



Fire/Smoke: Risk Assessment

Beresford Road Activity Centre

Risk Rating Key

!! Very High

! High Risk

Medium Risk

* Low Risk

Identified Hazard – Fire in building or neighbouring buildings.

Source of ignition - could include - Electrical fault of wiring or appliances. Cooking. Deliberately Lit.

Sources for fuel - paper, furniture, carpet, curtains, chemicals etc.

Programmed Activities can include Fire play - Fire Pit, toasting marshmallows - Candle Making - Melted wax drippings.

Risk	Control Measures
<p>!! Electrical fault - causing plant or building fire.</p> <p>!! Cooking - causing Kitchen or building fire.</p> <p>!! Arson – causing damage/loss to building and injury/loss of life.</p> <p>* Unable to communicate with Coordinator/Educators</p> <p>Risk to Persons</p> <p>!! Smoke Inhalation</p> <p>!! Burns</p> <p>!! Trauma or Stress</p> <p>!! Falls – cuts, abrasions,</p> <p>!! Trapped persons</p>	<p>– As per our Emergency Procedures Manual – Sections 2 & 3.10 and Flip Chart – Fire Page –</p> <ul style="list-style-type: none"> • Raise the alarm • Ensure all children, educators, visitors, and contractors are evacuated and accounted for. • Notify Emergency Services. • Extinguish or contain fire, if trained and safe to do so. • Close windows and doors when leaving building, where safe to do so. • Professional support provided where necessary after a critical incident. • Emergency Control Organisation Daily Structure completed for each Session. • Emergency Planning Committee (EPC) meet annually. <p>– As per ACI Policies and relevant Regulations and Laws (Education and Care Services and WHS) –</p> <ul style="list-style-type: none"> • Smoke detectors in place and maintained (if required). • Wall mounted fire extinguishers in appropriate locations. • Fire blanket in kitchen/ cooking area. • Regular maintenance of fire equipment. • Training and instruction on use of fire extinguisher and fire blanket. • Position of Fire Extinguisher and Fire Blanket identified with Signs. • Tagging and Testing of electrical equipment. • Educators are to ensure Safety Checklist are carried out at the beginning of each Session. • Educators and children are to use all equipment as per manufactures instructions.

	<ul style="list-style-type: none"> • Safety Data Sheets available (in SharePoint and hard copy at the Service – on grey cupboard next to main door). • Evacuation trolley contains first aid kit, 4G Ipad and emergency contact details for children and educators. • Evacuation Trolley Checklist to be completed every Term and documented in SIM. • If Evacuation is in place, if safe to do so, Educators will take children's Medical Management Plan and Medication. • Phones, Walkie Talkies and Ipad to be charged for each Session. • Responsible Person to notify Head Office as soon as practicable after incident incurring. <p>– As per our Emergency Procedures Manual – Section 3.3 to 3.6, Flip Chart – Evacuation Page, Policies and relevant Regulations and Laws –</p> <ul style="list-style-type: none"> • Educators and children to be aware of Emergency Evacuation Point and Secondary Evacuation Point. • Educators and children to practice Evacuation/Lockdown Drill, for each Session at a minimum every three months. • Educators to be on site are First Aid trained and First Aid Kits fully stocked. 	
Completed by: Natasha Foenander Signature: _____ Date: 14/12/2021		Approved By: _____ Signature: : _____ Date: _____