

## Risk Assessment – Record of significant findings

Risk Assessment – Record of significant findings			
Risk assessment for			Assessment undertaken by
Organisation	Earth Balance Shed	Date	23 <sup>rd</sup> January 2023
Address	Earth Balance Shed (next to blue tower) Earth Balance Site Bedlington NE22 7AD	Completed by	Rob Ferguson Trustee of EB Shed
		Signature	
Sheet number	Floor Area	use	
1	Ground floor and mezzanine	Club building and workshop	
<b>Step 1 – Identify fire hazards</b>			
<b>Sources of ignition</b>	<b>Sources of fuel</b>	<b>Sources of oxygen</b>	
Power tools Electrical heaters Smoking	Stored Timber Wood finishes	No Additional sources	
<b>Step 2 – People at risk</b>			
18 listed members our maximum attendance in recent months has just been 11 people. We would like to increase membership to a maximum attendance of 15 Additionally the Elders and Veterans of Ashington use the shed on different days with a maximum of 4 people			
<b>Step 3 – Evaluate, remove, reduce and protect from risk</b>			
<b>(3.1) Evaluate the risk of the fire occurring</b>	Power tools including donated tools used on a wide variety of processes. Oil filled electric radiators Tools that heat – pyrograph machine, soldering irons		
<b>(3.2) Evaluate the risk to people from a fire starting in the premises</b>	Members know the building and escape routes and at present all are reasonably mobile. Visitors do occasionally come to see what we are doing and will not be familiar with the building. Fire in the downstairs area could go undetected and present a hazard to the mezzanine. On testing our present downstairs alarms can be clearly heard on the mezzanine, but with other routine machine noises may possibly not alert people instantly. In darkness and a power failure our emergency light only partly illuminates the back of the mezzanine. When the shed is unoccupied the rear exit door is locked and keys are stored next to the door. If on opening up the responsible person failed to unlock the rear door escape would be more difficult.		
<b>(3.3) Remove and reduce the hazards that may cause a fire</b>	We test donated tools, but regular inspections are necessary – item for next trustee meeting. No smoking zone is in place. Only one known member with a smoking habit and he never smokes in or near the building. We clean and tidy each day the shed is used, and remove shavings and rubbish regularly. We need to ensure this continues.		
<b>(3.4) Remove and reduce the risks to people from a fire</b>	The current fire precautions (refer to shed fire escape plan and Fire Safety Strategy) have been assessed with respect to the findings of the risk assessment and are considered adequate with the following exceptions: <ul style="list-style-type: none"> <li>• Upgrade present fire alarms with linked alarms ✓</li> <li>• Add an emergency light to the top of the stairs ✓</li> <li>• Remind all trustees and keyholders of the necessity to unlock the rear door ✓</li> <li>• Update and implement new Fire Safety Strategy</li> <li>• Remove the pallet stored at the back of the shed to reduce arson risk</li> </ul>		
<b>Assessment review</b>			
<b>Assessment review date</b>	<b>Completed by</b>	<b>Signature</b>	
<b>Review outcome (where substantial changes have occurred a new record sheet should be used)</b>			

Notes:  
(1) The risk assessment record significant findings should refer to other plans, records or other documents as necessary.  
(2) The information in this record should assist you to develop an emergency plan; coordinate measures with other 'responsible persons' in the building; and to inform and train staff and inform other relevant persons.