

FIRE RISK ASSESSMENT – MARCH 2013

ACTION PLAN

QUESTION	ANSWER	ACTION
20 Are the devices securing final exits capable of being opened immediately and easily without the use of a key?	Yes. Front entrance doors are left closed but unlocked when building is occupied. The fire exit doors (bar and middle Hall) are kept locked closed at all times but are operated from inside by panic latches.	The bar fire exit door sticks and requires a good hard push to open. It needs to be planed down.
25 Are escape routes adequately lit?	Yes. External lights outside front door and bar escape routes. No external lighting in passageway from middle of Hall exit but as this is not an official fire exit there is no need to have any.	None needed. The main porch light is very dim, the bulb needs replacing.

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1 Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept in the workplace?	Not applicable.	None needed.
2 Is that waste control system operating effectively?	Not applicable.	None needed.
3 Are all combustible materials and flammable liquids and gases stored safely?	Yes. Oil for the central heating system is stored in a tank separate from the Hall. The tank has been installed to building regulations. Tank to be inspected whenever oil is delivered. Oil supplier does not inspect tank as part of delivery. Cleaning materials used by the cleaner on a weekly basis are stored in a padlocked cupboard.	None needed. Committee member to visually inspect tank after each oil delivery.
4 Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	Yes. All radiators installed in fixed positions away from combustible materials (radiators and their covers are numbered as the covers are specific to a radiator). Portable heaters are not used. Cool touch radiators installed in the lobby and main hall (there is no need to have 'do not cover' signs). Other radiators in the kitchen, bar and toilets are not cool touch and must not be covered. Frost watch in the kitchen is not a problem.	None needed.
5 Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses	Yes Inspections are carried out on an annual basis.	None needed. Continue with annual testing.
6 Is the wiring of the electrical installation inspected periodically by a competent person?	Yes. 5 yearly inspections undertaken by a NICEIC registered company.	None needed. Continue with 5 yearly inspections.
7 Is the use of electrical extension leads and multi-point adaptors kept to a minimum?	Yes. Leads and multi-point adaptors only used for specific events and are supplied by the	None needed.

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	<p>function organiser. Leads are organised so they are not a trip hazard to the public i.e. do not cross thoroughfares or are taped down if they do.</p> <p>A notice is included in the Hall Hirers' Pack asking that leads and multi-point adapters are not used unless absolutely necessary.</p>	
8 Are flexes run in safe places where they will not be damaged?	<p>Yes.</p> <p>Flexes are not used as a matter of routine. When they are used none run over surfaces that people walk on.</p>	None needed.
9 Is the upholstery of furniture in a good condition?	<p>Not applicable.</p> <p>No upholstery in the hall. The window blinds are kept down when the hall is not in use and although they do reach the radiators common sense dictates that they will not be rolled down that far as the windows are 18" higher than the radiators.</p>	None needed.
10 Is the workplace free of rubbish and combustible waste materials?	<p>Yes.</p> <p>All waste after functions is cleared up and placed in the external waste collection bins either that night or the next morning.</p>	None needed.
11 Is there a designated smoking area provided with adequate ashtrays?	<p>No.</p> <p>The Village Hall is a No Smoking area, including the lobby, bar, kitchen and toilet areas. A note to this effect is included in the Hall Hirers pack. NO SMOKING signs are prominently displayed around the hall.</p>	None needed
12 Have suitable measures been taken to protect against the risk of arson?	<p>Yes.</p> <p>All external doors are locked whenever the building is unoccupied. Windows are kept closed on an inside latch when the Hall is not in use but they can not be locked shut. Visitors enter the building by prior arrangement.</p> <p>The holes where the exterior grills were a risk and have been covered up.</p>	None needed
13 Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	<p>Yes, partially.</p> <p>Fire doors from main hall to lobby and to bar. No fire door from main hall to kitchen as there is no fire exit through the kitchen.</p> <p>Loft across the bar, hall and kitchen is an open space.</p>	None needed.

