

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Residual risk OK
1/ Access	Staff, children & visitors may suffer burns or smoke inhalation while attempting to evacuate building	Emergency exits from building, one with push bar opening. Emergency exits and direction signs lit. All visitors sign in and out. Children to be supervised at all times	Centre Manager to test emergency lighting periodically and record results. Centre Manager to record children in centre and ensure supervision Evacuation exercise to be completed every six weeks	Centre Mgr	Periodically, at all times that centre open	OK
2/ Lighting	Staff & visitors may not be able to see adequately in emergency	Emergency lighting provided throughout building	Centre Manager to test lights weekly Centre Committee to ensure checks carried out	Centre Mgr, Committee	Weekly, Periodically	OK
3/ Signage	Staff & others may not know what to do or where to go in an emergency	Signage provided throughout building Staff to be suitably trained	Centre Mgr to check signs are there and legible periodically Children to be supervised at all times. Assembly Area sign to be provided and erected	Centre Mgr, Supervisors	At all times, Periodically	OK
4/ Alarm system	Staff and others may be at risk if alarm doesn't give clear warning or they don't recognise sound or understand procedures	All staff receive fire training. Evacuation exercises carried out. System testing carried out weekly	Children to be supervised and kept informed during practices. Practices to be recorded.	Centre Mgr	Periodically	OK
5/ Fire extinguisher	Staff may be put in danger by not being able to fight small fires	All staff receive FE Training	FE & blanket to be checked and maintained periodically	Centre Mgr, Competent person	Periodically	OK

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6/ Ignition Sources	Staff and others may be at risk from uncontrolled ignition sources	Maintain electrical systems Maintain electrical equipment Enforce smoking ban	Monitor situation. PAT Test all electrical equipment Wall heaters to be switched off when building unoccupied	Centre Mgr.	Annually Periodically	OK
7/ Fuel Sources	Staff and others may be at risk from uncontrolled fuel sources	Encourage "Good housekeeping" practice. Prohibit storage of flammable liquids in building.	Monitor situation by weekly "walk around"	Centre Mgr, Staff	Periodically, permanently	OK