

FIRE SAFETY RISK ASSESSMENT

**For
small single occupancy premises**

Premises

Ickleford Village Hall

Introduction

Regulatory Reform Order

The Regulatory Reform (Fire Safety) Order 2005 (FSO) came into effect on 1 October 2006 and requires that a fire risk assessment is carried out in all relevant premises to determine what fire safety measures are necessary.

The Responsible Person* for the premises has additional responsibilities relating to fire safety under Articles 8 to 23 of the FSO. Details of which can be found through the following link:

<http://www.opsi.gov.uk/si/si2005/20051541.htm#8>

*"Responsible Person" means;

(a) in relation to a workplace, the employer, if the workplace is to any extent under his control;

(b) in relation to any premises not falling within paragraph (a)—

(i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or

(ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

Fire Risk Assessment

This form is intended to assist small businesses in carrying out the fire risk assessment. It is suitable for use in small buildings, with a simple internal layout, e.g. small offices, shops or industrial units. In buildings with complicated escape arrangements, large numbers of people or high fire risk processes a more comprehensive fire risk assessment may be necessary.

Note: It is recommended that this risk assessment form is completed in conjunction with the relevant Communities and Local Government guidance publication for the premises use. These can be found through the following link: <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

The enclosed information follows a simple **5 step guide** to completing a suitable assessment. The fire risk assessment does not need to be complicated, it should be a common sense review to identify the hazards (what could start a fire and what could burn), followed by consideration of the possible effects of a fire on people using the building. The important thing is that the fire risk assessment is systematic to ensure that every part of the premises is assessed. Every room, space or area, especially those not often used, should be included.

If you identify any significant risks you should consider if they can be reduced: first by removing the hazards and secondly by providing fire protection measures (e.g. automatic fire detection). These points should be addressed within the 'What needs to be done to make each situation safe?' section.

If your business is located within a larger building and if a fire in your business could affect your neighbours, you should share the findings of your fire risk assessment with your neighbours.

Your fire risk assessment must be kept up to date. It is important to update the assessment if anything is changed that might affect the risk (e.g. new ignition sources or use of flammable liquids etc.). If you identify that either the likelihood of a fire or the risk to people is not LOW you may want to consider seeking professional assistance.

FIRE SAFETY RISK ASSESSMENT

1 Identify fire hazards

Identify:

Sources of ignition
Sources of fuel
Sources of oxygen

2 Identify people at risk

Identify:

People in and around the premises
People especially at risk

3 Evaluate, remove, reduce and protect from risk

Evaluate the risk of a fire occurring
Evaluate the risk to people from fire
Remove or reduce fire hazards
Remove or reduce the risks to people

- Detection and warning
- Fire-fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

4 Record, plan, inform, instruct and train

Record significant finding and action taken
Prepare an emergency plan
Inform and instruct relevant people; co-operate and co-ordinate with others
Provide training

5 Review

Keep assessment under review
Revise where necessary

Remember to keep to your fire risk assessment under review.

FIRE RISK ASSESSMENT

1. PREMISES PARTICULARS

Premises Name: Ickleford Village Hall
Address: 82 Arlesey Road
Ickleford
Hitchin
Herts
SG5 3TG

Use of Premises: Community Building

Tel No:

None

Responsible person for the premises:

Village Hall Management Committee

Date of Risk Assessment

12 Dec 2019

Date of Review:

Dec 2020

Name and relevant details of the person who carried out the Fire Risk Assessment

Geoff Morse, Deputy Chairman, Village Hall Management Committee

2. GENERAL STATEMENT OF POLICY

Statement:

It is the policy of the Ickleford Village Hall Management Committee to protect all users from potential injury and damage to their health which might arise from fire.

The Management Committee will provide and maintain safe and healthy conditions, equipment and system of work for all users, and to provide such information as they need for this.

The Management Committee gives a high level of commitment to fire safety and will comply with all statutory requirements.

Signed:

Print Name: Geoff Morse

Date: 13th Dec 2018

Risk Level: Following this assessment the level of risk is now deemed to be:
(Acceptable/Unacceptable, further control measures required)

Acceptable

3. MANAGEMENT SYSTEMS

Commentary:

The Fire Safety Risk Assessment document is held by the Deputy Chairman and is also distributed to all members of the Management Committee

The plan confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the five step approach detailed in the HM Government fire safety risk assessment guide.

The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters the Committee has made the Deputy Chairman responsible for fire safety matters which include the fire risk assessment and all matters appertaining to it.

The Deputy Chairman will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

Maintenance of the provisions of this risk assessment

If any of the provisions contained within this risk assessment are unavailable, an immediate risk assessment will be carried out to establish what control measures are required to allow continuation use of the Hall

4. GENERAL DESCRIPTION OF PREMISES

Description:

Ickleford Village Hall is a community building kept locked at all times other than when occupied by authorised Hirers who are governed by a specific Contract of Hire.

The Hall is a simple, mainly single storey brick building dating from 1925 and comprises: an entrance lobby and toilet facilities, above which is a loft space housing the newly installed heating system and a storage area; the Main Hall with stage underneath which is a large storage area; enclosed lobbies either side of the stage the left of which links to the Small Hall and rear toilets and the right to the kitchen. There is a small wall-mounted gas boiler providing hot water in the kitchen.

Externally to the right of the Hall is a tarmac car park surrounded by a wooden fence and to the left is a narrower strip of tarmac with a brick boundary wall enclosed by wooden double gates. There is also a locked wooden storage shed to the rear of this area.

The two function rooms have clearly marked and illuminated fire exits with push-bar openings. These exits are located centrally and are clearly visible and accessible, frequently being used as additional exits to the normal front and rear entrance doors. Fire extinguishers are located next to the three emergency exits as well as in the main lobby entrance near the front door and the rear kitchen door. A fire blanket is located in the kitchen above the fire extinguisher. Emergency lighting is installed throughout and is tested monthly by the Deputy Chairman and occasionally by the Fire & Rescue Service.

Occupancy:		Size:	
Times the Premises are in use:	Daily 0830 - 2400	Building footprint (Metres x Metres):	40m x 20m
The Total Number of Persons Employed within the Premises at any one time:	0	Number of Floors:	1
The Total Number of persons who may resort to the premises at any one time:	200	Number of Stairs:	0

5. FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)	None
Emergency Lighting (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)	Maintained
Other: (i.e. Sprinkler System to LPC rules BS 5306)	None

Fire fighting equipment

Fire extinguishers, hose reels and fire blankets	As shown on the plan
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Fire Resisting construction

Identify what fire resisting construction is required to secure the means of escape	None
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Fire Exits

Identify what fire exits are required	As shown on the plan
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See drawing on next page

PLAN DRAWING

Complete a simple line drawing of the premises and identify your fire safety provisions – including escape routes, extinguishers, emergency lighting and fire alarm.

