

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

Fire Evacuation

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Lea Green Centre

Date of Assessment	16 th October 2023	Date of Issue	1 st November 2023
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Assessment
carried out by

PD
IW

Signature

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
Feb 2025	IW PV GN	10/02/25	Y	

Affected persons: Young People/Clients Staff Visitors Contractor Others (specify)

Name of Manager confirming and agreeing Assessment:

Signature:

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

What are the hazards?	Generic Control Measures implemented	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Discovering a Fire	<p>Raise Alarm</p> <ul style="list-style-type: none"> - Break Glass - Call emergency Service 			<p>Fire Safety Systems Inspections/Testing procedures followed according to DCC guidance of frequency.</p> <p>Quarterly checks on smoke detectors/doors</p> <p>Annual online Fire Safety training to be completed by all staff</p>		
Hearing the Alarm	<p>Muster points for all on site</p> <ul style="list-style-type: none"> -Tennis Courts -Outside Camp Kitchen -Cottage Lawn -Buggy court (alternative To tennis courts) <p>Alarm in Duty staff bedroom and manual siren.</p> <p>Departmental roles</p>			<ul style="list-style-type: none"> -Assemble at nearest point -Information & directional signage around the house -Twice yearly drill for staff -Residential groups – Drill on first night (any disabled guest sleep on ground floor) -Office Staff or Duty Staff to collect -Staff Sign in/out record -Bedroom List -Visitors sign in /out -Meeting registration -Day groups (Non-residential) – Day register - Roll call to be carried out by senior member of staff. <p>Kitchen – Catering supervisor – turn off isolated power Switches. - Tennis Courts</p> <p>House – Office & Cleaners – Tennis Courts</p> <p>Development – Tennis Court with Group Or Cottage area with Group</p> <p>Meadow Lodge fitted with sprinkler system – Cottage area.</p> <p>2nd destination for all groups and staff – Sports Hall and depart by top field gate.</p>		

Fire Extinguishers/ Blankets	Located on all floors Blanket in kitchen			Annually checked by DCC Staff trained on how to use 5 yearly audit by Derbyshire fire & Rescue		
Real Fire – Lounge & Meeting Room	House hire Groups – to be briefed upon arrival			Only use Lea Green seasoned wood Fire out before last person goes to bed Ashes collected in metal bin once cooled Chimney swept - yearly		
Electrical Items	Use DCC/ Lea Green equipment only			PAT tested and recorded Discourage use of personal items		
Stairs/ Corridors	Kept clear at all times			All staff to move any items		
Smoking/Vaping	None smoking site			Follow DCC guidelines		
Bins & Cardboard	Emptied regular			External bins kept more than 10m from residential building.		
Chemicals/Paint	Kept in designated areas			Locked cupboard or room		
Gas Bottles / Petrol	Kept in lockable container			Only to be used by competent member of staff. Kept 10m away from the buildings.		