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14 Is there sufficient number of exits of suitable width for the people likely to be present?	Yes. Maximum number of people permitted in Hall at any one time is 100 which is well within the emergency evacuation guidelines for the fire exits available.	None needed.
15 Do the exits lead to a place of safety?	Yes. The two main exits (front door and bar) lead to the adjacent field which is the fire assembly point or roadside at the entrance to the adjacent field. The third exit (middle of Hall) is not an official fire exit but leads to a narrow passage along the length of the Hall that leads to the roadside. It is not an 'obvious' exit from the hall although it does need to be kept clear of weeds. The official assembly point is the cricket field. A diagram showing its location in relation to the Hall is displayed on a Hall notice board and is included in the Hall Hirers pack.	None needed. Clear side passage clear of weeds annually.
16 Are all gangways and escape routes free from obstructions?	Yes. We always ensure exits are not blocked when arranging furniture for functions. A note has been included in the Hall Hirers pack requesting that exits and routes to them are kept clear at all times. This is also included in the fire instructions displayed on a Hall notice board.	None needed.
17 Are the escape routes free from tripping and slipping hazards?	Yes, partially. The front door exit route is free. The bar exit route has a step down at the door. The passageway from the middle Hall exit route is covered with low growing vegetation.	None needed. Keep the undergrowth clear in the passageway - ongoing
18 Are steps and stairs in a good state of repair?	Not applicable. Access to the main door is ramped. The fire exit from the bar has a step down that is kept in good repair. There is no step at the unofficial fire exit from the middle of the hall but it is a step down from the door threshold	None needed.

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	to the outside surface. There are no stairs in the building.	
19 Are final exits always unlocked when the premises are in use?	Yes. All final exit doors are locked when Hall is not use. Two fire exit doors are not operated by a key (bar and middle of Hall) and can always be opened by the panic latch when the Hall is in use. The main fire exit (front door) can only be locked with a key.	None needed.
20 Are the devices securing final exits capable of being opened immediately and easily without the use of a key?	Yes. Front entrance doors are left closed but unlocked when building is occupied. The fire exit doors (bar and middle Hall) are kept locked closed at all times but are operated from inside by panic latches.	None needed. The bar fire exit door sticks and requires a good hard push to open. It needs to be planed down.
21 Are internal fire doors labelled as such and normally kept closed?	Yes, partially. Internal fire doors are normally kept closed and automatically swing shut when not held open. Manual door wedges are occasionally used for brief periods of time. None of the fire doors have labels. The doors to the bar do not need labels as the hatch doors means the bar area cannot be isolated.	None needed
22 Are the self-closers on fire doors operating correctly?	Yes. Self-closers on internal double. The bar door is also self-closing but is not, strictly speaking, a fire door as the bar area cannot be isolated due to the hatch doors.	None needed.
23 Do the doors on escape routes open in the direction of travel?	Yes.	None needed.
24 Are escape routes clearly signed?	Yes. Pictograms are used above each door in the escape routes. There is no text. Do not Obstruct sign on interior and exterior of bar fire exit door.	None needed
25 Are escape routes adequately lit?	Yes. External lights outside front door and bar escape routes. No external lighting in passageway from	None needed. The main porch light is very dim, the bulb needs replacing.

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	middle of Hall exit but as this is not an official fire exit there is no need to have any.	
26 Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises?	<p>No.</p> <p>Main fire exit route (front door) has a ramped access.</p> <p>No regular users of the Hall are disabled and very few visitors are.</p> <p>An evacuation plan is not needed as there are more exits than required and the hall is, essentially, a single room.</p> <p>Hall hirers are responsible themselves for ensuring they are familiar with the evacuation procedures and for undertaking rehearsals as appropriate. They are encouraged/prompted to familiarise themselves with evacuation procedures via the hall hire agreement.</p>	None needed.
27 Do procedures and practices avoid the use of combustible materials or processes that use heat?	<p>Yes.</p> <p>Equipment is not left on for longer than is needed.</p> <p>Portable cooker has an integral warning sign about the surface getting hot. Signs erected to remind people to turn off the water heater, urns and cooker before leaving the Hall.</p>	None needed
28 Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	<p>Yes.</p> <p>Hall is locked when unoccupied. A light over the front exit has an automatic sensor.</p>	None needed.
29 Have staff been trained in how to call the fire brigade, the use of the fire extinguishers and basic fire prevention?	<p>No.</p> <p>There are no employees present in the hall on a daily basis. There is one employee who is present in the hall for 2 hours one day a week. There is no need for the Premises Supervisor or the cleaner to be trained in the use of the fire extinguishers.</p> <p>Clear instructions on what to do in the event of a fire are included in the Hall Hirers pack and displayed on a notice board in the Hall.</p>	None needed.
30 Have you asked your insurers for advice regarding the fire protection of your premises?	No.	None needed.
31 Where escape lighting is installed is it in working order	<p>Yes.</p> <p>Annual inspection conducted by a professional</p>	<p>None needed.</p> <p>Continue with annual</p>

