



## GENERAL INFORMATION

**General Description of Building:**

A traditional building constructed from stone and brick and timber, with a pitched roof constructed from timber and slate. It is all ground floor. Flat roof surfaces are to the left of the building (kitchen area and equipment store), to the front and to the right-side of the Clubroom.

The approximate area at ground floor is 550 square metres, located on a 1 acre site

**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 are listed on **page 8** of this report.

**Date of Survey:** 02/11/2020

**Date of Report:** 03/11/2020

**Date of previous Report or Review:** N/A

**Suggested date for next Review:** 2 years

**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 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, e-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 theatre lighting equipment belonging to the Bovingdon Players on the lighting bar in the Main Hall and on the stage. There is a floor polisher in the fire station store, owned by the cleaner An equipment list is held in the Parish Office for all regular Hall users
Arson / Vandalism.	The possibility of deliberate ignition cannot be completely ruled out.
Cooking / Snacking.	There are facilities within the kitchen area which include cooker, microwave and hot water wall kettle. There are facilities within the Clubroom area which include electric hot plate and hot water wall kettle.
Heating.	The main heating is gas with radiators throughout including in the toilets and kitchen. Heated by a gas fired boiler situated in the boiler cupboard just off the kitchen.

### 2.2 Sources of fuel

Combustible materials	Location / Remarks
Tables and seating, various items kept in the storerooms and cupboards, stationary items, cleaning items and toiletry supplies. Curtains / carpeting / mats in areas throughout the building.	Quantities of waste are minimal, as waste is removed to outside areas on a regular basis. There are no hand towels or bins in the toilet areas other than sanitary bins and the external disabled toilet. Other than the main fire station store / Clubroom where equipment is located, all other items are in locked cupboards or offices.
Others.	Small quantities of cleaning fluids are stored within the cleaner's locked cupboard. Other flammable liquids, gases and liquids are stored in a metal cupboard in the locked, village warden's store.

### 2.3 Sources of oxygen

Oxygen source	Location / Remarks
Natural ventilation, eg. through openings such as doors, windows and ducts.	No sources other than in normal acceptable quantities.
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, e-cigarettes etc)	Carelessly discarded or improperly extinguished cigarettes could start a fire.
Electrical Equipment	Worn, damaged or untested electrical equipment or wiring could start a fire.
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.
Heating	Faulty heaters could overheat and start a fire.

#### 3.2 Risk of fire spread through sources of fuel

Combustible materials	Perceived risk
Tables and seating, various items kept in the storerooms and cupboards, stationary items, cleaning items and toiletry supplies. Curtains / carpeting / mats in areas 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. Furniture, furnishings, fabric could become ignited and start or aid the spread of fire.
Others	Flammable gases and liquids could assist in the spread of fire if not stored correctly.
Oven	Gas oven, open flames could spread fire through inappropriate use / accident.

#### 3.3 Risk of fire spread through sources of oxygen

Oxygen Source	Perceived risk
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, e-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 2 years by a competent person. A statement is also included in the Conditions of Hire point 6.17. The emergency lighting is checked yearly and a full electrical inspection every 3 years by a competent electrician.
Arson / Vandalism	N	External lighting is provided for illumination of outside areas on a timer until mid-night.
Cooking	N	Portable electrical equipment is PAT tested every 2 years 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. There is a red gas stop button located in the kitchen by the exterior door
Heating	N	The heating boiler is serviced every year. The hot water heaters, oven and the food warmer are on a yearly cover plan

**4.2 Elimination or reduction of fuel sources**

Fuel source	?	Comments
Tables and seating, various items kept in the storerooms and cupboards, stationary items, cleaning items and toiletry supplies. Curtains / carpeting / mats in areas 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.

**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 160 standing and 130 seated.
People who use the Clubroom	Maximum 30
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 kitchen could prejudice the means of escape via the kitchen front exit.
2.	A fire in the main hall could prejudice the means of escape via the main hall doors and may impact people in the Clubroom who would have to exit via the right side of the building down 2 steps.
3.	If people exit into the rear compound, they will need to take the key from the 'break glass' unit by the fire exit door to unlock the compound gates

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	Monitored fire alarm system.
Is there sufficient, well-maintained firefighting equipment sited throughout the building?	YES	Sufficient extinguishers are provided, and these are maintained on annual contract with local supplier. Fire blankets are located in the Kitchen and on the stage.
Are the means of escape safe, of sufficient width and numbers and within acceptable travel distance limits?	YES	2 exits from the Clubroom, one down 2 steps
Is normal and emergency lighting sufficient for the premises?	YES	All units are in good working order and checked annually by a competent electrician. Also, part of regular Hall 4-6 weekly checks
Are there enough appropriate signs and notices?	YES	'Fire Action' notices are sited by each exit door and in the meeting room.
Are maintenance and testing arrangements adequate?	YES	Weekly fire alarm test and full test every 6 weeks as part of H&S checks. Details of weekly checks recorded in the Fire Safety Log-book and 6 weekly recorded in the checklist.
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
		None required		

### 8.2. General comments / other recommendations

Section	Page	Comments/ Recommendations
4	7	The cooker and food warmer should be inspected regularly for damage and kept clean and in good order. Deep clean done twice yearly and on yearly cover plan
4	7	The emergency lighting is checked yearly and a full inspection every 3 years by a competent electrician
4	7	It is considered good practice for portable electrical equipment to be tested every 2 years.
4	7	Wherever possible, paper should be stored in cupboards provided. Also, the notice board should be tidied up periodically
4	7	There is a gas stop located in the kitchen
4	7	It is important that the gas fired boiler for the heating system is serviced annually by a qualified service engineer
7	8	It is important that the smoke alarm system is tested regularly to ensure that it is in good working order including the kitchen fire shutter. Alarm is tested weekly from a different call point each time. ADT do a check twice a year on the fire alarm system. The fire shutter is on an annual plan.
7	8	Fire extinguishers are provided, and these are maintained on annual contract with local supplier.
		The perimeter path should be kept free from foliage and other obstructions.

### 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 on-going 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.

#### 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 **OUTSIDE THE LIBRARY**, where a roll call will be carried out to ensure that everyone has evacuated the building safely. For the **Pre-school** if possible, the meeting point is by the **PLAY AREA on KING GEORGE V PLAYING FIELD**.

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

The Memorial Hall has a managed fire alarm system. In the event of the fire alarm a member of the Parish Council will be contacted, and the fire brigade called. Anyone in the building should immediately leave the facility. Upon the 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.
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**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 will 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.

### 8.4. Review and revision of Fire Risk Assessment.

It is recommended that the first review is carried out approximately 12 months after the initial assessment, and thereafter every 2 years or earlier if there is reason to suspect that it is no longer valid or if there have been significant changes.

## 9. Document History

Date	By Whom	Remarks	Signature
29/4/15	Mike Kember	Initial draft	
29/4/16	Mike Kember	1 year review, in future every 2 years	
03/04/2018	Cllr. Julie Steer	2 year review	
03/11/2020	Cllr. Julie Steer	2 year review, delayed due to COVID-19	