

# Fire Risk Assessment – Costock Village Hall

## Activity Outline:

- A Fire Risk Assessment to control the risk to the people that use the Village Hall and those who are involved in the maintenance and its upkeep.
- Hall users will need to review this document and consider if it sufficiently covers their activities and use of Hall equipment (for users hiring the Hall, the Hire Agreement must be read in conjunction with this document)
- If activities/equipment are outside of this assessment, then an additional supplementary RA should be put in place by the user concerned. Contractors working in the Hall to provide their own Risk Assessment

## Those at risk/affected parties:

- Hall Users
- Persons undertaking Hall maintenance/upkeep/cleaning
- Visitors
- Contractors

The nature of injuries is the same for all persons, being burns, damage body organs through inhalation, suffocation and death.

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

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## 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, e.g. 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 – including toaster	Overloaded circuits. Short circuits, poor connections, electrical failure, poor maintenance	Equipment PAT tested, visual inspection prior to each use to check for frayed cables, cracked casings etc. Crumbs to be removed from toaster regularly	Testing every two years (last tested 2022). Toaster to be emptied frequently	M	All Users Committee	As required
Electrical Eqpt fixed	Overloaded circuits. Short circuits, poor connections, electrical failure	Equipment tested	5 yearly testing (las tested 2022)	L	Committee	As required
Portable heaters	High heat output close to combustibles	Not permitted in Hall		L	All users	Any time
Heating system	Gas fired	Flame partially enclosed in heater chamber, unit inspected by expert	Annual inspection	L	Committee	Each August
Arson	3 <sup>rd</sup> parties	Hall locked when not in use	None	L		

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## 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	Playgroup	Continuous
Paper	Playgroup materials, paper table cloths	Proper storage and use, terms of hire	Monitor	L	All users	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	Monitor	L	Committee All users	Continuous
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. User to carry out risk assessment	Visual awareness	M	Committee All users and Contractors	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 User to carry out risk assessment	Awareness	M	Committee	Complete
Hot surfaces	New Electric cooker	Notice local to cooker, "Children must be supervised at all times in the Kitchen"	Inform and monitor	M	Committee	Complete
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,	Frost Thermostat installed	L	Committee	Complete

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## Fire Detection and Warning

Systems	Details	Control Measures	Further Action	Risk	By Whom
Detection	Battery powered alarms outside kitchen and local to heating system	Test regularly and replace batteries annually	Test after meetings	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

Hazard	Source	Control Measures	Further Action	Risk	By Whom	When
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.  Hirers to advise visitors	L	Users	At time of use
General		All doors to be kept clear of obstructions and flammable materials	Check on each use of hall	L	Users	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. Review door widths for wheel chairs and re sign accordingly	L	Users Committee	2016
General		All Non Exit Doors in Main Hall to be labelled NO EXIT	None			Complete

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Hazard	Source	Control Measures	Further Action	Risk	By Whom	When
Main Hall	Fire Doors located at East 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	Committee	After meeting
Small Hall	Exit through Main Hall or Main Entrance	Doors to be in good condition	Regular maintenance checks	L	Committee	After meeting
Bar Area	Exit through Main Entrance or Main Hall	Doors to be in good condition	Regular maintenance checks	L	Committee	After meeting
Toilets	Exit to main hall through 2 doors and lobby	Glow in the dark exit signs, doors to be in good condition. Emergency lighting fitted	Regular maintenance checks	L	Committee	After meeting
Kitchen	Exit via door to Main Hall	Doors to be in good condition	Regular maintenance checks, checks at time of use	L	Committee	After meeting
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	Committee	After meeting
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	Committee	After meeting

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## Fire Fighting Equipment

Systems	Details	Control Measures	Further Action	By Whom	When
Fire extinguishers	At least one fire extinguisher for every 200 m <sup>2</sup> 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. Review with FSE a single type of fire extinguisher when replacements are needed.	Committee	
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 April
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. Display plan indicting location of fire fighting equipment	Complete		

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## Planning and Training

Systems	Details	Control Measures	Further Action	Risk	By Whom	When
Fire Risk Assessment	Complete a fire risk assessment and make available for all users	Review annually, add fire risk assessment to notice board and ensure users are aware	Update annually, add information to notice board		Committee	
Use of extinguishers	Users, if trained in use of fire extinguishers, to tackle small fires only. If in doubt evacuate building	Details of fire extinguisher use to be made available to all	Add detail to notice board		Committee Users	

## 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	CO <sup>2</sup> 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	Every 3 months
Portable electrical equipment	All equipment that plugs into wall sockets	Inspection by specialist once every two years, 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	2024
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

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<b>Systems</b>	<b>Details</b>	<b>Control Measures</b>	<b>Further Action</b>	<b>Risk</b>	<b>By Whom</b>	<b>When</b>
Emergency exit lighting	Lights designed to illuminate fire exits on power failure	Regular inspections using test switch, light to illuminate for 1/2 hours	Any faults to be reported to committee and rectified	L	Committee	At Village Hall meetings
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

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### 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.

### Possible Future Actions

Detection and Escape	Investigate the installation of an electrical alarm system to cover all areas.
Potential for Combustion	Label bin storage area
Planning and Maintenance	Ensure all maintenance procedures are completed as per schedule

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**To be Reviewed Annually**

<b>Review Date</b>	<b>Date reviewed</b>	<b>Reviewed by</b>
April 2023	23.04.2023	Bob Simpson
April 2024		

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