

The Rotary Centre Castleton
Risk Assessment - Fire

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

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		<p>Group Leaders are briefed by Centre Manager re fire & evacuation procedures</p> <p>All visitors to acquaint themselves with fire points and equipment</p> <p>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 Derbyshire Fire Service in September 2014.</p> <p>Bins provided for litter</p> <p>All groups required to provide Centre Manager with a complete list of 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 many networks is good</p>	Briefing notes	

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		<p>Contact details of Centre Manager (or deputy) are left with the Group Leader if a major problem arises</p>		
<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)</p>	<p>Risk of fire</p>	<p>Minimal amounts kept on site in locked store away from main buildings</p> <p>Dry powder extinguisher in store</p>	<p>None at this stage</p> <p>Bottle required</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>	

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Electrical Items	Fire	Annual PAT testing of electrical appliances Adequate fire extinguishers Rewiring of Heritage Building in December 2014	Arrange electrical wire test for dining and dormitory block	
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	
Chargers mobile phone and electronic cigarettes	Fire	Not to be left unattended Owners responsibility	Owners responsibility	
		The Management Committee of the centre will continue to seek and share good practice with similar facilities		