

**STOKE GIFFORD PARISH COUNCIL
RISK ASSESSMENT**

Date of Risk Assessment :	May 2023
Review Date of Assessment :	May 2024

Contact Person:	Council Staff
Location of site:	Community Hall, Little Stoke Lane, BS34 6HR

FIRE

HAZARD/ RISK	PEOPLE AT RISK	CONTROLS IN PLACE	RISK RATING		ACTION BANDS		ACTION BY
			LIKELIHOOD 1 = Most Unlikely 2 = Unlikely 3 = Likely 4 = Most Likely	SEVERITY OF INJURY 1 = Trivial Injury 2 = Slight Injury 3 = Serious Injury 4 = Major Injury /Death	RATING BAND 1-2 = Minimal Risk 3-5 = Low Risk 6-8 = Medium risk 9-16 = High Risk	ACTION M = Maintain Control Measures R = Review Control Measures I = Improve Control Measures C = Consider not running the event	
Potential sources of ignition identify flammables in Kitchen i.e. cooking equipment	Venue users	Extractor fan above oven to filter smoke from cooking foods. Smoke alarms fitted in kitchens and across the facility Fire extinguishers and blankets accessible to all users	3	3	2	I - Fuse box to be accessible for all users to turn off in case of a fire	
Smokers Candles on cakes or any other fire / smoke producing machines	Venue users	No smoking permitted in venue. No fire products permitted in venue. New terms of booking conditions issued to service users each year.	2	2	3	I - Fuse box to be accessible for all users to turn off in case of a fire	
Heating appliances		Boilers and other various heating appliances are tested annually by external qualified contractors. All faulty equipment is deemed unusable until fully repaired. Boilers are located in external boiler room. Regular services are scheduled in diary and certificates are available for inspection.	3	3	2	I - Fuse box to be accessible for all users to turn off in case of a fire	
Arson in Venue			2	2	3	I - Fuse box to be accessible for all users to turn off in case of a fire	
Flammable liquids / solvents Cleaning fluids, tractor diesel Petrol etc		All flammable liquids are stored in safe and secure units only accessible by council staff. No naked flames in stored area vicinity. COSH signage displayed on cleaning store doors	2	3	4		
Litter and waste material including shredded paper		Bins are emptied daily so litter and waste do not accumulate	1	1	2	M	
Ground vegetation / compost heaps		Compostable vegetation are not stored on SGPC sites where fire could ignite. Grass cuttings are scattered back in the playing fields. Hedging and clipping are disposed at the local skip.	1	2	2	M	
Escape Routes		All fire doors and access routes are kept clear at all times. Automatic emergency lighting in place and left on at all times. Caretaker and staff aware that these exits are kept clear at all times Service users notices displayed in main hall to keep fire exits clear at all times Illuminated fire exit signs installed	2	3	3	R = Changing block procedures review exit points and ensure regular checks regarding doors are kept clear at all times	

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Smoke alarms		Positioned throughout the whole venue. Maintenance, inspection and servicing scheduled on regular basis	2	3	2	M	
Fire Assembly Points		Entrance to the main car park Service users to be updated on fire evacuation procedure	1	1	2	Signage to be arranged - done New emergency procedures to be distributed to all service user and displayed on venue noticeboards Fire assembly point to be kept clear at all times (review car parking bays) Clear bushes from exterior rear hall fire exit to keep passage way clear - done	
Fire Fighting equipment Extinguishers		H2O and CO2 and foam extinguishers located at various points Annual check by external contractors in place	2	2	3	R = ensure all extinguishers are inspected and in good working order	
Door Opening		Most doors open in the expected direction of pedestrian travel but there is sufficient width in the corridor to accommodate the number of people likely to be involved in an evacuation in those cases where the door has to be opened inwards	2	1	2		
Back up power for emergency lighting		Emergency lighting tested and serviced on regular basis by external qualified contractor	1	2	3		