

Fire Risk Assessment Bow Brickhill Pavilion and Surrounding Grounds		Address : Rushmere Close Bow Brickhill, Milton Keynes, Bucks, MK17 9JB
Areas assessed	Main Building / Entrance Lobby / Toilets / Changing Rooms / Refs room / Grounds	

Assessor's Name: R Gurnett	Floors Assessed : Ground level only	People Affected: Users of the Pavilion and surrounding areas, including Members of the Public
----------------------------	-------------------------------------	---

<u>IDENTIFY HAZARDS</u>		
Sources of Ignition	Sources of Fuel	Sources of Oxygen
Lighting and Fixed Electrical appliances Gas appliances Smoking & Arson Moveable Electrical appliances Heat from any processes. Solar concentration	Wood Trim and Furniture Curtains flooring (Fabrics) Cleaning Materials (Chemicals) Display Materials and exhibitions at various times Paper in use and in storage Waste material	High Ceiling Windows Doors Vents

WHO IS AT RISK	Control Measures in place
Cleaner	Works various hours. Familiar with hall layout and fire procedures. Reports issues to clerk
Caretaker	Works various hours. Familiar with hall layout and fire procedures. Reports issues to clerk
Main User Group	Nursery after School Club have own fire protection measures in place and familiar with hall layout
Regular User Groups	Familiarity with hall and advised to carry out own risk assessments and log with Parish Council
Casual Hirers	Conditions of Hire note hirers are responsible to adhering to operating schedules. Fire Risk & General Risk Assessment documents are placed on the website
Unaccompanied Children	All children within the hall to be supervised
Disabled	Front emergency exit door on level with ground, all fire doors to be easily accessible
Contractors	All contractors to be familiar with hall layout

HIGH RISK ITEMS IDENTIFIED	Control Measures in place
Faulty Electrical items	PAT testing carried out at required intervals - Hall users to test their own equipment All Users advised to check items for damage before use. Mains Circuit checks on Electrical Lighting
Electrical sockets being overloaded	All users advised of correct usage of electrical sockets and the importance of turning off items after use.
Incorrect use of Electrical appliances	All provided items- individuals to be correctly trained before use Any user provided items to be managed through user.

Incorrect use of Gas appliances	Boiler service/Kitchen Water heater/Cooker - Annual contract service (Landlord Gas Safety Record) All users advised of the correct usage of item.
Accidental Arson	Waste bins checked daily by caretaker and emptied - Hirers informed to dispose of rubbish in skip Paperwork to be locked in cupboard when not in use Other sources of combustion not to be left in direct sunlight for extended periods of time Curtain Material Fire Retardant Cleaning Chemicals and appliances to be kept in secure locked cupboard
Intentional Arson	Waste bins checked daily by caretaker and emptied - Hirers informed to dispose of rubbish in skip Paperwork to be locked in cupboard when not in use No smoking policy and notices clearly displayed

General Control Measures

Fire Alarm with Heat detectors in Kitchen and main hall and smoke detectors in lobby and meeting room
 Fire exits clearly identified, illuminated and checked regularly for obstructions
 First Aid Box provided in cupboard next to cooker
 Visual checks to be logged in red file in kitchen by caretaker
 Fire fighting equipment in place - Fire Blanket/Extinguishers
 Fire alarm system checked bi annually by qualified practioner
 Fire extinguishers checked annually by qualified practioner
 Security lighting
 Non flammable equipment only to be stored in playing field storage shed

RECORD AND INFORM

Emergency Action Plan to be displayed on Notice Board and in Changing Rooms
 Booking form/Conditions of Hire note hirers are responsible for adhering to operating schedules within the fire assessment document
 Caretaker record of preventative checks as outlined in the risk assessment weekly
 Parish Council to test ease of access through escape routes to assembly point and annually log results - Carried out March 18. Noted - main kitchen door in kitchen opens inward
 Kitchen rear door fire exit signage has been removed as this is no longer a fire exit route
 Review procedures and update if necessary annually

REVIEW
 Reviewed by: _____ R Gurnett _____
 Date: _____ 05/03/2017 _____