



## FIRE RISK ASSESSMENT

Address: 33 Shepherd St, Preston, PR1 3YD	
Date of assessment: 01/08/2023	Review date: 31 <sup>st</sup> August 2024
Area Assessed: All parts of Premises	Work Activities: Education & Training
Completed and signed by Health and Safety representative.  <b>Name: Steve Egan</b> <b>Signature: S.Egan</b>	<b>Signed by relevant manager (s)</b>  <b>Name: Anita McGreevy</b> <b>Signature: AMcGreevy</b>
Number of staff based at the centre: Volunteers: Learners:	17 3 40
Approximate number of visitors per day	10

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Item	Y/N	Hazard effect	People at risk	Existing control measures	Future control measures and review date (if applicable)
Are all notices displayed: <ul style="list-style-type: none"> <li>• Fire related signs i.e. fire exits</li> <li>• Health and Safety Law Poster or leaflet</li> <li>• Employers Liability Certificate</li> </ul> Are they still relevant and accurate?	Y	Lack of clarity can cause confusion in the event of an emergency	ALL	Health and Safety Induction Staff vigilant to ensure all information is in place and up to date. Regular checks to ensure all is in place and correct.	
Are there provisions in place for temporary staff to be aware of basic safety procedures?	Y	New to premises and not aware of safety procedures	Temp Staff	All staff, including Temporary undergo full Health and Safety Induction	
Maintain and test Fixed Electrical Installation at least every 5 years?	Y	Responsibility of landlord. If not checked risk of fire and electric shock	ALL	Recent check carried out. Landlord to be reminded of Electrical Testing every 5 years	Next test due 2028
<b>Floor Assessment</b> Is the surface of floors free from holes, slopes or uneven or slippery surface which is likely to cause a person to slip, trip or fall? Are there any torn floor coverings that can be a hazard? Roof leaks causing wet, slippy patches. Are there no leads, wires or telephone cables trailing across floors?	N N Y	Trip or fall can result in injury	ALL	Floor is free from holes. Entrance to central area has slope Sign in place to warn of wet floor Wet patches mopped straight away All cables have cover placed over them to prevent tripping Wireless equipment used wherever possible	Fix holes in roof Ongoing
<b>House Keeping</b> Are transparent doors and windows marked as such? Can the windows open safely?	NA Y	Lack of fresh air supply can affect health of all occupants Removes potential alternative escape route in the event of fire	ALL	Checked on daily basis throughout summer. Monthly basis throughout colder times	
Is there a no smoking policy in the workplace in conjunction with the smoking ban law?	Y	Smoking on premises is a fire hazard and is illegal in conjunction with the smoking ban.	ALL	Premises are patrolled regularly, and signs exhibited in key places. All staff and trainees informed of rules at induction. CCTV in operation and is checked when appropriate.	

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Are waste bins and rubbish collected and disposed regularly?	Y	Waste poses a health risk when present in premises for longer periods. Risk of fire if contains combustible materials	ALL	All staff responsible for cleaning own working areas including bins and rubbish are collected and disposed of on a regular basis.  Site supervisor employed with specific responsibility for waste removal.  Large bin has been contracted with weekly collection. Stored in external space.	
<b>Lighting</b> Do offices and stairs have suitable lighting?	Y	Working below recommended minimum lighting poses health risks to all occupants.	ALL	Lighting fittings installed are to required specification	
<b>COSHH</b> Are there any hazardous substances such as adhesive, paints, cleaning agents, fumes from soldering and welding that could harm staff members? <b>If yes:</b> Are the substances kept in a metal cabinet?	Y	Hazardous substances can cause harm	ALL	All substances are kept in cleaning cupboard that is locked when not in use. All staff receive training in COSHH	
Are there provisions in place to monitor that staff are aware of Fire Safety?	Y	Lack of fire safety knowledge amongst staff can result in taking of incorrect action putting lives of all centre users at risk	ALL	Staff made aware at Induction and followed up by refresher as part of annual appraisal	
What provision exists to ensure employees/trainees/contractors have been informed of what to do in the event of fire?		Lack of coordination in the event of fire can result in loss of human life	ALL	Trainees cover fire procedure as part of induction. Fire evacuation plan notices displayed throughout the building. All visitors made aware of fire procedure. Procedure displayed throughout the building. Six monthly drills	
Do you have sufficient and correct type of firefighting equipment e.g. fire extinguishers, fire blankets?	Y	Lack of sufficient and correct type of firefighting equipment can increase the risk of harm or loss of human life in the event of even smallest of fires	ALL	Fire assessment carried out.  Formal Monthly check to ensure continued compliance.  6 monthly check and supplied certificate by external contractor.	Consultation with Fire service is in process which may result in change of policy.  No person to attempt to fight a fire so all equipment apart from Fire Blankets to be removed.

