

# **FIRE RISK ASSESSMENT**

## **CONTENTS**

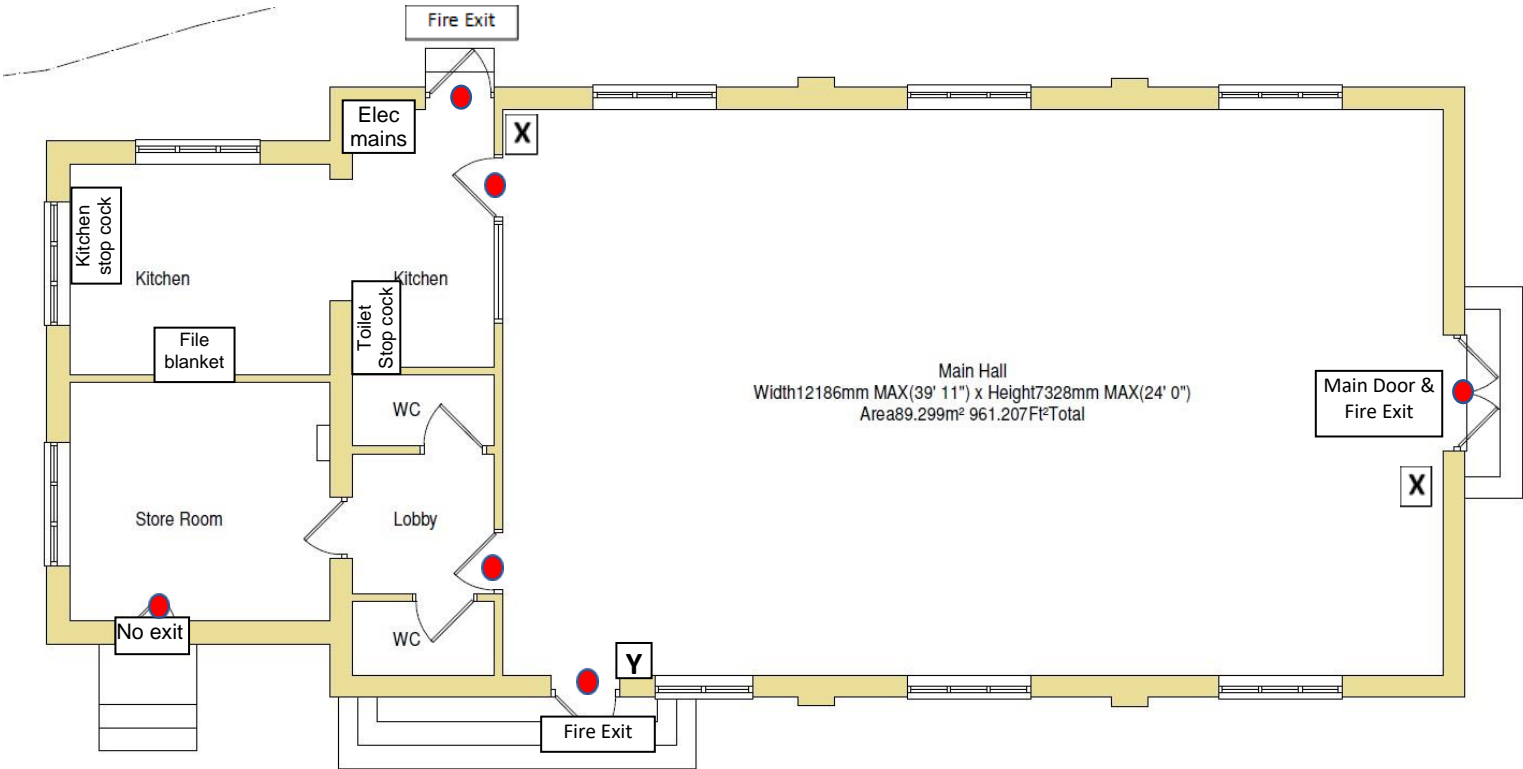
<b>1. PREMISES DETAILS .....</b>	<b>2</b>
<b>2. PREMISES PLAN.....</b>	<b>3</b>
<b>3. HAZARDS .....</b>	<b>4</b>
<b>4. HISTORY .....</b>	<b>5</b>
<b>5. MITIGATING THE EFFECTS OF FIRE.....</b>	<b>5</b>
<b>6. FIRE DEVELOPMENT .....</b>	<b>5</b>
<b>7. OCCUPANTS .....</b>	<b>7</b>
<b>8. RAISING THE ALARM .....</b>	<b>7</b>
<b>9. ESCAPE ROUTES.....</b>	<b>7</b>
<b>10. EVACUATION PROCEDURES .....</b>	<b>8</b>
<b>11. FIRE SAFETY MANAGEMENT.....</b>	<b>8</b>
<b>12. MAINTENANCE OF EQUIPMENT .....</b>	<b>9</b>
<b>13. TRAINING.....</b>	<b>9</b>
<b>14. RECORDS .....</b>	<b>10</b>
<b>15. CO-OPERATION AND CO-ORDINATION .....</b>	<b>10</b>
<b>16. CONCLUSIONS.....</b>	<b>11</b>
<b>17. REMEDIAL ACTION PLAN .....</b>	<b>11</b>
<b>18. ANY OTHER RELEVANT INFORMATION .....</b>	<b>11</b>

