

Assessment of:	Centre Fire Risk Assessment		
Location:	Onsite	Date of assessment:	March 2024
Completed by:	Mary Reynolds	Expiry Date:	March 2026

Hazard <i>(something with potential to cause harm)</i>	Risk <i>(How could hazard cause harm and to whom)</i>	Control Measures <i>(What is required to reduce risk)</i>	In place <i>(Y/N)</i>	Action Required	Action Owner	Residual Risk <i>(low/medium/high)</i>
Combustible materials in High Risk Areas	To All: Fire – Burns, scolds, smoke inhalation, Death.	<ul style="list-style-type: none"> - No combustible materials to be stored in Server Room/Mains Switch Board Room - No Combustible materials to be stored in the Plant Room - High Risk Areas checked monthly to ensure clear of debris and combustible materials - Service of all electrical wiring in schedule with regulations. 	Y			LOW
Fire Exits not waymarked	To All: Not easily able to identify Escape Route to safety. Leading to burns, smoke inhalation and/or Death.	<ul style="list-style-type: none"> - Emergency Lights clearly waymarking route to exit the Centre. - EML visual checks weekly to ensure are charging - EML checked Monthly to ensure Battery functioning to specifications. Recorded in Fire Log Book & Papertrail 	Y			LOW

		<ul style="list-style-type: none"> - Annual checks from contractors to ensure Battery Functioning correctly and to be recorded in Fire Log Book & Papertrail - Fire Assembly Point clearly marked in grounds to waymark guests to safety. - EML lights provided on the external perimeter of the building to aid escape at night time. - Escape routes marked clearly on the information notice board on the back of the bedroom doors. - EML's throughout the centre to clearly illuminate the Escape Routes. - Photoluminescent way markers in place throughout the Centre to clearly identify escape routes even in darkness. 				
Fire Exits obstructed or quick access malfunctioning	To All: Inability to escape the building easily. Leading to trips, falls and potentially smoke inhalation, burns and/or death.	<ul style="list-style-type: none"> - All fire exits kept clear at all times and not to be obstructed. -Thumb twist locks provided on all Fire Exit doors to aid in quick exit of the building in the event of an emergency - All external exit doors in the centre are fitted with self-closers to contain any fire within the centre. - Escape routes free from Slipping hazards. - Staircases kept clear - Internal Fire doors labelled as such and normally kept closed. Only to be propped open when staff are working in close proximity. - Self-Closers on all fire doors in the centre. 	Y			LOW


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		<ul style="list-style-type: none"> - Doors in escape routes open in the direction of travel. - Manual Call Points located strategically at Exit points and at the top and bottom of stair cases. - Instructions on how to operate Manual Call Points to be located directly next to the Call Points to aid in rapid activation 				
<p>Electrical Fires – e.g. faulty wiring, bedroom heaters, guests portable electrical equipment</p>	<p>To All: Fires leading to burns/ scolds/ smoke inhalation and/or death</p>	<ul style="list-style-type: none"> - All Portable Equipment is PAT tested annually and recorded - Building wiring inspected in line with building regulations - No daisy-chaining extension cables within the centre. Max load should not exceed 13A - Distribution & provision of enough power sockets within the centre - Cable runs in safe places where they will not be damaged especially office areas - Heaters are marked with signage to avoid covering with combustible materials such as towels. - Only tools and electrical equipment that belong to Mount Cook should be used by Staff. Other equipment that is not PAT tested should be visually checked before use to ensure wiring and flex are in good condition. 	Y			<p style="text-align: center;">LOW</p>

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Storage of Flammable Liquids	Accelerant for potential fires.	<ul style="list-style-type: none"> - Where possible flammable materials will not be stored on site. - Any flammable materials should be stored in nominated cupboards, preferably metal to reduce the risk of fires. - Flammable liquids should be stored in suitable containers with accurate labelling / description of contents. - Flammable materials are not to be left in public domain and staff should be vigilant when using such chemicals as White Spirit, paint thinner or some paints. 	Y			LOW
Inadequate provision of fire-fighting equipment	Inability to fight a fire in order to escape the Building	<ul style="list-style-type: none"> - Fire Extinguishers and Fire Blankets checked weekly to ensure in good state and pressures in acceptable ranges. To be recorded in Fire Log Book. - Annual Checks of Fire Extinguishers and Fire Blankets to be carried out by professional body (usually O'Heap). Faulty equipment to be changed/refilled. To be recorded in Fire Log Book & on Papertrail. - Fire Extinguishers located in strategic places around the centre to aid in escape from the centre in the event of a fire. - Fire Blankets located in Kitchen and the kitchenettes. - Correct Extinguishers located in the correct places – i.e. Co2 canisters located in Electrical Fire High Risk Areas. 	Y			LOW

		- 2 x Dry Risers located within the building – tested and maintained Annually and recorded.				
Fire Alarm System Failure	To All: unaware of potential danger – Could lead to Burns/ Scolds/ Smoke Inhalation and/or Death	<ul style="list-style-type: none"> - Fire Alarm tested weekly to ensure all sounders are working correctly and can be heard by all. To be recorded in Fire Log Book & Papertrail - Fire Alarm system maintained by External Qualified/nominated contractor Bi-Annually. To be recorded in Fire Log Book & Papertrail - Faulty / damaged sounders to be identified and rectified immediately by qualified contractors - Sounders to be located in every bedroom and in common/ staff areas. - Combination of sounders to be used to suit the customers’ needs and ensure all guests/staff evacuate the building - Manual Call points checked are working by rotating activations throughout the year. - Strobe/Flashing detectors used in Disabled Access Bedrooms and Toilets - External Company monitor the Fire Alarm System and can notify key holders if fault with the system 	Y			LOW
Inadequate Training for operators	Confusion for guests/ Contractors and staff – leading to Injuries, burns, smoke inhalation and/or Death	<ul style="list-style-type: none"> - All Staff giving Fire Training when inducted. - All Front of House Staff given Full Fire training to be able to deal with an emergency when lone working whilst on overnight duty. - Grab cards in staff room give clear roles and responsibilities to staff in case of fire. - Fire drills carried out throughout the year to ensure staff are aware of processes. 	Y			LOW

		<ul style="list-style-type: none"> - Fire Alarm system monitored Externally by Custodian to ensure there is a fall-back. - All groups of Young/Vulnerable People are given safety brief to ensure they understand the Fire Emergency Evacuation Procedure - Safety notice board on back of bedroom door for all overnight guests 				
Inadequate records of faults with fire prevention equipment	To All: Near Misses could be missed leading to Accidents and potentially death	<ul style="list-style-type: none"> - All staff trained to record maintenance issues on log book. - Staff trained to notify management immediately if they discover faults with the fire alarm system. - All Fire drills to be recorded in the Logbook to help identify trends in evacs. - All Fire Alarm Activations to be recorded in the Log Book to help build up profile of reasons and locations of activations. - Maintenance Contract in place to aid in rapid repair of faulty Fire detection equipment. 	Y			LOW

Risk Assessment checked by CEO:

Name: Steve Turner 

Date: