

Fire Risk Assessment- Costock Village Hall

Date of Assessment : 2 February 2013

Risk Assessed by: J Collins

The purpose of the Fire Risk Assessment is to control the risk to the people that use the hall and those who are involved in the maintenance and its upkeep. The nature of injuries is the same for all persons, being burns, damage body organs through inhalation, suffocation and death.

This Fire Risk Assessment has been carried out prior to a hirer using Costock Village Hall.

Each user must conduct their own assessment taking into account any risks that they may introduce as a result of their activities during the hire period.

It is considered in this Risk Assessment that all users could be affected by fire in Costock Village Hall, particular consideration should be given to the disabled

Risk Key: H=High, M=Medium, L-Low

Potential for Ignition

Hazard	Source	Control Measures	Further Action	Risk	By Whom	When
Exposed Hot Surfaces	Electric Cooker	Terms of hire, hirers assessment	Constant monitoring when used by hirer	M	All users	At time of use
Naked Flames	Introduced by hirer, eg Candles	Terms of hire, hirers assessment.	Visual checking	H	All users	At time of use
Smoking	Unattended cigarettes, disposal of same	No smoking internally, use special disposal bin located near entrance, Terms of hire	Visual checking	L	All users	continuous
Electrical Eqpt portable	Overloaded circuits. Short circuits, poor connections, electrical failure	Equipment PAT tested , inspection at time of use and Terms of hire	Annual testing	M	committee	Each July
Electrical eqpt fixed	Overloaded circuits. Short circuits, poor connections, electrical failure	Equipment tested	5 yearly testing, completed some issues addressed requires retest	L	committee	February
Portable heaters	High heat output close to combustibles	Not permitted in terms of hire unless risk assessed and agreed with committee	Hirers to check with committee be for using portable heaters	L	All users	At time of use
Heating system	Gas fired	Flame partially enclosed in heater chamber, unit inspected by expert	Annual inspection	L	committee	Each August
Arson	3 rd parties	Hall locked when not in use	None	L		

Potential for Combustion

Hazard	Source	Control Measures	Further Action	Risk	By Whom	When
Stored Items	Playgroup Materials	Storage room and cupboards provided, Playgroup to carry out risk assessment	monitor	L	all	continuous
Paper	Playgroup materials, paper table cloths	Proper storage and use, terms of hire	monitor	L	committee	continuous
Waste	Waste bins	All waste to be put in designated bins, External bins to be placed in designated area and clear of all exits	Clear markings to be made for position of external bins	L	committee	
Flammable liquids	Materials brought into the hall by hirers and contractors	Terms of hire and contractors risk assessment at time of hire/work.	Visual awareness	M	committee	continuous
Flammable materials	Materials brought into the hall by hirers and contractors	Terms of hire and contractors risk assessment at time of hire/work.	Visual awareness	M	committee	continuous
Flammable gases	Natural Gas leaks	Terms of hire and contractors risk assessment at time of hire/work. Awareness of gas isolation by signage and location on the plan			committee	complete
Oxygen Bottle	Leak from oxygen bottle	Separate risk assessment, oxygen bottle to be securely mounted, remove or disable heat sources local to oxygen bottles. Maps and location posters to be erected on location of oxygen bottle	Risk assessment to be completed	L	Playgroup	01/02/13
Hot surfaces	New Electric cooker	Notice local to cooker, "Children must be supervised at all times in the Kitchen"	Inform and monitor	M	committee	01/04/12
Water Ingress onto electrical equipment	Burst pipes and/or leaking water tank close to electrical equipment	Electrical system incorporates trip system, building to be heated to above freezing point, awareness by users	Investigate room thermostat with hi and low settings	L	committee	TBA

Fire Detection and Warning

Systems	Details	Control Measures	Further Action	Risk	By Whom	When
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Detection	Battery powered alarms outside kitchen and local to heating system	Test regularly and replace batteries annually	Test 3 monthly	L	committee	
Warning	Hand-bell on wall by toilet doors	Details on fire precaution notices Hirer to be advised through Risk Assessment	ongoing		committee	

Means of Escape

Systems	Details	Control Measures	Further Action	Risk	By Whom	When
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General		Users to be aware of exits locations on floor plan which is posted on hall notice board, web site and referred to in the hire documentation	Hirers to made aware at time of hire	L		At time of use
General		All doors to be kept clear of obstructions and flammable materials	Check on each use of hall	L		At time of use
General		Good access/egress required to all doors with particular regard paid to evacuation of disabled persons	Comply with maximum numbers of persons using hall and ensure equipment, tables, chairs etc do not impede evacuation	L	Users	At time of use
General		All Non Exit Doors in Main Hall to be labelled NO EXIT	None			
Main Hall	Fire Doors located at each end of Main Hall and doors to Main Entrance through Lobby	To be clearly marked with glow in the dark signs and emergency lighting system by all exits. Check Fire Door panic bolts are in good working condition	Regular maintenance and checks	L		
Small Hall	Exit through Hain Hall or Main Entrance		Regular maintenance checks	L		
Bar Area	Exit through Main Entrance or Main Hall	Doors to be in good condition				
Toilets	Exit to main hall through 2 doors and lobby	Glow in the dark exit signs, doors to be in good condition.	Regular maintenance checks, consider evacuation lighting	L		
Kitchen	Exit via door to Main Hall	Doors to be in good condition	Regular maintenance checks, checks at time of use	L		
Disabled Toilet	Exit via door to Main Hall	Doors to be in good condition. Users to be aware how to unlock door from the outside.	Regular maintenance checks, checks at time of use and instruction	L		
Store rooms	Exit door to main hall via a small lobby	Doors to be in good condition	Regular maintenance checks, checks at time of use.	L		

