

Risk Assessment: Fire Hazards

DATE OF ASSESSMENT:	03.03.25	ASSESSED BY:	E Broomhead		DATE FOR REVIEW:	March 2026
LOCATION(S):	Warehouse, Foodbank Centres					
PEOPLE AT RISK:	Volunteers, staff, clients, public delivering items, visitors					
RISKS IDENTIFIED	LIKELIHOOD (L M H)	SEVERITY (L M H)	MEASURES ALREADY IN PLACE	ADDITIONAL ACTIONS TO BE TAKEN	BY WHOM AND WHEN	COMPLETED? (Date & sign)
Ignition from kitchen equipment	L	L	Fire blanket in the kitchen. Fire extinguishers nearby.			
Ignition from electrical appliances	L	L	Overloading of sockets is avoided. Electrical equipment is PAT tested. Non-essential electrical equipment is switched off when the sites are not occupied.			
Combustion of waste paper and cardboard	L	M	Waste paper and cardboard is removed regularly.	Storage space needed for bulk cardboard away from main entrance/corridor	April 2025 EB/CB	

Combustion from smoking	L	L	There is a no-smoking policy throughout.			
Redbridge Foodbank uses facilities owned and managed by other organisations (churches)	L	L	The buildings meet standards required by fire regulations with records of fire checks kept. This is the responsibility of the landlords.			
Deliberate setting of external fire	L	M	External bins are kept locked	Review location of external bin with church representative	EB/CB April 2025	
Evacuation required in event of fire	L	M	Fire and evacuation procedures are clear, and an annual fire/ evacuation drill is expected. During opening Office Staff are on duty. Fire wardens have been appointed and Team leaders are aware of what to do in the event of a fire. The main fire exits are clearly marked, with doors and exit routes kept clear.	Fire evacuation to be carried out every 6 months	YC/CB May 2025 Nov 2025	
Lack of awareness or understanding by staff and volunteers	M	M	All staff and volunteers are told procedures during induction.	Review of Assemble to ensure all volunteers have completed this. Support completion of this through volunteer shifts	EB/CB May 2025	

Lack of suitable firefighting equipment	L	L	<p>Fire safety training is given to all volunteers (via assemble – H&S training package). This is refreshed every 2 years.</p> <p>Fire safety training is given to staff (via Bright HR)</p> <p>Fire extinguishers are available in warehouses and adjacent offices.</p>	Training to be assigned to all staff members for completion by end May	EB/JD April 2025	
Ignition from flammable liquid fuel	L	L	<p>No flammable liquid fuel stored on premises</p>			