

# SALESIANS OF DON BOSCO – RISK ASSESSMENT

## PROCESS / ACTIVITY

<b>FIRE</b>
-------------

	LIKELIHOOD (Chances of occurrence)		SEVERITY (Outcome)
2	Remote Possibility	2	Negligible Injury
4	Unlikely	4	Minor Injury
6	Possible	6	Major Injury or Disability
8	Very Likely	8	Death
10	Certainty	10	Multiple Deaths

HAZARDS		<b>BEFORE CONTROLS</b>		
		LIKELIHOOD	X SEVERITY	= RISK RATING
1	Burns.	8	10	80
2	Destruction of building.	N / A		
3	Destruction of neighbouring sites.			
4	Smoke inhalation.	10	10	100

<b>LOW</b> (1 – 30)	<b>MEDIUM</b> (30 – 40)	<b>HIGH</b> (40 – 80)	<b>VERY HIGH</b> (80 – 100)
------------------------	----------------------------	--------------------------	--------------------------------

## WHO MIGHT BE HARMED?

1	Employees
2	Contractors
3	Visitors
4	Emergency services

## CONTROLS

Managers are required to tick Yes or No to confirm that these Controls are <u>actually</u> in place. If they are not, you must identify them in the table below – <b>FURTHER ACTION REQUIRED</b>		<b>IN-SITU</b>	
		<b>YES</b>	<b>NO</b>
1	All staff members will be instructed in the actions to be taken in the event of fire or other emergencies.	√	
2	The retreat team will be responsible for evacuation of the premises during the retreat day (approx. 8.30am to 11.30pm). During the night the leaders of the group/s will be responsible for evacuating their own personnel.	√	
3	A fire list will be made up for each building within two hours of a group arriving. Copies will be given to the group leaders and Centre Administrator and will also be posted at the entrance to the building.	√	
4	A routine fire evacuation drill will be practiced and a record maintained.	√	
5	A suitable number of fire extinguishers will be provided and maintained within the workplace.	√	
6	A routine test of the fire alarm and emergency lighting will be undertaken and a record maintained.	√	
7	The fire alarm will be sounded at the start of every retreat to ensure that everyone knows what it sounds like.	√	
8	Fire escape routes will be kept free from obstruction at all times.		

		√	
9	The fire assembly point will be sign posted and made known to all staff members and groups.	√	
10	The minimum amount of combustible materials only will be stored within the workplace.	√	
11	Smoking will be restricted to designated areas and a suitable receptacle will be available for used tobacco products.	√	
12	Staff will receive fire training upon commencement of employment. Volunteers will receive training as part of their induction course.	√	
13	Suitable fire escape signage will be posted and maintained throughout the buildings.	√	
14	Waste materials will be removed from the premises regularly to reduce the fire risk.	√	
15	Flammable liquids and substances will be stored in their original containers with lids secured. Minimum quantities (up to 10 gallons) will be kept at the work area.	√	
16	All electrical installations will be maintained in a safe condition to prevent fires.	√	
17	Work equipment will be regularly maintained.	√	
18	Gas installations will only be undertaken by competent CORGI registered engineers. Systems will be routinely serviced and maintained.	√	

### RISK RATING AFTER CONTROLS

		LIKELIHOOD	X SEVERITY =	RISK RATING
1	Burns.	4	10	40
2	Destruction of building.	N / A		
3	Destruction of close sites.			
4	Smoke inhalation.	6	10	60

<b>LOW</b> (1 – 30)	<b>MEDIUM</b> (30 – 40)	<b>HIGH</b> (40 – 80)	<b>VERY HIGH</b> (80 – 100)
------------------------	----------------------------	--------------------------	--------------------------------

### FURTHER ACTION REQUIRED

Managers are required to insert further controls required		Date Completed
1		
2		
3		

<b>Assessment Completed By:</b> Management Team	<b>Approved By:</b> Anne-Marie Parkinson Health & Safety Coordinator
<b>Position:</b> n/a	
<b>Date:</b> July 2011	Signed: <b>AM Parkinson</b>
<b>Review Date:</b> July 2012	