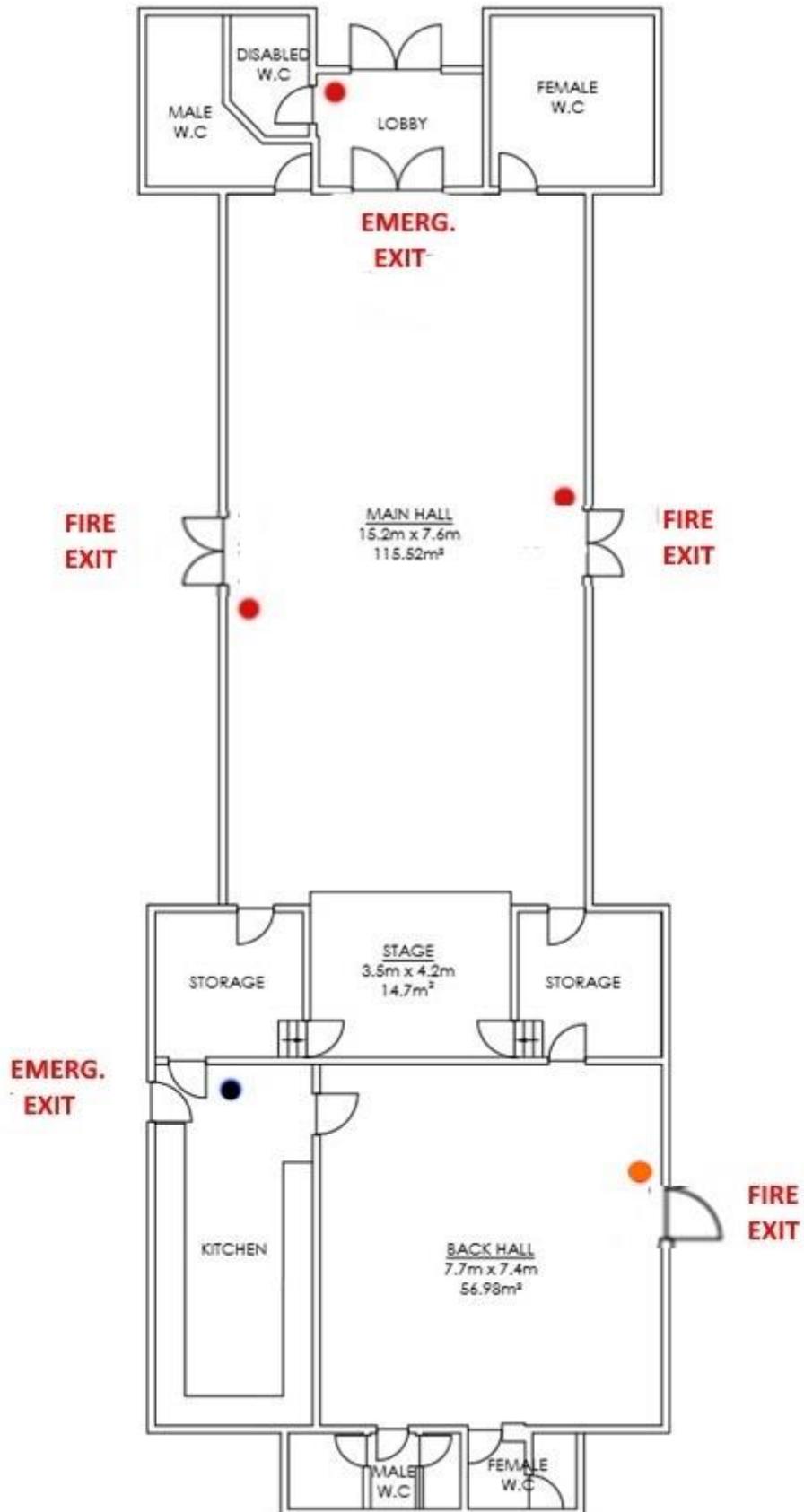
KEY

-  Smoke detector
-  Break glass call point
-  Emergency lighting
-  Fire extinguisher
-  Fire exit sign
-  Self closing 30 minute fire door
-  30 minute fire-resisting construction
-  Designated escape route to be maintained clear at all times

Identifying Ignition and Fuel Sources

Noughts & Crosses - As an aid to identifying the hazards within your premises it's possible to use a system of *noughts* and *crosses*. using a **X** to mark **ignition sources** and a **O** for **fuel sources**.

HALL PLAN - LOCATION OF FIRE SAFETY EQUIPMENT



● Water extinguisher

● Foam extinguisher

● CO₂ extinguisher & fire blanket

Step 1 ~ Identify fire hazards		Are existing control measures suitable?			
Sources of ignition	Location	Existing control measure	Are existing control measures suitable?		
Naked flames	<i>Kitchen</i>	<i>Cooker lid lowered to cut off gas supply</i>	YES		NO
Gas hot water boiler	<i>Kitchen</i>	<i>Annual service</i>	YES		NO
Gas central heating	<i>Lobby loft</i>	<i>Annual service</i>	YES		NO
Electrical equipment e.g. overloaded sockets etc.	<i>All areas</i>	<i>All portable electrical equipment is PAT tested annually and only existing sockets used. Distribution boards tested every five years</i>	YES		NO
Cooking facilities	<i>Kitchen</i>	<i>Cooker lid lowered to cut off gas supply</i>	YES		NO
Lighting equipment	<i>Main Hall</i>	<i>Spotlight controls are in a cupboard which is locked when not in use</i>	YES		NO
Arson	<i>Outside bin</i>	<i>Bin is kept away from building</i>	YES		NO
Smoking materials	<i>All areas</i>	<i>Smoking not permitted by law</i>	YES		NO
Other sources	<i>None</i>		YES		NO
If you have answered NO to any question above complete the details below -					
	What needs to be done to make each situation safe?	Action required by?	Date due	Signed completed	
	✓				
	✓				
	✓				

Step 1 ~ Identify fire hazards (continued)			Are existing control measures suitable?			
Sources of fuel & oxygen	Location	Existing control measure				
Wood/paper/cardboard etc	<i>Side lobby</i>	<i>Area to be kept neat and tidy</i>	YES			NO
Plastics/rubber/foam (including packaging)	<i>None</i>		YES			NO
Electrical equipment e.g. overloaded sockets etc.	<i>All areas</i>	<i>All portable electrical equipment is PAT tested and only existing sockets used. Distribution boards tested every five years</i>	YES			NO
Furniture and fixings e.g. curtains	<i>Both halls including stage</i>	<i>All curtains should be flame retardant (advisory)</i>	YES			NO
Flammable gases/liquids e.g. oils/solvents etc	<i>None</i>		YES			NO
Textiles	<i>None</i>		YES			NO
Display materials	<i>None</i>		YES			NO
Waste materials	<i>All</i>	<i>Internal bins emptied on daily basis. Outside rubbish bin stored away from building and emptied weekly</i>	YES			NO
Additional oxygen supplies e.g. air conditioning units	<i>None</i>		YES			NO
If you have answered NO to any question above complete the details below -						
What needs to be done to make each situation safe?		Action required by?	Date due	Signed completed		
✓	All curtains need to be flame retardant	Management committee	Next replacement			
✓						
✓						

Step 2 ~ Identifying people at risk

Are existing control measures suitable?

