

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Name and address of property: Stanwick Village Hall
Spencer Parade
Stanwick
NN9 6QJ

Employer or other responsible person: Rebecca Moody
Position: Facilities Manager

This Risk Assessment was conducted
by the responsible person.

The purpose of this report is to provide an assessment of the risk to life from fire in the building and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report also considers property protection and business continuity issues where appropriate. It is based on a visual survey and information supplied by the organisation. No physical testing of equipment or systems was undertaken. This Fire Risk Assessment should be reviewed by a competent person by the date indicated on page 2 or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

Signed: R Moody

R Moody

Date: 9th May 2013.....

Fire Extinguishers and appliances were serviced 3rd May 2013. A copy of the certificate can be found in the orange policies file in the hall lobby.

GENERAL INFORMATION

General Description of Building:

A block stone built single story building. Tiled roofing. Windows and doors are UPVC. 4 final exits. Square footage of site 500 sq meters.

Activities Carried Out There:

Village Hall.

General Occupancy Times:

Variable.

Fire Loss Experience:

None recorded or known.

Assessed Risk Category:

Normal.

This has been taken into consideration when making the recommendations listed. These recommendations listed on **page 8** of this report.

Date of Survey: 9th May 2013

Date of Report: 9th May 2013

Date of previous Report or Review: N/A

Suggested date for next Review: May 2014

Other Relevant Information:

None at time of inspection.

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1. INTRODUCTION

AIMS OF THIS FIRE RISK ASSESSMENT (FRA)

- To identify any fire hazards in and around the premises.
- To reduce, to as low as reasonably practicable, the risk of those hazards causing harm.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start.

DEFINITION OF 'HAZARD' AND 'RISK'

- Hazard: anything that has the potential to cause harm.
- Risk: the chance of that harm occurring.

Listed below are the sections of this document, along with a brief explanation of their purpose and role in the compilation of this report.

SECTION 2: IDENTIFICATION OF FIRE HAZARDS

This section deals with the identification of potential ignition sources, the materials that might fuel a fire, and the oxygen supplies that will help it burn.

SECTION 3: EVALUATION OF FIRE RISK (RISK OF A FIRE OCCURRING)

Section 2 dealt with the *identification* of potential ignition sources, the materials that might fuel a fire, and the oxygen supplies that will help it burn. This section will now deal with the *evaluation* of the risk of a fire occurring and, where appropriate, spreading.

SECTION 4: ELIMINATION OR REDUCTION OF FIRE HAZARDS

This section deals with the elimination (removal) of those hazards identified in section 2. If they cannot be eliminated, they will, wherever reasonably possible, be reduced.

SECTION 5: IDENTIFICATION OF PEOPLE AT RISK

This section is concerned with the identification of those at risk if there is a fire on the premises. These will include employees, clients, and visitors, and particular attention is given to people who may be especially at risk, such as people with disabilities of any kind.

SECTION 6: EVALUATION OF RISK FROM FIRE TO IDENTIFIED PEOPLE

Section 5 *identified* people at risk, and this section will now deal with the *evaluation* of the actual risk to those people should a fire start and spread from the locations identified in sections 2 and 3 of this report.

SECTION 7: ELIMINATION OR REDUCTION OF RISK FROM FIRE TO PEOPLE

This section is concerned with the reduction any *remaining* fire risk to people to as low as reasonably practicable, by ensuring that adequate fire precautions are in place to warn people in the event of a fire and allow them to escape safely from the premises.

SECTION 8: MANAGEMENT OF FIRE SAFETY

This section is concerned with ensuring that fire risk to people is at as low a level as is reasonably practical by ensuring that adequate management systems are in place.

8.1 and 8.2: These subsections detail preventative and protective measures required (8.1) or recommended (8.2) in order to reduce fire hazards and risks to an acceptable level.

8.3: Emergency Plan: This details the actions which need to be taken in the event of a fire, and is based on the outcome of this Fire Risk Assessment..

8.4: Review of Risk Assessment: This subsection is concerned with review and revision of the Fire Risk Assessment to ensure that fire precautions continue to work effectively.

2. IDENTIFICATION OF FIRE HAZARDS

2.1. Sources of ignition

Ignition source identified	Location / Remarks
Smokers (Cigarettes etc).	Although visitors are not supposed to smoke on the premises, there is a slight possibility that some may ignore this.
Electrical Equipment.	Electrical equipment includes general equipment throughout. There is also a vacuum. which is kept in the cleaner's cupboard. The lobby houses a vending machine fully run and insured but the manufacturer.
Hot processes / Equipment	None present at time of inspection
Arson / Vandalism.	The possibility of deliberate ignition cannot be completely ruled out.
Cooking / Snacking.	There are facilities within the kitchen area which include ovens, cooker, kettle and urn.
Heating.	The main heating is under floor heating throughout the building. The boiler is housed in the loft above the committee room and can be accessed via the loft ladder.

2.2. Sources of fuel

Combustible materials	Location / Remarks
Wooden foldable tables, various boxed items kept in the storeroom. Fabric padded chairs for main hall, committee room and entrance area. Blinds throughout the building.	There is a cleaners storage area for toilet tissue. Quantities of waste are minimal, as waste is removed to outside areas on a regular basis. Users are asked to take general waste home with them. The playgroup use the orange commercial waste bags collected by the council as d the hall trustees for their own events.
Others.	Furniture, etc, associated with the Hall. Also very small quantities of flammable liquids and gases, mostly within the cleaner's cupboard.

2.3. Sources of oxygen

Oxygen source	Location / Remarks
Natural ventilation, eg through openings such as	No sources other than in normal acceptable quantities.

doors, windows and ducts.	
Mechanical ventilation, eg air conditioning and air handling systems.	None present at time of inspection.
Oxidising agents/ materials or oxygen cylinders.	None present at time of inspection.

3. EVALUATION OF FIRE RISK (RISK OF A FIRE OCCURRING)

3.1. Risk of fire from sources of ignition

Ignition source	Perceived risk
Smokers (Cigarettes etc)	Carelessly discarded or improperly extinguished cigarettes could start a fire. The building is non-smoking and this will be enforced.
Electrical Equipment	Worn, damaged or untested electrical equipment or wiring could start a fire. All equipment currently new.
Hot processes / Equipment	None present at this time
Arson / Vandalism	Risk of combustible materials being deliberately ignited.
Cooking/ Snacking	Worn, damaged or untested equipment could overheat and misuse of the cooker could start a fire. None present in the hall currently.
Heating	Fault in the underfloor heating could start a fire. Low risk due to newly fitted and guaranteed.

3.2. Risk of fire spread through sources of fuel

Combustible materials	Perceived risk
Wooden Tables, Various Boxed items in storeroom. Blinds throughout the building.	Extraneous combustible materials could assist in the starting/ spread of fire. The risk of fire spreading through the sources of fuel is low.
Others	Furniture, furnishings, fabric could become ignited and start or aid the spread of fire. Small amounts of flammable gases and liquids in the cleaners cupboard could assist in the spread of fire if not stored correctly.

3.3. Risk of fire spread through sources of oxygen

Oxygen source	Perceived risk
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Natural ventilation, eg through openings such as doors, windows and ducts.	Minimal- No sources other than in normal acceptable quantities.
Mechanical ventilation, eg air conditioning and air handling systems.	Nil- None present at time of inspection.
Oxidising agents or materials or oxygen cylinders.	Nil- None present at time of inspection.

4. ELIMINATION OR REDUCTION OF FIRE HAZARDS

* - Can we: E=Eliminate? R=Reduce? O=Other?(specify); N=None of these?

4.1. Elimination or reduction of ignition sources

Ignition source	*	Comments
Smokers (Cigarettes etc)	N	'No Smoking' signs are provided and displayed in accordance with current legislation.
Electrical Equipment	N	Portable electrical equipment is PAT tested every 12 months by a competent person. The electrical system is checked periodically by a competent electrician.
Hot processes/ equipment	N	Revue this item as required
Arson / Vandalism	N	PIR lighting is provided for illumination of outside areas. Burglar alarm is used when the building is unused.
Cooking	N	Portable electrical equipment is PAT tested every 12 months by a competent person. Other cooking equipment is inspected periodically to ensure that it is free from damage and excessive wear, and is clean and in good working order.
Heating	N	Ensure the heating boiler is serviced every year. Unfloor heating is checked annually.

4.2. Elimination or reduction of fuel sources

Fuel source	*	Comments
Wooden tables, various boxed items in storeroom. Blinds throughout the building.	N	Combustible materials are kept in their designated areas, and clutter is avoided wherever possible. Waste materials are minimal in quantity and well-managed.

Others	N	Small quantities of flammable liquids and gases are stored in a safe manner to minimise risk.
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4.3. Elimination or reduction of oxygen sources

Oxygen source	*	Comments
All sources	N	It is not possible to reduce oxygen sources.

5. IDENTIFICATION OF PEOPLE AT RISK

People at risk	Comments
People who use the main hall.	Recommend limiting numbers to: 150 standing, and 90 seated at tables and 100 seated in rows.
People who use the meeting room.	Number unlikely to exceed 20 seated and 25 standing depending on the nature of the activity.
People who use the shant room	Number unlikely to exceed 10 seated and 15 standing.
People with disabilities or special needs.	None identified at time of inspection, but should be catered for as and when the need arises.

6. EVALUATION OF RISK FROM FIRE TO IDENTIFIED PEOPLE

	Risk to people.
1.	A fire in the office or public area could prejudice the means of escape from the cloakroom areas.

The above issues are addressed through the fire protection measures listed in Section 7.

7. ELIMINATION OR REDUCTION OF RISK TO PEOPLE

	Yes / No	Comments
Are the means of detecting and giving warning of fire adequate for the risk ?	Yes	Electronic automatic detectors.
Is there sufficient, well-maintained fire fighting equipment sited throughout the building?	Yes	Sufficient extinguishers are provided and these are maintained on annual contract with local supplier.
Are the means of escape safe, of sufficient width and enclosed in fire resisting materials where appropriate?	Yes	
Is normal and emergency lighting		All units are in good working order.

sufficient for the premises?	Yes	
Are there enough appropriate signs and notices?	No	'Fire Action' notices should be provided and sited by each exit door and in the meeting room.
Are maintenance and testing arrangements adequate?	No	Arrangements to be put in place and recorded as detailed in the Fire Safety Log Book provided.
Are fire procedures adequate for the premises?	Yes	There are sufficient fire escape doors in the building to cover all situations

8. MANAGEMENT OF FIRE SAFETY

8.1. Remedial action required and actions taken

Section	Page	Remedial action required	Rectify by (date)	Date rectified
7	8	'Fire Action' notices should be provided and sited by each exit door and in the meeting room.	1/9/11 (before if possible)	
7	8	Arrangements for maintenance and testing of equipment and systems should be put in place and recorded as detailed in the Fire Safety Log Book provided.	1/9/11 (before if possible)	

8.2. General comments / other recommendations

Section	Page	Comments/ Recommendations
4	7	The cooker should be inspected regularly for damage and kept clean and in good order.
4	7	It is considered good practice for portable electrical equipment to be tested annually, and the system tested periodically by a competent electrician.
4	7	Wherever possible, paper should be stored in cupboards provided. Also when a notice board is fitted it should be tidied up periodically
		It is important that the boiler is checked for lime sale annually by a qualified service engineer
		The main information area and kitchen corridor should be kept free of obstructions.
		The patio area should be kept tidy with clear access to both gates at all times.
		The front outside entrance area should be kept clear of obstructions at all

		times.
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8.3. Emergency Plan

Purpose of the Plan

The purpose of this plan is to ensure that all occupants of these premises know what to do in the event of a fire, and to ensure that the premises can be safely evacuated should a fire occur. The Management Committee will generally be responsible for ongoing compliance with fire safety legislation and for fire safety management in the premises, but this plan will also serve to help to identify additional and specific responsibilities of others in the event of a fire or other emergency situation requiring evacuation of the premises.

Fire Risk Assessment

A Fire Risk Assessment as required by law has already been carried out on the premises. The results of this assessment, and any remedial action taken as a consequence, have been fully considered in drawing up this plan. It is vital that occupants become familiar with this plan and the procedures contained therein, in order that in the event of a fire occurring, we can ensure as far as humanly possible the safety and wellbeing of all people that are likely to enter the building, particularly members of the public and contractors.

The most significant points raised in the Fire Risk Assessment are as follows:

Signs and Notices: 'Fire Action' notices have been provided and situated at designated locations within the building.

Fire Safety Checks: These will be in future be carried out on a regular basis and recorded in the Fire Safety Log Book provided.

If A Fire Is Discovered

If you discover or suspect a fire, you must raise the fire alarm by operating the break glass.

Evacuation of Premises

In the event of a fire or other life-threatening incident, occupants will evacuate via the nearest available exit. Particular attention must be given to the safe evacuation of anyone with disabilities or specific needs, and who may require varying degrees of assistance.

Evacuation should take place in an urgent but orderly fashion, and those leaving the building should report to the assembly point in the car park, where a roll call will be carried out to ensure that everyone has evacuated the building safely.

It will be the task of the person responsible for the hall at the time (whether a committee member or the person who has signed the Hiring Agreement) to ensure that the premises are checked as thoroughly as possible to ensure that no-one is left inside the building, special attention being given to toilets.

Calling and Liaising With the Fire Service

Upon hearing the fire alarm, the responsible person will alert the Fire Service by dialling 999. If it is not safe to do so within the premises, this will be done outside by mobile phone. Upon arrival of the Fire Service, the responsible person will meet the officer in charge and relay as much information about the incident as possible, including:

- Persons missing or trapped in the building, where and when they were last seen;
- Where the fire is, what it involves, and how big it is;
- Where the building services (gas, electricity, water) are, if not already isolated;
- Any special hazards in the building which may affect the safety of personnel;
- Any other information which may be considered useful.

Remember that once evacuation has taken place the senior fire officer will be the person who decides whether or when it is safe for people to re-enter the building.

Fire Fighting

If a fire is discovered in its early stages, it may be appropriate to tackle it with the nearest suitable fire extinguisher, *only if it is considered safe to do so and only after the alarm has been raised*. If it is not possible to extinguish the fire, every effort should be made to contain it to the room or area of origin. Regardless of whether the fire is successfully extinguished, the Fire Service must still be called, and people must not be allowed to re-enter the building until the senior fire officer has deemed it safe to do so.