Fire Fighting Equipment

Systems	Details	Control Measures	Further Action	Risk	By Whom	When
Fire extinguishers	At least one fire extinguisher for every 200 m ² of floor space and at least one extinguisher in each main area and suitable for the risk	Fire extinguishers located adjacent to exits of main hall, small hall, kitchen and bar. Fire extinguishers to capable to tackle electrical fires. Annual contract with FSE	complete			
Special Risk Extinguishers	Located at the kitchen exit and suitable to deal with fat fires	Annual contract with FSE	complete			
Cookers	A blanket housed in a quick release housing and suitable to deal with fat fires to be located close to the cooker/oven.	Annual contract with FSE	complete			
Signs	Each article of fire fighting equipment to be labelled with type and suitable use	Annual Contract with FSE	complete			
Maintenance of equipment	Fire fighting equipment must be subject to a maintenance contract by a specialist company and have service record attached	Annual contract with FSE	ongoing			Each Feb
Location of fire fighting equipment	Each item of fire fighting equipment to located as recommended by specialist company or fire service and users to be advised	Consult with specialist and /or fire service. Produce plan indicting location of fire fighting equipment and make available to all users	complete			

Planning and Training

Systems	Details	Control Measures	Further Action	Risk	By Whom	When
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Fire Risk Assessment	Complete a fire risk assessment and make available for all users	Review annually or should any risk be apparent. Publish fire risk assessment to web site, notice board and ensure users are aware	Update annually, add information to web site, notice board		Committee	
Use of extinguishers	Users to be made aware of Fire Extinguisher operation	Details of fire extinguisher use to be made available to all	Add detail to notice board		Committee	

Maintenance

Systems	Details	Control Measures	Further Action	Risk	By Whom	When
Fire Exits	All doors, in particular the Main Hall push bar exits	Physically check for operation 6 monthly and each user for obstructions	Any faults to be reported to committee and rectified	L	Committee and users	December June
Fire Extinguishers and fire blankets	All items marked on plan	Annual contract with FSE	Any faults to be reported to committee and rectified	L	Contractor	February
Fire detection	Co2 and Monoxide alarms as marked on plan	Check operation 3 monthly, renew batteries yearly. Users to report low battery bleeping	Any faults to be reported to committee and rectified	L	Committee	January April July October
Portable electrical equipment	All equipment that plugs into wall sockets	Yearly inspection by specialist, all equipment to be labelled after inspection with next inspection date. Any condemned equipment to be immediately taken out of use.	Any faults to be reported to committee and rectified	L	Contractor	July
Fixed electrical equipment	All electrical equipment from and including the main supply to point of use	5 Yearly inspection by specialist company	Any faults to be reported to committee and rectified	L	Contractor	5 yearly
Emergency exit lighting	Lights designed to illuminate fire exits on power failure	Regular inspections using test switch, light to illuminate for 3 hours	Any faults to be reported to committee and rectified	L	Committee	Quarterly
Signs	Fire exit and assembly point signs as per list	Check signs annually	Damaged or missing signs to be replaced List of signs to be compiled	L	Committee	July
Water systems	Hot water and cold water boiler, pipes and tank	Visual check on all equipment yearly	Any faults to be reported to committee and rectified	L	Committee	July
Heating Equipment	Gas burning equipment in cupboard adjacent to the Ladies toilet	Annual inspections by certificated gas safe engineer	Any faults to be reported to committee and rectified	L	Contractor	August
Cookers	Electric cooker in kitchen	Regular certificated electrical checks	Any faults to be reported to committee and rectified	L	Contractor	5 yearly

Summary of Risk

The Hall is a single storey building with two main rooms for assembly and three means of escape. It is constructed of brick and timber with low potential for fire. Any combustible materials such as woodwork in doors, frames and roof trusses within the building fabric would be combustible given sufficient heat or a fire spreading from elsewhere. However combustible materials in the fabric are mainly confined to joinery and the risks of immediate combustion are low.

In general the main risk of combustion falls in the kitchen area, this area should be regularly monitored by users and should be a restricted area to children. The use of fat for cooking on the hob should be discouraged and deep fat frying banned.

Hirers are most likely to introduce other fire risks and therefore should be conversant with this Fire Risk Assessment at the time of hire. In particular the use of candles in conjunction with paper tablecloths and/or alcohol should be carefully assessed.

The Ladies and Gents toilets are in dead legs of the building and special consideration should be given to alerting occupants in this area.

	Assessors Recommendation
Fire Risk: Ignition and combustion sources	In conjunction with Playgroup produce a risk assessment for the storage of Oxygen
Detection and Escape	Investigate the installation of an electrical alarm system to cover all areas.
Fire Control	Erect a notice on the kitchen door to advise "NO CHILDREN IN KITCHEN UNLESS FULLY SUPERVISED AT ALL TIMES"
Planning and Maintenance	Ensure all maintenance procedures are completed as per schedule
Date assessment	Assessors signature