

Coldwell – Fire Hazard Risk Assessment

Review Date – November 11

Hazard	Who May be Harmed	Existing Control Measures	What Further Action is Necessary to Control The Risk	Named responsible Person
Outbreak of fire	Staff & visitors	<p>Coldwell Evacuation procedure.</p> <p>Details of the procedure are posted at strategic point around the Centre.</p> <p>Groups are made aware of the procedure by specific paragraphs in the group induction booklet which is issued to all visiting groups</p>	<p>All visitors to the main Centre (unless with a member of staff for the duration of their visit) must be advised on arrival of the location of the fire exits and the fire assembly point.</p> <ul style="list-style-type: none"> • All casual visitors must sign in at Reception. • Residential groups or groups using the training rooms must complete a group registration form. 	<p>In the case of day visitors to the Centre, Office staff</p> <p>In the case of residential and day groups, the member of staff undertaking the group induction.</p>
Storage of Flammable substances	Staff & visitors	<p>Groups are advised not to bring aerosols into the Centre.</p> <p>All flammable materials that are used within the Centre are kept in a locked store.</p> <p>All flammable materials used in the grounds are kept in a locked metal storage unit.</p>	<p>Where applicable, all new members of staff will be trained in the use of flammable substances that are used within the Centre and grounds.</p> <p>Training will be carried out annually.</p>	Appropriate line manager

Hazard	Who May be Harmed	Existing Control Measures	What Further Action is Necessary to Control The Risk	Named responsible Person
Failure of alarm system	Staff & visitors	Battery backup	In the event of a mains failure the fire alarm system will continue to operate for a period of time using battery backup. If the batteries are exhausted the Fire Brigade will need to be summonsed manually.	Project Director, Deputy or designate Or Group leader if out of working hours
Failure of mains lighting	Staff & visitors	Battery backup emergency lighting	There is corridor lighting in the upstairs corridors which is permanent switched on. Battery backup emergency lighting is also permanently on. No other action is deemed necessary or possible.	N/A
Portable Heaters	Staff & visitors	Electric convactor fires are only issued to groups in the event of a breakdown of the central heating system.	In the unlikely event that they are required, staff will issue the fires and site them in suitable places. Their design is such that, even if knocked over, it is unlikely that they will start a fire. A notice warning users not to cover the top vent is affixed to each fire. Visitors will be briefed prior to use	Member of staff on duty
Outside Contractors		All contractors that work within the Centre are required to sign an undertaking that they will work safely and in compliance with the standards and regulations applicable to their trade.	Staff in the Centre will periodically check with the tradesmen that work is going according to plan.	Centre staff
Housekeeping	Staff & visitors	All staff are aware of the need to keep corridors and fire exits clear.	The Centre is relatively small and all staff have a watching brief to ensure that no inappropriate items are left in positions that would hinder the easy evacuation of the building. The burning of rubbish on site is prohibited.	Centre staff

Hazard	Who May be Harmed	Existing Control Measures	What Further Action is Necessary to Control The Risk	Named responsible Person
Security	Staff & visitors	<p>When there is no group in residence the building is secured by the last member of staff to leave each evening. Deadbolts are secured to rear doors where fitted. The automatic fire alarm system is remotely monitored via an autodialler.</p> <p>When there is a group in residence deadlocks are not secured, although the last member of staff to leave does secure the front door. The alarm is taken off watch for the duration of the groups stay.</p>	<p>When there is a group in residence – in the event of a fire the internal alarms will sound but the system is not monitored.</p> <p>If staff are on the premises they will contact the Fire Brigade by ringing 999.</p> <p>If out of hours the group leader will have the responsibility of contacting the Fire Brigade</p>	Group in Residence - Centre staff or Group Leader.
Storage of Gas	Staff & visitors	Calor gas for the kitchen is stored in an external tank some 30 metres from the building.	The tank is industry standard and meets all the modern safety criteria. It is intended to screen the tank with either a screen fence or appropriate planting.	Deputy Project Director
Smoking	Staff & visitors	Smoking is not allowed at all within the building. There are No Smoking signs at strategic points around the building.	<p>All group leaders are informed of the No Smoking policy both prior to arrival and again on arrival.</p> <p>There are receptacles at the main entrance and the group entrance and smokers are advised to make use of these to dispose of cigarette end safely.</p>	<p>Member of staff responsible for group inductions.</p> <p>All staff and Group Leaders.</p>

Hazard	Who May be Harmed	Existing Control Measures	What Further Action is Necessary to Control The Risk	Named responsible Person
Fire fighting equipment	Staff & visitors	Fire extinguishers/ blankets etc are provided at strategic points around the building. There are instructions on their use next to each appliance. They are checked and serviced annually to ensure their continued efficiency.	Between residential groups all fire extinguishers are checked to ensure that they have not been discharged or display any signs of use or faults.	Housekeeper or designate

Coldwell
Back Lane
Southfield
Burnley
BB10 3RD

Telephone 01282 601819 - Fax 01282 449525