

**FIRE RISK ASSESSMENT (FRA) for  
Kitchen and Food Serving Area at Hadlow Road Station, Willaston, CH64 2UG**

This Fire Risk Assessment is intended to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005

Hazards	Level of risk	Probability of risk	Group of people at risk	Risk Mitigation Measures	Responsible person
<p><b>Sources of Ignition</b> Electrical equipment in kitchen that includes: Water boilers &amp; kettle – boiling dry. Microwave – over cooking food. Toaster – crumb tray igniting. Fridge, Freezer, Dishwasher and any other electrical equipment – overheating</p> <p><b>Sources of fuel</b> No gas or oil in kitchen. Electricity only source of fuel (although small amounts of cooking oil may be used).</p> <p><b>Sources of oxygen</b> Only two windows open and only one door</p>	L	L	Volunteers on duty in the kitchen	<p>New electrical equipment purchased after research including Which? magazine.</p> <p>All electrical equipment PAT tested prior to use and then annually.</p> <p>Ensure equipment is used correctly.</p> <p>Toaster crumb tray emptied at the end of each catering session.</p> <p>Induction training of new volunteers to include closing windows &amp; door to reduce oxygen content when evacuating due to fire.</p> <p>Door and windows to be closed and locked at the end of the day.</p>	<p>Volunteer purchasing new equipment</p> <p>Committee</p> <p>Kitchen volunteers</p> <p>Kitchen volunteers</p> <p>Catering Team</p> <p>Catering Team</p>
<p><b>Sources of Ignition</b> Electrical equipment in café area that includes: Blow heater – overheating.</p> <p><b>Sources of fuel</b> No gas or oil in the serving areas, Electricity only source of fuel.</p> <p><b>Sources of oxygen</b> Only main double door access to the waiting room.</p>	L	L	All volunteers on duty and customers	<p>New electrical equipment purchased after researching Which? magazine.</p> <p>All electrical equipment PAT tested prior to use and then annually.</p> <p>Ensure equipment is used correctly.</p> <p>Induction training of new volunteers to include closing doors to reduce oxygen content when evacuating due to fire.</p>	<p>Volunteer purchasing new equipment</p> <p>Committee</p> <p>Volunteers on duty</p> <p>Catering Team</p>
<p><i>Customers and volunteers smoking</i></p>	L	L	All volunteers on duty and customers	<p>Kitchen &amp; cafe area are designated as non-smoking areas as are all CWAC buildings.</p>	<p>Committee</p>

				<p>No Smoking notice displayed in kitchen and Waiting Room.</p> <p>No Smoking notice put on tables stating no-smoking area (including E-cigarettes).</p> <p>If customer ignores notices, volunteer waitress politely draws customer's attention to notice. If customer continues to smoke, they are asked to leave.</p>	<p>Committee</p> <p>Volunteers on duty</p> <p>Catering Team</p>
Lack of fire-fighting equipment	L	L	All volunteers on duty and customers	<p>Fire blanket &amp; a CO<sup>2</sup> Fire extinguisher are available in the kitchen and are easily accessed from the Waiting Room.</p> <p>Fire extinguisher maintained annually under a contract by CWaC.</p>	<p>Volunteers on duty</p> <p>CWaC</p>
Rubbish accumulating in kitchen & serving areas.	L	L	All volunteers on duty and customers	<p>Food Safety Management Procedures provide clear guidance on the prompt removal.</p>	<p>Volunteers on duty</p>
No emergency plan for evacuation	L	L	All volunteers on duty and customers	<p>The Emergency Procedure Notice is prominently displayed in the Waiting Room and Kitchen so all volunteers and customers know what action to take in the event of a fire.</p>	<p>Catering Team</p>
Textiles drying on electric storage heater e.g. tea towels,	L	L	All volunteers on duty and customers	<p>Warning notice near to heater warning of danger.</p> <p>No textiles to be placed directly on electric heater and any found to be immediately removed and fire advice to be re-iterated to all volunteers on duty.</p>	<p>Committee</p> <p>Catering Team</p>
Lack of regular review of Fire Risk Assessment	L	L	All volunteers on duty and customers	<p>Review and approve the FRA at each AGM.</p>	<p>Committee</p>

No means of contacting Emergency Services	L	L	As above	At least one member of catering team will have a mobile phone so immediate contact can be made with emergency services if required.	Catering Team
Lack of brief, easily available, visual information for guidance in an emergency	L	L	As above	Simple, clearly visible Fire Emergency Procedure to be displayed in the kitchen and waiting room.	Committee
Lack of Incident/Accident Book	M	M	As above	Maintain clear records concerning type of accident, cause and action taken to enable the Friends of Hadlow Road Station to learn from any unfortunate experience such as an injury to any volunteer or customer.	Committee  Catering Team to update the Accident book and will advise the Chair as soon as possible thereafter.

### **EMERGENCY AND EVACUATION PLAN FOR WAITING ROOM AND KITCHEN WHEN USED AS A CAFE**

1. First Aid kit is clearly located in kitchen with easy access from the Waiting Room.
2. Catering Team to check First Aid kit is fully stocked at the start of each session.
3. At beginning of each session all kitchen and serving volunteers to sign attendance register.
4. Evacuation area is at the top end of the **CAR PARK** and its location has been identified in consultation with Wirral Country Park Ranger.

#### **Duties of volunteers**

1. Switch off electricity supply if safe to do so in the kitchen
2. Switch off electricity supply in the Ticket Office (if available).
3. Ring 999 for emergency services support.
4. If possible close all windows and doors on evacuation to reduce oxygen supply.
5. Inform other station visitors of fire and send them to evacuation area.

Approved and accepted by Officers of Friends of Hadlow Road Station Officers' Committee at the 2017 AGM.

Signed..... (Chair)

Date.....