

HOPTON VILLAGE HALL

FIRE SAFETY ORDER 2005

FIRE RISK ASSESSMENT

Name of Organisation	HOPTON VILLAGE HALL
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Premises Address	Hopton Village Hall Wilmore Hill Lane HOPTON STAFFORDSHIRE ST18 0AW
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Date of assessment	24.9.18
Date of previous assessment	n/a
Name of assessor	Sylvia Gibson (Parish Clerk and Booking Secretary)
Name of Overall Responsible Person	The Chairman of the Parish Council
Suggested date for review	24.9.19

In carrying out this Fire Risk Assessment reference has been made to the appropriate Fire Safety Guide:

"Small and medium places of assembly" ISBN- 13: 978 1 85112 820 4

"Open air events and venues"" ISBN 13:978 1 85112 823 5

Description of premises

Number of floors:	1
Approximate floor area:	60 square metres
Occupancy:	This is a village hall. It is occupied, on average 4 times a week
Typical number of occupants:	12
Occupants at special risk: Sleeping Persons with disabilities Remote areas Others	No-one lives in this building – a village hall. The only people who visit are people who hire the hall and / or grounds

Are these premises:	
Higher risk	
Normal risk	
Lower risk	✓

Risk Assessment – premises

	n/a	Yes	No
Outside areas			
Are the buildings free from the risk of fire spreading from anything in the areas outside the building/s?		√	
Is the external building fabric in good condition?		√	
Construction			
Is the building constructed of non-combustible materials?			
- Walls			√
- Roofs			√
- Floors			√
- Linings			n/a
- Ceilings			√
- Partitions (including temperature-controlled room)			√
- insulation			√

	n/a	Yes	No
Height			
If more than one storey in height are the floor openings protected to half-hour fire resistance?			
- Stairs			
- Lifts			
- Chutes			
- Ductwork			
Are there fire division walls?			
Are all voids fire stopped (roof, floor, ceiling)?			
If no, is the risk acceptable?			

Comments and hazards observed

There is only one storey

Risk Assessment – ignition sources

	n/a	Yes	No
Electrical			
Has the fixed wiring installation been tested within the last five years? (often referred to as quinquennial testing)		√ see below	
Is the installation free from temporary wiring?		√	
Are electrical protection devices suitable for their purpose?			
Are portable appliances inspected / tested at least annually?		√	
Are trailing leads restricted to the minimum amount?	√		
Are all trailing leads undamaged?	√		
Are battery charging and electrical switchgear areas clear of storage / combustibile materials?			

Comments and hazards observed

During March 2017, a qualified electrician replaced five worn fixed spurs in the hall, installed new main bonding cable to within 600 mm of stop tap, installed new sockets in the kitchen, installed RCBO's (combined MCB and RCD) to all sockets and external lights and, finally, completed an electrical inspection on electrical installation. The electrician is a member of the electrical "Competent Persons scheme".

	n/a	Yes	No
Heating			
Are heating appliances appropriate to the occupancy installed?		√	
Are these installed in safe areas and away from any combustible materials?		√	

Comments and hazards observed

There are 4 wall-mounted heaters which have been installed just above the skirting board. All radiators have cages around them. There is one convector heater installed close to the ceiling above the entrance. This heater does not have a cage around it.

	n/a	Yes	No
Processes			
Are all processes low risk?			
STATE PROCESS RISK			
- High			
- Normal			
- Low			
Are High Risk processes located in segregated areas?			
Are suitable safety features fitted?			
Are flammable or hazardous liquids / oils / gases used? (see below)			
If so are there satisfactory safeguards? (see below)			
Is the plant on a planned maintenance schedule?			√
Is there a satisfactory procedure for reporting and repairing defects?		√	
Is welding / brazing / cutting carried out in specified areas only?	√		
Are reasonable measures taken to prevent fires as a result of cooking?		√	

Comments and hazards observed

The only toxic materials that are kept at the hall are cleaning materials and these are stored in a locked cupboard when not in use

Risk assessment – storage / housekeeping

	n/a	Yes	No
Storage			
Are the storage areas for combustible materials separated from production areas by fire division walls?			
Is storage in the workplace well controlled?		√	
Are high risk areas free from storage?			
Are aisles and means of escape routes free from storage?		√	
Are flammable or hazardous liquids and gases stored safely?		√	

Comments and hazards observed

	n/a	Yes	No
Housekeeping			
Are all areas clean and tidy?		√	
Is waste stored safely? External waste bins in purpose-built compounds or secured at a distance of at least 8 m from the building?			√

