PEOPLE AT RISK -

Element/Area	Occasion			Hazard(s) Identified– in a fire or likely fire situation.	Persons at Risk					Risk Score – in a fire situation.			Action by the trustees			Remaining action
	weekly	Use	Maintenance			Employees/ Trustees	Visitors	General Public	Others	Severity / 5	Probability / 5	Total / 25				
All spaces	✓			Fire detected in any space – not known		✓	✓	✓					Alarm audible in all spaces			Hirers given instructions
	✓			Power-cut – cannot escape safely		✓	✓	✓					Full emergency lighting of routes, exits and outside final exits.			
All spaces			✓	Failure of appliances – cannot be used, premises part-destroyed					✓				Regular visual checks Annual full inspection & service			Implement fire record book & servicing plan
				Failure of fire detection /alarm system – serious casualties.		✓	✓	✓					Regular checks. 6 monthly inspection			Implement fire record book & servicing plan
				Failure of emergency lighting – cannot escape safely		✓	✓	✓					Regular checks. 6 monthly inspection			Implement fire record book & servicing plan
All spaces except kitchen				Appliances with naked flames – burns, alarm activated Also candles etc		✓	✓	✓					Prohibit / control			Hirers given instructions
Lockable rooms (Snooker room, plant room, cleaner)	✓			Occupants locked-in – serious burns, panic		✓	✓	✓					All these locks have internal thumb-turns.			
All spaces & escape routes	✓			Trip and obstruction hazards – impede safe exit.		✓	✓	✓					Keep ALL routes & ALL doorway widths clear. Check at large events.			Hirers given instructions. Typical hall layout plans provided.
Safe area for evacuation.	✓			Near hazardous building, impede others' access.		✓							Designate safe area at final exits.			All signs direct to children's play area – a controllable area not close to the building. One hirer to meet keyholder.
All spaces. If keyholder is 'called out' in an emergency	✓			Entering premises when alarm has sounded, or lights failed. Many potential hazards.		✓	✓	✓	✓				Instructions and briefing to all likely keyholders.			Keyholders must be careful on entering premises and mindful of briefing.

EMERGENCY LIGHTING AND FIRE DETECTION AND ALARM SYSTEMS

All internal spaces and the outside of final exits have emergency lighting (new 2010). All internal spaces have an automatic fire detection system (1 zone) with call points at final exits. Sounders are provided, audible in all spaces. Only Trustees and staff have access to the key for panel to silence.

SIGNS AND NOTICES

There are full escape route direction signs and notices at the final exits (new 2010). 'Panic latches' on final exits have signs.

FIREFIGHTING EQUIPMENT – 'APPLIANCES'

There are 2 water portable extinguishers fitted in various locations on escape routes, 1x 2kg CO2 extinguisher opposite men's toilets, (there are guidance signs with each) and 1 fire blanket and 1 dry powder extinguisher in the kitchen, 1 x 6l Foam and 1 x water extinguisher in the boiler room. These should all be regularly checked and serviced.

EXTERNAL MARQUEES, TENTS and TEMPORARY STRUCTURES, LIGHTING, COOKING, FURNITURE AND FITTINGS.

The hirer is responsible for providing and the safe use of these. An external 16A socket is provided for hirer's use, rather than trailing cables along escape routes & using 13A sockets. HAZARDS OTHER THAN FIRE-RELATED, WHICH A COMPETENT BUILDING OWNER or OCCUPIER WOULD NORMALLY BE OBLIGED TO DEAL WITH UNDER EXISTING LEGLISLATION/CONTROL ARE NOT ASSESSED IN THIS FORM. USERS MUST ALSO COMPLY WITH THE TERMS OF HIRE AND THE MUTUAL CHILD PROTECTION POLICY.