Consider who might be at risk? – e.g. staff, visitors, guests, customers etc.

<i>Why are they at risk?</i>	Location	Control measure	Are existing control measures suitable?	
Staff working alone	<i>All</i>	<i>Cleaner familiar with fire and evacuation procedure</i>	YES	NO
People with disabilities (including mobility, hearing, vision impairment)	<i>All</i>	<i>All exits have suitable ramps for wheelchair users</i>	YES	NO
Unfamiliar with the building	<i>All</i>	<i>Fire equipment plan displayed in various places</i>	YES	NO
Contractors	<i>All</i>		YES	NO
Other			YES	NO

If you have answered NO to any question above complete the details below -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by?</i>	<i>Date due</i>	<i>Signed completed</i>
✓ Three main exits OK ✓ Review disabled access through side emergency exits)	Management Committee		
✓			
✓			

Step 3 ~ Evaluate, remove, reduce and protect from risk

Can hazards and risks be removed or reduced?

The following examples can greatly aid the protection of people and property –

- ✓ Separate ignition sources from combustibles
- ✓ Improve security
- ✓ Remove or improve storage of highly flammable materials
- ✓ Replace temporary heaters with permanent fixed ones
- ✓ Regularly remove refuse and packing materials
- ✓ Provide automatic fire detection
- ✓ Provide emergency escape lighting (in some circumstances provision of a torch may be suitable)
- ✓ Test and maintain all fire safety equipment (i.e. fire alarm, emergency lighting and fire extinguishers)
- ✓ Arrange electrical testing of appliances

Evaluate fire safety arrangements

Are ignition sources controlled to minimise the likelihood of fire?	YES		NO
Are combustible materials kept away from ignition sources?	YES		NO
Would a fire be discovered quickly?	YES		NO
Will everybody be warned of the fire immediately?	YES		NO
Is escape available in more than one direction?	YES		NO
Can everyone escape without assistance?	YES		NO
Are exits easily identified?	YES		NO
Are escape routes free from obstruction?	YES		NO
Are doors to outside easy to open?	YES		NO
Is the alarm system tested and maintained in accordance with relevant British Standard	YES		NO
Is the Emergency Lighting system tested and maintained in accordance with relevant British Standard	YES		NO
Are fire extinguishers serviced in accordance with relevant British Standard	YES		NO

If you have answered NO to any question above complete the details below -

What needs to be done to make each situation safe?	Action required by?	Date due	Signed completed
✓ Provision of disabled exit ramp for fire exits			
✓			
✓			
✓			

Step 4 ~ Record, Plan, Inform, Instruct and Train

You must record your fire safety arrangements – this includes:

Have you made an emergency plan and does it include the points below?	YES	NO
<i>Your emergency plan should include -</i>		
How will people be warned if there is a fire (this may range from a shout of “Fire!” to an electrical fire alarm system):	Shout of Fire	
What should staff do if they discover a fire:	Hirers follow the evacuation procedure	
How should the evacuation of the premises be carried out:	Using nearest fire exit	
Where should people assemble and how to check premises have been evacuated:	People should assemble on the village green and Hirer must confirm all guests are present	
Duties and identity of responsible staff if there is a fire:	Hirer is responsible for evacuation and calling of Fire Brigade	

Have you provided instruction and training to staff

Has instruction and training been provided to all staff on what to do in case of fire?	YES	NO
Are there records of fire drills, instruction and training?	YES	NO

If you have answered NO to any question above complete the details below -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by?</i>	<i>Date due</i>	<i>Signed completed</i>
✓			
✓			
✓			
✓			

Step 5 ~ Review

Your risk assessment must be kept up to date

Date of next review

It is recommended that you review your risk assessment every 12 months
OR
if you make changes to the layout of your premises, significantly increase the amount of combustible materials stored or displayed, change your opening hours (e.g. to include night time opening etc) you should review your fire risk assessment.

Dec 2019

For further information visit the website – www.firesafetyguides.communities.gov.uk
or contact the Fire Protection Department of *Hertfordshire Fire & Rescue Service* – 01992 507507

A copy of this form can be found on – <http://connect.hertscc.gov.uk>