Comments and hazards observed

Risk assessment – detection and warning

	n/a	Yes	No
Manual warning systems			
Are there adequate means to warn people as soon as possible?			√
Type of warning devices?			
- None		√	
- Hand bells			
- Electric break glass			
Are these suitable?			
Are the warning devices (audible / visual) suitable for any disabled visitors / employees?			
Can the alarm be heard by all persons on the premises and without anyone being put at risk?			
Are there suitable “Action to take in the event of fire” notices around the premises and are these located near fire call points?		√	
Is the fire alarm tested weekly using different call points and records kept?			
Are the call points easily visible?			
Are fire drills held twice a year and records kept?			
Are there suitable procedures for instructing visitors on site as to the action to take in the event of hearing the fire alarm?			

Comments and hazards observed

	n/a	Yes	No
Automatic fire detection systems			
Is the coverage of the detectors adequate?			
Are all high-risk areas protected by detectors?			
Is the system maintained by an approved contractor?			
Is the alarm signal automatically transferred to an alarm receiving central station?			

Comments and hazards observed**Risk assessment – means of escape**

	n/a	Yes	No
Is the escape for all occupants sufficient?		√	
Where appropriate, do doors used for means of escape open in the direction of travel?		√	
Are there sufficient exits for the maximum number of people likely to be on the premises?		√	
Are all gangways and escape routes free from obstruction?		√	
Are all fire doors clearly labelled?		√	
Can all fire safety signs and fire exit notices be clearly seen?		√	
Are self-closers on fire doors in good working order?	√		
Are all escape routes adequately lit?		√	
Can all doors used for means of escape purposes be opened easily and without the use of a key?		√	
Are the floor surfaces on escape routes free from tripping and slipping hazards?		√	
Are means of escape routes free from materials which would assist the spread of fire?		√	
Is the means of escape route satisfactory?		√	

Comments and hazards observed?**Risk assessment – fire fighting**

	n/a	Yes	No
Is there sufficient firefighting equipment of the correct type?		√	
Are portable fire extinguishers, fire blankets etc. suitably located and available for use?		√	
Is the firefighting equipment maintained by a competent company annually?		√	

Comments and hazards observed

Risk management – management considerations and practices

	n/a	Yes	No
Are you the sole occupier of the premises?	√		
Is there an emergency plan?		√	
Does the induction training include “Action to take in the event of a fire?”		√	
Are people trained in fire awareness?			√
Are there adequate instructions for calling the fire service in the event of a fire?		√	
Is a “Hot Work” permit or “Permit to Work” system in force?			√
Is smoking prohibited except in designated areas?		√	
Are suitable arrangements in place for persons who wish to smoke?			√
Is there any evidence of breaches of policy in relation to smoking?			√
Does basic security against arson seem reasonable?			
Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?		√	

Comments and hazards observed

Risk assessment – maintenance practices

	n/a	Yes	No
Fire alarm systems			
Is this maintained annually and records kept?			
Is it tested weekly and records kept?			

Comments and hazards observed

	n/a	Yes	No
Automatic fire detection system			
Is this maintained quarterly and records kept?			
Is it inspected weekly and records kept?			

Comments and hazards observed

	n/a	Yes	No
Fire extinguishing appliances including hose reels			
Are these maintained annually and records kept?		√	
Are they inspected weekly and records kept?			√

	n/a	Yes	No
Emergency lighting (including self-contained units & torches)			
Is it maintained annually and records kept?		√	
Is it inspected / tested weekly and records kept?			√

Comments and hazards observed

	n/a	Yes	No
Automatic sprinkler systems			
Is this maintained quarterly and records kept?			
Are the valve set(s) tested weekly and records kept?			

Comments and hazards observed

	n/a	Yes	No
Fixed gaseous extinguishing systems			
Is this maintained quarterly and records kept?			
Is it inspected weekly and records kept?			

Risk assessment - previous incidents

	n/a	Yes	No
Has the premises been free from:			
- Fires		√	
- Break ins		√	
- vandalism		√	
- other incidents		√	
Give details:			

If yes, state incidents, cost and measures taken to prevent reoccurrence

	n/a	Yes	No
Have any recommendations been made following this risk assessment? (see recommendations)			

Recommendations arising from this risk assessment

State the recommendations with priority for implementation i.e.:

Priority 1 needs attention urgently within 2 weeks

Priority 2 needs attention within 3 months

Priority 3 needs consideration for the long term – a further action plan may be Required

No.	Priority	Recommendation
1	1	The waste bins are moved so that they are more than 8 m. Away from the building.