

# Fire Risk Assessment

**Assessment of:** Cottage No.6 Study Centre

**Assessed by:** Michael Webb

**Date:** 25<sup>th</sup> February 2008    **Review Date:** November 2008

1	<b>Name of Organisation</b>	Winning Post Study Centre
2	<b>Location</b>	National Stud, Newmarket
3	<b>Date</b>	25 <sup>th</sup> February 2008
4	<b>Fire Risk Assessment Area</b>	Winning Post Study Centre
5	<b>Number of Persons Based at the Centre</b>	3 Part time, plus visitors from ITFC
6	<b>Maximum Number of Persons in Workplace</b>	Approx 20
7	<b>Assess the fire risks by identifying sources of ignition</b>	Computer and electrical equipment. (This should always be turned off every evening after use. NOT LEFT ON STANDBY)
8	<b>Identify location of combustible materials</b>	Furniture in classroom and chill out area. Paper resources and stocks in classroom. Cleaning fluids in store room.
9	<b>Identify persons at significant fire risk</b>	All employees and children, especially when upstairs if a fire were to break out downstairs in the classroom
10	<b>Identify physical features which could promote or spread a fire</b>	Electrical equipment, Server being shut in the cupboard with no ventilation (ensure this is open at all times) Open plan downstairs could promote the spreading. Door to classroom should be kept shut when pupils and staff are upstairs to prevent a fire spreading.
11	<b>Check how people can be warned of a fire in a reasonable time</b>	Smoke alarms fitted. Make sure that all the staff is informed of the fire.
12	<b>Check how people can get out safely</b>	One main exit. Emergency lighting illuminates stairs and exits in the event of a power cut.
13	<b>Provide reasonable fire-fighting equipment</b>	1 foam extinguisher upstairs. 2 X Co2 extinguishers for the classroom (CO2 yet to be fitted)
14	<b>Check that people in the building know what to do in the event of a fire</b>	All people will be aware of the fire procedures attached to this document. Children and visitors will be made aware on arrival. Notices in classroom and chill out room will highlight procedures/ exits and collection points
15	<b>Check and maintain all fire safety equipment</b>	Fire extinguishers are checked as part of Stud's safety check. Centre staff must check and maintain a record of smoke alarm and lighting checks