

PORINGLAND PARISH COUNCIL FIRE RISK ASSESSMENT

Part 1 – General Statement of Policy

This document is the Fire Risk Assessment of Poringland Community Centre.

ASSESSMENT OF FIRE RISKS

1. Identification of Fire Hazards at Poringland Community Centre

For a fire to start, three things are needed: a source of ignition, fuel and oxygen

If any one of these is missing, a fire cannot start, Taking measures to avoid the three coming together will therefore reduce the chances of a fire occurring.

How could a fire start?

Faulty/misused electrical equipment, naked flames, cigarettes & matches, display materials, luminaries & lighting equipment, central heating boilers, faulty air conditioning units, arson, hot surfaces & obstruction of equipment ventilation, hot processes (e.g. welding).

Procedure to eliminate the start of a Fire

No smoking is allowed within the building.

Annual PAT testing on all electrical wiring/equipment and electrical inspections.

Reduce amount of flammable materials, liquids and gases in public areas to a minimum.

Do not keep flammable solids, liquids and gases together.

Ensure that large deliveries of stock are stored away quickly and are not left in public areas.

Ensure waste does not build up and is carefully stored until can be properly disposed of.

Ensure that quantity of all materials introduced by hirers is kept to a minimum.

Take action to protect any parts of the premises vulnerable to arson or vandalism.

2. People at Risk

Everyone is at risk if there is a fire. People especially at risk are children/parents with babies, the elderly/infirm, disabled people, employees working alone/in isolated areas and people who are unfamiliar with the premises.

3. Evaluate, Remove, Reduce and Protect from Risk

Highly flammable materials replaced with less flammable ones and separated from sources of ignition.

Ensure sources of heat are kept away from flammable materials.

Ensure electrical, mechanical and gas equipment is installed, used, maintained and protected in accordance with the manufacturer's instructions.

Ensure cooking and catering equipment is installed, used, maintained and protected in accordance with the manufacturer's instructions.

Ensure that flares and fireworks are not brought into the premises by members of the public.

Check all areas where hot work has been carried out to ensure that no ignition has taken place or any smouldering materials remain.

Control or prevent introduction of portable electrical or gas heating/cooking equipment by employees, service or repair engineers, hot food vendors or hirers.

Ensure that no one carrying out work on gas fittings which involves exposing pipes that have or do contain flammable gas uses any source of ignition such as blow-lamps or hot-air guns.

Ensure that no one uses any source of ignition while searching for an escape of gas.

Take precautions to avoid arson or vandalism.

No smoking is allowed within the building but a safe smoking area has been designated, with ashtrays provided and regularly cleaned.

Restrict and control the use of naked flames.

All fire equipment is regularly checked.

Ensure Fire exits are left clear at all times.

4. Record, Plan, Instruct, Inform and Train

All records are kept and updated weekly by the Caretaker.

A Fire and Safety Services Folder, including Fire Log Book, is kept in the Parish Office.

A routine test of the Fire Alarm System is carried out weekly by the Caretaker.

The Police Station and Library are consulted and included in all fire procedures.

Hirers are informed of the procedure in the event of a fire, and in signing their booking form confirm they have read/understood the fire procedure.

Fire drills are carried out periodically.

5. Review

A review is carried out annually.