

8.5b Fire risk assessment template

We have a fire risk assessment for Pinewood Hall written by Wokingham Parish council as we rent the premise. We also conduct our own risk assessment.

Indoors

Risk identified	Who is at risk	Level of risk	Control measure and persons responsible	Review
Fire hazards Boiler in main hall	Chn and staff	low	Carbon monoxide and smoke detectors. Boiler regularly maintained and serviced by landlord.	
Fire hazard Oven hob	Chn and staff	low	Keep surfaces clear and switch off hob on wall when not in use. If hob is used tell all staff it is still hot. Keep kitchen door shut at all times.	
Fire hazard Electrical heater in office and cupboard	Chn and staff	low	Only use when building is occupied. Unplug when we leave premises. Never put anything next to or on top of heater.	
Fire hazard All chemicals and flammable liquids to be stored away safely.	Chn and staff	low	All flammable liquids to be stored in top cupboard away from children and any heat sources.	
Fire hazard Ensure PowerPoints are not overloaded	Chn and staff	low	Regular check and unplug equipment on exit of premises.	
Fire hazard Check for any broken fraying cables on equipment and unplug all equipment on exit of premises.	Chn and staff	low	Check cables daily as used. Disguard of any damaged equipment immediately.	
Ensure all electrical equipment has annual PAT test.	Chn and staff	low	PAT test (March)	