

**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 and emptied regularly	None at this stage	
		<p>Sufficient appropriate fire extinguishers which are checked annually by supplier. Visual checks also during Centre Manager preparations</p> <p>Internal fire doors are clearly labelled and normally kept closed</p> <p>Stairs from first floor of dormitory block are free from obstructions and in a good state of repair</p> <p>Fire alarm points are clearly visible and unobstructed</p> <p>Fire action notices are displayed prominently throughout the buildings</p> <p>Emergency exits and signage (exits kept clear at all times)</p> <p>Emergency lighting in all corridors and halls</p> <p>Fire alarm tested weekly and 6 monthly service</p> <p>Fire assembly point clearly signed</p> <p>Group Leaders briefed by Centre Manager re fire & evacuation procedures</p> <p>All visitors to acquaint themselves with fire points and</p>		

		<p>equipment. Group Leader responsible for rehearsing evacuation procedure with their group</p> <p>No smoking site except for designated area</p> <p>No BBQs or fires allowed on site</p> <p>No candles or naked flames allowed in the buildings</p> <p>Signage on heaters about not sitting on or covering</p> <p>Curtains, blinds and mattresses are made of flame-retardant materials</p> <p>Guests must not bring in their own portable heaters, into the premises</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 Fire Service every 3 years</p> <p>Bins provided for litter</p> <p>All groups required to provide the Centre Manager with a complete list of the names and contact details of all persons staying or visiting the centre during the hire period</p> <p>Mobile phone reception for all networks is good</p>		
--	--	--	--	--

		Contact details of Centre Manager (or deputy) are left with the Group Leader if a major problem arises		
Kitchen fire	Fatal injury Burns Smoke inhalation	Kitchen extraction unit has periodic cleaning to remove grease Adequate fire extinguishers & blankets Cookers are serviced annually First-aid kit located in kitchen containing appropriate dressings	Investigate external contractor to clean extraction system	
Flammable liquids (paint, petrol, aerosols)	Risk of fire	Minimal amounts kept on site in locked store away from main buildings Dry powder extinguisher Non toxic/flammable cleaning products left for use by hirers Potentially hazardous cleaning products stored securely following COSHH guidelines. COSHH data sheets kept	None at this stage	
Smoking	Fire	No smoking allowed in buildings (signage in place) Designated smoking area All Rotarians and visitors made aware of smoking policy and non compliance will be challenged	None at this stage	

Electrical items	Fire	<p>Annual PAT testing of electrical appliances</p> <p>Adequate fire extinguishers</p> <p>Rewiring of Heritage Building December 2014</p> <p>Full building wiring check in December 2023</p> <p>Electrical wire test for dining and dormitory blocks in 2023 by Stanway & Hallows Electrical</p> <p>Guests bringing their own electrical items are to ensure they are safe for use and where possible PAT tested</p>		Wire testing now undertaken every 5 years
Gas tank	Explosion	<p>Tank fenced off</p> <p>Annual check by Northern Energy</p> <p>No naked flames/smoking by tank (appropriate signage in place)</p> <p>Any reports of smelling gas to be investigated</p>	None at this stage	
Heating system	Fire	<p>Heating system is inspected annually</p> <p>Signage by all heaters re covering of appliances</p> <p>Heaters fixed in position</p>	None at this stage	

Failure to be compliant	Fire Fatal injury Burns Smoke inhalation	Risk assessment checked and Centre visited by competent person (Les Asquith) on behalf of Trust Fire Safety Ltd on 11 th September 2023	None at this stage	
--------------------------------	---	--	--------------------	--

Date of Assessment/ Review : 24.06.20	Carried out by: Melany Holmes	Designation: CMC member
Date of Assessment/ Review : 20.6.23	Carried out by: Melany Holmes	Designation: CMC member
Date of Assessment/ Review : 15.9.23	Carried out by: Melany Holmes	Designation: CMC member
Date of Assessment/ Review : 25.10.24	Carried out by: Melany Holmes	Designation: CMC member