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| **Date of inspection:**  **September 2019** | **Review:**  **September 2020**  **Or sooner if circumstances change** | **Name of workplace:**  **Moorside Community Centre, Urquhart Road, Thatcham, Berkshire** |

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| M-Theory Music & Thatcham Youth Fire Risk Assessment |

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| **Hazard** | **Control measures** | **Action required YES/NO** | **Comments** |
| **Sources of ignition** | | | |
| 1. Arson | * Low level windows – ensure windows are closed and secured when building not in use. * Main, external rubbish bin to be stored away from main building and kept closed. * Site monitored for evidence of arson and/or increases in ASB | No |  |
| 1. Radiators throughout building | * No combustible materials located in close proximity to appliances * Hirers advised, via hire agreement, not to allow combustible materials to be located in close proximity to appliances * Appliances fixed to the wall | No |  |
| 1. Electrical equipment and appliances (portable and fixed) | * All portable electrical equipment tested annually * Fixed installation inspected at intervals as specified and of not more than 5 years duration * Ensure socket outlets are not overloaded and check electrical equipment to ensure load on the socket outlet does not exceed 13 amps * Avoid using extension leads wherever possible but if unavoidable ensure extension leads are fully unwound, never use a lead fully loaded and still coiled. Ensure they are not overloaded. The combined loads should not exceed the manufacturer’s rating of the extension lead * Ensure extension leads are not added together if a longer cable is needed * Regular visual checks of plugs, sockets, leads etc. carried out to ensure they are in good condition | No | Portable Appliance Test carried out annually |
| 1. Cooking on site | * Extraction filters checked and changed regularly * Kettle, toaster, microwave, oven and hob and fridge managed and controlled to ensure safe | No | Very limited amounts of cooking carried out on site |
| **Combustible materials** | | | |
| 1. Paper, cardboard or wood | * Ensure good general housekeeping * Main, external rubbish bin stored away from bin and lid kept closed. * Arrangements for disposal of waste adequate to prevent a build-up * Unauthorised access to combustible materials prevented by ensuring such items are not left lying around the premises | No | Regular users of the premises advised not to store large quantities of combustible materials on site |
| 1. Flammable materials or substances | * Whenever possible avoid use of flammable materials and substances by replacing with less flammable substances * Reduce levels stored on site to a minimum * COSHH risk assessments and data sheets available for stored materials * Ensure all flammable substances are handled, transported, stored and used properly * Ensure any flammable substances that must be kept on site are stored in fire resisting cabinet away from ignition sources | No | Lockable storage cabinet provided in cleaners cupboard for cleaners use. |
| 1. Furnishings, upholstery and carpets | * Ensure all furnishings or furniture comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 | No | Confirmed |
| **Sources of oxygen** | | | |
| 1. Oxygen | * Ensure windows and doors not required for ventilation are closed | No |  |
| **Structural features** | | | |
| 1. Access to mains electrical equipment? | * Ensure unrestricted access to equipment such as fuse boxes for maintenance and emergency situations * Storage of materials near to electrical switchgear (fuse boxes, switchgear, etc.) should be avoided | No |  |

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| **Fire Detection and Warning** | | | |
| 1. Fire warning system | * Fire/smoke detection system installed in building. * Users responsible for ensuring people with impaired hearing can perceive an audible alarm system, or can be alerted by other people whilst in the building | No |  |
| **Means of escape and escape times** | | | |
| 1. Escape route | * Four fire exits available during normal circumstances. All exits are reachable within one minute. | No |  |
| 1. Doorways | * Doorways sufficient width to allow for wheelchair use * Doorways sufficient width to allow up to 40 people per minute to use on exit route. | No |  |
| 1. Escape routes | * Ensure escape routes are kept free from obstructions, trip hazards and any obstacle that may cause undue delay to disabled people * External gates are locked for security reasons on the small hall fire escape, all hirers and hall users to be aware of code padlock and how to operate. | No |  |
| 1. Fire drills | * Regular users responsible for ensuring regular fire drills are carried out and logged | No |  |
| 1. Fire doors | * Doors in building are fire doors. | No |  |
| 1. Final fire exit door | * Final fire exit door opens in direction of travel * Ensure final fire exit door free from obstructions (inside and outside) * Final fire exit door labelled ‘Fire door – keep clear’ * “Push bar to open” notice displayed on inside of final fire exit door * Final fire exit door can be opened easily and immediately without the use of a key and checked regularly to ensure they have not jammed due to seasonal conditions e.g. winter snow * Final fire exit door should not be locked when building occupied | No |  |
| **Lighting** | | | |
| 1. Lighting escape routes | * Sufficient emergency lighting on all escape routes to ensure good visibility * Emergency lighting checked regularly to ensure operating correctly * Emergency lighting system tested twice per year by competent engineer and records kept | No |  |
| **Signage** | | | |
| 1. Signage | * Fire exit doors clearly marked * All fire exit signs indicated with a green ‘safe condition’ pictogram/graphic symbol (the ‘running person symbol). * Escape route clearly indicated | No |  |
| **Fire fighting equipment** | | | |
| 1. Fire fighting equipment? | * CO2 and Water fire extinguisher located within building. * Fire blanket located in kitchen * Ensure access to fire fighting equipment is not blocked or obscured * Annual inspection of fire fighting equipment carried out by competent engineer and recorded * Notices and instructions indicating the correct use of fire fighting equipment displayed | No | Inspected annually by West Berkshire Council |
| **Planning for an Emergency** | | | |
| 1. Emergency plan | * Fire action notices are in place and up to date * Users advised to develop their own emergency plan when using the venue, ensuring the needs and abilities of disabled, sensory impaired and less able-bodied people have been considered | No |  |
| 1. Personnel training | * Policy on use of extinguishers and evacuation procedures are written down and communicated to staff and users | No |  |

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| **Summary of action required** | | |
| **List assessment form item number and actions required** | **By who?** | **By when?** |

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| **Assessors name (please print):**  **Dan Carter (Head of Youth Activities)** | **Assessors signature:**  **D.Carter** | **Date assessment completed:**  **20th September 2019** |