

**CLYFFE PYPARD AND BUSHTON
VILLAGE HALL
FIRE RISK ASSESSMENT**

CLYFFE PYPARD AND BUSHTON VILLAGE HALL

Fire Risk Assessment

Introduction

The Regulatory Reform (fire safety) order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

The order applies to virtually all premises and covers nearly every type of building, structure and open space. It applies to community halls and community premises and is relevant, therefore to Clyffe Pypard and Bushton Village Hall.

The fire risk assessment has been carried out in accordance with the requirements of the order and having regard to the government guidance on fire safety risk assessment in small and medium places of assembly.

The guide describes 5 steps to be taken when carrying out a fire risk assessment.

Step 1—Identify fire hazards

Step 2—Identify people at risk

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

Step 4—Record, plan, inform, instruct and train

Step 5—Review

The fire Risk Assessment follows this structure and has been carried out for each of the

principal areas of useable space in Clyffe Pypard and Bushton Village Hall:

Main entrance and foyer

Main Hall

Kitchen and Side Meeting room

Disabled, Men's and Ladies toilets.

For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection, firefighting and precautionary equipment, escape routes, emergency lighting, signs and notices.

The key findings of this assessment are contained on the following pages and key points discussed as appropriate.

FIRE HAZARDS: SOURCES OF IGNITION, FUEL AND OXYGEN

The main source of ignition and the various items of electrical equipment located in the kitchen are the cooker, microwave, fridge, water heater.

The (tiled) roof has PV Solar panels.

Other sources of potential ignition are electric sockets, portable appliances, wall heaters and the lighting located throughout all the Hall and Side room areas and the water heater located in the loft.

Other sources of fuel being the wooden floor, curtains, wooden tables and the wooden shed located outside.

The main source of oxygen is the natural airflow through doors and windows.

PEOPLE AT RISK

People who use the hall and may be at risk if there is a fire include:

Hirers of the Village Hall

Contractors

Volunteer cleaners

Village hall users

Children (when used as a party venue)

The elderly

People with disabilities (mobility, hearing or vision impaired)

EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK

The risk of fire occurring

It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise the electrical equipment located in the kitchen. Combustible materials are kept away from these sources and equipment and heating units are regularly serviced and maintained in a good state of repair. Elsewhere, electric sockets and lighting are well maintained and portable appliances 'PAT' tested where appropriate.

The risk to people

An evaluation has been carried out of the actual risk to people Identified in step 2 in the event a fire did start and spread from those areas with the main sources of ignition i.e. kitchen or hall.

The main entrance/foyer, the main hall, side room, disabled and other toilets are all at ground floor level (this is a single storey building) and are open to the various escape routes available being the main entrance and three external doors lit by emergency lighting and signs.

Removal/reduction of the hazards

The identified potential hazards comprise the range of electrical equipment contained in the kitchen, which are an essential part of the facilities available to the users of the village hall. Removal would not be in the best interests of the village hall or its users and potential hazards are reduced as far as possible through regular maintenance, inspection and servicing.

Wooded tables and shed represent a potential hazard but these are the minimum as practical as possible and are to be kept tidy and confined to their specific area.

Clyffe Pypard and Bushton village hall operates a NO SMOKING policy in all areas of the building.

Elsewhere flammable materials are limited to curtains which have been treated fire resistant, tables and seating, and are generally kept away from potential hazards.

Removal/reduction of the risks to people

The fire risk to people has been minimised as far as reasonably practical. Adequate fire escape signs are in place as in emergency lighting (replaced May 2018) to assist people in the event of fire and allow them to escape safely.

A Fire Extinguisher and a Fire Blanket is located in the kitchen with

instructions, as detailed in the accompanying table, and is regularly inspected and the certificate of inspection is displayed in the main entrance/foyer.

There are Four Main Escape routes available and are readily accessible from all parts of the hall. All are independently of each other. The main escape routes are

The main entrance

External door opposite the main entrance

External door left of the main entrance

External door next to the kitchen in the side room on the same side of the main entrance.

Escape routes are marked all unencumbered and are listed in the accompanying table. All external fire doors lead to the outside and provide open space for safe and easy evacuation of the hall.

Escape routes and Exits are indicated by appropriate signs as indicated in the accompanying table. The Fire Extinguisher has operating instructions clearly displayed.

Installation, testing and maintenance

All fire prevention and firefighting equipment is maintained in good working order through periodic servicing and maintenance. Sources of risk are also checked on a regular basis.

Regular checks are made of the hot water heaters within the building as well as the cooker, fridge, microwave, fire doors and lighting.

An annual check is made of the Fire Extinguishers and a certificate of inspection obtained. The Electrical system is also checked on a regular basis and the installation was checked in ().

RECORD, PLAN, INFORM, INSTRUCT AND TRAIN

Significant findings and action taken

The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the proceeding section of this report.

Conditions of Hire

The conditions of hire of the village hall state that All Exits must not be obstructed. Conditions of hire are shown on the village hall booking form.

Emergency plan

The village hall is a simple layout with clear well signed fire escapes and a fire extinguisher. Conditions of hire state that fire and other exits must not be obstructed.

Review

The fire risk assessment has been carried out for Clyffe Pypard and Bushton Village Hall having read 139 pages of the HM Government fire safety risk assessment small medium assembly pages.

The assessment is kept under review particularly with regard to any potential new

risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively.

location	Sources of ignition, fuel	Firefighting and equipment	Escape routes	Emergency lighting signs and notices
Main entrance	Electric lights	CO2 Extinguisher in kitchen	Via main door or Fire escape	Location of fire doors/ emergency Exit sign over Front/ Main Entrance
Hall	Electric sockets and lighting. Tables & Chairs	Water Extinguishers in the hall	Main door or Fire exits	Location of fire doors Emergency exit signed and lit
Kitchen	Electric cooker & power supplies. Electric sockets & lighting, water heater, kettle, microwave, fridge.	CO2 Fire Extinguisher and Blanket	Main entrance or Emergency Exits	Turn off/ on cooker panel. Turn off hot water at the wall
Toilets	Electric lighting	Fire Extinguishers in the hall or kitchen	Main entrance or other emergency doors	Sign above Main entrance from toilet area
Loft	Electric heater & lights	Fire Extinguishers in the hall or kitchen	Main entrance	Sign above Main entrance.
Side room	Electric sockets and lighting	CO2 Extinguisher	Emergency exit in the room	Sign above Exit door

A Plan of Clyffe Pypard and Bushton Village Hall is attached.

