

Risk Assessment

Lindley Educational Trust

Fire

Current as of May 2012

By Mark Williams

Hollowford Centre

Review date by 1st May 2013

HAZARD	RISK	CONTROL MEASURE	FURTHER ACTION REQUIRED	RESPONSIBILITY / DUE & COMPLETED DATES
Clients & staff trapped in building during fire	Serious Injury	Adequate fire extinguishers - checked by supplier annually – also visual check during housekeeping Emergency exits and emergency exit signage (emergency exits should be clear at all times) Weekly test of fire alarm & 6 Monthly service / check of fire alarm system & emergency lighting Kitchen Extraction unit cleaned twice a year No smoking in building – designated external shelter Electrical Wiring Tests are up to date and PAT testing Hollowford site checked by Fire Service and signed off Feb 2009 Group told that we have an alarm, that they should exit the building and assemble on front drive (full fire procedure available) Bedroom Doors are fire doors with self-closures Bins provided, pick-up litter	No further action at this stage	
Fire in Kitchen or Dining Room (Gas explosion, Deep Fat Fryer, Naked Flames etc.)	Serious Injury	Adequate fire extinguishers and fire blankets Kitchen Extraction Unit needs periodic cleaning to remove grease / fat. Bi-annual cleaning by external contractor All gas appliances have safety cut off. Deep fat fryer regularly cleaned and serviced	No further action at this stage	
Flammable Liquids (Paint / Thinners / Meths)	Low risk of fire	Minimal quantities in locked rooms / cupboards Dry Powder Extinguisher Barrel of meths in shed in back field away from main building	No further action at this stage	
Smoking	Fire	No smoking allowed in the building, designated smoking shelter provided. All staff, visitors and residents are made aware of smoking policy and any breaches of this policy are challenged.	No further action at this stage	
Combustible materials	Low risk of fire	Minimal quantities stored away from flammable liquids. Adequate fire extinguishers	No further action at this stage	
Electrical items	Fire to any part of building	Electrical Wiring Tests are up to date and PAT testing Adequate fire extinguishers	No further action at this stage	

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Gas Tanks	Possible explosion	Annual check by gas supplier No naked flames near tanks or pipes No smoking near tanks / pipes Any reports of gas being smelt must be investigated	No further action at this stage	