

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 – from cigarette stubs	Ensure all hirers, etc are aware that it is a No Smoking/No Vaping building.	This is in the Hirer Agreement.
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>	

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