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**This Fire Risk Assessment was completed by Sarah Cox on 02/07/25**

**Fire risk assessment**

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| **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: 02/07/25\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**GENERAL INFORMATION**

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| Responsible person | Sarah Cox |
| Business name | The Melton Learning Hub |
| Address | Melton Learning Hub,  Burton Road,   Leicestershire,  LE131DJ |
| Assessment date | 02/07/25 |
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Date of review with Responsible Person

   

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| **THE PREMISES** |  |
| What are the Premises used for? | Education |
| Approximate area in m 2 | 400 m 2 |
| 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

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| **OCCUPIERS AND VISITORS** |  |
| 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. Restrictions to leg movement. Both situated on ground floor. |

   

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| **FIRE HAZARDS    AND CONTROL MEASURES SOURCES OF IGNITION** |  |  |  |  |
| 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 regualtions. | 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

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| What needs to be done? | Who is responsible? | By when? | Sign and date when completed |
| PAT testing August 2024  Booked for 16/07/25 | Sarah Cox | 16/07/25 | S Cox |
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| **SOURCES OF FUEL (WHAT MIGHT BURN?)** |  |  |  |  |
| 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 sources of ignition nearby. | Y |  |
| 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

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| What needs to be done? | Who is responsible? | By when? | Sign and date when completed |
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| **WHO IS AT RISK?** |  |  |  |
| 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 evacuate safely in the event of a fire. | Y |
| 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

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| **FIRE FIGHTING AND DETECTION** |  |
| 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. |

   

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| **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 |

   

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| **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  / Manager Lucie Larke |

   

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| **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

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REVIEW

Date of next review: 02/07/26