



## Alford and District Men's Shed: Fire Risk Assessment

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<b>Signature:</b>		
<b>Position within the shed:</b> Trustee/Treasurer	<b>Date of assessment:</b> 23/01/2023	

### 1. Fire Hazards:

By Location:	Hazards	Steps to reduce the Hazard:
Metal Workshop	Hot metal cuttings	Contained within machine's swarf trays, no combustible materials or lubricants stored within the workshop boundaries
Woodworking Shop	Timber dust and timber offcuts	Area kept clean at the end of the work day. Materials are stored away from ignition sources. High level dust extractors
Dust Extraction Equipment	Dust fire/explosion	All dust and wood shavings contained within the dust extraction system.
Gas Storage Area	Gas Bottles (under pressure)	Gas storage is outside at the rear of the workshop, there is no heat source near the gas storage area.
Meeting Room	Audi-Visual Equipment, projectors	Only used when personnel present; switched off after each meeting.
Café-Kitchen Area.	Furnishings, Wall heaters Cooker and oven Dishwasher Fridge Water heaters	All combustible furnishings are located at least 4 metre away from the hot stove. Wall heaters are approved type and secured to the wall. Furnishings are at least 600 mm clear of hot surfaces. Toilet heaters are left on at a low setting to prevent frost damage. Kitchen equipment switched off with the exception of the fridge at the end of the work day
Workshop Store	Oils. Solvents and glues	Contained within the workshop store in a metal drawer clear of any ignition source.
Metal Store	Timber & Metals	Contained in a separate store which is without an ignition source
Polytunnel	Plastic cladding Fertiliser	No heat source is located within 1 metre of the plastic cladding. Fertilisers are stored well away from any heat source. A water supply hose pipe is located in the Polytunnel.

## 2. People at Risk:

	Why are they at risk	Measures in place to reduce/remove risks
All	Because of the types of work and equipment shedders may make use of as well as any inflammable materials/resins they may use there is always a risk of small fires.	Give adequate training for a fire emergency. Exercise good management of safety, particularly where a heat source or process is being used. Given an induction and specific instruction in fire incident training. All Emergency Exit doors are illuminated and signed.
Disabled People	They may be at greater risk in the event of a fire. because of their disability they will be at risk in the event of a fire	Give adequate training for a fire incident. The Trustees and Supervisors have responsibility for ensuring their safety and safe evacuation in the event a fire. All Emergency Exit doors are suitable for wheelchair use. Refer to the Emergency Response Plan
Neighbouring Houses	They are exposed to the risk.	Will share information and agree common actions for clear access to the Fire Assembly Point and access for Emergency Service Vehicles. We will work with our neighbours in the event of a fire incident.

## 3. Evaluation of risks of Fire and assess existing Fire Safety Measures

Accidental:		
Hazard	Severity of Hazard	Risk of Fire
Smoking	<b>High</b>	<b>Low:</b> The No Smoking Policy is enforced. Smoke detectors are fitted in the Workshop and Leisure area.
Cooking/ fat fires	<b>High</b>	<b>Low:</b> Installation of all appliances has been conducted by a competent electrician and tested for integrity. A smoke detector and fireproof blanket are located within the kitchen area
Materials	<b>High</b>	<b>Low:</b> Materials are kept stored away from heat sources.
Paints and Solvents	<b>High</b>	<b>Low,</b> Paints and solvents are stored in sealed metal cabinets. Quantities of paints and solvents are kept to the bare minimum and away from ignition sources. Smoke detectors are fitted where appropriate.
Oils, cleaning fluids and cleaning rags	<b>High</b>	<b>Low,</b> These materials are stored in sealed metal boxes/containers away from any ignition source.



		Smoke detectors are fitted where appropriate.
<b>By act or omission</b>		
<b>Hazard</b>	<b>Severity of Hazard</b>	<b>Risk of Fire</b>
Incorrectly maintained electrical equipment	<b>High</b>	<b>Low:</b> All electrical equipment is maintained in good working order. PAT testing is carried out.
Waste	<b>High</b>	<b>Low:</b> It is ADMS policy that the shed will be kept free of debris and any materials kept well away from any heat source.
<b>Deliberately:</b>		
Arson/wilful fire raising	<b>High</b>	<b>Low:</b> Only authorised persons allowed access to the premises, the premises are secured when not in use. Fire detection and alarm system is installed and maintained annually
<b>Action Required: Whilst risks are considered to be low in this section of the fire assessment, the following actions need to be considered in the case of fire</b>		
<b>Overview of effectiveness of existing fire precautions to manage identified hazards</b>		
1. <b>Provision and Protection of existing fire precautions to manage identified hazards:</b> Current arrangements considered adequate, however considerations for an additional smoke alarm in the dust shed and the fitting of a fire hose may be considered.		
2. <b>Emergency Lighting (Internal and External):</b> Considered adequate to facilitate safe evacuation from the shed premises both in daylight and hours of darkness.		
3. <b>Emergency signs (fire action notices and running man signs):</b> Signs are located at every emergency access and considered adequate to allow safe evacuation from the shed premises.		
4. <b>Fire Detection and warning system (smoke detectors):</b> Fitted in all work areas and considered adequate to warn shedders of any risk from smoke and fires.		
5. <b>Portable firefighting equipment (extinguishers and fire hoses):</b> Fire extinguishers have been fitted in work areas and in the leisure area. Consideration as to the benefits of the fitting a suitable hose to tackle small fires to be discussed by the Trustees.		
6. <b>Supervisors and Shedders Training Drills:</b> These require to be planned and implemented and a register maintained of all drills in the Supervisors Daily Diary.		
<b>Management Policies:</b>		
<ul style="list-style-type: none"> <li>✓ Non- Smoking which is clearly defined in the Rules of The Shed</li> <li>✓ Housekeeping: Clearly defined in the Rules of the Shed</li> <li>✓ Hot work Policy: Clearly defined in the Rules of the Shed</li> <li>✓ Visitors Policy: Clearly defined in the Rules of the Shed</li> </ul>		
<b>Evacuation Plan:</b>		
Duties of Supervisors, Trustees and First Aiders are clearly defined in the Emergency Response Plan		



**Security Measures:**

Prevention of arson and wilful fire raising are clearly defined in this document. Premises are secured at all times that the facilities are not in use.

**Provisions for Shedders and Visitors:**

**The Trustees and supervisors and fire wardens will manage the evacuation of all shedders, visitors and external trades persons in the event of a fire incident. Details are defined in the Emergency Response Plan**

**4. Record of significant Findings. (To be updated annually)**

<b>Significant findings</b>	<b>Priority Low Medium High</b>	<b>Details of remedial action (if required)</b>	<b>Person Responsible</b>	<b>Completion date and signature</b>
Welding Shop	Low		<b>A. Forbes</b>	
Metal Workshop	Low		<b>R. Atkey</b>	
Woodwork shop	Low		<b>B. Adams</b>	
Café Kitchen area	Low		<b>E. Mathers</b>	
Saw Room	Low		<b>B. Adams</b>	
External materials store	Low		<b>J. Reid</b>	
External Porch Area	Medium		<b>J. Reid</b>	

**Record of overall assessment of risks (Low, Medium or High)**