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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |

|  |
| --- |
| **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 |  |

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

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