

# OMBERSLEY MEMORIAL HALL FIRE SAFETY RISK ASSESSMENT

Area or People at Risk	Risk Identified	Actions	Notes
Hirers, Contractors, Staff, Volunteers	Fire Hazard – Electrical Appliances	Ensure all electrical appliances are PAT tested on an annual basis.	All electrical equipment must display an up-to-date PAT sticker
Hirers, Contractors, Staff, Volunteers	Fire Hazard – Stage curtain	Spray with flame retardant	Check manufacturer's guidelines for how often this should be done and record in the health and safety file when it has been carried out
Hirers, Contractors, Staff, Volunteers	Fire Hazard – from cigarette stubs	<p>Ensure all hirers, etc are aware that it is a No Smoking building</p> <p>Put notice on outside of building asking people not to smoke within 2 metres of the building</p>	<p>This is in the Hire Agreement.</p> <p>The cigarette disposal unit should be placed away from the building and also away from any fire exits</p>

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Hirers, Contractors, Staff, Volunteers	Evacuation of building in case of fire	<p>Ensure all fire doors are marked</p> <p>Ensure emergency lighting is inspected regularly</p> <p>Evacuation procedures and map to be displayed in all public rooms</p> <p>Ensure all fire exits are kept clear for easy access</p>	
Hirers, Contractors, Staff, Volunteers	Make sure everyone is safe in case of fire	<p>Fire extinguishers to be available in all public spaces</p> <p>Fire blanket to be available in kitchen</p> <p>Smoke alarms to be checked regularly</p> <p>Instructions for using fire extinguishers to be clearly displayed</p>	