

# IN CASE OF FIRE

Procedure CCSP07

**EXIT THE SHED IMMEDIATELY AND ASSEMBLE BY THE COACH PARK ENTRANCE**

**CALL 999 FIRE SERVICE**

**INFORM MUSEUM STAFF OF DANGER TO ANY LAMP ROOM OCCUPANTS**

**IF SAFE TO DO SO, TACKLE ONLY SMALL INCIDENTS WITH FIRE EXTINGUISHERS**

**IF SAFE TO DO SO, turn off electrical power at the fuse box before exit.**

**Shed Supervisor must bring the register outside to account for all present.**

## FIRE RISK ASSESSMENT - RECORD OF SIGNIFICANT FINDINGS

Risk assessment for

Assessment undertaken by:

Organisation: Cannock Chase Shed  
Address: Cannock Chase Museum  
Valley Road  
Hednesford WS12 1TD

Date: Mar 2020  
Completed by: B James  
Signature:

**Sheet number**

**Floor area**

**Use**

1 of 2

42m2

Woodworking, Metalworking, Electrical renovation

### 1. Fire Hazards

#### Sources of ignition

Bench grinder sparks  
Angle grinder sparks  
Electrical machines overheating  
Battery charging for hand tools  
Electrical fan heaters

#### Sources of fuel

Timber stock and bench  
Sawdust  
Roof timbers  
Paperwork designs and manuals.

#### Sources of oxygen

No additional sources

### 2. People at risk

Up to 15 members

Public visitors, 3 max

### 3. Evaluate, remove, reduce and protect from risk

3.1 Evaluate the risk of fire occurring

Sparks from grinders or cutting blades could ignite materials  
Floor electrical fan heater causing materials to overheat  
Electrical motors possible overheating and burning

3.2 Evaluate risk to people from a fire starting

Little risk to people. Exit door always open and within sight, approx 4 to 5 paces to exit max.  
Small area of premises, with large exit door, seconds to exit.

3.3. Remove and reduce risks that may cause a fire

Wall mounted fan heaters used. Floor heater kept on bench.  
Paperwork put in metal filing cabinet      Keep flammable liquids in outside metal cabinet.  
Machine tools inspected for correct operation monthly

3.4 Remove & reduce risks to people	Sawdust to be removed as soon as possible, suction on cutting machines, air filters.	
	Keep exit paths clear of clutter	Evacuate immediately on alarm call.
	Members consulted with evacuation procedure.	
	Smoke alarms.	Not to use fire extinguisher if risk to life will increase.

## Review and subsequent changes

Reviewer	Date of review	Changes

## DAY SUPERVISOR / FIRE MARSHAL, ENVISIONED FIRE RISKS, EVACUATION AND CHECKS

Fire marshall or supervisor to be vigilant of fires starting at all times of occupation.

Voice announcement to exit immediately if fire detected. Make sure everyone has exited.

Take register and visitor book on exiting to account for everyone.

Follow evacuation procedure on notice board

**Always have a mobile phone available able to make an emergency services call**

Inform museum staff if Lamp Room is occupied and fire detected.

Ensure exit door and pathways are kept clear for members to exit quickly.

Check smoke alarm at every session.

Beware of sparks from grinders or cutting wheels igniting sawdust.

Ensure members creating sawdust, clear it up as soon as practicable.

Be aware of risks when using flammable cleaning liquids when grinders in use.

Only use fire extinguishing products if safe to do so.

Ensure all electrical equipment turned off at wall sockets when locking up.

Ensure waste products are placed outside or taken to rubbish bins when locking up.

Ensure flammable liquids are stored in the outside metal cabinet.

**MUSEUM STAFF CONSULTED?**