## 1. PREMISES DETAILS

<b>Premises Address</b>	Horseman's Green Community Hall Horseman's Green, Whitchurch SY13 3DY
<b>Occupier</b>	Horseman's Green Community Group
<b>Owner</b>	Horseman's Green Community Group
<b>Responsible Persons</b>	Group Trustees
<b>Use &amp; Maximum Number of persons in the premises</b>	Group activities, fundraising events, talks, coffee morning, quizzes. 78 seated
<b>Hours premises is in use</b>	Various throughout day and evening dependent upon event/activity
<b>Type of construction</b>	Traditional, brick walls, timber floor, corrugated asbestos roof panels.
<b>Size of building</b>	7.4m x 12.4m
<b>Number of floors</b>	Ground floor only
<b>Details of other occupants &amp; type of premises if part of multi-occupied building</b>	SINGLE OCCUPANCY
<b>Name of assessors including contact details</b>	Chris Wood, Hall Caretaker Andrea Porter, Trustee & Secretary
<b>Training &amp; experience or evidence to show competence of assessor i.e. knowledge or other qualities</b>	NEBOSH
<b>Date original assessment carried out</b>	September 2017
<b>Date for review of risk assessment</b>	1 <sup>st</sup> October 2021

# 2. PREMISES PLAN

Premises plan detailing means of escape and other preventative and protective measures.



- X = Fire extinguishers and fire bells
- Y = Fire extinguisher
- = Emergency lighting

### 3. HAZARDS

<b>SOURCES OF IGNITION INCLUDING ACTION TAKEN TO REDUCE RISK</b>	
<b>Hazards Identified</b>	Main source of ignition are electrical items in the kitchen, electric sockets heating and lighting located throughout all the hall areas
<b>Existing Control Measures</b>	Equipment regularly checked and tested
<b>Any additional Action required?</b>	None
<b>SOURCES OF FUEL INCLUDING ACTION TAKEN TO REDUCE RISK</b>	
<b>Hazards Identified</b>	Potential sources of fuel could be waste materials and items kept in the store room  The main source of oxygen is the natural airflow through, doors, windows and other openings.
<b>Existing Control Measures</b>	Waste is removed after each event/activity Store room is kept tidy and door closed when not in use
<b>Any additional Action required?</b>	None
<b>DETAILS OF ANY HAZARDOUS SUBSTANCES PRESENT</b>	
<b>Hazards Identified</b>	None present
<b>Existing Control Measures</b>	
<b>Any additional Action required?</b>	
<b>HAZARDS FROM WORK PROCESSES – DETAILS INCLUDING ACTION TAKEN TO REDUCE THE RISK</b>	
<b>Hazards Identified</b>	No hazardous work processes
<b>Existing Control Measures</b>	
<b>Any additional Action required?</b>	
<b>STRUCTURAL HAZARDS</b>	
<b>Hazards Identified</b>	None present
<b>Existing Control Measures</b>	
<b>Any additional Action required?</b>	

