

Fire Risk Assessment and Fire Management Plan

Organisations name: Westgate Youth Project

| | | | | | |
|---------------------------|---|-----------------|--------------|---------------------------|--|
| Address | Westgate Community Centre Lymington Road Westgate CT8 8ES | Assessment date | 16/3/2021 | | |
| | | Review date | 16/3/2022 | | |
| | | Assessors | Paula Nicol | | |
| | | Signatures | | | |
| Description of area | Single storey building, outside car park and green space | | | | |
| Description of activities | Cooking, arts & crafts, sports activities | | | | |
| Number of people at risk | Staff | Visitors | Young people | Disabled/Additional Needs | |
| | 5 | 0 | 25 | 25 | |

| Sources of Ignition | Location | Actions |
|---------------------------------|--|--|
| Lighting | Ceiling Outside free standing floodlights | Check not obstructed No balls to be thrown in building Position where they are unlikely to be knocked over |
| Electric Heaters | Wall mounted | Check not covered by anything (paper, coats etc) |
| Tea and coffee making equipment | Kitchen | Visual user check before use, ensure that faulty equipment is removed and reported to WOSCCA without delay |
| Boiler | Kitchen | In locked cupboard |
| Electrical Equipment | Kitchen , main room | Visual user check before use, ensure that faulty equipment is removed without delay |
| Cigarettes | Smoking Prohibited | Check outside for lit cigarettes discarded by public |
| Electric Cooker | Kitchen | To be switched off at mains when not in use. When in use to be supervised by a youth worker at all times |
| Fridge | Kitchen | Not used by WYP, maintained |

| | | |
|--------------------------|---------------------|--|
| | | by property landlord |
| Sources of fuel | Location | Actions |
| Paper | All areas | Paper to be kept away from potential fire sources e.g. heaters and lights Paperwork to be filed and locked away in cupboard |
| Flammable liquids | Craft activity area | Kept in safe containers and away from sources of ignition. Youth Worker supervising activities. Only sufficient quantity for activity brought onto site when no non flammable alternative is available. Adequate ventilation is in place |
| Sources of Oxygen | Location | Actions |
| No additional sources | | Fire doors to be left closed (not propped open) |

Safety Procedures

- Before sessions start, complete a premises check list and ensure that fire exits are not obstructed
- A fire drill is carried out once a quarter
- If a young person has additional mobility and/or needs the LIC will discuss and agree with them how they will be assisted in the event of a fire
- All staff receive fire safety training as part of their induction and made aware of the Risk Assessment and Emergency plans.

Emergency plan

Location of fire escapes

Kitchen: Back door

Hallway: Back ground floor exit

Main Room: Front exit

Assembly point: Car park

Fire alarm points

None

Fire extinguishers

Main room: 3 x A water

Kitchen: 1 x ABC Powder

Hallway: 1 x carbon dioxide

Emergency lighting

Kitchen x1

Hallway x 1

Main room x 4

Emergency Exit signs

Hallway x 1

Main Room x 3

Fire Doors

Hallway x 1

Main Room x 2

Actions in case of fire

1. When fire is detected staff are trained to shout "Fire" and if possible activate the fire alarm
2. In the event of a fire the building is to be evacuated immediately by the quickest route
3. The fire assembly point is: **Car Park**
4. Staff are trained to move the attendance form from the building for checking purposes
5. Emergency services are called

The management committee takes joint responsibility for fire safety.

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Is/are the nominated person/people who have day to day responsibility for fire safety issues

Name:

Position:

Authorised by:

Review date: