



**THIS FIRE RISK ASSESSMENT WAS COMPLETED BY  
SARAH COX ON 09/07/24**

## **FIRE RISK ASSESSMENT**

### **POLICY STATEMENT**

Our policy is to protect all persons including employees, customers, contractors and members of the public from potential injury and damage which might arise from fire at our premises. We will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. We will provide all information, training and supervision required for this purpose.

This policy has been signed by a director to demonstrate our commitment to fire safety and to compliance with all legal requirements. The fire risk assessment is RRFs 2005 compliant. The Manager was trained by voluntary Action Leicestershire in fire Risk Assessment preparation and was supported by Melton Borough Council with further training.

Signed by Sarah Cox for and on behalf of The Melton Learning Hub  
Date: 09/07/24 \_\_\_\_\_

### **GENERAL INFORMATION**

Responsible person	Sarah Cox
Business name	The Melton Learning Hub
Address	Melton Learning Hub, Burton Road, Leicestershire, LE131DJ

Assessment date	09/07/24
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Date of review with Responsible Person

<b>THE PREMISES</b>	
What are the Premises used for?	Education
Approximate area in m <sup>2</sup>	400 m <sup>2</sup>
Number of floors	1
Number of floors below ground	N/A
Describe the Building's and construction	The Building comprises The building comprises of classrooms, kitchen and workshops constructed in 1980. The Premises comprise the whole of the Building.
Level of fire risk	The Premises are considered to be low risk in the event of fire.

A PLAN OF THE PREMISES IS ATTACHED TO THIS FIRE RISK ASSESSMENT

<b>OCCUPIERS AND VISITORS</b>	
What times are the Premises in use on weekdays?	0800 to 1630
What times are the Premises in use at weekends?	N/A.
Are there any occupiers out of working hours?	N/A
What is the maximum number of persons at the premises on weekdays?	40
What is the maximum number of persons at the premises during the weekend?	N/A
Do any of the occupiers have mobility issues? If so, describe them.	D Bindloss and S Cox have restricted movement

<b>FIRE HAZARDS AND CONTROL</b>
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<b>MEASURES SOURCES OF IGNITION</b>			
Source of ignition	Location	Control measure(s)	Suitable? (Y/N)
Cooking facilities	Kitchen	Control measures	Y
Heaters	Office(s)	PAT testing	Y
Electrical equipment (eg power sockets)	Office(s)	PAT testing each August	Y
Lighting equipment	Office(s)	New to meet Fire compliance regulations.	Y
Smoking materials	Smoking Area	Metal cigarette bin	Y
Arson	Bin Store	Away from the building	Y
Other sources	None .	Control measures	Y

If you have answered NO in respect of any existing control measures, complete the details below

What needs to be done?	Who is responsible?	By when?	Sign and date when completed
PAT testing August 2023 Booked for 01/08/24	Sarah Cox	09/07/24	S Cox

<b>SOURCES OF FUEL (WHAT MIGHT BURN?)</b>			
Source of fuel/oxygen	Location	Control measure(s)	Suitable? (Y/N)
Paper/cardboard etc	Office(s) and Store room	Paper is stored on shelving with no	Y

		sources of ignition nearby.	
Furniture and fittings (eg curtains)	All	All soft furnishings are fire retardant.	Y
Electrical equipment	All	All electrical equipment PAT tested annually.	Y
Flammable liquids/gases (eg oils, solvents)	Store room	All flammable liquids/gases are kept in a locked storage ( Cosh shed)	Y
Waste materials	All	Waste materials are stored in Bin Store .	Y

If you have answered NO in respect of any existing control measures, complete the details below

What needs to be done?	Who is responsible?	By when?	Sign and date when completed

<b>WHO IS AT RISK?</b>			
What is the risk?	Location	Control measure(s)	Suitable? (Y/N)
People with disabilities (including mobility, hearing, vision impairment)	All	All exits must be provided with suitable ramps for wheelchair users. All exits must be provided with suitable signage and lighting for the visually impaired. Members of staff have been designated to assist disabled persons to	Y

		evacuate safely in the event of a fire.	
Staff working alone	Office(s)	Flexible working arrangements means that staff may sometimes be working alone. All staff have been trained in procedures applicable in the event of fire. ( see lone working policy)	Y
Visitors unfamiliar with the Building	All	Visitors must be accompanied at all times by a member of staff.	Y
Contractors	All	Contractors must provide a method statement, sign in and sign out and be given instructions on what to do in the event of a fire.	Y

If you have answered NO in respect of any existing control measures, complete the details below

What needs to be done?	Who is responsible?	By when?	Sign and date when completed

<b>FIRE FIGHTING AND DETECTION</b>	
Fire warning system	Electric fire alarm meeting BS 5839. Smoke detectors have been provided in the locations indicated on the Plan.
Emergency lighting	Maintained

Other fire preventing methods	Fire extinguishers are around the premises and maintained on a yearly basis. there are fire blankets in the kitchen
Fire extinguishers, hose reels and fire blankets	As shown on the Plan.
Fire resisting construction to secure the means of escape	As shown on the Plan.
Fire escape routes and exits	As shown on the Plan.

### **PROCEDURES AND TRAINING**

How will people be warned if there is a fire?	Fire alarm
What should staff do if they discover a fire?	Staff should raise the alarm by activating a break glass call point.
What is the evacuation procedure?	The fire warden(s) will direct evacuation
Who are the fire wardens?	Debra Bindloss Michael Connelly Ruth Barnard Adrian Cox
Where should people assemble, and how will evacuation be checked?	The Assembly point is The assembly point is at the top of the carpark. The fire warden(s) will check names off on the staff register and visitors book
Have you provided instructions and training to staff?	Y
How often are fire drills carried out?	Once a Term

### **FIRE SAFETY RECORDS**

Do you have records of fire drills, staff instruction and training?	Yes
Where are those records kept?	Managers office
Who is responsible for maintaining them?	Debra Bindloss

### **EVALUATE, REMOVE, REDUCE AND PROTECT**

Evaluate your fire safety precautions	
Are possible ignition sources kept separate from combustible materials?	Y

Are possible ignition sources controlled to minimise the risk of fire?	Y
Would a fire be discovered quickly?	Y
Will everybody be warned of the fire immediately?	Y
Is escape possible in more than one direction?	Y
Can everyone escape (with or without assistance)?	Y
Are the exits easy to identify and reach?	Y
Are escape routes free from obstruction?	Y
Do fire escape doors open outwards?	Y
Are fire escape doors easy to open?	Y
Is the alarm system tested and maintained in accordance with the relevant British Standard?	Y
Is the emergency lighting system tested and maintained in accordance with the relevant British Standard?	Y
Are fire extinguishers tested and maintained in accordance with the relevant British Standard?	Y

If you have answered NO in respect of any existing control measures, complete the details below

What needs to be done?	Who is responsible?	By when?	Sign and date when completed

REVIEW

Date of next review: 09/07/25