

Risk Assessment

Lindley Educational Trust

Fire

Current as of April 2010

By Paul Booker

Shining Cliff

Review date by 1st May 2011

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) Test of fire alarm prior to a group arriving & 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 Group told that we have an alarm, that they should exit the building and assemble on track below the building. (full fire procedure available) Bedroom Doors are fire doors with self-closures Bins provided, pick-up litter	Building to be checked by Fire Service and signed off	May 2009 – Paul Booker
Fire in Kitchen (Gas explosion, Naked Flames etc.)	Serious Injury	Adequate fire extinguishers and fire blankets Kitchen Extraction Unit needs periodic cleaning to remove grease / fat. Bi-annual cleaning All gas appliances have safety cut off.	Building to be checked by Fire Service and signed off	May 2009 – Paul Booker
Smoking	Fire	No smoking allowed in the building 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 in separate building away from accommodation 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	
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	