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 routesInability to safely use exit routesInsufficient illumination of exit routeInsufficient fire extinguishers to cover risksRisk of users unsure what to do in the event of a fireRisk 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 routesInspection of fire doors prior to commencing session to ensure the routes are clearMonthly inspection by GSLEnsure all lighting, including emergency lighting is maintained in working order Monthly inspection by GSLSite visit by fire safety professional, 2 water & 1 CO2 extinguishers installedMonthly visual inspection by GSLFire risk assessment management plan to be completed and distributed to usersAdd “Fire Action” signsImplement termly fire drills to be conducted by usersImprove general housekeeping to avoid accidents and ensure good accesses & egresses. | DoneDoneContinuousMonthlyContinuousMonthlyDoneDoneDoneDoneDoneContinuous | D. BarnesD. BarnesPerson in charge of sessionD. BarnesPerson in charge of sessionD. BarnesC. HallsworthD. BarnesD. BarnesD. BarnesD. BarnesPerson in charge of session | April 15April 15ContinuousMay 15ContinuousMay 15April 15May 15May 15April 15April 15Continuous |
| Date of next assessment: | May 2017 |
| Assessment frequency: | Annually |
| Date of assessment: | 4th May 2016 |
| Signed: | Darren Barnes (Group Scout Leader) |