

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

Fire Evacuation

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Lea Green Centre

Date of Assessment	16 <sup>th</sup> October 2023	Date of Issue	1 <sup>st</sup> 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
<b>Discovering a Fire</b>	Raise Alarm <ul style="list-style-type: none"> <li>- Break Glass</li> <li>- Call emergency Service</li> </ul>			Fire Safety Systems Inspections/Testing procedures followed according to DCC guidance of frequency.		
<b>Hearing the Alarm</b>	Muster points for all on site <ul style="list-style-type: none"> <li>-Tennis Courts</li> <li>-Outside Camp Kitchen</li> <li>-Cottage Lawn</li> <li>-Buggy court (alternative To tennis courts)</li> </ul> <p>Alarm in Duty staff bedroom and manual siren.</p> <p style="text-align: center;">Departmental roles</p>			Quarterly checks on smoke detectors/doors <p>Annual online Fire Safety training to be completed by all staff</p> <ul style="list-style-type: none"> <li>-Assemble at nearest point</li> <li>-Information &amp; directional signage around the house</li> <li>-Twice yearly drill for staff</li> <li>-Residential groups – Drill on first night (any disabled guest sleep on ground floor)</li> <li>-Office Staff or Duty Staff to collect <ul style="list-style-type: none"> <li>-Staff Sign in/out record</li> <li>-Bedroom List</li> <li>-Visitors sign in /out</li> <li>-Meeting registration</li> <li>-Day groups (Non-residential) – Day register</li> </ul> </li> <li>- Roll call to be carried out by senior member of staff.</li> </ul> <p>Kitchen – Catering supervisor – turn off isolated power Switches. - Tennis Courts</p> <p>House – Office &amp; 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>		

<b>Fire Extinguishers/ Blankets</b>	Located on all floors Blanket in kitchen			Annually checked by DCC Staff trained on how to use 5 yearly audit by Derbyshire fire & Rescue		
<b>Real Fire – Lounge &amp; Meeting Room</b>	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		
<b>Electrical Items</b>	Use DCC/ Lea Green equipment only			PAT tested and recorded Discourage use of personal items		
<b>Stairs/ Corridors</b>	Kept clear at all times			All staff to move any items		
<b>Smoking/Vaping</b>	None smoking site			Follow DCC guidelines		
<b>Bins &amp; Cardboard</b>	Emptied regular			External bins kept more than 10m from residential building.		
<b>Chemicals/Paint</b>	Kept in designated areas			Locked cupboard or room		
<b>Gas Bottles / Petrol</b>	Kept in lockable container			Only to be used by competent member of staff. Kept 10m away from the buildings.		