#### 4. HISTORY

HISTORY OF ANY PREVIOUS FIRES IN THE PREMISES	
Details	None
Action Required	

#### 5. MITIGATING THE EFFECTS OF FIRE

MEANS OF FIGHTING FIRE	
Details	Portable extinguishers in the hall are appropriate for the risk, see plan. All extinguishers are maintained annually by a contractor, Records kept of regular checks. Nominated volunteer receives instruction in the use of equipment
Matters of concern	
Action required.	
MEANS FOR RESTRICTING FIRE SPREAD	
Hazards Identified	Fire spreading beyond its origin
Existing Control Measures	Internal doors are kept closed when hall not in use
Any additional Action required?	
MEANS OF SEGREGATING AREAS OF HIGHER FIRE RISK	
Hazards Identified	Storage of cleaning materials kept in kitchen cupboard
Existing Control Measures	Only small quantities on are site

#### 6. FIRE DEVELOPMENT

HAVING RECORD TO INFORMATION CONTAINED IN SECTION 1-5, DESCRIBE THE MOST LIKELY "WORST CASE SCENARIO" FIRE SITUATION TO BE ENCOUNTERED
Worst case scenario would be a fire starting in an area of the hall not in use (most probably the store room or the kitchen) when there is an event in the building that wasn't detected until it had a strong hold.
ACTION REQUIRED



## 7. OCCUPANTS

<b>OCCUPANT CHARACTERISTICS</b>	
<b>Details of Occupants</b>	A wide range of people of varying ages and physical ability will be using the hall at various times The person hiring the hall will be responsible for ensuring everyone in their group are aware of precautions and emergency exits
<b>Details of any persons considered to be particularly at risk e.g. lone workers, visitors, people with special needs, people who maybe asleep</b>	There may on occasion be people in wheelchairs using the hall. Children will be using the hall but will always be accompanied by a family member Lone workers carry out maintenance
<b>Action Required</b>	

## 8. RAISING THE ALARM

<b>MEANS FOR DETECTING &amp; GIVING WARNING OF FIRE</b>	
<b>Details</b>	Manual bells in two places within the hall
<b>Matters of Concern</b>	None
<b>Any additional Action required?</b>	None

## 9. ESCAPE ROUTES

<b>ESCAPE ROUTES &amp; EXITS AVAILABLE FOR OCCUPANTS</b>	
<b>Existing Provision</b>	See plan, two exits directly from the main hall, plus one with a short route via the kitchen. All lead directly to open air. All exits have steps on the outside of the building. All doors have hand rails. When building is in use a ramp will be used as thought appropriate at the main entrance/exit The double front door will always remain unlocked when the building is in use. The other two exits are fitted with panic bars
<b>Matters of Concern</b>	
<b>Any additional Action required?</b>	None

<b>MEANS FOR ENSURING ESCAPE ROUTES CAN BE SAFELY USED DURING EVACUATION</b>	
<b>Existing Provision</b>	See plan, all exits are adequately signed as escape routes, are illuminated by escape lighting units. Main double front door is always unlocked when building is in use, the other two emergency exits are fitted with panic bars. Escape routes are maintained free of obstructions Emergency lighting at each door
<b>Matters of Concern</b>	None
<b>Any additional Action required?</b>	None

## 10. EVACUATION PROCEDURES

<b>EMERGENCY ACTION PLAN</b>	
<b>Existing Procedures</b>	Notices detailing procedure are displayed throughout building and included in volunteer briefings. Policy is to raise the alarm and evacuate the building. Only persons trained in the use of fire extinguishers will use them, and only when it is safe to do so. Where people require help to exit the building a dedicate person will do this. No one is to return to the building until the fire officer declares it is safe to do so. Policy is Get Out and Stay Out
<b>Matters of Concern</b>	None
<b>Any additional Action required?</b>	None

