

Lytchett Matravers Youth Hall

Youth Hall, High St, Lytchett Matravers, Poole BH16 6BJ

[What3words: [///restore.change.playroom.](https://www.what3words.com/restore-change-playroom)]

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Fire Risk Assessment

Location: The Youth Hall, High Street, Lytchett Matravers

Organisation: Lytchett Matravers Parish Council

Date of Risk Assessment: 02/6/2025

Responsible Leaders: LMPC. Cllr Ong and Parish Clerk

| Where are the hazards? | Who might be harmed? | What is being done already to mitigate risk? | Does anything else need to be done? | Action by whom? | Action by when? | Date last completed |
|---|------------------------------------|---|--|-------------------------------------|--|--|
| Fire on the premises | Anyone | Fire doors fitted to front and rear. Fire extinguishers and blanket serviced annually. Wired smoke alarms (with backup batteries) installed across the building. Annual certificate displayed on LMYH noticeboard | Annual Service Maintain fire logbook with weekly alarm tests, monthly emergency lighting checks, and annual fire drill records. | R Ong LMPC | Ongoing | 2/6/25 |
| Cooker with oven and induction hob can cause burns and fire risk | Cooks and kitchen staff/volunteers | Fire Extinguishers and Fire blanket positioned in kitchen with instructions and within easy reach Fire detectors in the kitchen area. Volunteers to receive regular fire safety training. All regular kitchen staff to complete the Food Hygiene Certificate. First Aid box on wall in kitchen with Accident Book | Refresher training for new volunteers. Record in logbook Annual equipment service. | R Ong LMPC | Annually and when new volunteers recruited | 2/6/25 |
| Electrical fittings and portable appliances (fire risk) | Anyone | Electrical and PAT testing undertaken on donated equipment. Oven/cooker new. | Ensure all portable appliances are PAT tested annually and recorded in logbook. Annual service check on new equipment | R Ong LMPC | Annually | Last tested 2/6/2025 Pending update |
| Hirers not knowing what to do in the event of fire | Anyone | Fire exits clearly marked and illuminated. Fire exit posters in main hall and backroom. Fire safety instructions given to LMYH users at booking.. | Fire Safety Policy to be issued to hirers and volunteers. Annual fire drill to be carried out and logged | R Ong LMPC | Annually and at each booking | Ongoing |
| Use of lighters and candles | Anyone | No smoking signs displayed in LMYH. Hirer T&Cs stipulate no smoking and no candles. Battery-operated candles are permitted. | None Identified | Hirer/Group leader for any activity | Each booking | ongoing |
| Fire exits | Anyone | Fire exits provided to front and rear. | Fit "Push bar to open" signage on final exit doors. | LMPC | As soon as practicable | Pending |