

**Rodborough Parish Council
Fire Risk Assessment**

	Hall	Kitchen	Office	Hallway, toilets and changing rooms
Sources of ignition	Smoking	Cooker	Radiators	Boiler in changing room
	Electrical appliances brought in by hirers	Electrical appliances brought in by hirers	Electrical appliances	Electric lighting
	Radiators	Electrical appliances	Electrical sockets	Electrical appliances
	Electrical sockets	Radiators	Arson	Arson
	Pyrotechniques	Electrical sockets	Electric lighting	Electric lighting
	Arson	Arson		Hand dryers
	Electric lighting	Electric lighting		
		Boilers		
Source of fuel	Curtains	Paper/packageing	Paper	Toilet paper
	Carpet		Packaging	Paint
	Furnishings		Furnishings	Paper on notice boards
Source of oxygen	Windows, hatch and door	Windows, hatch and door	Windows, hatch and door	Windows, doors and hatc
People at risk	Employees	Employees	Employees	Employees
	Organisers	Organisers	Organisers	Organisers
	Visitors	Visitors	Visitors	Visitors
	People with disabilities	People with disabilities	People with disabilities	People with disabilities
	Unaccompanied children		Unaccompanied children	Unaccompanied children
Risk of fire	Low	Medium	Low	Low
Risk to people	Low	Low	Low	Low

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	Hall	Kitchen	Office	Hallway, toilets and changing rooms
Hazard mitigation	No Smoking	Hire conditions require all electrical equipment brought into the building to be new (within one year) or PAT tested	All electrical equipment brought into the building to be new (within one year) or PAT tested	Hire conditions require all electrical equipment brought into the building to be new (within one year) or PAT tested
	Hire conditions require all electrical equipment brought into the building to be new (within one year) or PAT tested	Low heat (to touch) radiators	Low heat (to touch) radiators	Low heat (to touch) radiators
	Low heat (to touch) radiators	Electrical safety checks regularly carried out	Electrical safety checks regularly carried out	Electrical safety checks regularly carried out
	Electrical safety checks regularly carried out	Paper and packaging to be kept where necessary in suitable containers away from sources of ignition	All heating off when hall unoccupied, except in extremely cold weather when left on frost setting	All heating off when hall unoccupied, except in extremely cold weather when left on frost setting
	No pyrotechniques	All heating off when hall unoccupied, except in extremely cold weather when left on frost setting	All doors and windows closed when unoccupied	All doors and windows closed when unoccupied
	No combustible material to be left in the hall	All doors and windows closed when unoccupied	Limited access for people with disabilities	Access for people with disabilities
	Curtains flame proofed August 2009	Hirers attention drawn to Hire Conditions	Evacuation plan displayed	Evacuation plan displayed

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	Hall	Kitchen	Office	Hallway, toilets and changing rooms
	All heating off when hall unoccupied, except in extremely cold weather when left on frost setting	Access for people with disabilities through two doors	Access for fire fighting vehicles	Access for fire fighting vehicles
Hazard mitigation continued	All doors and windows closed when unoccupied	Fire extinguishers available	Weekly checks of escape routes/lighting	Weekly checks of escape routes/lighting
	Hirers attention drawn to Hire Conditions	Evacuation plan displayed	Annual check of fire extinguishers and electrical equipment	Annual check of fire extinguishers and electrical equipment
	Access for people with disabilities through two doors	Notices to users	All appliances off when not in use where possible	All appliances off when not in use where possible
	Illuminated exit signs with battery back up, regularly checked	Access for fire fighting vehicles	Employees induction training	Paper and packaging to be kept where necessary in suitable containers away from sources of ignition
	Fire extinguishers available	Weekly checks of escape routes/lighting	No unaccompanied visitors	Loft hatch closed when not in use
	Evacuation plan displayed	Annual check of fire extinguishers and electrical equipment	Paper and packaging to be kept where necessary in suitable containers away from sources of ignition	Cleaning cupboard and boiler cupboard kept locked
	Notices to users	All appliances except fridge off when not in use	All furnishings where possible purchased new with fire retardency built in.	
	Access for fire fighting vehicles	No unaccompanied children allowed in the kitchen		

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	Hall	Kitchen	Office	Hallway, toilets and changing rooms
	Weekly checks of escape routes/lighting			
	Annual check of fire extinguishers and electrical equipment			
	Upholstered chairs purchased as new with fire retardency built in			

Revised July 2014

Review Date July 2017

**Rodborough Parish C
Fire Risk Assessmen**

	Play areas	Garage	Youth Store	Veranda - outside hall
Sources of ignition	Smoking	Arson	Arson	Arson
	Glass magnifying suns rays			
	Barbeques			
	Fires			
	Arson			
Source of fuel	Wood	Wood	Wood	Wood
	Rubbish	Paint	Paint	
		Cardboard	Paper	
Source of oxygen	In the open	Door way and draughts	Door way and draughts	In the open
People at risk	Employees	Employees	Youth Workers	Employees
	Visitors	Volunteers		Organisers
	People with disabilities			Visitors
	Unaccompanied children			People with disabilities
				Unaccompanied children
Risk of fire	Low	Low	Low	Low
Risk to people	Low	Low	Low	Low

**Rodborough Parish C
Fire Risk Assessment**

	Play areas	Garage	Youth Store	Veranda - outside hall
Hazard mitigation	No barbeques are allowed on any play area without a Fire Marshall	Rubbish cleared regularly from site to discourage piles of materials to start a fire	Rubbish cleared regularly from site to discourage piles of materials to start a fire	No BBQs under veranda
	No fires are allowed on any site, except by staff when absolutely necessary and then supervised until out	Loose wood removed regularly from site to discourage piles of materials to start a fire.	Loose wood removed regularly from site to discourage piles of materials to start a fire.	
	Rubbish cleared regularly and checked weekly	Garage locked when not in use	Youth Store locked when not in use	
	Adequate safe bins provided for general rubbish sited away from risk areas			
	Police, CPSOs and Neighbourhood Wardens requested to patrol regularly			
	Play areas checked for health and safety issues at least once per week			
	Telephone number for public to report problems prominently displayed			

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	Play areas	Garage	Youth Store	Veranda - outside hall

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