

Fire Risk Assessment

INCORPORATING VILLAGE HALL EVACUATION

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Introduction

The Regulatory Reform Order (Fire Safety) 2005 came into force on 1 October 2006, and relates to all premises, with very few exceptions. It places responsibility on those who are best placed to address fire safety and ensure that risks - which necessarily change over time - are kept under review. Under the Fire Safety Order, a 'responsible person' (usually the owner, landlord, employer, or occupier of a business or industrial premises) must carry out a fire risk assessment. Responsible persons under the Order are required, following a risk assessment, to implement appropriate fire safety measures to minimise the risk to life from fire; and to keep the assessment up to date.

This document suggests information that should be contained in a fire risk assessment record. When completed in accordance with all suggestions, it may serve as a record of a fire risk assessment as required by The Regulatory Reform (Fire Safety) Order 2005.

From the date these Regulations came into force, it became a requirement for all responsible persons to:

- Carry out a fire risk assessment of the workplace, taking into consideration all employees and all other people who may be affected by a fire in the workplace and to make adequate provision for any disabled people with special needs who use, or may be present in the premises.
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire. If five or more people are employed, it is a requirement that these significant findings are recorded.
- Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace; and
- Provide information, instruction and training to employees about the fire precautions in the workplace

Further guidance can be found in a series of guides produced by the Department for Communities and Local Government (CLG).

Copies of the above guides can be found by using the link below

[About the guides - introduction and checklist - Fire and resilience - Communities and Local Government](#)

1. Premises Particulars

Premises Name Stanwell Village Hall	Use of Premises Events, social centre of the local village
Address High Street Stanwell TW19 7JR	Owner/Employer/Person in control of the venue Peter Jeffery
Date of Risk Assessment 16/07/2023	Date of Review July 2024 – Unless significant change has taken place
Name & relevant details of the person who carried out the Fire Risk Assessment Mervyn Moys 4 St Annes Ave Stanwell Staines Middlesex TW19 7RN	

2. General Statement of Policy

Statement

FIRE SAFETY POLICY

The Hall Council acknowledges their responsibility to do everything that is reasonable, practicable to ensure the health, safety and welfare of its employees, clients, visitors and other members of the public whose Health and Safety may be affected by the activities.

The Hall Council shall, so far as is reasonably practicable, take such steps to prevent fires in its premises through effective design, adequately maintained fire prevention equipment, proper working practices and procedures, in accordance with the Health & safety Policy.

In the event of a fire or reported fire, it is Company policy that the safety of its staff, customers and any third-party persons be our first priority, and take precedence over all other considerations.

POLICY STATEMENT

1. The Hall Council regards the promotion of Fire Safety measures as a mutual objective of management and employees at all levels and gives the highest priority to health and Safety of all employees.
2. The provision and maintenance of safe working conditions for all persons whilst on Company premises.
3. To provide safe systems of work and/or procedures so as to maintain, so far as reasonably practicable, the premises in such a condition as to prevent personal injury and property damage.
4. The provision of arrangements which will facilitate consultation and co-operation between The Company and representatives of its employees, on matters affecting health and Safety.

The Company has approved this policy which will be kept up to date, particularly as the business changes in nature and size. In order to achieve this, the policy and the way in which it is operated will be reviewed at regular intervals.

Merwyn Moys

Hall Council Member

16/07/2023

3. Management Systems

Planning – The Fire Risk Assessment will be carried out by external auditors and determine priorities in eliminating any hazards and reducing risks to persons by providing the information required.

Organisation – The Manager provides Health and Safety information to all employees, and again has external auditors to provide information to be able to comply with all aspects of the Health & Safety and Fire Risk Assessment

Control – Management is responsible for carrying out and or delegating work to rectify any health and Safety issues throughout the workplace.

Monitoring – We will measure the success of the Health and Safety/ Fire policy, by recording of information, such as regular checks of fire precautions, investigation of causes of incidents and the recording of other relevant information.

Review – Regular reviews of procedures to be initiated and to include any identified deficiencies and a process by which they can be rectified.

4. General Description of Premises

Description:

Car parking area

Min entrance then onto Reception main building ground floor

Incorporating office located behind reception

From reception this leads to hallway to toilets and kitchen.

Occupancy

Times the premises are in use

Mon-Fri: 9.00 am to 10.00pm

Sat/Sun: 9.00am to 11.00pm

Total Number of persons employed within the premises at any one time.

