



## ***Procedure/Guidance***

***Date Issued/Reviewed: August 2023***

### **Title: FIRE SAFETY: RISK ASSESSMENT DOCUMENT**

#### **1 Purpose**

To inform all employees as to their roles and responsibilities in respect of Fire Safety.

#### **2 Scope**

Residential houses, education unit, Office.

#### **3 References**

Health & Safety at Work Act 1974  
Management of Health & Safety Regulations 1999  
Regulatory Reform (Fire Safety) Order 2005

#### **4 Action**

The current policies and procedures comply with the regulations as agreed between CIW and the fire service. This is audited on an annual basis by the fire service to ensure all equipment, policy and procedure adhere to the aforementioned legislation.

Further to this is the following risk assessment, designed to further enhance fire safety policy and procedure.

The following risk assessment is split into the following areas.

- Sources of ignition.
- Electrical safety.
- In the event of fire.
- Maintenance and testing of safety equipment.

### Sources of ignition

The following identifies a list of possible sources of ignition, the risks associated, and the policies enacted to minimise this risk.

<b><i>Issue</i></b>	<b><i>Risk</i></b>	<b><i>Action</i></b>
Matches or lighters	Young people setting fire using matches or lighters	Young people are not allowed to keep lighters or matches on their person. If they smoke then staff issue and collect lighters in the shortest time frame possible. Cigarettes to be smoked in the approved area only. Smoking is prohibited inside the building.
Cooker	Young people using the gas cooker to light material and use this to set fires	Young people are not to use the cooker unsupervised under any circumstance.
Cooker	Accidental fire caused while cooking	Appropriate safety equipment issued, and staff trained in the use of this. Staff aware of how to turn off gas supply. Evacuation procedure followed. All cooking appliances to be turned off at night or when the building is empty.
Electrical equipment	Fault or misused equipment causing accidental fire	See electrical fire section of this risk assessment.
Burning of garden waste	Young people using burning garden waste to set fires.	Fires only to have when young people are not in the building.
Burning of garden waste	Fire spreading	Fires only to be lit in the approved area, in still weather conditions and with the relevant safety equipment on hand.
Flammable materials, such as paint or petrol.	Incorrect storage of flammable materials	Any flammable materials are to be stored away from the house, in a locked shed in an approved container. Care to be used when storing different chemicals together to ensure the mixing of fumes does not lead to the

<b><i>Issue</i></b>	<b><i>Risk</i></b>	<b><i>Action</i></b>
		creation of dangerous situation.
Furniture and fittings	Fire spreads via the furniture and fittings, or smoke when on fire.	We aim to comply with current standards and recommendations when replacing furniture.  Furniture and fittings belonging to young people must conform to relevant British standards.
Carpets and curtains/blinds	Fire spreads via carpets, or curtains/blinds. Smoke. Melting.	Carpets and curtains/blinds comply where possible with the recommendations of the Fire service a CSIW.

### **Electrical safety**

In this section we consider the potential risks associated with electrical goods and the policies and procedures used to address them.

<b><i>Issue</i></b>	<b><i>Risk</i></b>	<b><i>Action</i></b>
Electrical goods	Faulty electrical goods cause a fire	All electrical goods used within Woodlands are to be PAT tested and certificated annually. Any damage to items should be reported immediately and the item not to be used until fault rectified by a professional engineer.
Electrical goods	Electrical goods being misused cause a fire	All electrical goods are to be used in accordance with manufacturer's recommendation. No item of electrical goods is to be modified in any way.
Use of extension leads	Extension leads may be overloaded.	The use of extension leads is to be avoided unless absolutely necessary. If a lead has to be used it should be of a suitable rating and type.
Electrical appliances	Causing a fire in the night	All non essential appliances to be

<i>Issue</i>	<i>Risk</i>	<i>Action</i>
		unplugged at night.
Use of extension leads	To many items connected to them	<p>If an extension lead is absolutely necessary then it should be only connected to one appliance.</p> <p>If there is a need for extra sockets then a qualified professional engineer should be employed to fit extra sockets rather than gang plugs being used.</p>
Wiring	Fault in the wiring of the house	<p>Checks to the wiring should be made periodically by a qualified engineer.</p> <p>Any issues raised should be rectified immediately.</p> <p>Any suspicious behaviour of the electrical system within the building should be reported and investigated by a qualified engineer at the earliest possible time.</p>
Fuses and earthing	Inappropriate fuses fitted or appliances not earthed	<p>Fuses if replaced must be of a suitable rating. If in doubt then professional advice should sought.</p> <p>All appliances to be earthed in accordance with manufacturer's recommendation. If in doubt then professional advice should be sought.</p> <p>No young people to change fuses in any circumstances.</p>

## 6 Documentation

Fire Alarm Test/Evacuation Plan

Risk assessment completed by: Paul Davies

Designation: Health and Safety officer

Date: 31/08/23