

Risk Assessment - BFOC Fire - Wagtail Lodge

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Description of Area: Blackland Farm Outdoor Centre Wagtail Lodge



Risk Assessment Matrix

Severity / Likelihood	1 Rare	3 Possible	5 Almost Certain
5 Catastrophic	5	15	25
3 Moderate	3	9	15
1 Insignificant	1	3	5

Definitions:

Severity; How severely could the hazard hurt someone or cause damage?

Catastrophic: Injury would require expert medical attention, and has the potential to be fatal

Major: Injury would require the participant to stop doing the activity, medical treatment is beyond the skills of a basic first aider

Insignificant: Minor injury requiring simple first aid or no treatment.

Likelihood; How likely is it to happen?

Almost certain: Expected to occur in all circumstances

Possible: Might possibly occur at some time

Rare: May occur only in exceptional circumstances

Risk Score:

Risk Score	Risk Level	Action Required
20-25	Extreme	Immediate action required
12-16	High	Action plan required
6-10	Moderate	Specific monitoring or procedures required
1-5	Low	Manage through routine procedures

Hazard	Potential outcome	Persons Affected	Controls	Severity	Likelihood	Risk Rating
Ignition	Fire resulting from ignition source- resulting in harm, damage, possible death.	Users	<ol style="list-style-type: none"> 1. Gas cookers for use in lodge are checked by an external contractor annually for compliance. Gas extractors for use in lodge are checked by an external contractor annually for compliance. Gas can only release when satisfactory extraction has been turned on. 2. Emergency Gas Shut off lever available for use to turn off gas inside kitchen, in addition to external lever near front door. Gas shut off push point in kitchen. 3. Adults must supervise all use of gas cookers. Electrical ignitors are provided by BFOC and kept in high cabinets. Any additional ignition sources, such as gas lighters or matches, must be stored in inaccessible locations. 4. Fixed Electrical Testing is carried out 5-yearly. 5. All portable equipment subject to PAT regime. 6. Faulty electrical equipment is removed immediately from service. 7. All electric components installed and maintained by competent persons. 8. No combustible materials are kept near sources of heat, such as lights or heaters. 9. Buildings are secured, as per Generic Site RA. 	5	2	10

Fuel	Fire resulting from fuel source-resulting in harm, damage, possible death.	Users	<ol style="list-style-type: none"> 1. Fire doors are in place and maintained regularly to ensure closure. 2. Flammable substances, such as gas lighters or matches, are held in small quantities by some customers. Electrical lighters are provided by BFOC. 3. Customers should practice good housekeeping by removing recycling and waste regularly from the lodge. BFOC will ensure this is removed at the end of any stay. 4. COSHH RA in place with non flammable, non oxidising chemicals used for cleaning carried out by BFOC staff. 5. Mattresses and furniture is compliant with fire safety standards. 6. Gas pipes have shut off valves internally and externally. 7. Fire rated plasterboard in kitchen ceiling. 	5	2	10
Escape	Harm, possible death resulting from lack of escape from fire.	Users	<ol style="list-style-type: none"> 1. Fire escape routes maintained, clear of obstruction by practicing good housekeeping. 2. All overnight accommodation areas have fire escape plans on the back of the door available for viewing. 3. Exit doors are maintained for safe exit from building. 4. Fire escape routes are signed well. 5. Exit routes suitable for type and number of building users. 6. Emergency lighting located throughout, maintained annually by an external contractor and regularly by internal staff. 7. Assembly point located away from building. 	5	1	5

			<ul style="list-style-type: none"> 8. Group leaders are responsible for personal evacuation plans- BFOC able to assist with this if needed. 9. Fire alarm system installed with automatic detectors in all appropriate areas, maintained bi-annually by external contractor and regularly by internal staff. 10. Fire call points located in visible locations with fire notices up to date. 11. Fire extinguishers in place, maintained regularly and serviced annually by an external contractor. 			
Management Control	Harm, possible death resulting from lack of management control.	Users	<ul style="list-style-type: none"> 1. An Evacuation Plan for the building is visible, including specific evacuation routes from overnight accommodation areas. 2. An Emergency Procedures Policy details crisis management in the event of a major fire. 3. Fire drills are offered to all self-catering lodge guests. 4. Site is non-smoking. 5. Recycling and refuge area is away from buildings. 6. Fire Safety training is covered for all staff in induction Health and Safety training. 7. Duty Manager available 24/7 with access to PHAROS crisis management. 8. This risk assessment is available for reading on the website and on the main drive for internal documents. 	5	1	5

This Risk Assessment should be reviewed annually, or more frequently if an incident or injury occurs, or environmental conditions, or guidance changes.