## 11. FIRE SAFETY MANAGEMENT

<b>FIRE SAFETY POLICY STATEMENT</b>	
<b>Details</b>	Fire safety is included in the health and safety policy statement, a copy of which is kept in the health and safety file in the hall kitchen. The hall guide, which is available for all users, also contains health and safety information.
<b>Matters of Concern</b>	None
<b>Any additional Action required?</b>	None



<b>FIRE SAFETY MANAGEMENT SYSTEM</b>	
<b>Details</b>	Day to day management of all hall systems is detailed in the role of Hall Caretaker, who may delegate his roll to the Assistant Hall Caretaker. The Health & Safety Officer is a Trustee of the charity Regular checks are made and recorded
<b>Matters of Concern</b>	None
<b>Any additional Action required?</b>	None
<b>MONITOR/REVIEW PROCEDURES FOR FIRE SAFETY</b>	
<b>Details</b>	Health and Safety Officer and Hall Caretaker regularly audit and review procedure and implement any necessary changes. Reports are made to the Trustees on a regular basis.
<b>Matters of Concern</b>	
<b>Any additional Action required?</b>	

## 12. MAINTENANCE OF EQUIPMENT

<b>MAINTENANCE PROGRAMME</b>	
<b>Details</b>	The Hall Caretaker carries out regular audits and reports to the health and safety officer External contractors are responsible for the maintenance of extinguishers and emergency lighting, all of which are maintain in accordance with relevant British Standard
<b>Matters of Concern</b>	None
<b>Any additional Action required?</b>	None

## 13. TRAINING

<b>FIRE SAFETY TRAINING PROVIDED FOR RELEVANT PERSONS</b>	
<b>Details</b>	Fire safety is included in all volunteer briefings
<b>Matters of Concern</b>	None
<b>Any additional Action required?</b>	None

## 14. RECORDS

<b>RECORDS OF MAINTENANCE AND TRAINING</b>	
<b>Details</b>	Maintenance records kept in electronic and paper version
<b>Matters of Concern</b>	None
<b>Any additional Action required?</b>	None

## 15. CO-OPERATION AND CO-ORDINATION

<b>CO-OPERATION/CO-ORDINATION BETWEEN GROUP AND HALL USERS</b>	
<b>Details</b>	Those who hire the Hall acknowledge their responsibilities for the hall during their hire period
<b>Matters of Concern</b>	None
<b>Any additional Action required?</b>	None
<b>CONSULTATION WITH INTERESTED PARTIES DURING RISK ASSESSMENT PROCESS E.G. EMPLOYEES/SAFETY REPRESENTATIVES</b>	
<b>Details</b>	Organisation makes risk assessments available in the Hall Guide which is retained in in Hall kitchen
<b>Matters of Concern</b>	None
<b>Any additional Action required?</b>	None
<b>PROCEDURES IN PLACE FOR CONTACT WITH EMERGENCY SERVICES, PARTICULARLY FIRE-FIGHTING, FIRST-AID/EMERGENCY MEDICAL CARE</b>	
<b>Details</b>	Details are kept in the Hall Guide which is retained in the kitchen. Those hiring the Hall are reminder there is no telephone on the premises and it is their responsibility to ensure they have a mobile phone with usable signal for emergency calls
<b>Matters of Concern</b>	None
<b>Any additional Action required?</b>	None

**16. CONCLUSIONS**

CONCLUSION
ACTION REQUIRED

**17. REMEDIAL ACTION PLAN**

DEFICIENCY	REMEDIAL ACTION REQUIRED	DATE TO BE COMPLETED BY	DATE COMPLETED	VERIFIED BY NAME

**18. ANY OTHER RELEVANT INFORMATION**