

## Comprehensive Multi-Story Building Risk Assessment

### Building Overview

The CY Building consists of the following:

- **Basement:** Library, auditorium, games room, offices, storage rooms, bathrooms.
- **Ground Floor:** Cafeteria, two kitchens, remedial rooms, main offices.
- **First Floor:** Main hall, foyer, bathrooms.
- **Second Floor:** Art room, veranda, bathroom, BBQ area.

Each floor is tailored for specific functions, supporting accessibility, safety, and community engagement.

### Risk Assessment Table

Area	Hazard	Risk Rating	Mitigation Strategy	Responsible Person	Timeline
Basement	Fire risks	High	Regular maintenance of electrical systems.	Facilities Manager	Monthly inspections
	Slip, trip, and fall	Medium	Declutter storage areas; keep areas clear.	All CY Staff	Daily checks
	Emergency evacuation	High	Clearly mark and keep exits unobstructed.	Facilities Manager	Immediate/ongoing
Ground Floor	Fire risks (kitchens)	High	Maintain fire suppression systems.	Kitchen Supervisor	Quarterly servicing
	Food safety	Medium	Staff trained on hygiene protocols.	Kitchen Supervisor	Initial/annual
	Chemical storage	Medium	Secure and label cleaning agents.	Facilities Manager	Immediate/ongoing

<b>First Floor</b>	Fire risks	Medium	Inspect and maintain projector and lighting equipment.	Facilities Manager	Quarterly checks
	Slip, trip, and fall	Medium	Maintain cleaning schedule; remove spills/clutter promptly.	Cleaning Staff	Daily
	Overcrowding	High	Monitor and limit attendance during events.	Event Coordinator	During events
<b>Second Floor</b>	Fire risks (BBQ, art room)	High	Provide fire extinguishers/fire blankets; secure storage.	Facilities Manager	Immediate/ongoing
	Chemical risks (art room)	Medium	Lock and ventilate storage for paints and solvents.	Art Room Teachers	Immediate
<b>General</b>	Emergency preparedness	High	Conduct regular fire drills and evacuation training.	Facilities Manager	Biannual
	Equipment maintenance	High	Ensure all safety equipment is inspected and operational.	Facilities Manager	Monthly inspections
	Monitoring	Medium	Install and monitor CCTV in all key areas.	Security Officer	Within 3 months
	Policy awareness	Medium	Communicate risk management and safety policies to staff/users.	HR Manager	Onboarding/annual

## Evacuation Policy

### Evacuation Scenarios

Emergencies necessitating partial or full evacuation include:

- Fire and smoke incidents.
- Bomb threats or suspect items.
- Explosions.

- Hazardous material incidents.
- Structural concerns, gas leaks, or chemical spills.
- Medical emergencies.
- Severe weather or natural events.
- Civil disturbances or personal threats.

### **Evacuation Types**

1. **Partial Evacuation:** Relocating individuals from an affected area to safer zones.
  - Trigger: Internal emergencies (e.g., chemical spill).
2. **Full Evacuation:** Complete removal of occupants from the building.
  - Trigger: Life-threatening incidents (e.g., large fire).
3. **Shelter-in-Place (SIP):** Occupants remain inside the building during external hazards.
  - Trigger: Severe weather or external environmental threats.

### **Assembly Areas**

- **Primary:** Footpath in front of Chabad Youth.
- **Secondary:** Yeshivah Basketball Courts/Werdiger Hall.

Alternate assembly areas may be designated depending on:

- Magnitude and location of the hazard.
- Number of evacuees.
- Safety of egress routes.

### **Evacuation Notification**

Evacuation is communicated via:

- Audible alarms (e.g., "Beep, beep, beep" for alert; "Whoop, whoop, whoop" for evacuation).
- Public Address (PA) systems or megaphones.
- Direct instructions from staff.

### **Supporting Persons with Disabilities**

- Provide tailored support (e.g., guiding visually impaired individuals, assisting mobility-impaired persons near fire-isolated stairwells).

- Assign staff to accompany and assist as required.

### **Staff Roles and Responsibilities**

- **Director:** Leads overall evacuation efforts and coordinates with emergency services.
  - **Facilities Manager:** Ensures unobstructed evacuation routes and oversees fire safety equipment.
  - **Event Coordinator:** Monitors overcrowding and supervises evacuation during events.
- 

### **Emergency Preparedness and Training**

- **Fire Drills:** Conducted biannually to ensure familiarity with evacuation procedures.
- **Staff Training:** Initial onboarding and annual refreshers covering:
  - Evacuation pathways.
  - Assembly areas.
  - Roles during emergencies.

## **Review**

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

- **Last reviewed: 25<sup>th</sup> March 2026      Date for next review: 25<sup>th</sup> March 2027**

