Fire Risk Assessment – Alton Manor Community Centre

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| --- | --- | --- | --- | --- | --- | --- |
| Location | Hazard & Persons at risk  (Users & Staff unless otherwise indicated) | | Action Required | Date Required by | Person Responsible | Date Completed |
| **Halls, kitchen, toilets, foyer & internal store** | Inability to safely identify exit routes  Inability to safely use exit routes  Insufficient illumination of exit route  Insufficient fire extinguishers to cover risks  Risk of users unsure what to do in the event of a fire  Risk of not escaping as inability to use the fire exit due to obstruction | | Ensure that fire doors are clearly signed  Persons in charge are aware of exit routes  Inspection of fire doors prior to commencing session to ensure the routes are clear  Monthly inspection by GSL  Ensure all lighting, including emergency lighting is maintained in working order  Monthly inspection by GSL  Site visit by fire safety professional, 2 water & 1 CO2 extinguishers installed  Monthly visual inspection by GSL  Fire risk assessment management plan to be completed and distributed to users  Add “Fire Action” signs  Implement termly fire drills to be conducted by users  Improve general housekeeping to avoid accidents and ensure good accesses & egresses. | Done  Done  Continuous  Monthly  Continuous  Monthly  Done  Done  Done  Done  Done  Continuous | D. Barnes  D. Barnes  Person in charge of session  D. Barnes  Person in charge of session  D. Barnes  C. Hallsworth  D. Barnes  D. Barnes  D. Barnes  D. Barnes  Person in charge of session | April 15  April 15  Continuous  May 15  Continuous  May 15  April 15  May 15  May 15  April 15  April 15  Continuous |
| Date of next assessment: | | May 2017 | | | | |
| Assessment frequency: | | Annually | | | | |
| Date of assessment: | | 4th May 2016 | | | | |
| Signed: | | Darren Barnes (Group Scout Leader) | | | | |