Fire Safety Risk Assessment for Ladenford Den

Possible causes of fire	What could catch fire	Risks	Who could be affected	Control Measures
Faulty electrical system	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plaster board, wood panelling)	Smoke inhalation Burns Death	All users	Electrical system and infrastructure inspected every five years. Any faults to be reported and repaired promptly
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc	The portable device itself and then any combustible materials close to it	46	66	All equipment to be PAT tested Ensure suitable (not water) fire fighting equipment is available close to the likely sources of electrical fires.
Kitchen appliances (i.e. hob, oven, fridge, kettle, microwave	The appliance itself and then any combustible materials close to it	44	66	Faults repaired promptly Ensure suitable (not water) fire fighting equipment is available close to the likely sources of electrical fires.
Smoking Material in waste bins or any other areas where cigarettes may be left or disposed of	The waste bins or surrounding area	66	"	No Smoking signs will be strategically placed throughout the building
Cooking accidents Hot oil igniting on the hob or under a grill. Food burning in the oven or on the hob.	The hob or oven involved, and then the kitchen	66	66	Users should not leave food cooking unattended, and young people should be supervised at all times. Ensure there is a fire blanket available close to the hob, for putting out oil fires.
Arson	Whole premises	"	44	Ensure Hall hirers are aware of their responsibility for the Hall during their occupation and take reasonable steps to prevent wilful damage and lock up on departure.
Open fire, candles and other naked flames	The fire surroundings, the chimney, candles and combustible materials close to them	66	"	Ensure fires/naked flames are supervised by adults Chimney to be checked/swept annually

Fire Action Plan

- Leaders should familiarise themselves with the fire exits, fire alarms and fire extinguishers on arrival at Ladenford
- It is advised that each user group carries out a fire drill on arrival
- Ensure all users are aware of the fire assembly point the flag pole on the top campsite
- On discovering a fire the fire alarm should be activated and the premises evacuated
- On hearing the firm alarm everyone should leave by the nearest exit route and assemble at the flag pole. Do not stop to get personal belongings. Leaders should ensure that young people exit the building safely.
- Leaders should assess their ability to use the fire fighting equipment to contain small fires
- The leader of each group is responsible for calling the fire brigade and checking that everyone has left the building
- Ensure sufficient and correct fire fighting equipment is available
- Ensure a qualified practitioner inspects it at least once per year and provides advice on changing or moving locations as appropriate.
- Ensure the location of fire-fighting equipment and exits are clearly marked on a plan of premises, which is on the hall notice board.
- Ensure that furnishings are made of a noncombustible material or a material that has been Fire Proofed to the standard applicable at the time of purchase. This includes window curtains, chairs, beds etc
- Users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)
- Ensure all Fire Exit doors are checked for ease of opening and that the Emergency Exit Routes are clear at each check out.

Date	Fire extinguishers checked	Electrical equipment tested	Electrical system checked





