

Club Name:

Assessment Complies By:

Date of Activity:

Date complied: July 2014

Date Reviewed 24/10/17

RISK ASSESSMENT REPORT – ***FIRE SAFETY***

Potential Hazard	Risk	Existing Controls	Who at risk	Risk Level	Additional Controls required
PUBLIC BUILDING	Permanent Evacuation	Contingency plan to contact O.C.O.S.C.'S for shelter and support	Everyone in the building	LOW	NONE
	Un-safe Building	Make adequate safety checks before each sessions & report any faults	Everyone in the building	LOW	NONE
SMOKING	Cause of a fire	O.C.O.S.C. has a NO SMOKING POLICY & displays posters to make people aware of our policy	Everyone in the building	LOW	NONE
BLOCKED FIRE EXITS	Suffocation from smoke	Ensuring all fire exits are kept clear at all times	Everyone in the building	LOW	NONE
	People panicking because of fire exits blocked	Provide adequate fire drills to enable them to practice leaving calmly.	Everyone in the building	LOW	NONE

RISK ASSESSMENT REPORT – ***FIRE SAFETY***

Potential Hazard	Risk	Existing Controls	Who at risk	Risk Level	Additional Controls required
FLAMMABLE PRODUCTS	Over heating/ spillages	Ensure all flammable products are securely locked away	Every one in the building	LOW	NONE
CHILDREN/STAFF/PARENT/ CARERS NOT KNOWING THE CORRECT FIRE DRILL PROCEDURE	Personal injury due to smoke, burns or panicking	Fire drill practices termly, include fire drill procedures in staff inductions & staff training courses	Every one in the building	LOW	NONE
STAFF NOT KNOWING WHERE ALL THE FIRE EQUIPMENT IS AROUND THE BUILDING	Inability to tackle small fires	Ensure all staff have clear instructions and to provide necessary training	Every one in the building	LOW	Keep fire blankets, extinguishers fully serviceable & on hand
BUILDING NOT COMPLYING WITH SAFETY STANDARDS	Electrical faults & lack of maintenance of fire fighting equipment	Ensure all fire regulations are up to date and logged Weekly/Monthly/Quarterly/Annual Checks up to date and logged	Every one in the building	LOW	
KITCHEN EQUIPMENT	Faulty portable equipment	Electrical safety checks carried out annually	Children/Staff in the kitchen	LOW	Ensuring that the kitchen is always adequately supervised
FAILURE OF FIRE ALARM SYSTEM	Fire danger not spotted	Fire Alarm checked regularly and serviced.	Every one using the building	LOW	NONE