150

Total number of persons who may resort to the premises at any one time

150

Size

Building Footprint

Metres

384 Sq Metres

Offices

Number of floors

1

Number of stairs

7 from the kitchen to the toilet and 5 steps from the hall to the stage

5. Fire safety systems within the premises

Fire Warning System: (i.e., automatic fire detection, break-glass system to BS 5839, other)

Fire Detection vis smoke sensors and alarms
Carbon monoxide sensors

Emergency Lighting: (i.e., maintained/non-maintained, 1hr/3hr duration to BS 5266)

Yes. System in place

Other: (i.e., Sprinkler system to LPC rules BS 5306)

Several Fire Extinguishers are available, powder, water, foam, co2, and fire blankets in kitchen

6. Plan Drawing



7. Fire Hazards

Sources of Ignition:

Hot Processes (Cooker Gas) (Hot works)
Fixed & Portable electrical appliance equipment.
Gas fired boiler; Extension leads.
Vehicles with fuel and
Hybrid vehicle batteries.
Electric charging points
Mobile phone
Paper

Sources of Fuel

Flammable materials, Products in aerosols, Dust extraction systems
Workshop heaters
Vehicles fuel
lubricants
Paper, card, packaging, Tyres, Fuel retrievers
Waste bins
Mobile phones, PC's
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Work Processes

Oven operating process if not cleaned dust may cause ignition.
Faulty equipment
Electrical appliances in operation

Features that could promote the spread of fire

The fire doors.
Location of stored flammable materials
Paper promoting fire as this is fuel.
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8. People at Risk

People Identified as at risk in various locations. Type of risk, controls measures in place and additional control measures required.

All Visitors

Controls Required

Flammable materials are stored and must have secure lids.

Fire equipment and smoke alarms need checking regularly and documented.

Assembly points need to be clear and fire notices need to be displayed around the site.

Site maps detailing emergency routes and location of Assembly point should be displayed in all areas of site buildings.

A Responsible person (the relevant hirer of the hall) is responsible to the procedures required.

All fire doors to clearly indicate they are fire doors.

9. Evaluate, remove, reduce and protect from risk

- All electrical equipment PAT tested.
- Rubbish bins should be emptied regularly.
- Furniture fire resistance
- There are several emergency exits giving staff time to evacuate the premises.
- Weekly alarm testing at various fire points to be carried out and recorded. Keep fire logbook up to date.
- Stop flammable materials from being used in the hall.
- Fire Checks to be carried out on a regular basis.
- Fire Fighting equipment like extinguishers should be stored correctly.

10. Means of escape – horizontal evacuation

There are several means of escape.

- Emergency exits to the front and through adjacent link doors at the side and rear of building

11. Means of escape – vertical evacuation

N/A

12. Fire Safety Signs and Notices

There are a several fire notices, but they can always be added to and renewed where possible. The reception should be displayed

- Fire Notices display throughout the building
- Direction signage indicating where assembly point is located.
- Every fire door should have blue roundel indicating that's it's a fire door.
- All fire doors should have self-closing mechanism.
First Aiders Names and locations of First Aid boxes and Accident book

13. Fire Warning System

Fire Alarm in place and in working order.

14. Emergency Lighting System

Emergency lighting system that can be checked by staff and that will fulfil its function.

15. Fire Fighting Equipment

Various Fire Extinguishers, Powder, CO2, Foam, Water, fire blanket.

16. Management – maintenance

Is there a maintenance programme for the fire safety provisions in the premises?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
Notes:		
Are regular checks of fire resisting doors, walls & partitions carried out?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Notes:		
Are regular checks of escape routes & exit doors carried out?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Notes:		
Are regular checks of fire safety signs carried out?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Notes:		
Is there a maintenance regime for the fire warning system?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Frequency		
Notes:		
Is there a maintenance regime for the emergency lighting system?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Frequency annual		
Notes:		
Is there maintenance of the fire-fighting equipment (By competent person?) Fire Extinguishers serviced carried out annually	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Frequency Annual		
Notes:		
Are records kept of fire-fighting equipment locations?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Notes:		

17. Method for calling the fire service

Once fire and emergency detected staff will raise alarm and call emergency services via Tel: 999.

18. Emergency Action Plan

Once fire and or emergency detected sensors will actively alarms and call emergency services.

All personal will live the premises in an orderly fashion and procedure to assembly point and await roll call registration.

Hence signing the visitor book is so important to account for everyone.

First Aid kits are available

19. Training

The Hall Hirer Responsible person required, together with fire awareness training – to include fire extinguisher training.

20. Action Plan

Deficiency/Rectification	Assigned to	Target rectification Date	Rectification Date
Item #1 Fire drills			
Notes			
Fire drills should be carried out and recorded.			
Item #2 Alarm testing			
Notes			
Fire alarm testing should be carried out weekly and recorded.			
Item #3 Emergency exit signage			
Notes			
Emergency directional signage should be used around the site to indicate the shortest route to the assembly point.			
Item #4 Flammable materials			
Notes			
Signage is required for cabinets storing flammable materials .			
Item #5 Fire notices			
Notes			
Although there are several Fire Notices there should be at a height you can see and read them. They should record where to assemble.			
Item #6 First Aiders			
Notes			
Item #7			
Notes			
Item #8			
Notes			

Item #9			
Notes			
Item #10			
Notes			
Item #11			
Notes			
Item #12			
Notes			