

Fire Hazards Risk Assessment

DATE OF ASSESSMENT:	17 June 2026	ASSESSED BY:	E Broomhead	DATE FOR REVIEW:	April 2027	
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 kitchens. 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. Staff team review levels on every shift.			

			Team Leaders know to raise concerns with staff.			
Combustion from smoking	L	L	There is a no-smoking policy throughout all RFB sites.			
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.	Fire evacuation to be completed in each site by end September 2026	EB/CB	
Deliberate setting of external fire	L	M	External bins are kept locked			
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.			

Lack of awareness or understanding by staff and volunteers	M	M	All staff and volunteers are told procedures during induction. Fire safety training is given to all volunteers (via assemble – H&S training package). This is refreshed every 2 years. Fire safety training is given to staff (via Bright HR)	Review of Assemble to ensure all volunteers have completed this. Support completion of this through volunteer shifts Training re-assigned to all staff members for completion by end August as annual refresher	YC end Sept 2026 EB End August 2026	
Lack of suitable firefighting equipment	L	L	Fire extinguishers are available in warehouses and adjacent offices.			
Ignition from flammable liquid fuel	L	L	No flammable liquid fuel stored on premises			

