

## Fire Risk Assessment and Fire Management Plan

**Organisations name:** Westgate Youth Project

Address	Westgate Community Centre Lymington Road Westgate CT8 8ES	Assessment date	26/04/2022		
		Review date	26/04/2023		
		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	
	6	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
<b>Sources of fuel</b>	<b>Location</b>	<b>Actions</b>
Paper	All areas	Paper to be kept away from potential ignition 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
<b>Sources of Oxygen</b>	<b>Location</b>	<b>Actions</b>
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: .....