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and is it maintained regularly?	<p>inspector. The more usual six-monthly testing is regarded as not necessary as the building is not occupied. Inspection certificates are kept up-to-date.</p> <p>Lighting 'switch on' tested monthly by a committee member and the results entered in a log. This is less than the recommended weekly frequency but the hall is not occupied full-time and periods of hire generally last for a few hours of one day.</p>	<p>inspections.</p> <p>Continue with monthly 'switch on' testing.</p>
32 Is there an automatic fire detection and alarm system?	<p>Yes.</p> <p>There are fire or smoke detectors in every enclosed area of the Hall. (Fire in kitchen, bar and smoke in hall, lobby and cloakrooms)</p>	None needed.
33 Is the fire alarm system in good working order?	<p>Yes.</p> <p>Undergoes annual inspection. This is less frequent than the recommended six-monthly inspection but the hall is not occupied so is annual is deemed adequate. Inspection certificates are kept up-to-date.</p>	<p>None needed.</p> <p>Continue with annual inspections.</p>
34 Is the fire alarm tested weekly?	<p>No.</p> <p>The alarm is tested monthly at each Committee meeting and the results entered in the log.</p>	<p>None needed.</p> <p>Continue with monthly testing.</p>
35 Can the fire alarm be raised without placing anyone in danger?	<p>Yes.</p> <p>There is no automatic notification to the Fire Brigade. Alarm would have to be raised using either a mobile phone although there is a poor signal in the hall or using a phone in a neighbouring property. A note to this effect is included in the Hall Hirers' Pack and the Fire Instructions.</p> <p>The size of the hall is such that it is ok to shout fire.</p> <p>The fire points are tested monthly at each Committee meeting and the results entered in the log. More frequent testing is not needed as the hall is not occupied and periods of hire tend to be for a few hours.</p>	<p>None needed.</p> <p>Continue with monthly testing.</p>
36 Are the fire alarm points clearly visible and unobstructed?	<p>Yes.</p> <p>Fire alarm points are clearly indicated by each door on exit routes. One by the kitchen is not needed as the kitchen door is not a designated</p>	None needed.

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	fire exit.	
37 Is the fire alarm system connected to a monitoring centre which calls the fire brigade?	No. There is no phone line to the Hall.	None needed.
38 Is the fire alarm system, and all its components, continuously monitored?	No. There is no phone line to the Hall.	None needed.
39 Is an adequate number of suitable fire extinguishers provided?	Yes. The Hall is over-provided for. Portable fire equipment is checked and tested annually. The main hall needs only a water extinguisher.	None needed.
40 Are the fire extinguishers and fire blankets located suitably and ready for use?	Yes. Extinguishers are located near fire exits and near sites of particular risk i.e. the fire blanket is in the kitchen.	None needed.
41 Are the fire extinguishers serviced annually by a competent company or person?	Yes. Inspection are kept up-to-date.	None needed. Continue with annual inspections.
42 Is any fixed fire-fighting installation or automatic fire detection system in working order?	Yes. Sprinklers are fitted.	None needed.
43 If you employ five or more people, have you recorded the findings of the fire risk assessment?	Not applicable. There is one part-time employee who is present in the hall for 2 hours on day a week.	None needed.
44 Have you told your staff or their representatives about your findings?	Yes, partially. There is only one part-time employee (2 hours per week) and no-one resides on the premises. Committee members are informed of any inspection results and updates to the risk register. Hall hirers (individuals and groups) are asked to sign Hall Hire agreement to indicate they have read the Risk Register Action Plan. A full copy of the Register is available on request. Hall hirers should do their own risk assessment.	None needed. Continue with annual review.

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45 If you have prepared a formal report, has it been shown to your staff or their representatives?	No. This document is the only report prepared and is reviewed by the Committee each year.	None needed.
46 If you share the workplace with others, do they know about the risks you have identified?	Yes. Risk Register Action Plan is included in the Hall Hirer's Pack.	None needed
47 If you do not have direct control over the workplace, have you made your findings known to owner or landlord?	Not applicable	None needed.
48 Are fire action notices displayed prominently throughout the workplace?	Yes, There is a notice on a notice board in the main hall. Itemised set of fire instructions is provided next to each call point.	None needed
49 Has an emergency plan been drawn up in case of a major fire?	No. Evacuation plan not needed because there are more exits than required and the hall is essentially a single room. No emergency plan drawn up because the Hall does not provide for services that need to be kept going should it become no longer usable.	None needed.
50 Is a copy of the emergency plan kept other than at the workplace?	No. Originals of fire instructions and other documents kept by the Secretary. Booking Secretary has copies as part of the Hall Hirers pack.	None needed.
51 Has a procedure been established to review the fire risk assessment periodically?	Yes. There is an annual review of the Fire Risk Register by the Committee each autumn.	None needed. Continue with annual review.

Agreed by Sandhurst Village Hall Management Committee

November 2013