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Do you have sufficient fire wardens or marshals and have they been suitably trained to carry out their function?	Y	Lack of sufficient and suitably trained fire wardens or marshals can result in confusion amongst occupants in the event of evacuation or emergency resulting in greater risk of potential harm to all occupants	ALL	Centre Manager and Fire Warden responsible for fire procedures Completed online course	)
Are there fire detection devices, which is tested weekly and maintained on a quarterly basis and are records kept?	Y	Fire detection devices when not tested regularly can be faulty	ALL	Smoke alarms fitted in every room. All fire detection devices are tested weekly, record kept in fire book. Formal check of equipment carried out 6 monthly by external contractor	
Are there two designated person who would call the fire bridge in the event of a fire?	Y	No designated person in the event of a fire increases chances of harm and loss of life	ALL	Throughout operation times a designated person is present on premises. If designated person has to leave he/she will pass on duties to other member of staff. All staff are aware of the procedure	
Does the office have a duty to maintain gas appliances?  <b>If yes:</b> Are annual safety check carried out by approved person (CORGI) and the record is kept for at least 2 years.	Y	NA	ALL	NA	
Are there sufficient Fire evacuation signs?	Y	Insufficient evacuation signage causes confusion during evacuation and puts lives at risk.	ALL	Sufficient signage is displayed as per regulations and daily checked for presence.	
Do all escape routes allow people to evacuate the building safely?  Escape routes kept free from obstruction? Sufficient numbers of exits? Escape routes allows evacuation in a reasonable time?	Y	Obstructions in escape routes increase risk of harm.  Not having sufficient escape routes increase the risk of harm for all occupants. Escape routes longer than recommended length increase risk of harm	ALL	Smoke alarm system fitted to give early warning to people. All escape routes are regularly checked for obstructions.  Majority of rooms allow for 2 different escape routes. All escape routes to the safety area are not longer than 30 meters in length	

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Are Fire Drills carried out at least every 6 months and record kept?	Y	If fire drills are not carried regularly staff and visitors will be more confused in the event of fire and evacuation.	ALL	Fire drills are carried out every 6 months and documented in book.	
Have you established assembly points away from the building?  Is the means of reaching the assembly point safe, free from obstruction and away from busy roads etc?  Is there a system in place for conducting a roll call at the assembly point?	Y	Lack of established assembly point means it would be impossible to conduct a roll call  If assembly point requires crossing a busy road or difficult obstructions this can increase risk of harm for all occupants Without roll call it would be impossible to know if all occupants have made it out of the building	ALL	The assembly point is established and signposted  The assembly point is easily reachable but involves crossing a minor road.  Roll call is carried by the fire Marshall who leaves the building last and brings the signing in book with him/her. Fire marshall trained to pass information to Fire Service	
Are there provisions in place, for fire wardens or marshals to assist any disabled staff/ volunteers/ trainees in the event of fire?	Y	Disabled occupants of the building are less likely to be able to leave the building without help		Fire Marshall is trained to assist any disabled staff, volunteer, trainees or visitors in the event of fire	
Emergency lighting system is recommended to be in office. If there are any, are they tested regularly and are records kept?	Y	In the event of fire most likely there would be no electricity and lighting, adding rapidly spreading smoke to this scenario chances for most occupants of escaping would decrease - with it increasing the risk of harm and loss of human life	ALL	Emergency lighting in place and tested regularly providing a guide to emergency exits.	