

**Rotary Centre Castleton
Risk Assessment - Fire**

Hazard	Risk	Control Measure	Further Action	Notes
<p>Trapped in building during fire</p>	<p>Fatal injury Burns Smoke inhalation</p>	<p>Site kept free of rubbish. Trade waste bins kept away from buildings</p> <p>Sufficient appropriate fire extinguishers which are checked annually by supplier. Visual checks also during Centre Manager preparations</p> <p>Internal fire doors are clearly labelled and normally kept closed</p> <p>Stairs from first floor of dormitory block are free from obstructions and in a good state of repair</p> <p>Fire alarm points are clearly visible and unobstructed</p> <p>Fire action notices are displayed prominently throughout the buildings</p> <p>Emergency exits and signage (exits kept clear at all times)</p> <p>Emergency lighting in all corridors and halls</p> <p>Fire alarm tested weekly and 6 monthly service</p> <p>Fire assembly point clearly signed</p> <p>Group Leaders briefed by Centre Manager re fire</p>	<p>None at this stage</p>	

		<p>& evacuation procedures</p> <p>All visitors to acquaint themselves with fire points and equipment. Group Leader responsible for rehearsing evacuation procedure with their group</p> <p>No smoking site except for designated area</p> <p>Bedroom doors are fire doors with self-closures</p> <p>Smoke detectors fitted throughout buildings</p> <p>PAT testing of electrical appliances up-to-date</p> <p>Centre checked by Fire Service every 3 years</p> <p>Bins provided for litter</p> <p>All groups required to provide the Centre Manager with a complete list of the names and contact details of all persons staying or visiting the centre during the hire period</p> <p>Pay phone located in the entrance of the dining block for emergency calls. Mobile phone reception for all networks is good</p> <p>Contact details of Centre Manager (or deputy) are left with the Group Leader if a major problem arises</p>		
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<p>Kitchen fire</p>	<p>Fatal injury Burns Smoke inhalation</p>	<p>Kitchen extraction unit has periodic cleaning to remove grease</p> <p>Adequate fire extinguishers & blankets</p> <p>Gas cookers have safety cut off and are serviced annually</p> <p>First-aid kit located in kitchen containing appropriate dressings</p>	<p>Investigate external contractor to clean extraction system</p>	
<p>Flammable liquids (paint, petrol, aerosols)</p>	<p>Risk of fire</p>	<p>Minimal amounts kept on site in locked store away from main buildings</p> <p>Dry powder extinguisher</p> <p>Non toxic/flammable cleaning products left for use by hirers</p> <p>Potentially hazardous cleaning products stored securely following COSHH guidelines.</p> <p>COSHH data sheets kept</p>	<p>None at this stage</p>	
<p>Smoking</p>	<p>Fire</p>	<p>No smoking allowed in buildings (signage in place)</p> <p>Designated smoking area</p> <p>All Rotarians and visitors made aware of smoking policy and non compliance will be challenged</p>	<p>None at this stage</p>	

Electrical items	Fire	Annual PAT testing of electrical appliances Adequate fire extinguishers Rewiring of Heritage Building December 2014 Full building wiring check in December 2017	Arrange electrical wire test for dining and dormitory blocks	
Gas tank	Explosion	Tank fenced off Annual check by Flo Gas No naked flames/smoking by tank (appropriate signage in place) Any reports of smelling gas to be investigated	None at this stage	
Heating system	Fire	Heating system is inspected annually Signage by all heaters re covering of appliances Heaters fixed in position	None at this stage	