment to be regularly checked and maintained regularly. Fire doors in strategic positions as advised by West One Fire to restrict the speed at which the fire will spread. All doors used as a means of escape available and open without the need for a key. All routes to exits kept clear and groups told not to leave any trip hazards lying outside their rooms or in the courtyard. Liaising staff instruct visitors that in the case of a fire alarm sounding they should leave buildings immediately by nearest available exit, and make their way to the Fire Assembly Point. Liaising staff to brief groups on Fire Assembly point & evacuation procedure in the event of a fire alarm sounding. A full list of all people staying on site to be kept in the staff room so a roll-call can be carried out at the Assembly point.	Low

Hazard	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Fire due to faulty electrical equipment	Guests Staff Site users	High	Electrical installation inspected every 5 years PAT testing carried out annually	Low
Fire due to improper storage of chemicals and flammable substances	Guests Staff Site users	High	COSHH risk assessment in place All COSHH and flammable substances kept locked away and stored as recommended by manufacturers and following best practice guidelines	Low
Over crowding	Guests Staff Site Users	High	Distances to fire exits and useable floor space recommendations adhered to.	Low
Evacuation Procedure	Guests Staff Site users	High	Groups not to leave any trip hazards lying about outside their rooms or in the courtyard. Instruct people that in the case of a fire alarm sounding they must leave buildings quickly but in a controlled manner. A designated fire meeting point and group briefed on procedure to follow in the event of a fire alarm. A full list of all people staying on site to be kept so a roll-call can be carried out at the meeting point.	Low

Revised by: Danette Dawson

Date: 2nd June 2017

Signed by CEO:

Date: