

Harbury Village Hall Committee – Fire Safety Risk Assessment

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Fire Safety Risk Assessment

This document is the Fire Safety Risk Assessment for Harbury Village Hall, Harbury Village Hall, South Parade, Harbury, CV33 9JE.

This assessment is carried about by the Harbury Village Hall - Health & Safety sub-committee. The following people have delegated responsibility for this risk assessment:

Village Hall Health & Safety sub-committee - Keith Thompson and Philip Mayer
Village Hall Chairman – Andy Rutherford

This is in compliance with HM Government; **Regulatory Reform (Fire Safety) Order 2005**. That order requires that the Village Hall Committee take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire. We must consider everyone who might be on the premises, whether they are committee members, contractors, hirers or visitors.

This assessment is normally reviewed annually and also if any significant fire risk is discovered.

There are five steps to carrying out a fire risk assessment:

- Step 1 - Identify fire hazards
- Step 2 - Identify people at risk
- Step 3 - Evaluate the risks
- Step 4 - Record findings
- Step 5 - Review and revise fire risk assessment

Document Revision History

- Version 1.7 (March 2020) Reviewed and updated
- Reviewed and updated following extensive building work in March 2016
- Reviewed July 2015. Assessment still relevant. To be reviewed in November 2015 when current building work nears completion. Review to be undertaken in conjunction with Architect and Project Manager.
- Version 1.6 (September 2013) Yearly update
- Version 1.5 (August 2012) Yearly update incorporating Kitchen improvements
- Version 1.4 (June 2011) - Yearly H&S review
- Version 1.3 (October 2010) – Independent H&S Inspection
- Version 1.2 (June 2010) - Yearly H&S review
- Version 1.1 (June 2009) – Updated action item status
- Version 1.0 (June 2009) – First version

Step 1 – Identify Fire Hazards

For a fire to start three things are needed:

- a source of ignition
- fuel
- oxygen

If any of these is missing a fire cannot start. Taking steps to avoid these three elements coming together will reduce the risk of a fire starting.

Sources of Ignition	Identified	Comments
Naked flames	• Kitchen cooker • Candles at functions	• The Village Hall is a no smoking environment • The kitchen cooker is electric, but could be a source of flames • Use of candles banned, tea lights are an acceptable alternative
Hot processes; Hirers using kitchen	• Electric cooker • Hot water kettles and urns	• Fire blanket and dry powder fire extinguisher available. • Only adults allowed to use the cooker, kettles, boiler and urns • The cooker is turned off before the premises are vacated. • Cooker hard wiring tested every 5 years • Kettles/Urn/Boiler/Fridges PAT tested annually • Combustibles kept well away from cooker and sources of ignition, • No deep fat frying allowed • Kitchen door unlocked when persons using the kitchen • Shutters to Hall and Veolia Suite closed, if possible, in the event of fire, to reduce spread.
Hot Processes; Contractors	Contractors carrying out hot work processes	• Contractors provide method statement, risk assessment and safe system/permit to work documentation prior to work beginning • Contractors monitored on site. • Contractors (trained firewatcher) wait at least 30 minutes after hot work finished to ensure fire does not re-ignite.
Friction	<i>none identified</i>	

Heating	Low risk heating system recently installed	- All heaters serviced/inspected by competent contractors regularly - Wall units cleaned regularly - Hirers reminded not to put combustibles on top or near heaters
Sparks; Electrical items	Kettles, Fridges, Urns, Boiler, Cooker Hood, Heaters, Water Heating, Hot cupboard, infra-red light box, fly catcher, projection screen, Heaters and Hand Driers in toilets etc.	- All electrical items PAT tested annually - Electrical items visually checked by user to ensure cables and item in good condition; no frayed leads, scorch marks etc. - Five yearly electric testing
Sparks; Light Fittings and Stage lighting	Spotlights in main hall and associated lighting and sound control equipment.	Stage lighting PAT tested regularly by a competent contractor
Arson	The Hall is secure but does not have CCTV or a Caretaker	- No letter box - No waste/refuse left outside the building. - Waste refuse kept inside the kitchen and removed by hirers/committee regularly - Regular inspections of outside building to ensure no arson attempts have been made. - Any evidence of attempted arson reported to the Police and Fire Service as a 'Late Call'

Sources of Fuel	Identified	Comments
liquids	cleaning materials, paints	Held in appropriate secure storage
chemicals	cleaning materials	Held in appropriate secure storage
solids	fabric of village hall, furniture Theatre group; props, scenery, costumes, drapes.	Theatre Group props, scenery, costumes and equipment held in the Hall.

Sources of Oxygen	Identified	Comments
Additional source	<i>none identified</i>	

Step 2 - Identify People at Risk

In the event of a fire, the main priority is to evacuate everyone quickly and safely. The greatest danger is the spread of fire, the heat and smoke.

People working alone	Comments	Risk
Contractor cleaner	Couple of times a week in any part of hall	low to medium
Maintenance Contractor electrician	When requested to perform electrical/mechanical work	medium
Committee chairman	Daily check of hall by chairman or delegate	low

Groups	Comments	Risk
Committee members	Normally meet in Committee Room	low
Other contractors	To be assessed when they start working	
Football club	Use the changing rooms	low
Hirers	Have access to public areas of hall	low to medium
Visitors	Accompanied by committee members or hirers	low to medium
Accessibility People with disabilities, to include those with mobility problems, impaired sight/blind, deaf or impaired hearing etc.	- Ground floor only with ramps available. - Hirers asked to ensure they make arrangements for the safe evacuation of disabled persons. - For occasions when members of the public attend Committee meetings e.g. AGM, a member of the Committee is appointed to assist the disabled persons evacuate the building	low to medium

How people;	Alerted to fire	Make their escape	Accounted at assembly point
People working alone	They would have to detect the fire	Using fire exits, or external doors	Not applicable
Groups	Leader of Group must be familiar with Fire Evacuation Procedures including use of the Fire Alarm system	- Using fire exits, or external doors - Initiate Fire Evacuation Procedures	By leader of group
Disabled Persons	Nominated person that assists must be familiar with Fire Evacuation Procedures	Nominated person assists with evacuation	Nominated person

Step 3 - Evaluate the Risks

Risk Id	Identified Risk	Risk Assessment	Existing Control Measures
R1	Fire safety awareness	Medium	Information on notice boards within hall
R2	Fire detection and warning system	Medium	Electronic Fire Alarm system installed January 2016. Regularly tested
R3	Fire exits Fire exits and fire escape routes blocked/obstructed	Low	- Two fire exits from main hall through Farley Room - One fire exit from Windmill room - One fire exit from Fosse room - Four external doors; main entrance, kitchen, changing rooms, toilet block - Fire exits kept clear at all times. - Hirers reminded – fire safety notices on notice board - Fire Action Notices displayed by fire exits - Kitchen door to be kept unlocked if persons using the kitchen - Hirers to notify their user groups of fire evacuation procedures at start of session (especially important for large events such as theatre productions) - Fire exits marked with running man signs
R4	Fire extinguishers	Low	Yearly equipment check by competent person
R5	Electrical equipment	Low	- Yearly Portable Appliance Testing (PAT) of Village Hall owned equipment by competent person - Certificate of Electrical Safety every 5 years
R6	People working alone	Low to medium	- Number of people working alone kept to a minimum - All external fire exits can be opened without a key - If person working in the kitchen the door external kitchen door must be unlocked whilst the person is in the room
R7	Kitchen cooking facilities	Low to medium	- Electric cooker, no gas to hall - Doors close kitchen off from other rooms - Hatches to Veolia Suite and Hall have fire retardant shutters.
R8	Cleaning Materials	Low to medium	In cupboard in the Store Room
R9	Maintenance work, electrical repairs, not work	Low to medium	- Competent contractors used - Activities monitored by Chairman/Committee

R10	Windmill Room Wooden stage	Low to medium	• Portable stage stored beneath main stage • Stage kept well away from heat sources
R11	Loft Storage	Low to medium	• Loft contains minimal general, low risk items only.
R12	Fire starting in the main hall where large numbers of people assemble	Low to medium	• Capacity limited to 400: Main hall 300, Veolia Suite= 100 But recommended to hirers: Main hall 200, Veolia Suite = 50 • Fire exits and escape routes kept clear at all times • 2 exits from main hall to Veolia Suite • 1 exit directly to outside • Curtains made from fire retardant materials
R13	Fire developing in an unoccupied space that people have to pass by to escape the building	Low to medium	Electric Cupboard in by main entrance/exit • Door to cupboard always kept locked • Fire extinguisher moved to outside locked door
R14	Fire or smoke spreading rapidly through the building	Low to medium	• Walls, partitions and ceilings in good order • Any holes that could aid fire spread repaired as soon as possible • Regular 6 monthly Fire Drills • Fire Evacuation plans for disabled persons
R15	Fire spreading rapidly through the building because of combustible structural elements or large quantities of combustible goods	Low to medium	• Combustible items kept to a minimum. • Drama props stored away from heat and ignition sources. • Special events where drapes are used will be specifically risk assessed with contractor installing them.
R16	Fire spreading rapidly through the building due to poor installation of fire precautions e.g. incorrectly installed fire doors or incorrectly installed services penetrating fire walls	Low	• All fire doors fitted correctly and meet fire safety/building regulations. • Any gaps caused by services penetrating the walls and ceilings are filled with fire retardant materials.
R17	Fire and smoke spreading through the building due to poorly maintained and damaged fire doors or fire doors being wedged open.	Low	• Fire doors kept closed at all times and not wedged open • Fire doors and closers checked regularly • Any intumescent strips that have been damaged or painted over are replaced by a competent contractor.
R18	Emergency Lighting Failure	Low	• Emergency lighting units tested monthly and serviced every 12 months. • Tests recorded.

R19	Fire fighting equipment damaged/unavailable	Low	• Fire fighting equipment is provided • Fire fighting equipment serviced every 12 months • Fire(flame) sign to be displayed above all extinguishers
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Step 4 - Record your findings

Please note that these actions are tracked in our “Health & Safety Actions” document which records the status of all Health & Safety items. Plan of action:

Action item	Risk Id	Further Control Measures	Status	Date Open	Date Closed
2009-08	R1	Designate single notice board for “Hirers and Health & Safety” Information	Complete	20May09	11Jun09
2009-10	R1	“In the event of fire notices” at strategic places throughout the hall	Complete	20May09	26Jun09
2009-19	R1	Review and update emergency plan	Complete	29May09	26Jun09
2009-21	R1	Warning to hirers about care when using candles	Complete	29May09	10Jun09
2009-20	R1	Fire safety training to be given to all new contractors	As Necessary	Ongoing	Ongoing
2009-13	R2	Evaluate more advanced fire warning systems	Refurbish Item	20May09	Refurb
2009-18	R3	Remove bolts from sliding doors from main hall to changing rooms, to ensure alternative exit if external door to changing rooms locked	Complete	20May09	20May09
2009-16	R3	Confirmed that old fire exit via store room is no longer required	Complete	20May09	20May09
2009-35	R3	Exit from Changing Rooms now has a push pad lock as an additional means of escape, but is not a designated fire exit for normal hall users.	Complete	26Jun09	09Apr10
2010-43	R3	New external door from the new Toilet Block is not a designated means of escape and therefore does not need push bar apparatus	Complete	06Apr10	09Apr10
2009-22	R4	Lock the electrical cupboard in ladies toilet	Complete	31May09	26Jun09
2009-27	R5	Key safe for all village hall keys, including keys to locked cupboards with electric isolation equipment	Complete	02Jun09	26Jun09
2009-20	R6	Fire safety training to be given to those who work alone	As Necessary	29May09	Ongoing
2009-14	R7	Consider internal fire doors for kitchen as part of refurbishment	Refurbish Item	20May09	Refurb
2009-15	R7	Review effectiveness of kitchen hatches as part of refurbishment	Refurbish Item	20May09	Refurb
2009-17	R7	Confirmed that kitchen does not need smoke detectors	Complete	20May09	20May09
2009-23	R8	Ensure that cleaning materials cupboard is always locked	Complete	31May09	26Jun09
2009-24	R8	Check clean fluids documentation	Complete	31May09	13Aug09
2009-25	R9	Remove old paint tins stored in Village Hall	Complete	31May09	02Jun09
2009-28	R10	Remove old youth club equipment no longer required	Complete	02Jun09	18Nov09

2010-76	R3/6	Kitchen door to be kept unlocked if persons using the kitchen	Complete	08Sep10	15Sep10
2010-77	R3/6	Hirers to notify their user groups of fire evacuation procedures at start of session (especially important for large events such as theatre productions)	Complete	08Sep10	23Sep10
2010-73	R12	Curtains to be replaced with ones made from fire retardant materials when funds allow	Refurbish Item	08Sep10	Refurb
2010-74	R13	Change to fire door when funds allow	Refurbish Item	08Sep10	Refurb
2010-78	R13	Gaps in ceiling of power room to be filled with fire retardant material to prevent fire spread to rest of building (unless room protected by fire break in ceiling void) To be fixed after PV panels installed.	In progress	08Sep10	Refurb
2010-62	R14/17	Fire drills to be carried out yearly – choose large groups e.g. theatre group, youth group, dancing etc to ensure gong can be heard throughout the building. Consider using hand bell/ Klaxon horn etc in addition or instead of gong in the event the gong cannot be accessed safely. Fire Drills now scheduled yearly.	In progress	08Sep10	01Sep11
2010-79	R14/17	Create fire evacuation plans for disabled persons	Complete	08Sep10	23Sep10
2010-80	R18	Emergency lighting units tested monthly and serviced 12 monthly, and tests recorded.	Complete	08Sep10	20Sep10
2010-81	R19	Fire(flame) sign to be displayed above all extinguishers	Complete	08Sep10	07Oct10

On-going issues and their solutions are contained within the Health and Safety Actions document located in Drop Box; please refer to this for the current items.

Step 5 - Review and Revise your Fire Risk Assessment

Date	Action	Outcome
20Oct10	Copy sent to WCC Fire Safety	Ian Bonner, Technical Officer, Fire Safety HQ, Old Budbrooke Road, Warwick,Cv35 7DP, 01926 410800
15Sep10	Independent H&S Inspection Action Plan	Sylvia Youngman – WCC Health and Safety Advisor
25Jun10	Annual Health & Safety Review	Review and update this document
09Apr10	Contacted WCC Fire Safety about report for new toilets	Bob Squire – WCC Fire Safety: - Confirmed that the new external door from toilet block does not need a push bar apparatus, as it is not a designated means of escape - Confirmed that external door from changing room, which now has a push pad, is OK as it is only for designated users of changing room and is not a designated fire exit for normal hall users
20May09	Contacted WCC Fire Safety to see whether Fire Service still offered Fire Safety visits	Mark Rose – WCC Fire Safety: - Advised that we need to produce a Fire Safety Risk Assessment and thus this document - Made some initial observations following an overview of the hall - Pointed us at the documents online - Offered to review our assessment if we emailed it to him
30May09	First draft of this assessment distributed within Village Hall Health & Safety sub-committee	To Keith Thompson
08June09	Assessment emailed to Mark Rose, WCC Fire Safety	We have started working on action items

8 August12 Fire Risk Assessment reviewed and updated following kitchen improvements.

September 2013 Annual review and update of Fire Risk Assessment

March 2016 Reviewed and updated following completion of extensive building work

March 2020 Reviewed and Updated

