

**DORNOCH SOCIAL CLUB - FIRE RISK ASSESSMENT**

Name and Address of Premises	<b>Dornoch Social Club School Hill Dornoch IV25 3PF</b>
Number and size of rooms	<b>Main Hall                    115.5 m<sup>2</sup> Struie Room                44.7 m<sup>2</sup> Ben Bhraggie Room       34.0 m<sup>2</sup> Coffee Lounge             36.7 m<sup>2</sup> Kitchen                      20.3 m<sup>2</sup></b>
Chair of Management Committee	<b>, IV25 3RW</b>
Name of Assessor	Dave Gibson
Date of Assessment	02/02/16
Date for Review	02/02/16

**MEANS OF ESCAPE**

		YES	NO	UNSURE	N/A	COMMENTS
1.	<b>Are the escape routes from all areas adequately protected?</b>	x				
2.	<b>Are the number, siting and width of the means of escape adequate?</b>	x				
3.	<b>Are the means of escape adequately signposted and kept clear?</b>	x				
4.	<b>Are the internal fire doors clearly labelled?</b>	x				
5.	<b>Are the self closing devices on the internal fire doors in working order?</b>					
6.	<b>Can all the fire exit doors be easily and immediately opened from the inside without the use of a key?</b>	x				

**HOUSEKEEPING**

		YES	NO	UNSURE	N/A	COMMENTS
1.	<b>Is combustible material e.g. paper/craft materials kept away from sources of heat?</b>	x				
2.	<b>Are flammable substances or combustible materials suitably located and kept in appropriate quantities?</b>	x				
3.	<b>Is there any accumulation of wastepaper and/or other combustible material?</b>		x			
4.	<b>Are all furnishings kite marked, in good condition, such that filling material is not exposed?</b>	x				
5.	<b>Are heating appliances fixed in position at a safe distance from any combustible materials, and adequately guarded?</b>					Portable devices upstairs needs to be site d and attended when in use

**HEATING**

		YES	NO	UNSURE	N/A	COMMENTS
1.	<b>Is the siting of the heating appliances satisfactory?</b>	x				Portable devices upstairs needs to be site and attended when in use
2.	<b>Is the heating system regularly maintained?</b>	x				

**BEFORE THE PREMISES ARE VACATED EACH NIGHT**

		YES	NO	UNSURE	N/A	COMMENTS
1.	<b>The building is secure against unauthorised entry?</b>	x				This is the responsibility of the caretaker, the hirer or the committee. Keypad entry in place
2.	<b>Doors are all closed</b>			x		As above
3.	<b>Non-essential electrical equipment is switched off and where appropriate unplugged?</b>	x				
5.	<b>All waste bins are emptied outside</b>	x				
6.	<b>All combustible and flammable materials are safely stored</b>		x			Small gas cylinders need to be secured in the proper store

**ELECTRICAL EQUIPMENT**

		YES	NO	UNSURE	N/A	COMMENTS
1.	<b>Is all electrical equipment tested regularly by a competent person?</b>		x			PAT testing needs updating
2.	<b>Are all electrical cables run only where damage is unlikely?</b>	x				
3.	<b>Does a qualified electrician carry out all electrical repairs?</b>	x				
4.	<b>Are any sockets overloaded by the use of multi-point adaptors?</b>		x			
5.	<b>Has the electrical installation been tested within the last 5 years?</b>	x				

**KITCHEN**

		YES	NO	UNSURE	N/A	COMMENTS
1.	<b>Have staff been instructed in the correct use of equipment and how to prevent a fire occurring?</b>	x				As per induction
2.	<b>Are the main electrical switches clearly indicated?</b>	x				
3.	<b>Can they be closed down in the event of a fire? (Automatically or Manually)</b>	x				

**BUILDING AND MAINTENANCE WORK**

		YES	NO	UNSURE	N/A
1.	<b>Is there a contractor's policy and an appropriate 'Permit to Work' system in place?</b>		x		
2.	<b>Are the main electrical switches clearly indicated?</b>	x			
3.	<b>Can they be closed down in the event of a fire? (Automatically or Manually)</b>	x			

## INDUCTION AND TRAINING

Are all groups using the building advised of the procedures to be adopted in the event of a fire, including:

		YES	NO	UNSURE	N/A	COMMENTS
1.	Action to be taken in case of a fire?	x				As part of the user guide
2.	How to raise the alarm and the procedure this starts?	x				As part of the user guide
3.	Action to be taken when hearing the alarm?	x				As part of the user guide
4.	Arrangement for calling the Fire Brigade?	x				As part of the user guide
5.	Evacuation procedure to an assembly point at a place of safety?	x				As part of the user guide
6.	Is the above training given at induction and at regular intervals?		x			
7.	Are records kept of training and induction?		x			
8.	Are there arrangements to have relief workers and volunteers shown the means of escape?				X	
9.	Are printed notices displayed in conspicuous places stating the action to be taken upon discovering a fire or hearing the fire alarm?	x				
10.	Are fire drills carried out on a regular basis to ensure that all staff and children are familiar with the procedure?		x			This should be considered

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**FIRE ALARM AND DETECTION**

		YES	NO	UNSURE	N/A	COMMENTS
1.	Is there adequate means of giving warning in case of fire?	x				

**ELECTRICAL SYSTEMS**

		YES	NO	UNSURE	N/A	COMMENTS
1.	Are fire alarm points and sounders correctly sited and free from obstruction and damage?	x				
2.	Is the fire alarm signal audible throughout the premises, with all doors closed?	x				
3.	Is there a record of testing and maintenance of the system?	x				

**AUTOMATIC FIRE DETECTION SYSTEM**

		YES	NO	UNSURE	N/A	COMMENTS
1.	Do the premises have an automatic detection system?		x			
2.	If not, is automatic detection required?		x			
3.	Is there a record of regular inspection and maintenance of the system/				x	

**FIRE FIGHTING EQUIPMENT**

		YES	NO	UNSURE	N/A	COMMENTS
1.	Are there any hose reels installed in the premises?	x				
2.	Is the number and siting of hose reels satisfactory?	x				
3.	Is there a record of inspections and annual maintenance?	x				
4.	Is there an adequate provision of hand held extinguishers?	x				
5.	Are extinguisher sited satisfactorily?	x				
6.	Are extinguishers on wall brackets or a suitable base plate?	x				
7.	Are extinguishers correctly colour coded and labelled?	x				
8.	Are extinguishers tested at least every 12 months and are tests recorded	x				

**EMERGENCY LIGHTING**

		YES	NO	UNSURE	N/A	COMMENTS
1.	Is there an adequate provision of emergency lighting?	x				
2.	Is the emergency lighting inspected at appropriate intervals?	x				Caretaker Duties
3.	Is a record kept of the inspections?	x				

**PEOPLE AT SIGNIFICANT RISK**

		YES Provide details	NO	UNSURE	N/A	COMMENTS
1.	<b>Are there any persons at significant risk, in case of fire, within the premises e.g. those with additional needs?</b>			x		
2.	<b>Do the fire safety procedures take adequate account of persons at significant risks?</b>				x	

**RISK CATEGORISATION OF PREMISES**

		HIGH	MEDIUM	LOW	SIGNATURE:
1.	<b>Which category do you feel the premises fit in to?</b>			X	