

<b>The HUB - FIRE SAFETY – RISK ASSESSMENT Record of Findings</b>				
<b>Reviewed on 01/03/2021 By Eve Haskins</b>				
	Current position	Action	When	Completed
<b>Fire Hazards</b>				
Electrical equipment (kettles, hoover etc)	Some equipment is old, mostly new. PAT carried out annually.  From September 2015 a requirement for PAT for user supplied equipment was added		June each year	
Fixed electrical wiring	Full electrical wiring survey carried out and tested 2019-20, all problems rectified and signed off	5 year testing to be arranged for Feb/March 2024	2024	
Gas boiler	Yearly service and safety tests being carried out – Landlord’s certificate also issued (copy in HUB)		December each year	
Build up of combustible waste	Not at time of inspection, but possible	Monitor removal of waste by hirers, arrange collections if need be	Ongoing	
<b>Fire detection and warning systems</b>				
Fire extinguishers	Annual servicing and inspection in place.		August each year	
Emergency lighting	Monthly tests being carried out by clerk		Ongoing	
Fire detectors	Annual servicing and twice yearly inspection in place		June and December each year	
Fire alarm	Monthly tests being carried out by clerk. Annual servicing and twice yearly inspection in place		Ongoing  June and December each year	
<b>Escape Routes</b>				
Exit routes blocked?	Not at time of inspection, but possible	Monitor and contact hirers if there is a problem. Inspect prior to each Parish Council meeting	1 <sup>st</sup> Wednesday of each month	
Exit doors working?	Yes	Check monthly, prior to each Parish Council meeting	1 <sup>st</sup> Wednesday of each month	
<b>Gas Equipment and services</b>				
Regular testing of any fixed gas appliances in place?	Yearly service and safety tests being carried out		December each year	